**EMERGENCY MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**Call To Order:** By Tom Williams at7:00 PM on September 15, 2022 at the town Municipal Building located at 623 Mohawk Trail along Rte 2

**Present:** Tom Williams, Chris Meyers, Herb Guyette, Bob Manners, John Taylor, Greg Bardwell, Deb Coutinho

**Acceptance of Minutes:** Minutes from our last meeting on May 19, 2022 accepted without change

**Summary of Discussion Each Topic:**

1. OLD BUSINESS:
	1. Tom updated status on current grant applications:
		1. HMPG grant for emergency generator for Municipal Building/Police Station deadline extended, as also for other municipalities, due to overly strict criteria and confusion. Current deadline now December 5, 2022. Benefit Cost Analysis (BCA) is first thing MEMA grant officials want to see. They will assist to produce best document possible. Local share of grant down to 10% of project costs.
		2. Grant requests also to be submitted(listed in order of priority decided upon in last meeting):
			1. Cowell Gym – Transfer Switch & Generator
			2. Trinity Church – Transfer Switch & Generator
			3. Buckland/Shelburne Comm. Ctr. – Transfer Switch/Generator
2. NEW BUSINESS:
	1. Tour of new office conducted.
	2. Committee shown new computer monitors(x2) mounted in conference room and informed of new office supplies purchased, both items resulting from grant EMPG21.
	3. Grant EMPG22 announcement is out. Suggestions from committee members:
		1. Scanner for EOC
		2. Various radio equipment (radios, antennas, etc.) for EOC
		3. AED for EOC
	4. Tom stated new grant announcement received today totaling $360K available for sheltering projects. Grant program a competitive one.
	5. Tom shared recent email announcing informational webinar for upcoming BRIC and FMA grants. Possible use of these types of grants noted were brook at junction of Allen Road and Bardwell’s Ferry Road and Brook Road.
	6. Committee discussed a strategy of being more productive in accomplishing needed improvement tasks that will improve the town’s overall emergency preparedness posture. The idea is for individuals/teams to pick a project to work in between monthly meetings and present updates to the committee at the regularly monthly meeting. This would also provide the opportunity for committee members to offer input and make the project an overall team effort. Several improvement items were listed and discussed. Some of the tasks were selected by volunteers to be worked. Task and volunteers listed in next section.
	7. Joe Judd’s EMERGENCY CHANGE OF AN OFFICIAL POLLING LOCATION was presented for discussion. After much discussion with many unanswered questions, it was decided to table the plan until next meeting when Joe is present.
	8. Suggestion was made to try to get Board of Health member to become member of our committee in order to foster better communications.

**Decisions Made/Actions Taken:**

1. Joe’s Change of Polling Station plan tabled until next meeting.
2. Improvement tasks with respective volunteer:
	1. Identify need for volunteer groups & how to organize, train and sustain- Greg B.
	2. Plan to identify who, what and how for various training requirements, i.e. ICS-100, ICS-700, EOC operations, etc. - John T.
	3. Update POC spreadsheet – Chris M.
	4. Develop Communications SOP – Tom W.

**Documents/Exhibits:** None

**Next Meeting Date/Time/Place:** October 20, 2022 at 7:00 PM (1900 Hrs) Location: Municipal Building/Police Station at 623 Mohawk Trail

**Adjournment:** Meeting adjourned at 9:00 PM (2100 Hrs)