TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM
On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, May 19, 2025

Join Zoom Meeting or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: 810 342 4528 | Passcode 05661
The meeting will be live streamed on the Town of Morristown's website: https://www.morristownvt.gov/community/page/meetings-agendas-minutes and on Town GMATV YouTube Channel when possible

I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER

II. 5:31PM - AGENDA CHANGES/ADDITIONS

III. 5:33PM - COMMUNITY COMMENTS

IV. 5:48PM - APPROVE MINUTES

1. Approve minutes of 5-1-25
2. Approve minutes of 5-5-25

V. 5:50PM - NEW BUSINESS

1. On the Spot Awards
2. Sign Resolution renewing participation in Lamoille Fibernet CUD and appointing a representative
3. Street Treats - Itinerant Vendors, Peddlers, Food Sales
4. Approve SP&F Attorneys, P.C. to conduct the Town's tax sale
5. Approve financing for 2024 International CV plow truck
6. Approve Local Emergency Management Plan 2025

VI. 6:45PM - OLD BUSINESS

VII. 6:48PM - APPROVE WARRANTS

VIII. 6:50PM - SCHEDULE

1. Monday, June 2, 2025 - SB Meeting - 5:30PM
   Monday, June 16, 2025 - SB Meeting - 5:30PM

IX. 6:55PM - OTHER BUSINESS

X. 6:55PM - ADJOURN

SELECTBOARD MEETING MINUTES
OF MAY 1, 2025

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Tina Sweet, Finance Director

PARTICIPANTS/GUESTS: Joie Marshall, Tony Cote, Tom Cloutier, Mary Lou Nichols, Connie Demars, John Clegg, Nancy Stewart, Maria Ward, Dennis Smith*, Laura Nepveu, Jeff Pignona, Dot Reeves, Joanne Godfrey, Gabriel Tatro, Jessie Johnson, Herman Fiess, Jeff Foss, Robyn Pugh, Linda Charette

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:35PM - NEW BUSINESS

1. **Consideration of terminating Pleasant View Cemetery Association's (PVCA) fiscal and operational management of the Pleasant View Cemetery.**

   The Selectboard expressed serious concerns about the financial management of Pleasant View Cemetery Association (PVCA) and the stewardship of its Endowment/Perpetual Care Investment Fund. The Selectboard noted that the fund has been depleted by over two-thirds due to excessive withdrawals, threatening its long-term viability. They emphasized that perpetual care funds must be used only for their intended purpose-ongoing maintenance of the cemetery-and warned that poor management could ultimately burden taxpayers. Given these issues, the Selectboard suggested that the town consider taking back operational and financial control of the cemetery to ensure its sustainability.

   In response, Joie Marshall, president of PVCA, disputed several of the Selectboard's claims. She explained that the PVCA is a private 501(c) organization run by volunteers and that they had invested in new cemetery mapping software and hired an employee for cost savings. Marshall also stated that when the cemetery's budget was not increased, they used available funds to cover expenses. She felt the Selectboard was adversarial and not open to hearing the PVCA's perspective, while the Selectboard maintained that multiple attempts had been made to communicate with the cemetery association.

   The discussion also covered budget details, expressing an employee is more expensive yearly than a three-year mowing contract which ranges from $36,500 to $37,500 annually. Contractors carry their own insurance, and the town holds $8,000 of the cemetery's funds, with total investments at

$143,000-below the $200,000 auditors recommend. While the cemetery is reportedly well-maintained, the Selectboard stressed that financial mismanagement must stop to protect the cemetery's future.

Overall, the meeting highlighted a significant disconnect between the Selectboard and the PVCA board regarding financial oversight, communication, and the appropriate use of perpetual care funds. Both parties agree on the importance of maintaining the cemetery but differ on how to achieve that goal and who should be responsible. The Selectboard is considering more direct control to safeguard the cemetery's sustainability and ensure compliance with legal requirements, while PVCA seeks greater support and collaboration from the town.

Motion made by George Cormier to ratify the Selectboard's decision on February 18, 2025, to terminate the Pleasant View Cemetery Association's (PVCA) fiscal and operational management of the Pleasant View Cemetery and any related action taken by the Town subsequent to such decision. Motion seconded by Chris Palermo. Motion carried (4/1) Laura Streets Nay.

2. **Consideration to direct PVCA that all Pleasant View Cemetery funds and other assets be turned over to the Town of Morristown.**
   Motion made by George Cormier to direct the Town Manager to put PVCA on further notice that it should not act as the Town's agent with respect to Pleasant View Cemetery nor expend or commit any funds in relation to the fiscal and operational management of such cemetery, and the Selectboard will not approve any warrants relating to such prohibited actions. Motion seconded by Chris Palermo. Motion carried (4/1) Laura Streets Nay.

   Motion made by George Cormier to direct the Town Manager to demand an accounting from Pleasant View Cemetery Association (PVCA) with respect to funds provided to it by the Town for the purposes of PVCA's fiscal and operational management of the Pleasant View Cemetery and the return of any such funds and any other Town assets in possession of PVCA. Motion seconded by Chris Palermo. Motion carried (4/1) Laura Streets Nay.

6:30PM - ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by George Cormier. Motion carried. (5/0)

Meeting adjourned at 7:04 pm
Submitted and filed this 5/5/2025.
Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

SELECTBOARD MEETING MINUTES
OF MAY 5, 2025

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Kevin Petrochko, Assistant Assessor; Jordan St. Onge, Highway Superintendent; Sara Haskins, Town Clerk/Treasurer

PARTICIPANTS/GUESTS: Martin Green, Jerry Throne, Tom Stames, Jim Pease, Evelyn Throne, Laura Green, Dan McLaughlin, Peter Danforth

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:37 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

Under new business:
Move Item #6 LCCD Silver Ridge Stormwater Project to #2.
Add Job announcement before item #1 under New Business

5:32PM - COMMUNITY COMMENTS

Mr. Brewster said that he was disappointed with the lack of content during the joint Trustees/Selectboard meeting. He also praised the many changes happening with the Planning Commission and administrative changes to the town, but would also like to see a more efficient way of expediting the process among the committees. Mr. Throne would like to see the speeding on side streets addressed.

