

Local Emergency Management Plan

1. Emergency Management (EM) planners Updated 4/20/2020

These are the people who wrote and/or maintain this plan.

Imme Maurath	
Kathy Jungermann	

2. Municipal Emergency Operations Center (EOC)

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

Who, by position, can activate the EOC?

Preferred EOC Positions and Duties

EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC co-Director	
As above	Staffs phones and radio
As above	Tracks and answers any Requests For Information (RFI)
As above	Tracks and coordinates any Requests For Support (RFS)
Town Clerk	Produces and posts public information and press releases

Potential EOC Staff Members

Name	Notes / Contact Information
Imme Maurath	802-875-8755 ism777oth@yahoo.com
Kathy Jungermann	802-874-4606 bsgkj@myfairpoint.net
Maureen Bell	802-875-1024 mbellselectboard@gmail.com
Mike McLaine	802-875-1550 windham.town@gmail.com mptmclaine@hotmail.com
Ellen McDuffie	802-874-8183 eflockwood@aol.com windham.town@gmail.com

Primary EOC Location

Facility / Address:	Windham Town Office 5976 Windham Hill Road Windham, VT
Phone Numbers:	802-874-4211
Equipment/Notes:	Generator, bathroom facilities, water, cots, internet, land lines.

Alternate EOC Location

Facility / Address:	Windham Elementary 5940 Windham Hill Road Windham, VT
Phone Numbers:	802-874-4159
Equipment/Notes:	Generator, bathroom facilities, kitchen, internet, land lines.

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Purchasing agents for emergencies:
 Kathy Scott 802- 875-3725
 windham.treasurer@gmail.net

Emergency spending limits:
 \$200.00

Businesses with Standing Municipal Contracts

<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Propane	Cota & Cota	802-297-0000 Tucker contact
Electrician	Bob Kehoe/Sparky	802-874-7028
Power	Green Mtn. Power	1-888-835-4672
Sand/Gravel	Eastman Sand&Gravel	802-875-2819
Salt	Cargill	802-874-7025

Other Local Resources

<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Arborist	Asplundh	603-529-1690
Animal shelter	Windham Disaster Animal Response Team (VDART)	Joanne Bourbeau jbourbeau@humanesociety.org
Community resources/ emergency food and shelter	Agency of Human Services Emergency Programs	211 802-652-4636

- 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 and Special Teams
 - Community Emergency Response Teams (CERTs)
 - Swiftwater Rescue Teams
 - Regional Shelter Support
 - State government agency expertise / services
 - Federal response agency expertise

- State support the municipality will normally eventually have to pay for:
- Supplies and equipment (including sandbags)
 - VTrans Equipment and Personnel
 - Vermont National Guard Support

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.

National Incident Management System (NIMS) Typed Resources*												
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other	
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation						
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact						
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper				1		
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	1					Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump						
Aerial Fire Truck			N/A	N/A		Truck, Plow	1	1	1			
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering						
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)	1			N/A		Water Pumps, Water Distribution						
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe		1				
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor						Wheel Loader, Medium			1			
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A		
Generator						Wood Tub Grinder						
Grader	1			N/A								

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

4. Public Information and Warning

During a 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.

VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town Website: townofwindhamvt.com Ellen McDuffie: town email list Front Porch Forum: frontporchforum.com Red Cross list of regional shelters: redcross.org
Local Newspaper, Radio, TV:	Chester Telegraph 802-875-2703 www.chestertelegraph.org WCAX
Public Notice locations:	Town Office 5976 Windham Hill Road Meeting House 26 Harrington Road Firehouse 286 White Road
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services 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.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.

