

# **Town of Chesterfield**

## **Municipal Vulnerability Preparedness Committee**

### **Executive Committee**

#### **Minutes of the February 16, 2024 Meeting**

Members Attending: Larry Cervelli, Joe Gazillo, Larry Holmberg

Members Absent: None

Liaisons Attending: None

Guests Present: Angela Panaccione, PVPC, via Zoom

Trish Colson-Montgomery, Select Board, via Zoom

Note taker: Larry Holmberg

#### **1. Call to Order at 1606 hours**

#### **2. Approval of Minutes**

Minutes of the

- January 23, 2024 meeting were approved unanimously
- January 23, 2024 Executive Session were approved unanimously
- February 3, 2024 meeting were approved unanimously

Topics were taken up out of order from the published agenda for the convenience of the PVPC representative.

#### **3. Agenda Item 8: Discussion of in-service training for people who missed the initial training**

Angela recommended that the individual watch the three videos and self-answer the associated discussion question. Larry C. suggested doing a review session (30-60 minutes) at the next meeting after the new liaisons have watched the videos; a training-lite, so-called. There was consensus that this was a good idea.

#### **4. Agenda Item 9: Wave training**

The first round of the rescheduled WAVE training is March 5, 12, and 19, 2024 from 6 pm to 7:30 pm. Both Larry H. and Joe have conflicts with one or multiple dates. The next round is April 3, 10, and 17, 2024. After some discussion it was felt that the second round training would be better suited for the Committee and we could take advantage of what the State learned from the initial sessions. **Larry C. will let the Liaisons know about the training.**

## **5. Agenda Item 7: Liaisons**

Two of the prospective Liaisons have had to turn down the positions for various reasons. Disabilities: Larry H. contacted COA Director Gibeau about possible candidates; she has not gotten back to him. He suggested that Stavros Center might be able to assist. **Larry C. will contact.**

Seniors: Seven possible candidates were but forward as the Senior advocate. Two candidates have already declined. **Larry H. will go down the list to see if anyone has an interest.**

## **6. Agenda Item 10: Core Team – roles and functions**

The initial overview was done at the February 3<sup>rd</sup> meeting. Larry C. suggested meeting with the Liaisons to provide a more thorough background and understanding of MVP is and what is expected of the Liaisons. Larry C. asked Angela if she should be present, she responded in the affirmative.

## **7. Agenda Item 3: Discuss PVPC contract modifications**

Trish stated that the Select Board was waiting to receive a revised compensation plan before signing the contract amendment. Angela stated she would email the revised plan, which would be an all cash compensation for the Committee's and Select Board's review with the hope that the contract amendment would be signed at the next Select Board meeting (February 26, 2024).

## **8. Agenda Item 2: Finalize plans for the February 24<sup>th</sup> Event**

Larry H. submitted a 39 question document concerning the Event which is attached with the corresponding answers.

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## Facility

1. How are the tables laid out? *Tables will be laid out around the outside walls with 2 chairs per table*
2. What organizations are participating? *Current list:*
  - 1) *Fire Dept.*
  - 2) *Open Space Committee/Conservation Commission*
  - 3) *Planning Board*
  - 4) *Mass Wildlife*
  - 5) *Hilltown Land Trust*
  - 6) *MVP*
  - 7) *Town Administrator/Town Clerk*
  - 8) *Chesterfield Emergency Planning Committee (PVPC) – Hazard Mitigation Plan Update*
3. Have tables been assigned? *Not yet*
4. Chair layout? How many? *In the center section. The Committee will do a test setup on Thursday, February 22<sup>nd</sup> at 4:30 pm to determine the exact layout of tables and chairs.*
5. Band location? – stage *Yes*
6. PA system? *Supposedly the COA has a system; Larry H. will call Director Gibeau to confirm. Other alternatives include A) using the band's system; Joe will inquire B) using the Town's system (select board) or C) using Larry H's system. This will be finalized on February 22<sup>nd</sup>.*
7. Food service setup *Larry C. suggested serving through the kitchen window; Larry H. suggested self-serve from table(s) in the hall in front of the kitchen window. To be finalized on February 22<sup>nd</sup>.*
8. When are we setting up? *Friday night, February 23<sup>rd</sup>.*
9. When do you want the organizations to arrive? *Doors will open at 11:30 am*
10. What is occupancy limit for community center? *Answer: 215 upstairs; 49 downstairs* How will overflow, if any, be handled? *TBD*

