

Shutesbury Emergency Management Team Meeting Minutes
Monday April 28, 2025

Members Present: Emergency Management Director (EMD) Leonard “Lenny” Czerwonka, Deputy Emergency Management Director Kristin Burgess, Police Officer/Sergeant Devon Pelletier, Select Board (SB) Co-Chairs Melissa Makepeace-O’Neil and Rita Farrell, and Select Board Member Eric Stocker, Highway Superintendent David Grenier, Board of Health Member Garrett Simonsen, Lake Wyola Dam Keeper Howard Kinder, Team Secretary Leslie Bracebridge, recording. **Guests:** Lake Wyola Boating Bylaw Committee member Tom Seifert.

Meeting opened at 5:34 PM by EMD Leonard Czerwonka.

1. **Introductions:** Everyone present recited their name.
2. The **minutes of the March 31, 2025 meeting** were reviewed, edited for accuracy, and approved with Grenier abstaining due to not being present at the March 31 meeting.
3. **Review of Old Business:** A mid-summer date will be set by the Select Board and the Massachusetts Emergency Management Agency (MEMA) to present a community-wide Firewise program, to help property owners review measures that can be taken to reduce the risk of fire, and the spread of fire from one property to another.
4. **The Shutesbury and Leverett Fire Departments and the Massachusetts Department of Conservation and Recreation will be conducting a large brush-fire, table-top exercise coordinated by a MEMA official.** The date has not yet been set. This is for primary safety officials, not for all Emergency Management Team members.
5. EMD Czerwonka sent copies of, with the meeting agenda for member review, and reported that he had completed updates to the **Lake Wyola Dam Emergency Action Plan (EAP).** A motion was made by Makepeace-O’Neil, seconded by Burgess, and unanimously voted to approve the Lake Wyola Dam Emergency Action Plan (EAP) as offered. EMD Czerwonka will send the approved plan to all members of the Emergency Management Team, the Leverett and Montague Emergency Management departments and post a redacted copy on Shutesbury.org.
6. **Comprehensive Emergency Management Plan (CEMP):** EMD Czerwonka had sent the draft CEMP plan to team members with the meeting agenda requesting members to review and bring edit suggestions to the meeting. The bulk of the meeting was spent offering and discussing edit suggestions. EMD Czerwonka will take back the suggestions and incorporate them into the plan. Czerwonka stated that he wants to incorporate a standard shelter plan with an easy checklist and set of instructions into the final plan.
7. **House Numbers:** EMD Czerwonka reported the on-going need for town-wide comprehensive house numbering to aid emergency safety officials in quickly getting to emergency scenes. Police Chief Kristin Burgess offered her department’s help in getting street number signs installed, in keeping with the town’s 1990’s bylaw.
8. **Reports of Boards and Committees:** None
9. **Business not reasonably anticipated 48 hours prior to the meeting:** None.
10. **Next Meeting Date:** Monday, May 19, 2025, 5:30 PM Town Hall
11. **Vote to adjourn at 7:30 PM:**

Respectfully submitted, as approved on

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

1. Emergency Management Team Meeting agenda for April 28, 2025.
2. Draft minutes of the March 31, 2025 meeting.
3. Lake Wyola Dam Emergency Action Plan (EAP).
4. DRAFT Comprehensive Emergency Management Plan (CEMP).