<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Neighborhood Connections (non-profit health and social services)	802-824-4343
Meals on Wheels/Valley Cares	802-365-4115
Visiting Nurse for Vermont and New Hampshire	802-300-8853
Phone Tree of Vulnerable Population compiled by WRC	
WCO compiled list of over 70 and At-Risk residents	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering	
<ul style="list-style-type: none"> • 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 	
Regional Shelter	
Location / Address:	Brattleboro Union High Sch. 131 Fairground Road Brattleboro, VT
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Windham Town Office 5979 Windham Hill Road Windham, VT
Facility Contact(s):	Maureen Bell Select Board Chair
Phone Numbers:	802-875-1024
Shelter Manager:	Imme Maurath/Kathy Jungermann
Staff Requirements:	
Services:	Warm/Cool Food Prep
Notes:	
Capacity: 25 Generator? YES Pets Allowed? NO	
Alternate Local Shelter	
Location / Address:	Flood Brook School Regional Emergency Shelter 91 VT-11 Londonderry, VT
Facility Contact(s):	Kevin Beattie/EMD kevnshar@comcast.net
Phone Numbers:	802-548-8246
Shelter Manager:	Marge Fish
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	
Capacity: Generator? YES Pets Allowed? NO	

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Imme Maurath	802-875-8755			ism777oth@yahoo.com
EMD Co- Coordinator	Kathy Jungermann	802-874-4606	M:201-315-3571		bsgkj@myfairpoint.net
Local Response Organization Contacts					
Fire Chief	Jonathan Gordon	802-875-3010	M:802-738-2019		
Assistant/Deputy Fire Chief	Rick Weitzel	802-874-4104			
EMS Chief	Londonderry Rescue	911	866-352-1291		
Constable	Joseph Lamson	802-875-4036			
Windham County Sheriff	Mark R. Anderson	802-365-4942			
State Police	Captain Roger Farmer	802-722-4600			
Local Public Works Contacts					
Road Foreman	Richard Pare	802-874-4971	M:802-379-5647		
Road Commissioner	Kord Scott	802-875-3725			
Town Garage	Kurt Bostrom	802-874-7025			
Drinking Water Utility	N/A				
Wastewater Utility	N/A				
Municipal Government Contacts					
Town Administrator	N/A				
Town/City Manager	N/A				
Selectboard Chair	Maureen Bell	802-875-1024			mbellselectboard@gmail.com
Selectboard Alt	Kord Scott	802-875-3725			
Selectboard Alt	Peter Chamberlain	802-874-4342			
Town Clerk	Mike McLaine	802-875-1550	W802-824-5200		windham.town@gmail.com

Local Emergency Management Plan Municipal Adoption Form

Town/City of Windham
5976 Windham Hill Road
Windham, VT 05359

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management 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 (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	Windham, Vermont
LEMP Adoption Date	4/20/2020
NIMS Adoption Date	4/20/2020
EMD Name	Imme Maurath
Position	EMD
Primary Phone	802-875-8755
Alternate Phone	
Email	ism777oth@yahoo.com
POC 2 Name	Kathy Jungermann
Position	Co-Director EMD
Primary Phone	802-874-4606
Alternate Phone	201-315-3571
Email	bsgkj@myfairpoint.net
POC 3 Name	Maureen Bell
Position	Select Board Chair
Primary Phone	802-875-1024
Alternate Phone	
Email	mbellselectboard@gmail.com

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

Signed*Maureen Bell Maureen Bell 4.20.2020
 Maureen Bell Windham Select Board Chair
Printed Name; 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 as stated above:

Signed*Maureen Bell Maureen Bell 4.20.2020
 Maureen Bell Windham Select Board Chair
Printed Name, Selectboard / council member

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

*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.

