

# Shutesbury Emergency Management Team (EMT) Approved Meeting Minutes

Monday February 24, 2025

Members Present: Emergency Management Director (EMD) Leonard Czerwonka,

Select Board (SB) Co-Chair Melissa Makepeace-O'Neil and Select Board Member Eric Stocker, Board of Health (BOH) Member Garrett Simonsen, Lake Wyola Dam Keeper Howard Kinder, Interim Town Administrator (ITA) Gabriele Voelker, Emergency Management Deputy Director (EMDD) Kristin Burgess

Guests: Nathan Moreau (Local MEMA Coordinator)

EMD Czerwonka opened the meeting at 5:33 PM.

1. Introductions: Each person stated their name and affiliation to Shutesbury's government.
2. The minutes of the Wednesday January 15, 2025 meeting were reviewed, and Unanimously Approved.
3. Review of old business – ICS 100 Class in Leverett
4. FY. 24 Emergency Management Preparedness Grant (EMPG):

EMD Czerwonka approved for the grant and cell boosters – Three installed and one will be installed in new PD cruiser. EMD Czerwonka is awaiting check to complete the grant. There is no notable increase in service with booster. Drop off in service from 9 January Hills Road until rounding the corner to Cushman. Nathan Moreau has not heard a lot of negatives from other communities.

5. Update on Lake Wyola Dam Emergency Action Plan (EAP)

Howard Kinder proposed the plan be updated to include the Name of the Dam– Raymond "Red" Moriarty Dam. Eric Stocker proposed to have the official name noted in parenthesis.

EMD Czerwonka updated that Montague has provided updated emergency evacuation lists however the Town of Leverett has yet to do so. EMD Czerwonka has reached out to multiple constituents in Leverett requesting updates EMDD Burgess offered to connect with Sean Connor to expedite receipt of information.

Once updated phone lists are received from Emergency Management staff in Montague and Leverett the Lake Wyola Emergency Action Plan will be updated and submitted.

6. Updated Comprehensive Emergency Management Plan (CEMP)

Nathan Moreau introduced himself and his role with MEMA. He offered his assistance for any community needs including planning and event support as well as providing Comprehensive Emergency Management Plan templates. EMDD Burgess inquired about a Citizens Emergency Response Team (CERT) class for the public and Nathan agreed to provide details and flyers for this initiative.

Nathan and EMD Czerwonka discussed the need to update the Comprehensive Emergency Management Plan, which was last updated in April 2021 – particularly the contacts and demographics. A meeting was scheduled for the following Wednesday during the day.

#### 7. House numbers

EMDD Burgess presented a proposal to offer house numbering signage at cost to remaining houses without proper signage. PD will volunteer labor to install signs. EMD Czerwonka will check with Firefighters Association at offering the signage materials at cost. EMDD will get demographic stats on remaining unmarked homes at the road and inquire about additional financial support for the project. The goal to ensure all houses have visible signage by next year was adopted and Unanimously Approved.

#### 8. Reports/Concerns of Boards and Committees:

o EMD Czerwonka: None

o EMDD Burgess: Sand availability at DPW, Updates to Emergency Management Plans, Storms and Seniors in town being Iced In

BOH addressed general increases in COVID and RSV and a decline in immunization rates. A recent grant provided 30 personal hygiene kits are now available through BOH,

9. Business not reasonably anticipated 48 hours prior to the meeting: None.

10. Next Meeting Date: Monday March 31 at 5:30pm, Shutesbury Town Hall, 1 Cooleyville Road

11. Vote to adjourn at: 6:21 PM. Makepeace-O'Neil -aye, Burgess – aye, Stocker -aye, Czerwonka -aye, Kinder- aye, Simonsen – aye.

Respectfully submitted,  
Isaac Goldstein, Substitute Secretary

#### List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for February 25, 2025.
2. Draft minutes of the January 15, 2025 meeting.

These minutes were edited and approved at the March 31, 2025 Emergency Management Team Meeting, and sent to the Town Clerk by Leslie Bracebridge, Emergency Management Team Secretary