

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, December 21, 2017
7:00pm Brooklyn Town Hall**

Present: Steve Mylly, Sandra Brodeur, Eli Iturrino, and April Lamothe; Recording Secretary
Also Present: Lou Brodeur

- 1) **Call to Order:** Steve Mylly called the meeting to order at 7:06pm.
- 2) **Approval of Previous Minutes:** Sandra Brodeur made a correction to the minutes; under Approval of Previous Minutes, it should read October 19, 2017 minutes, not July 21, 2016 minutes. Sandra Brodeur made a motion to approve the November 16, 2017 minutes as amended. Eli Iturrino seconded the motion. No discussion. Motion passed.
- 3) **Welcome Guests:** Steve Mylly welcomed Lou Brodeur.
- 4) **Public Comment:** None
- 5) **Old Business:**
 - **a. Registry:** In the January edition of the Town's newsletter, there will be a write up about the Special Needs Registry. Sandra Brodeur would like to have 100 copies made of the form and have them available at the post office, senior center, library, and the Town Hall. Steve Mylly will distribute the copies.
 - **b. Key Hold/Contact List:** Work in progress.
 - **c. Reimbursement:** Steve Mylly said that the reimbursement must be done by January.
 - **d. Grant Application:** Work in progress.
 - **e. Newsletter:** Steve Mylly would like to keep submitting articles for BEMHS and EMD.
 - **f. Inventory:** Steve Mylly and Eli Iturrino will continue working on the inventory after the holidays.
 - **g. Board Seats:** There are now five open seats on the Commission; three regular members and two alternate members.
 - **h. Winter Weather Discussion:** Continued discussion in January. Steve Mylly spoke with Mike Caplet and emailed Derek May about having an exercise of opening the multijurisdictional shelter. Sandra Brodeur wants to go over the LEOP soon and include the fire departments, Rick Ives, Troop D, Red Cross, Northeastern District Department of Health, and Public Works.
 - **i. Program to promote First Responders, Emergency Management, etc.:** Tabled until late spring; Steve Mylly was thinking about having a meet and greet with the fire departments/ambulance. Sandra Brodeur mentioned that the Fall Festival might be a better time because there would be more people attending the event.
 - **j. Meeting with Superintendent:** Steve Mylly met with Superintendent Patricia Buell about the school safety plan and using the school as a shelter. Patricia Buell approved of using the school and the food, if needed. She also mentioned about getting a new generator for the school. Sandra Brodeur believes that there is money for the generator. Steve Mylly also received a tour of the school.
 - **k. Active Shooter Focus Group:** Steve Mylly has cancelled the idea because Mike Caplet said that Woodstock Academy will be holding a program in 2018 on the topic. Mike Caplet is trying to see if a group rate can be obtained.
 - **l. Fall 2017 Table Top Exercise:** Now a Spring 2018 Table Top.

- 6) **New Business:** Eli Iturrino mentioned that he has passed three level exams for the radios. After taking another test, he can help Vinny Mazzearella give future exams.
 - Steve Mylly thanked Lou Brodeur for all his years of service to the Commission.
- 7) **Adjournment:** Sandra Brodeur made a motion to adjourn the meeting at 7:20pm. Eli Iturrino seconded the motion. No discussion. Motion passed.

Respectfully Submitted,
April Lamothe
Recording Secretary