5:47PM - APPROVE MINUTES

1. **Approve minutes SB/Trustees Meeting of 4-16-25**
   Motion made by Chris Palermo to approve the minutes of 4/16/2025. Motion seconded by Richard Caig. Motion carried. (5/0)
2. **Approve minutes of 4-21-25**
   Motion made by Chris Palermo to approve the minutes of 4/21/2025. Motion seconded by Richard Craig. Motion carried. (5/0)

5:52PM - NEW BUSINESS

1. **Job Announcement -Tyler Machia, Zoning and Planning Administrator**
   Brent Raymond announced that the position of Zoning and Planning Administrator has been filled by Tyler Machia of Morristown. He will begin in mid-May. Brent thanked George Cormier for his help with the search for this position.
2. **Appoint Kevin Petrochko as Town of Morristown Lister**

Motion made by Chris Palermo to appoint Kevin Petrochko as a Morristown Lister until the next local election. Motion seconded by Richard Craig. Motion carried (5/0).

3. LCCD Silver Ridge Stormwater Project letter of support request

Peter Danforth, Lamoille County Conservation District and Jim Pease came to the meeting to propose a stormwater management project on Silver Ridge Road in Morristown, aimed at addressing persistent drainage issues. The project involves installing a bio-retention system, specifically a rain garden, on private property owned by Kent Derek Hedberg. This green infrastructure will help manage and filter stormwater runoff, improve local water quality and support environmental goals. The Conservation District is seeking a letter of support from the Town of Morristown to apply for Clean Water Service Provider (CWSP) funds to finance the project.

Key points included the need for the town's support without assuming any financial responsibility or long-term maintenance obligations. The possibility of indemnifying the municipality from any construction or maintenance costs was also considered. Importantly, the landowner has approved the installation of the rain garden on his property, and the Conservation District will pursue future grants to fund ongoing maintenance, ensuring the town is not burdened with these expenses.

Ultimately, the Selectboard agreed to provide a letter of support for the Silver Ridge Road Stormwater Project, with a clear understanding that the town will have no financial or maintenance liability. This agreement allows the Conservation District to move forward with grant applications and implement the project, improving stormwater management and water quality in the area while protecting the town from any future costs or obligations.

Motion made by Chris Palermo to support the Silver Ridge Stormwater Project on Silver Ridge Road as proposed by LCCD provided that there will be no construction cost, maintenance cost, financial obligations or liability to the Town of Morristown. Motion seconded by Laura Streets. Motion carried (5/0).

4. Professional Municipal Clerk Week - Recognition

May 4th to May 10th is Professional Municipal Clerks' Week. Municipal Clerks are the backbone of local government operations, overseeing functions like record-keeping, election management, and maintaining public trust. The annual observance offers an opportunity to recognize and honor the critical role municipal clerks play in communities. Don read a proclamation, acknowledging the dedication of the clerks and their commitment to transparency and accountability. The Morristown Selectboard also adopted a proclamation for the 56th Annual Professional Municipal Clerks' Week.

Motion made by Chris Palermo to adopt the proclamation of Professional Municipal Clerk's Week. Motion seconded by Richard Craig. Motion carried (5/0).

5. VT Town Road and Bridges Standard - Jordan St. Onge

Jordan St.Onge presented the financial advantages of complying with the Vt Town roads and bridges standard, which includes 10% more state funding on class 2 roadways grants and structure grants and a 5% increase in state FEMA match, as well as FEMA repairs being made up to the new standard as opposed to condition prior to damage. The standards also improve road safety, reduce lifecycle costs, and protect waterways. The potential savings of $37,000 on two grants and $49,000 were missed in the last two years. The main disadvantage is the cost of stone-lining ditches, but the town's budget already includes a line item for this and receives state funding, and the new standards match the existing MRGP standards that the town is already required to meet. Also addressed were the

misconceptions about the standards, including the need to bring all roads up to standard and the potential impact on the town's highway budget.

Motion made by Chris Palermo to adopt and sign the most current Vermont Agency of Transportation (VTrans) Town Road and Bridge Standards, specifically the version dated June 5, 2019, as the minimum codes and standards for all Town Highway projects and grant programs, ensuring compliance with all applicable state and federal statues, standards, specifications, and guidelines. Motion seconded by Richard Craig. Motion carried (5/0).

Motion made by Chris Palermo to sign the Certification of Compliance for Town Road and Bridge Standards and Network Inventory of Morristown's highway system. Motion seconded by Richard Craig. Motion carried. (5/0).

6. **Overview of the May 3rd Re-envision of Oxbow Park forum by LCCD, Peter Danforth**
   Peter Danforth discussed the re-envisioning of Oxbow Park at the forum held by LCCD. 30 community members were in attendance. The forum aimed to gather information on flood-prone areas and potential solutions, with discussions on development, reforestation, and educational programs. Peter mentioned that the meeting was well-supported and informative, with panelists providing valuable insights. He also mentioned that the meeting's notes and survey results would be shared with attendees and posted on their website.

7. **Update on proposed Morristown Charter**
   The Morristown Charter was first passed in August. David Yacovone called to tell the Selectboard that the Governor signed the Charter today.

6:45PM - OLD BUSINESS

None

6:46PM - APPROVE WARRANTS

Motion made by Chris Palermo to approve the warrants. Motion seconded by Richard Craig. Motion carried. (5/0)

6:50PM - SCHEDULE

1. **Monday, May 19, 2025 - SB Meeting - 5:30PM**
   Monday, June 2, 2025 - SB Meeting - 5:30PM

6:53PM - OTHER BUSINESS

None

6:55PM - ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)

Meeting adjourned at 6:59 pm
Submitted and filed this 5/5/2025.
Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

5/19/25 Selectboard Meeting

On-the-Spot Award Writeups

1) Kevin Petrochko has demonstrated outstanding dedication and initiative while serving in the interim Assistant Zoning Administrator role, which he voluntarily assumed during a critical period without a Zoning and Planning Administrator. While in this role, he successfully completed multiple professional development courses with top scores-including International Association of Assessing Officers 101 and 102-and earned several Lister Training certifications. At the same time, he expanded his expertise in zoning analysis, permitting, E911 coordination, and public service, exemplifying a strong commitment to professional growth and to the Town of Morristown community. Kevin's willingness to step up as Interim Assistant Zoning Administrator has been an invaluable service to the community, delivered with the highest level of professionalism.

2) On May 1st, 2025, Paramedic Colby Masse and Advanced EMT Lori Martin demonstrated exceptional professionalism, composure, and clinical expertise while responding to a call involving a critically injured individual. Their swift on-scene stabilization, clear communication with hospital staff, and decisive action were instrumental in achieving a positive outcome for the patient. Their actions reflect the highest standards of emergency medical care and embody the dedication Morristown EMS strives to deliver every day.

