

# Town of Chesterfield

## Municipal Vulnerability Preparedness Committee

### Executive Committee

#### Minutes of the March 22, 2024 Meeting

Members attending: Larry Holmberg, Larry Cervelli, Joe Gazillo

Members absent: none

Note taker: Larry Cervelli

1. Meeting called to order 5:07 pm
2. Communication strategy. There was extensive discussion about defining this town-wide function. Optimizing existing capabilities before adding additional resources was supported. Integrating digital and non-digital channels of communication was also considered very important.

Existing CodeRed function was discussed. L. Holmberg solely uses it for emergencies to be announced to the entire town. B. Lessard, Town Administrator, uses it for non-emergency notifications.

Establishing in the Town's citizens the habit of consulting the Town's website was considered a high priority.

It was decided that L Cervelli would assemble a small work team to specifically address this utility.

3. DLTA video. A complete revision of this video about the current conditions of the Town's municipal buildings is underway. The availability of the initial draft should be ready to review by late in the week of March 25 or shortly thereafter.
4. Action grant. The contracted Tighe and Bond engineering firm finished their onsite review of existing municipal buildings. Suggested dates for a meeting between them and the MVP Executive Committee included April 4, 8, 9, 11 or 12. Dave Christopolis at CDC will be asked to seek from them their readiness and availability.
5. The meeting was adjourned at 6:40 pm.

Minutes Approved: ***April 24, 2024***