

## **MUNICIPAL STAFF COMMITMENT**

The municipality must provide sufficient staff time (estimated at 80 hours) to assuring completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Procure a state certified MVP provider
- Establish a core team within the town or region to steer the project;
- Coordinate, schedule, send invitations and attend planning meetings and several workshops;
- Work with MVP service provider to identify and engage stakeholders;
- Help coordinate staff interviews to collect information prior to the workshops;
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise
- Provide access to relevant planning documents, budget information, and other information as needed;
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.
- Find volunteers to serve as scribes during the sessions

## **MVP PROVIDER COMMITMENT**

The MVP state certified provider must provide sufficient time to complete the following tasks, estimated at 120-160 hours:

- Meet with Municipal Project Manager to set out project scope, timeline, and compile list of data needs; help with stakeholder mapping; set schedule for workshops
- Meet with Community Core team 1x to help plan for workshop and collect information
- Conduct several interviews with key municipal staff
- Prepare materials for workshop including:
  - Basemaps of town with critical layers
  - Climate change data relevant to the town and summary of potential impacts
  - Relevant planning documents and other existing town information about current hazards
  - Risk matrix
- Serve as the lead facilitator during workshop and bring 4-5 lower level staff to assist as table facilitators. Designate town leads to be scribes at each table
- Document all workshop outcomes and prepare final risk matrix and summary reports.
- Work with town to submit all materials to Commonwealth