A RESOLUTION RENEWING PARTICIPATION IN THE LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT AND APPOINTING A REPRESENTATIVE TO THE GOVERNING BOARD THEREOF

WHEREAS, the Town of Morristown Selectboard desires to continue participation in the Lamoille FiberNet Communications Union District ("District", "Lamoille FiberNet") under the provisions of 30 V.S.A. chapter 82 and

WHEREAS, as provided in Section 3059 of said chapter, annually on or before the last Monday in April, the legislative body of each member shall appoint a representative and one or more alternates to the governing board for one-year terms, with appointments of representatives and alternates in writing, signed by the chair of the legislative body of the appointing member, and presented to the clerk of the district,

NOW, THEREFORE, BE IT RESOLVED THAT:

(1) The Selectboard of the Town of Morristown hereby approves the continued participation in the Lamoille FiberNet Communications Union District, and its qualification as a communications union district under the provisions of 30 V.S.A. chapter 82.

(2) The Selectboard of the Town of Morristown hereby appoints the following representative and one or more alternates to the Governing Board of the Lamoille FiberNet Communications Union District for the term ending on the last day in April 2026:

Representative: Jane Campbell

Alternate(s): John Mayer

Adopted at a regular meeting of the Selectboard of the Town of Morristown duly held on the ___ day of _____ 2025.

ATTEST: _____ _____ _____

Selectboard Chair Town Clerk Dat

-

State of Vermont Chartered in 1781

MORRISTOWN

Article 0807-5.1 ITINERANT VENDORS, PEDDLERS, FOOD SALES

Authority: 24 V.S.A § 2291, (9), (15)

Section I:

No person, firm or corporation shall operate a lunch wagon, ice cream truck, mobile or temporary stand on public property for the purpose of a food or craft sale until a license has been obtained from the Morristown Selectboard. Prescribed license fee and certificate of insurance with a minimum coverage amount of $1,000,000 shall be paid and presented to the Town Administration Office prior to issuance of a license.

A. No license shall be so issued without the approval in writing of the Selectboard.

B. Licenses shall be valid from April 1- November 15. Written applications for license shall be filed with the Town Administration on or before March 1 each year by persons then engaged in such business and the required fee shall be deposited with the application along with a copy of their certificate of insurance and a copy of their State Health Permit. Written application by persons beginning such business after April 1 shall be made at least 30 (30) days in advance of business start date.

C. Such License is not transferable.

D. For each License period or fractional part thereof, the license fee for a lunch wagon, ice cream truck, mobile or temporary stand shall be 75.00 ($75.00).

E. Location of Service(s) shall be indicated on License. As well as vehicle description and Plate #.

F. Upon approval of the application, a license certificate signed by the authorized representative of the Morristown Selectboard, shall be issued to the licensee, who at all times shall keep said certificate posted in a conspicuous place in the place of business and upon notice of suspension or revocation of license, shall surrender forthwith such license certificate to the Selectboard.

G. The Morristown Selectboard reserves the right to revoke said license after a warned public meeting.

H. The Town of Morristown Selectboard shall have the authority to limit the number of permits under this ordinance if the Selectboard deems that a nuisance is being created by said vendors.

I. All vendors, peddlers and other persons covered by this ordinance shall only be allowed to do business in designated areas. The operation on school grounds is regulated by Lamoille South School District.

Exemptions:
Exempted from this ordinance are those selling fruits, vegetables or other farm produce and those utilizing private property with a valid zoning permit for operations described in Section 1 of this ordinance.

Violation: Penalty

Every person who shall violate any of the provisions of this ordinance may be punished by a fine of not less than $25.00, no more than $50.00 per violation.

Approved by the Morristown Selectboard

May 12, 2014

State of Vermont — Chartered in 1781

MORRISTOWN

Town Administration Office
PO Box 748
Morrisville, VT 05661

802-888-5147
admin@morristown.gov
www.morristownvt.gov

ITINERANT VENDOR LICENSE APPLICATION

APPLICATION FEE $75.00
License Expires November 15

Name of Applicant: Brittany Benway (Street Treats Ice Cream Truck)
Address: 79 Messier Rd.
City/Town: East Hardwick State: VT Zip: 05836
Phone: (802) 696-2165 Email: Streettreats Vt @ gmail.com

Description of Items to be sold: Prepackaged ice creams

Hours of Operation: I was hoping to drive around town w/
Location of Operation: music one day a week for a few hours
(haven't decided on a day/time frame yet)

Business Vehicle Information
If applicable, list information for all vehicles to be utilized to conduct business.

Year: 1997 Make: GMC Model: p30 Step Side truck
Plate # 475A400 State of Issue: VT

I agree to observe the conditions of the license and all other provisions of Morristown Ordinances 0807-5-1.

Signature of Applicant: Brittany Benway Date: 4/28/25

Signature of Selectboard Representative: _____ Date: _____

STATE OF VERMONT - VERMONT DEPARTMENT OF HEALTH
COMMISSIONER OF HEALTH
License to Operate

I.D.# **14049**
LICENSE TYPE: **FAIR STAND 4 DAYS OR MORE**

FEE: **$230.00**

EXPIRATION DATE: **12/31/2025**

ESTABLISHMENT NAME & LOCATION:
STREET TREATS ICE CREAM & MORE
79 MESSIER RD
EAST HARDWICK, VT 05836

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS 4351-4358 VERMONT STATUTES ANNOTATED.

LICENSEE NAME & ADDRESS:
STREET TREATS LLC
79 MESSIER RD
EAST HARDWICK, VT 05836

THIS LICENSE IS NOT TRANSFERRABLE AND IS VALID ONLY FOR THE LICENSEE LISTED.
THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Brett Gale 1033 Broad Street STE 1 PO Box 27 Lyndonville VT 05851	CONTACT NAME: Brett Gale PHONE (A/C, No, Ext): 802-626-8651 FAX (A/C, No): E-MAIL ADDRESS: brett.gale.e1aq@statefarm.com
INSURED Rowell, Kyle Benway, Brittany, Street Treats LLC 79 MESSIER RD EAST HARDWICK VT 058369907	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : State Farm Fire and Casualty Company 25143 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	030 5663-D27-45A	04/27/2025	10/27/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ 100,000 $ 300,000 $ 100,000
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SELECTBOARD MEMORANDUM

To: Selectboard

From:

Date: May 19, 2025

Subject: Approve financing for 2024 International CV plow truck

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Attachments:

