

EMERGENCY MANAGEMENT COMMITTEE

MEETING MINUTES

Call To Order: EMD Tom Williams called the meeting to order via Zoom on July 16, 2025, 7:00 PM

Members and guests present: Tom Williams, Greg Bardwell, Jeff Johnston, Penny Spearance, John Taylor, Rick Grant

1. A motion was made to accept the minutes for the last meeting. It was seconded and carried unanimously.
2. Tom presented the following updates:
 - a. Hazard Mitigation Plan: There is still no funding for updating the plan, so it is still in limbo as to how we are going to proceed with the update.
 - b. PIO Team: Kristine Jelstrup has taken over as lead for the PIO Team. They are looking to promote communication between the town and seniors in the form of a Conversation Café event. This is to introduce the seniors to Emergency Management, Fire and Police Departments who will present basic ideas and also listen to the seniors for their input. Emails will be sent out. There is a planning meeting scheduled for July 31 at 6:30 PM including the COAs from Ashfield and Buckland to participate in this event. A tentative date of September 18 or 25 for the Café, starting with a 5 PM light meal, either at the Senior Center or Mary Lyon Church.
 - c. Cowell Gym Shelter: Tom is looking to get the EM storage area in order and asked about some Christmas decorations in storage. Greg Barwell thought they were left by the Dexter film company and that some were used by the town. Tom wants to get those items organized in some manner. He has the go ahead to do so. Tom has contacted Hesnor Engineering Associates out of Adams, MA for a price to provide engineered plans and drawings for a backup generator for the gym's use as a shelter. At present, the design cost of the generator is \$5,000.00 with the bid and administration costs at \$1,500.00. Tom has contacted FRCOG for assistance with this, but has not yet receive a reply from them.
 - d. Shelburne Grange Fair: Tom announced he will have an information table set up at the Shelburne Grange Fair in August.
 - e. Great River Hydro Early Warning System – Great River Hydro is against the installation of a siren in part because of the annoyance of the horn at the Salmon Falls dam. The committee voted for Tom to send a letter from the Emergency Management Committee to the Selectboard urging the addition of the siren in spite of Great River Hydro's reluctance. It was suggested that both Shelburne and Buckland Selectboards sent a joint letter to Great River Hydro. Although Shelburne Control is on the notification list and area EMDs will soon be, we still would like the siren installed.
3. Town Leadership Training Exercise: Tom is hoping to hold a Town Leadership Training Exercise sometime in October. He will conduct more EOC training with the EOC team so they can participate in the exercise as well. Cam Dunbar from Shelburne Control and Chris Myers from

the HAM Radio Operators group would like to participate in this exercise. The HAM Radio group borrowed four radios for their two events in August.

4. Mass Casualty Incident Training Event: Dan Neitche from FRCOG is interested in supporting this event. A meeting is needed with interested parties to develop a scope of work that will help with the planning of the event. Tom will schedule it.

5. Other Business:

There was word from the Selectboard that quarterly meetings were not enough. Tom will investigate with the board as to their concern in this matter.

Tom reported that the town has three cooling centers: Senior Center, Arms Library, and Trintiy Church. He had purchase several cases of bottled water to be distributed among the centers. He also mentioned that Memos of Understanding with the town for each center needs to be created for clarity of what is expected between the town and the centers.

Tom reported that Rod McBride is the Selectboard liaison.

Tom reported an update of the Continuity of Operations Plan(COOP) is needed. He will request to be on the agenda for the Selectboard July 28 meeting.

Next Meeting Date/Time/Place: October 16, 2025, at 7:00 PM, either via Zoom or at the Shelburne Police Station/Municipal Building located at 623 Mohawk Trail

Adjournment: Meeting adjourned at 8:20 PM.

Minutes submitted by Rick Grant