

Shutesbury Emergency Management Team Meeting Minutes
Monday November 10, 2025

Members Present: Emergency Management Director (EMD) Leonard “Lenny” Czerwonka, Police Officer/Acting Chief Sargeant Devon Pelletier, Select Board (SB) Co-Chairs Melissa Makepeace-O’Neil and Rita Farrel, and Select Board Member Eric Stocker, Highway Superintendent Dave Grenier, Board of Health Member Garrett Simonsen **Guests:** None

Meeting opened at 5:32 by EMD Czerwonka

1. **Introduction:** Everyone present recited their names
2. The minutes for the meeting of April 28, 2025 were reviewed, edited for accuracy, and approved unanimously
3. **Review old business:** None
4. **Discuss the brush fire tabletop exercise that happened Monday July 28th:**
Exercise run by MEMA, review of drone usage and mutual aid. EMD Czerwonka is interested in pursuing additional scenario training with MEMA.
5. **Discuss Fire Wise class presented by DCR on June 21st and the home assessments that DCR did on September 6th:** Educational opportunities for Shutesbury residents to keep their homes more wild land fire resistant. 10-15 homes assessed by DCR for direct recommendations for action to increase wild land fire resistance. Less brush, no tall grass or bushes right against your home. Large trees with no branches for the first 10-20 feet. Avoid leaves and garbage below your deck or against your home. Makepeace-O’Neil mentioned running the Fire Wise class again in the future would be beneficial.
6. **Updated Comprehensive Emergency Management Plan:** Grammatical issues have been addressed. Erik Stocker and Rita Farrell have no issue. Makepeace-O’Neil makes motion to accept. Seconded by Farrell. Unanimously accepted
7. **Warming Station at Town Hall:** EMD Czerwonka asked for permission open the basement of town hall when he sees fit without prior approval. Makepeace-O’Neil stated EMD Czerwonka has the ability to do that now. Makepeace-Oneil raised the issue is there needs to be a person at Town Hall to monitor. EMD Czerwonka offered to have a firefighter available to monitor Town Hall basement. Selectboard can be available to monitor. Simonsen offered BOH employees to monitor as well. Farrell clarified communication channels to announce Warming Station – Code Red, Reach out to SPD and Selectboard. Makepeace-O’Neil mentioned if in advance of big storm send out message to town about Warming Station. PO Pelletier mentioned putting out a physical sign (sandwich board) outside of town hall as well

- 8. House Numbers:** EMD Czerwonka sent fliers to Select board for review. Looking to get more signage for house numbers at end of driveways. PO Pelletier recalls missing house numbers in the 100s, but less than 200. There is a list that SPD has. Simonsen mentioned that his Insurance Company did a walk around and took a picture of his house number to document it. Possibly using the Home Insurance angle to encourage participation in the program. PO Pelletier recommended announcement at town meeting and additional fliers there.
- 9. Beaver Dam issues at culvert on Lakeview road:** EMD Czerwonka asked about a date for the issue to be remedied. Grenier mentioned beaver traps have been set up, waiting for beaver dam to be removed. Traps are currently on the dam and cannot be removed until beavers are trapped. EMD Czerwonka expressed concern about sink holes forming due to beaver dam, as well as road washout and undermining of stonework supporting the road with dam in place. Cannot bait beaver traps, has been in progress since last fall to remedy beaver issue. Permitting needed to happen and now in process of remediation. Grenier mentioned trees in jeopardy with water submersion. Conservation committee will release an emergency order to remove the dam once the beavers are trapped. Grenier stated this is considered an emergency. Grenier has concerns Baker Pond as well, beaver dam there has caused flooding that has taken out stone culvert there. BOH has released emergency order to trap beavers. Makepeace-O'Neil stated there is no hunting of beavers and beaver trapping can only happen November – April. Stocker recommends keeping the beaver issue as a continued agenda item moving forward for Select board meetings, seconded by Farrell.
- 10. Reports/concerns of any Board or Committee:** EDM Czerwonka mentioned reporting switch for SFD from NFRS to NERIS, statewide fire and first responder incident reporting. Farrell requested update on Amherst Fire. EMD Czerwonka reported on mutual aid operation. SFD was not called in for mutual aid (neither were Montague or Wendell).
- 11. Anything non reasonably anticipated 48 hours prior to meeting:** None.
- 12. Next meeting:** Monday December 8th 5:00pm
- 13. Adjourn meeting at 6:17pm**

Respectfully submitted, Isaac Goldstein