1. HIghway Truck bid 2025

Date: May 15, 2025

To: Town Manager
Finance Director

From: Sara Haskins, Town Treasurer

Term: 5years

Loan Date: May 28, 2025

RE: **2024 International CV plow truck @ $99,804**

Bank	Interest Rate	Payment type	Estimated Payment beginning 11/20/25	Estimated Total Interest Cost	Estimated Total Payment Amount	Legal fees	Comment
Community National Bank -2	4.94%	Semi-Annual fixed amount	$ 11,375.03	$ 13,946.30	$ 113,750.30	included	open deposit account for $2,500
Union Bank	5.20%	Semi-Annual fixed amount	$ 11,451.08	$ 14,706.74	$ 114,510.74	included	
Community National Bank -1	5.24%	Semi-Annual fixed amount	$ 11,462.80	$ 14,824.00	$ 114,628.00	included	
International Finance	5.59%	Semi-Annual fixed amount	$ 11,577.54	$ 15,971.40	$ 115,775.40	included	
Masoma Bank -A	5.75%	Semi-Annual fixed amount	varies fixed principal	$ 16,330.43	$ 116,134.43	not included	open deposit account for $99,804
Masoma Bank -B	6.00%	Semi-Annual fixed amount	varies fixed principal	$ 16,467.66	$ 116,271.66	not included	open deposit account for $75,000.00
Masoma Bank -C	6.25%	Semi-Annual fixed amount	varies fixed principal	$ 17,153.81	$ 116,957.81	not included	open deposit account for $50,000.00
Community Bank	no bid						
M&T Bank	no bid						
North Country Federal Credit	no bid						
TD Bank	no bid						

SELECTBOARD MEMORANDUM

To: Selectboard

From: Judi Alberi, Executive Assistant

Date: May 19, 2025

Subject: Approve Local Emergency Management Plan 2025

Suggested Motion:

Motion to approve the Local Emergency Management Plan as presented and authorize Brent Raymond to sign.

Attachments:

1. LEMP 2025

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	
Email	
EMD REMC Representative	
Email	

Municipality	Morristown
LEMP Adoption Date	
NIMS Adoption Date	2/12/2012
EMD Name	Jason Luneau
Position	EMD
Primary Phone	802-888-4211
Alternate Phone	802-730-7864
Email	jluneau@morristownvt.gov
Public contact information	
POC 2 Name	Andrew Glover
Position	Police Officer
Primary Phone	802-888-4211
Alternate Phone	802-730-7855
Email	aglover@morristownvt.gov
POC 3 Name	Vacant
Position	
Primary Phone	
Alternate Phone	
Email	

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed*_____ Printed Name: Jason Luneau
Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed*_____ Printed Name: Brent Raymond, Town Manager
Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

2025 Version (Word): this 2-page form is used to report LEMP adoption. It replaces the 2019 version, which is obsolete.

Required Elements

	Municipal Adoption	
☒	Completed Municipal Adoption Form	
☐	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
	LEMP Required Elements	**Page # (if not using a template**
☐	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
☐	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
☐	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
☐	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
☐	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
☐	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
☐	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: http://vem.vermont.gov

2025 Version (Word): this 2-page form is used to report LEMP adoption. It replaces the 2019 version, which is obsolete.

1. **Overview**

1.1 Purpose - This is the Local Emergency Management Plan **(LEMP)** for the TOWN of MORRISTOWN. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

1.2 Planners - The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.

- Jason Luneau, Emergency Management Director / Police Chief
- Brent Raymond, Town Manager
- Corey Boisvert, Interim EMS Chief
- Dennis Digregorio, Fire Chief
- Jordan, St.Onge, Highway Department Superintendent
- Andrew Glover, Assistant EOD
- Alec Jones, Regional Planning Commission Emergency Planner

2. Normal Operations.

2.1 Information Sharing - Town officials get information from many sources, including TV, radio, news websites, email, emergency dispatch, and personal interactions and observations. The Police Chief, Fire Chief, Highway Superintendent, and Emergency Management Director are the primary information collectors and coordinate as required. Residents and transients may also call various offices with observations and reports about emergency situations; town staff and the Town Manager should forward those reports to the appropriate official.

2.1.1 Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the Fire Chief will not notify the town about every fire; the Highway Superintendent will not alert the town for every snowstorm.

2.2 Incident Size-up. As an incident develops, the EMD or Incident Commander must validate the accuracy of reports and the severity of the situation to assess the risk to the town and the need for broader coordination.

2.3 Early Notification. As an incident develops that might affect the whole town, reports should go to the EMD. The EMD, in turn, will keep the Town Manager, the Chief of Police, the Highway Superintendent, and the Fire Chief informed as appropriate.

3. Emergency Operations

This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

Enclosures:

1 - Contact Information
2 - Emergency Operations Center (EOC)
3 - Resources
4 - Public Information and Warning
5 - Vulnerable Populations
6 - Sheltering and Care

Annexes:

N/A

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EM Director (EMO)	Jason Luneau	802-730-7864	802-888-5147		jluneau@morristownvt.gov
Public Information Officer (PIO)	As assigned by EMO				
EOC Staff	Tina Sweet		802-888-6374		tsweet@morristownvt.gov
EOC Staff	Judith Alberi		802-888-5147		jalberi@morristownvt.gov
EOC Staff	Kevin Petrochko		802-888-6371		kpetrochko@morristownvt.gov
EOC Staff	Abbie Griggs		802-888-6374		agriggs@morristownvt.gov
EOC Staff	Mitzi Fleming		802-888-6370		mfleming@morristownvt.gov
EOC Staff	Elizabeth Chase		802-888-6370		echase@morristownvt.gov
EOC Staff	Tyler Machia		802-888-6373		atmachia@morristownvt.gov
Local Response Organization Contacts					
Fire Chief	Dennis Digregorio	802-730-3575	802-279-2584		captdenny14k@comcast.net
Assistant Fire Chief	Jason Kelly	802-793-6558			marlyk7@hotmail.com
EMS Interim Chief	Corey Boisvert	802-730-0932			bosteen@morristownvt.gov
Chief of Police or Constable	Jason Luneau	802-279-9666	802-888-4211		jluneau@morristownvt.gov
Lamoille County Sheriff	Roger Marcoux, LCSD	802-279-2991	802-888-2561		rogerrnarcoux@lamoillesheriff.org
Lamoille Dispatch Center	Darren Severance		802-888-3502		darren.severance@lamoillesheriff.org
VT State Police	Williston Barracks		802-635-7036		
Local Public Works Contacts					
Road Superintendent	Jordan St. Onge		802-730-4934	802-751-9737	jstonge@morristownvt.gov
Road Foreman- Town Garage	Derek Small		802-888-6369	802-279-7505	dsmall@morristownvt.gov
Team Leader - Village Garage	Matt Friedrich		802-888-3398	802-730-5095	mfriedrich@morristownvt.gov
Morrisville W&L- Plant Superintendent	Kevin Newton	802-760-0461	802-888-4217		knewton@mwlvt.com
VT Electric Co-Op - C.0.0.	Peter Rossi		802-730-3201		

