

# **Town of Chesterfield**

## **Municipal Vulnerability Preparedness Committee**

### **Executive Committee**

#### **Minutes of the January 20, 2024 Meeting**

Members Attending: Larry Cervelli, Trish Colson-Montgomery, Joe Gazillo

Members Absent: Larry Holmberg

Guests Present: Joan Griswold, HCDC

Angela Panaccione, PVPC, via Zoom

Notetaker: Trish Colson-Montgomery

#### **1. Call to Order**

11:03 PM

#### **2. Kickoff Event**

##### **Brochure**

Joe spoke with the art teacher at New Hingham. The poster contest is in progress and will be done by the end of January. Joe reported that Sandy is okay with that although Joan reported that Sandy is eager to get the street listing mailing completed and can't go any later.

Joe reported that he contacted Collective Copies about printing and folding the brochures. He was planning on 1000 brochures. Trish opined that everyone would get the brochure in the mailing and there is no need to place quantities of brochures in Town locations. She would prefer to avoid generating paper waste. Joe does not yet have a price from Collective Copies but estimates \$200. Joan suggested that Joe mention HCDC when he talks to them.

Action:

Joe will contact Collective Copies to get a definitive cost.

##### **Music**

Joe asked Jim Kitchen to use a song about Home in Western Mass. Jim said he will look into it. The musical performers are confirmed to be Jim Kitchen and Dave Christopolis with a friend.

##### **Bonfire**

Trish inquired about the wood in barn. Joe said the padlock was unlocked so he was able to go in with Matt Smith, the highway superintendent. He said there is a combination of wood, including firewood, cut-up plywood, and boards.

Action:

The Select Board asked Don Willard to check the wood being used.

### **Community Sing**

Trish inquired as to who would be leading the Community Sing. This issue had not been considered. A discussion ensued as to the need for a song leader. Trish opined that someone with a guitar would be appropriate.

Action:

Joe will check with AJ and Sylvia Lapinski and possibly others.

Joan will check with Therese Brigley and the New Hingham music teacher.

### **Petting Animals**

Having petting animals at the event was discussed. This was deemed not essential. Trish noted that Therese Brigley had a petting program at the Town Hall during the summer.

Action:

Joan will check with Therese.

### **Kids**

Trish noted that there should be activities for kids while adults listened to music. The committee thought that maybe the kids could do things downstairs with teenaged babysitters. It was noted that students at Hampshire Regional have to do Community Service projects and this might be a good one for them.

Action:

Joe will check on the availability of space at the Church in case it's necessary for kid activities.

Trish will talk to Lauren about the possibility of finding high schoolers who need to do Community Service.

### **Wagon Rides**

This part of the event has been confirmed.

Joe mentioned that they would be using the parking lot at the Community Center for wagon loading and unloading if there wasn't any snow. Trish opined that it could be done in the library driveway as in the past. The parking should be available at the Community Center, especially for the senior population.

### **Displays/Video**

Larry C listed potential groups that might want to put up displays. These included COA, Fire, Westfield Wild and Scenic, OSRP, Hilltown Trust, Planning Board, Trustees of Reservation. Trish expressed concern about the space needed for so many groups given that the perimeter of the room is limited by the piano, coatrack, etc.

Action:

Larry C and Joe will do a mock setup so that the exact available space for displays can be determined.

### **Capturing Attendance**

Angela mentioned the need to capture a count of attendees at the event. Raffle prizes were discussed. Attendees will fill out contact info and place in a jar. Winners will be called to account for attendees that may not stay for the entire event. The drawing will be near the end.

## **Content**

Larry C suggested that music be interspersed with dialogue about MVP/introduction of poster winners/showing of video/announcement of raffle winners/etc.

## **Budget**

Joe first estimated the budget to be \$4000.

- 350 police
- 100 posters contest prizes
- 200 Cleanup
- 400 Wagon
- 200 Printing of brochures
- 800 Golf cart shuttle g (Jan said volunteers) so minus this
- 2000 Food
- ? Raffle prizes

Trish spoke to Jan Gibeau, COA director, this morning. Jan opined that the golf cart isn't necessary. The COA uses volunteers to shuttle people in their own vehicles. Jan herself offered to shuttle attendees. That brings the budget down to 3200.

Angela has \$5000 in the budget for community events of which 4 are needed. Not all need be large costly events.

Action:

Talk more about how to fund raffle prizes at Tuesday's meeting.

## **Food**

Joe and Joan have spoken to Greg, owner of the Chesterfield General Store. Their plan is to have the following:

- Bialys (hot bitesize sliders)
- Cookies
- Muffins
- Hot beverages (hot chocolate, coffee, tea)

Greg needs a minimum order but has indicated that, if more attend than the minimum, he can prepare additional food during the event.

Smore items for the bonfire will be purchased at Costco.

## **Advertising**

The poster should be put on Facebook as an "Event" so that people can indicate if "attending" or "interested."

Angela mentioned that wording recognizing the EEA should be included on all distributed materials. She will send the wording.

## **3. Approval of Minutes**

This will be done at the Tuesday meeting.

## **4. Future Meeting Dates**

Tuesday, January 23, 2024

## 5. Adjournment

12:40 PM

### Acronyms Used:

COA – Council on Aging

DPH – Department of Public Health

EEA – Massachusetts Executive Office of Energy and Environmental Affairs

DLTA – District Local Technical Assistance

HCDC – Hilltown Community Development Corporation

MLP – Municipal Lighting Plant

PVPC – Pioneer Valley Planning Commission

Minutes Approved: ***Approved January 23, 2024***