## Food

11. Are paper products included in the food costs? If not, where are we getting them? *Yes*
12. Are spoons, etc. included in the food costs? If not, where are we getting them? *Yes*
13. Who is overseeing the food operation? *TBD*
14. How are we dealing with trash during the event? Who is overseeing the trash operation? *TBD*

## Childcare

15. Are we doing this? *TBD Joe will speak with Therese Brigley*
16. Who is overseeing this operation? *TBD*
17. What activities are planned? *TBD*
18. What materials are needed? How will they be purchased? Funding source? *TBD*

## Outside Activities

19. Parking locations? *Community Center/Church Lot, Town Hall Lot, Russell Park lot, Town Office Lot, North Rd*  
Priority parking ex. H/C, VIPs? *VIPs to be confirmed by noon on Friday; spaces to be designated using cones*  
Clay Hill Farm Transport? *Joe will confirm with them about how they are transporting the horses and wagon.*  
Signage? *Possibly using Goshen's electronic sign trailers i.e. at town office lot. Joe/Larry C. to confirm with Larry H.*
20. Volunteer shuttle service? *TBD*
21. Signage in general ex. sleigh ride, firehouse open house, etc. *TBD Larry C. & Joe will think about it.*
22. Who is overseeing the outside activities? *Joe; he will also act as liaison with police Note: Chief Mike is out, Sgt. Pete handling operations*

## Bonfire

23. Has a permit been obtained? *No, Joe has not gotten a response from Chief Hewes.*
24. Where is the bonfire? *TBD, Joe will set stake at location which is somewhere below the barn*
25. Where is the fuel coming from? *Barn* Do we have enough fuel for the burn? *Joe thinks so but... Joe needs barn key from Brenda*
26. Does the fuel need to be moved? *Yes* Who is moving it? *Joe & Larry C.*
27. Who is setting up the fire? *Joe* Who is lighting the fire? *Joe/Larry C.* Who is overseeing the fire?
28. Who is cleaning up the fire scene? *Unknown if needed, depends on the fuel.*
29. How are we dealing with the trash at the fire? *TBD* Trash cans? *Joe/Larry H have spare cans*  
Who is overseeing the trash operations? *TBD Is Scott available? Joe will ask.*
30. Who is leading the sing? *Unknown*
31. Is there still a plan for smores? *Yes* Who will purchase supplies? *Joe* Funding source? *Joe*

Sledding – yes or no *Weather dependent. Based on current projections, the answer is no.*

32. How will groups be taking turns be managed?
33. Do we need a mechanism for people to be assigned a number/time?
34. Who is overseeing the operation? Is there a safety officer?

MVP Presentations

35. MC? *Larry C.*
36. Introductions *Larry C. will develop a schedule and distribute during the week*
37. Who's speaking, on what *Larry C. will develop a schedule and distribute during the week. Larry H. will present to the poster winners*
38. Schedule? *Larry C. will develop a schedule and distribute during the week*
39. VIPs

## 9. Agenda Item 4: Student research project

The Committee was uncomfortable being part of a research project because of the number of revisions to the project that have taken place. Larry C. will speak with the student about expectations and offer the option of sitting/listening in to gain an understanding of the MVP process but with the understanding that we do not consent to being part of their study.

## 10. Agenda Item 5: Reporting volunteer hours for Action Grant

Larry H. stated he hadn't been keeping track of his hours because Larry C. and Joe had been doing most of the work excepting working with the Tighe & Bond engineers which he presented both his and Don Willard's hours for that day. Larry C. offered to come up with an hour schedule based upon the Committee's earlier accepted percentage breakdown.

## 11. Agenda Item 6: Discussion of using a meeting scribe

Larry C. checked with the individual who has been doing the work for other town boards and committees and indicated her hourly rate was \$16.50/hour. While a scribe would be beneficial, the consensus was there was no money in the budget for this type of administrative work.

## 12. Next Meeting: March 6, 2024 at 6 pm

**13. Meeting adjourned at 18:50 hours.**

**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 3/6/2024***