Enclosure 1:
Contact Information 2025

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Municipal Government Contacts					
Town Manager	Brent Raymond	802-730-9496	802-888-5147		braymond@morristownvt.gov
Selectboard Chair	Don McDowell	802-371-8748			dmcdowell@morristownvt.gov
Selectboard Vice Chair	Chris Palermo	802-498-3836			cpalermo@morristownvt.gov
Selectboard	Laura Streets	802-279-1783			lstreets@morristownvt.gov
Selectboard	Richard Craig	802-522-8459			rcraig@morristownvt.gov
Selectboard	George Cormier	802-881-6055			gcormier@morristownvt.gov
Town Clerk & Treasurer	Sara Haskins	802-793-8933	802-888-6370		shaskins@morristownvt.gov
Town Finance Officer	Tina Sweet	802-498-4641	802-888-6378		tsweet@morristownvt.gov
Town Health Officer	Tyler Machia	802-324-9825	802-888-6373		tmachia@morristownvt.gov
Forest Fire Warden	Dennis Digregorio	802-730-3575			captdenny14k@comcast.net
Animal Control Officer	Bruce Emerson (MPD)	802-696-4090	802-888-4211		Bemerson@morristownvt.gov
School Contact #1 (HS Principal)	Phil Grant		802-888-4600		
School Contact #2 (ML Principal)	Jessica Wills		802-888-1401		
School District Office (Superintendent)	Ryan Heraty		802-888-4541		
Local Contacts					
Red Cross		800-660-9130			
VT211		211	802-652-4636		
Electrical Utility					
Gas Utility					
Telecom Utility					

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Mobile Telecom Utility					
Utility - other					
Primary Shelter Contact (HS Principal)	Phil Grant	802-888-4600			
Primary Shelter Alt Contact (ML Principal)	Jessica Wills	802-888-1401			
Alt. Shelter Contact (VTARNG)			802-888-4446		
Alt. Shelter Alt Contact					
Hospital	Copley Hospital		802-888-8888		
Hospital	Copley Hospital Security				
Health Center/Clinic	Lamoille Health Family Medicine		802-888-5639		
Health Center/Clinic	Tamarack Family Medicine		802-851-0999		
Mental Health Services	Lamoille County Mental Health		802-888-5026		
Home Health & Hospice	Lamoille Home Health		802-888-4651		
Nursing Home	The Manor		802-888-8700		
Nursing Home	Copley House		802-888-7323		
Independent Senior Living	Copley Terrace		802-888-7896		
Child Care	Green Mountain Kids		802-888-0869		
Child Care	Club House Kids/MASP		802-888-5439		
Private School	All Saints		802-888-4758		
Mobile Home Park	Pine Crest Trailer Park				
Local Community Service Org					
Local Community Service Org					
Snowmobile Club	Snow Packers of L.C.		802-730-9289		

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Bank Contact					
Heating Oil - Contracted	Bourne's Energy		800-326-8763		
Propane - Contracted	Fred's Energy		802-888-3827		
24 Hour Fuel	Maplefields		802-888-5986		
Vehicle Fuel Supply - Contracted	Stowe Road Irving		802-888-7992		
Predesignated Contractor	Gerry Audy		802-888-3059		
Local Contractor					
Local Building Supply	RK Miles		802-888-4501		
Equipment Rental Center & Culverts	Johnson Farm & Hardware		802-635-7282		
Heavy Equipment Rental	Pete's Repair & Rental		802-888-5138		
Local Food Vendor or Prep					
Local Food Vendor or Prep					
Outdoor Club/Scout Troop					
Animal Shelter / Kennel	North Country Animal League		802-888-5065		
Adjacent Municipalities					
Town 1 EMD - Stowe	Donald Hull		802-253-7126		
Town 1 Select Board Chair	Lisa Hagerty	508-560-3523	802-253-7350		
Town 2 EMD - Johnson	Eric Osgood	802-793-8491	802-635-2611		
Town 2 Select Board Chair	Beth Foy		802-635-2611		
Town 3 EMD - Hyde Park	Nicole Chauvin		802-888-2300		
Town 3 Select Board Chair	Susan Bartlett	802-888-5591	802-888-2300		
Town 4 EMD - Wolcott	Steve Prine	802-522-7823	802-888-2746		
Town 4 Select Board Chair	Linda Martin		802-888-2746		
Town 5 EMD - Elmore	Michele Lacasse		802-888-2637	802-888-5485	
Town 5 Select Board Chair	Caroline Devore		802-888-2637		

Enclosure 1:
Contact Information 2025

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Cambridge EMD	Dan St. Cyr	802-316-1634			
STATE/FEDERAL Partners					
State Emergency Operations Center (SEOC)		800-347-0488 (24/7)	(802) 244-8721		
VTrans District 6	Kevin Gadapee	802-461-8764	802-828-7260 Main Office		
Vermont Dept of Health		802-863-7200			
State HazMat		800-641-5005			
VT DPS Fire Safety Office		802-479-7561			
ANR River Engineer					
ANR Floodplain Manager					
ANR Dam Engineer					
Lamoille Regional Planning Commission	Alec Jones	**802-730-9999**	**802-888-4548**		alec@lcpcvt.org
Railroad Contact					
U.S. Coast Guard					
U.S. Forest Service					
Other Agency					

2. Emergency Operations Center

2.1. Concept

2.1.1. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

2.1.2. In some cases, the EOC coordinates support for one or more ICs (for example, during an ice storm the Road Foreman may be clearing roads while the Fire Chief is fighting a fire). In that case, the EOC may request information and provide or prioritize resources, but the EOC should never direct tactical operations.

2.1.3. In some cases, typically during recovery or long-running, low threat incidents like pandemics or extended power outages, the EOC Director may be the Incident Commander for town-wide efforts. In that case, the EOC acts as the municipal Incident Command Post (ICP) and may direct tactical operations.

2.2. Municipal Emergency Operations Center (EOC) Activation.

2.2.1. General - The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP).

2.2.2. Decision to Activate - The EMD makes the decision to activate the EOC. These are common reasons to open the EOC:

- Request from an Incident Commander
- Request from Highway Superintendent
- Directive from Town Manager
- Weather forecast that may lead to widespread damage

2.2.3. Location - The EMD selects the EOC location on activation. Below are established EOC locations.

2.3. Emergency Operations - Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of

the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

2.3.2 Maintain Situational Awareness - The EOC tracks events and response actions for municipal leaders.

- Operations Log - Word document (or Excel file, or paper log form, etc), of all significant activities, decisions, and communications.
- Map - tracks events graphically on the large situation map in the EOC (or on a projected PowerPoint slide map, etc).
- Information Request Tracker - list of information requests and their status/answers in an Excel file (or whiteboard, Word document, paper log, etc).
- Damage Report - list of public infrastructure damage (including roads, bridges, and culverts as well as town owned electric departments, public water supplies, water supply and wastewater treatment plants, historic structures, public libraries, etc.) to facilitate funding requests during recovery.

2.3.1 Plan Future Operations -The EOC supports ICs in planning and coordinating future response and recovery operations. As soon as possible, responders should begin collecting supporting documentation that will facilitate reimbursement. At the municipal level, demobilization from response normally means a return to normal workdays with additional recovery tasks.

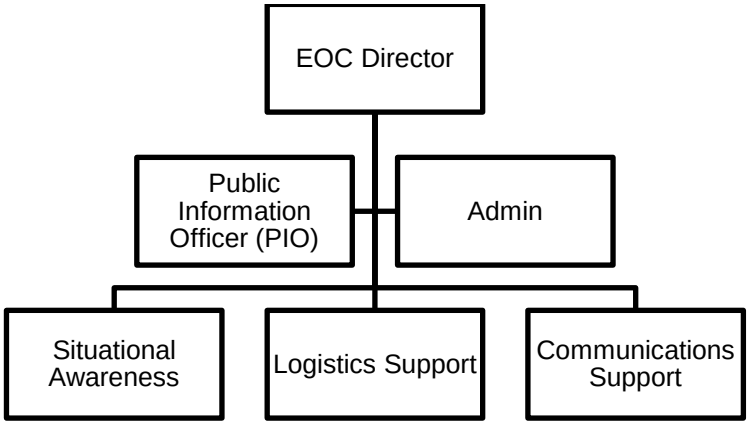
2.3.2 Update Briefings - Every day the EOC will conduct full update briefings for the staff, town manager, and other key leaders. Depending on the emergency this may occur several times a day to set goals for the day, synchronize activities, review the day's events, or as needed. The normal format is as follows.

- Overview (EOC Director)
- Current situation (Situational Awareness)
- Resource issues (Logistics Support)
- Incident/ Operations updates and issues
- Priorities and general comments (Select Board)

2.3.3 Night Shifts. The EOC Director will determine the need for staffing at night and the missions for those on duty.

3.EOC Organizational Structure

3.1 This is the preferred operating structure for Morristown.



3.1.1 These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivided.

Position	Job Description
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Public Information Officer	- Coordinates all messaging with Incident Commander(s) - Produces and posts public information and press releases - Monitors public media for useful information and to correct inaccurate reports
Admin	- Maintains operations log - Supports incident commanders in documenting expenses for reimbursement
Situational Awareness	- Updates status board and map - Tracks and answers any Requests For Information (RFI) from Incident Commander(s) and town officials
Logistics Support	- Tracks and coordinates fulfillment of any Requests For Support (RFS) from Incident Commander(s) - Provides resources for the EOC itself (e.g. coffee, food, sleeping areas, batteries, fuel for generator, ...)
Communications Support	- Staffs phones and radio

4. Potential EOC Staff

4.1 Town Employees/ Officials.

- Jason Luneau, Police Chief/ EMO - EOC Director
- Brent Raymond, Town Manager, Awareness, PIO
- Sara Haskins, Town Clerk & Treasurer - Awareness, Communications
- Tina Sweet, Finance Director - Finance
- Judi Alberi, Executive Assistant to Town Manager - Admin, Logistics, Awareness
- Tyler Machia, Zoning Administrator - Logistics, Awareness
- Kevin Petrochko, Listing Coordinator - Communications
- Mitzi Fleming, Asst Town Clerk - Awareness
- Elizabeth Chase, Administrative Clerk – Communications
- Elizabeth Townsend, HR – Logistics, Communications

5. Primary EOC Facility

1. Title and E911 Address: Morristown Police Department – 121 Lower Main Street Morristown, VT
2. Phone Numbers(s): 802-888-4211 (public)
3. Mobile service available/ provider: AT&T - good, Verizon - good
4. EOC risk factors: Limited Parking in the lot
5. Facility Contact: Chief of Police Jason Luneau or Andrew Glover Desk
6. Access: Controlled access.
7. Internet: Wireless access available. Password provided on site.
8. Available equipment:
    - Multifunction printer/scanner/copier
    - Base radio for highway/police/fire/rescue
9. Equipment needed (and where it is/who has it) To be determined as needed.
10. Backup power/ instructions: Generator
11. Layout: Dispatch area and conference room.

6. Alternate EOC Facility

1. Title and E911 Address: EMS Building, 539 Washington Ave
2. Phone Number(s): 802-888-5628(public)
3. Mobile service available/ multiple providers: AT&T - good, Verizon - good
4. EOC risk factors: Minimal
5. Facility Contact: Corey Boisvert, EMS Interim Chief

6. Access: Keys will be distributed as needed.
7. Internet: Wi-Fi available
8. Available Equipment:
    - Computers
    - Copy Machine
    - Base Radio
9. Equipment needed (and where it is/ who has it):
    - Laptop from town office/ Town Administrator's office
10. Backup power/ instructions No back up power.
11. Layout: Conference room

7. Alternate EOC Facility

1. Title and E911 Address: Mobile Command Unit
2. Phone Number(s):
3. Facility Contact: Morristown Police Department
4. Access:
5. Internet:
6. Available Equipment:
    - Generator
    - Radios
7. Equipment needed (and where it is/ who has it):
    - Laptops
    - Wi-Fi hot spots
    - Dual band portable radios
8. Backup power/ instructions - generator
9. Layout:

8. **Demobilization**

8.1. Decision to Demobilize - The EOC Director will demobilize the EOC based on the situation and operational objectives. Typical conditions for demobilization include:

- All first responders are demobilized or returned to normal work schedules
- All emergency issues for people within the town are resolved or completely transitioned to an appropriate service agency
- There are less than 10 customers without power in the town, and none of them have unresolved support issues because of the outage
- There are less than 5 homes that are inaccessible by road, and none of the occupants have unresolved support issues

8.2. Demobilization Process

- Notify Town Manager, Chief of Police, Fire Department, Highway Superintendent, and State EOC that local EOC is shutting down
- Collect and file all EOC documentation for the incident
- Clean and put away all EOC equipment and supplies
- Identify any supply or equipment needs for the next EOC activation
- Release EOC staff and secure facility

8.3. Transition to Recovery. If necessary, the Selectboard appoints a Recovery Officer as the Incident Commander for recovery. The EOC Director makes all incident related documentation available to the Recovery Officer. The Recovery Officer establishes a Recovery Committee as his/her staff and sets operational objectives and meetings and tasks as required to achieve the objectives.

3. Resources

3.1 Concept - The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

3.1.1 State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police Special Teams
- Swiftwater rescue teams (both local and VT-TF1)
- Regional shelter support
- Subject matter expertise from state government agency or federal response agency

3.1.2 State support the municipality will normally eventually have to pay for:

- Supplies and equipment
- VTrans equipment and personnel
- Vermont National Guard support

3.1.3 The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**. When requesting resources through the SEOC, the SEOC will ask if local resources have been exhausted; if so, the SEOC will help find sources from which the municipality can buy or contract for supplies or the SEOC may coordinate supplies and other resources for the municipality if the timing and cost is acceptable.

3.2 Emergency Purchasing

3.2.1 Authority - Town Manager has authority for purchases.

3.2.2 Processes - The town credit card is kept in the Finance Department. All purchases will be recorded with receipts and submitted to the Finance office using standard protocols.

3.3 Town owned resources:

- Snowmobile (2)
- Fire Engine Pumper (2)
- Aerial Fire Apparatus
- Water Tender/Tanker (2)
- Grader
- Hydraulic Medium Mass Excavator
- Hydraulic Compact Excavator
- Wheel Loader Backhoe
- Medium Wheel Loader
- Small Wheel Loader
- Skid Steer Wheel Loader
- Road Sweeper
- Wood Chipper
- Equipment Tag-Trailer
- On-Road Dump Trucks (12)
- Water Truck

3.4 Businesses with Standing Municipal Contracts

- Currently, there are no standing contracts for service.

3.5 Other Local Resources: NAL: Name/title of contact person, resources available]

- Morrisville Water and Light Subcontractors
- Barretts Tree Service

3.6 National Incident Management System (NIMS) Typed Resources.

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	**I**	**II**	**III**	**IV**	**Other**	**Type**	**I**	**II**	**III**	**IV**	**Other**
Critical Incident Stress Management Team		**N/A**	**N/A**	**N/A**		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			**N/A**	**N/A**		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				**N/A**	

Information about the NIMS Typed resources can be found at: https://rtlt.preptoolkit.org
*Additional resource information is available on the FEMA Reimbursable Equipment List: https://www.fema.gov/assistance/public/schedule-equipment-rates

4. Public Information and Warning

4.1 Concept. During any significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

4.2 Public Information Officer (PIO) Coordination - The EOC Director normally appoints a municipal PIO, though they may keep those responsibilities. Incident Commanders normally appoint an incident PIO or act as the PIO for their incidents. The municipal PIO may provide PIO support for one or more Incident Commanders, as requested. The Select Board representative at the EOC usually serves as the municipal PIO.

4.2.1 If there is more than one PIO, **each PIO must only release information within their area of responsibility,** that the appropriate Incident Commander has approved, and all PIOs must coordinate their messages to make sure they are not in conflict. Coordinating information is one of the most important functions of a municipal PIO and the EOC. For example, if there is an ice storm and major fire, there may be a municipal PIO and a fire PIO. The municipal PIO may release information about general town issues and road clearance statuses on behalf of the Highway Superintendent (road clearance Incident Commander), but not the fire. The fire PIO may release information about the fire scene, but not general town issues or road statuses. Both PIOs should coordinate information releases and share any information they receive.

4.3 Releasing Public Information - Emergency Notifications. The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. To send a notification, pass the message and target area to the State Emergency Operations Center (800-347-0488).

4.3.1 Many communities have individuals who need translation services, are deaf/hard of hearing, or blind/visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the Buildings and General Services website to meet these needs.

4.3.2 Public Notice Locations. These are the locations in town the public notices are physically posted that, in the event of a communications outage, the town will post emergency messaging. A minimum of 3 locations, consistent with Secretary of State public notice locations (17 V.S.A. § 2641), must be included.

- Library
- Post Office
- Village W&L Department

4.3.3 Current Information. The PIO will post all official municipal emergency news to the town web site/Facebook page/email list as soon as possible. The main town web site/Facebook page should only contain current, accurate information - the PIO will remove or archive old or erroneous information.

4.3.4 Press Releases. The PIO will publish press releases as required. In addition to posting them to the town website, if there are power or connectivity issues, the PIO will make paper copies to post or distribute at key locations around town.

4.3.5 Media Inquiries and Interviews. The PIO will answer any media inquiries and coordinate, if not give, any media interviews.

4.3.6 Media Corrections. When possible, the PIO will correct inaccurate information in news and social media by ensuring the town web site has the correct information, and then as soon as possible notifying the inaccurate source (e.g. by posting a comment, calling, sending an e-mail, etc. along with a link to the town website).

4.4 Monitoring Public Information.

4.4.1 Public Media. The PIO will monitor regular news broadcasts from WCAX TV and WLVB radio and will review the daily print issue and website for the News & Citizen and Burlington Free Press.

4.4.2 Social Media. The PIO will monitor the VEM Facebook page for state emergency news, and will also monitor these locally active social media sites:

- Front Porch Forum
- Contact reports on Town website https://morristownvt.gov/

4.4.3 Vermont 2-1-1. To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

4.4.4 United Ways of Vermont operates the Vermont 2-1-1 system. The system provides information and referral services to the people of Vermont in cooperation with a large number of state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.

4.4.5 In a major state emergency, the State Emergency Operations Center will coordinate with 2-1-1 to provide and collect general information and will also coordinate directly with affected governments to pass along key local information, both to and from 2-1-1, depending on the emergency.

4.4.6 **2-1-1 is always available (24-7-365) to provide general information and referral services** - it is not just for emergencies. Individuals contact 2-1-1 by dialing 211 from a phone within Vermont, calling 1-866-652-4636 (toll free within Vermont), or (802) 652-4636 (from outside of Vermont). While 211 is the preferred number, the other numbers are useful if there are emergency issues with phone exchanges or when using a mobile phone that is reaching a tower outside of Vermont.

5. Organizations and Communities Requiring Additional Coordination

5.1 Concept. During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for organizations and communities requiring additional coordination, or who may be especially at risk in the coming emergency. The EOC will determine which organizations and communities may be at risk, identify needs and support available from the EOC, and monitor their status until normal services are restored.

5.1.1 Risk Determination – The Incident Commander determines whether organizations and communities may be at risk or need additional coordination and communication based on the emergency and its potential impact on local residents. For example, closed and damaged roads may prevent people from getting food and medicines, and home medical equipment may not work during power outages, and people who are unhoused may be at additional risk in severe weather.

5.2 Identification -The EMD will refer individuals who may need special assistance to Citizens Assistance Registry for Emergencies (CARE). During or in the days prior to an emergency, the EMD will contact Vermont Emergency Management at 1-800-347-0488 to request data and will then follow up with individuals to verify if they need additional assistance. If assistance is needed, the EOC will coordinate the delivery of that assistance.

5.2.1 Due to confidentiality restrictions, social service and medical organizations usually cannot provide towns with lists of people they serve. However, they can contact their clients and get permission to share information during an emergency, and they can request welfare checks if they cannot get in touch with a client.

5.2.2 Contact and Monitoring -The EOC will contact people on the organizations and communities requiring additional coordination list to determine if they need help soon, if they will need help if the situation continues for a given period (e.g. 48-72 hours), or if they are unaffected. If possible, consider making initial contact before the emergency strikes to encourage organizations and communities to plan ahead.

5.2.3 Phone calls are the best means of contacting people.

5.2.4 The EOC may designate a person, team, or group (e.g. the Fire Company or spontaneous volunteers) to go to residences and facilities to check on people.

5.2.5 In a long-duration emergency, the EOC may need to contact people on the organizations and communities requiring additional coordination list every day.

5.2.6 The EOC will coordinate support for anyone on the organizations and communities requiring additional coordination list who needs help as required and as resources allow. The EOC should continue to monitor people on the organizations and communities requiring additional coordination list until everyone on the list is in a stable situation with normal services again.

5.3 Organizations and communities requiring additional coordination lists. The following organizations and communities may require additional coordination. The list below contains organizations and communities that may need extra communication and coordination before, during, and after an emergency.

5.3.1 This list should include all organizations and communities the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving new Americans, organizations serving unhoused individuals, mobile home parks, parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE) .
If necessary, the EOC may contact the organizations and facilities listed below that serve populations that may be at risk based on the emergency. If there are individuals at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

- The Manor Nursing Home and Rehab Center- Provides Level I & II (assisted living) care.
- Morristown Emergency Medical Service - Provides 911 response and is capable of doing long-distance facility-to-facility transport.
- Copley House - Community care home for physically and mentally challenged. Approximately 20 beds.
- Morrisville Water & Light Dept - Maintains a list of residents with life-saving medical devices at home.
- Lamoille Home Health - Provides at-home nurse visits for the elderly and post- surgical recovery.
- Lamoille County Mental Health - Provides mental health services

throughout the Lamoille County region.

- Copley Hospital - Regional critical care facility. 25 beds
- Green Mountain Support Services
- Hazardous Sites
    - Sewer Plant
    - Bourne's Fill Stations
    - SD Ireland Materials Locations
- Childcares:

Wee Explorers Preschool Inc.	39 Upper Main Street Puffer Methodist Church Morrisville, VT 05661 City: Morrisville (802)888-2087
New Heights Children's Center	54 Sterling Court Morrisville, VT 05661 City: Morrisville (802)888-1120
Lamoille South Early Childhood Program @ Morrisville, LLC	46 Copley Avenue Morrisville, VT 05661 City: Morristown (802)888-6707
All Saints Catholic Academy	680 Laporte Road Morrisville, VT 05661 City: Morrisville (802)888-4758
Chase, Peggy	1802 Randolph Road Morrisville, VT 05661 City: Morristown (802)279-6224
Peno, Cathy	475 Walton Road Morrisville, VT 05661 City: Morrisville (802)917-1667
Puffer Child Care Center, Inc.	228 Industrial Park Drive Morrisville, VT 05661 City: Morrisville (802)888-3011
Clubhouse Kids	1092 Park Street Morrisville, VT 05661 City: Morrisville (802)888-5439
Lamoille County Early Learning Center	250 Industrial Park Drive Morrisville, VT 05661 City: Morrisville (802)851-4010

Hess-Clewes, Lou Ann	1900 Laport Road Morrisville, VT 05661 City: Morrisville
Hostetter, Chelsea	126 Godfrey Lane Morrisville, VT 05661 City: Morrisville (802)793-0977
Watmough, Amy	152 Red Pine Est Morrisville, VT 05661 City: Morrisville (802)917-2864
Apple Tree Learning Centers at MES	548 Park Street Morrisville, VT 05661 City: Morrisville (802)253-4321
Apple Tree Learning Centers Pre-K @ Graded Building	46 Copley Ave Morrisville, VT 05661 City: Morrisville (802)253-4321

6. Sheltering and Care

6.1 Concept. During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. due to property or infrastructure damage. If necessary, the EOC may direct the opening of a daytime warming or cooling center, or open an overnight shelter, and during major emergencies residents may go to a nearby regional shelter, if available. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc) are available on site or within close proximity.

6.1.1 Spontaneous Sheltering. If there is no local shelter available:

- Determine the approximate number of people who need sheltering.
- Call the State EOC / Watch Officer at 800-347-0488 and request support.
- Track the status of residents who need shelter until their situation stabilizes.

6.1.2 Temporary Lodging. When small numbers of people are displaced by disasters, the American Red Cross (ARC) and Vermont Agency of Human Services, Economic Services Division (ESD) can provide temporary lodging in hotels or motels.

6.1.3 Regional shelters are opened at the discretion of the American Red Cross based on their availability. During major emergencies, regional shelters may not always be opened in a location close to your municipality.

6.2 Daytime Shelter

- Peoples Academy High School - Gymnasium (Showers, Cafeteria, Warming/Cooling)
- 202 Copley Ave
- Phil Grant: Principal
- Phone: 802-888-4600
- Staff Required: 2
- Capacity: 75
- Generator: No
- Pets: No

6.2 Cooling/Warming only shelters

- Morristown Centennial Library (During normal hours of operation.

- 7 Richmond St.
- Kendra Aber-Ferri - Business Manager
- Phone:802-888-3853
- Staff Required: As Scheduled
- Capacity: 30
- Generator: No
- Pets: No