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

2019 Version (Word): this 2-page form is used to report LEMP adoption. It replaces the 2018 version, which is obsolete.



Required Elements

Vermont Emergency Management (VEM) encourages municipalities to create and maintain

Municipal Adoption	
<input checked="" type="checkbox"/>	Municipal Adoption Form
	Municipal adoption of National Incident Management System (NIMS) <input type="checkbox"/>
	Contact information for local authorities during an emergency <input type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance <input type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual) <input type="checkbox"/>
LEMP Required Elements	
Page	
<input checked="" type="checkbox"/>	Planners
	List of people who wrote / maintain the LEMP
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	Activation authority
	EOC staff positions and duties (minimum 1)
	List of potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1)
<input checked="" type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits (if any)
	List of municipal contracts that can be used during an emergency (if any)
	List of other local resources that could be used during an emergency (if any)
	National Incident Management System (NIMS) Typed Resource List
<input checked="" type="checkbox"/>	Public Information and Warning
	VT-Alert contact information
	Local website / social media information (if any)
	List of local media outlets (if any)
	Public notice sites for non-phone/Internet information
	Vermont 2-1-1 contact information
<input checked="" type="checkbox"/>	Vulnerable Populations
	List of organizations/facilities that serve local vulnerable populations
	Identification and monitoring process
<input checked="" type="checkbox"/>	Shelters
	Spontaneous and regional shelter information
	Opening information for local shelters (if any)
	Service information for local shelters (if any)
<input checked="" type="checkbox"/>	Contact Information
	Emergency Management personnel
	Response organizations
	Municipal officials / public works
	State, region, and adjacent municipality contacts

optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town of Windham Fiscal Year 2020 Begin _____ End _____

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 0.000	\$ 0.00
Class 2 9.200	\$ 38,997.00
Class 3 22.790	\$ 35,882.00
Town Tax Funds – 19 V.S.A. Section 307	\$ 502,791.00
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 577,670.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 259,969.00
Non-Winter Maintenance	\$ 212,701.00
Major Construction Projects	
a. Paving	\$ 90,000.00
b. Bridges	\$ 15,000.00
c.	\$
TOTAL	\$ 577,670.00

Comments:

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Windham certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

2020 F550 Bid Tabulation Worksheet - 4/17/2020 Update

		Stewarts		Lebanon	Claremont
		Retail	Dlr Inv/Qt	Retail	Retail
F5H	F550 4x4 Chassis/Standard Cab 145"WB 60"CA	\$43,600	\$41,420	\$43,600	\$43,270
D1/J7	Stone Grey/Magnetic	(Stone Grey) NC	(Stone Grey) NC	(Stone Grey) NC	(Magnetic) NC
4	Clth 40/20/40 Seat	\$515	\$468	\$515	\$100
S	Medium Earth Gray	NC	NC	NC	NC
660A	Pref Equip Package XL Trim	NC	NC	NC	NC
572	Air Cond/AmFM/MP3/Clk	NC	NC		NC
STDRD	Sync Radio			NC	NC
99T	6.7LV8 Diesel	\$9,325	\$8,486	\$9,325	\$9,325
44G	10 Speed Automatic Trans	NC	NC	NC	NC
TGK	225 Max Trac Tire	\$215	\$195	\$215	\$215
64Z	19.5 Painted Steel Wheels	NC	NC	NC	NC
X8L	4.88 Ltd Slip Rear	\$360	\$327	\$360	\$360
68M	Payload Plus Upgrade	\$1,155	\$1,051	\$1,155	\$1,155
90L	Power Equip Group	\$915	\$832	\$915	\$915
43C	110V/400W Outlet	\$175	\$160	\$175	\$0
473	Snow Plow Package	\$250	\$228	\$250	\$250
52B	Brake Controller	\$270	\$245	\$270	\$270
62R	Trans PTO Prov	NC	NC	NC	NC
63G	Bright Grille				NC
65Z	Aft Axle Tank	NC	NC	NC	NC
67B	397 Amp Alternator	\$115	\$104	\$115	\$0
67A	332 Amp Alternator	NC	NC	NC	NC
76C	Ex Backup Alarm	\$140	\$128	\$140	\$0
	Sp Dealer Acct Adj		-\$1,806		
	Sp Flt Acct Cr		-\$1,586		
	Fuel Charge		\$30		
B4A	Net Inv Flt Opt	NC	\$7		
	Dest & Delivery	\$1,695	\$1,695	\$1,695	\$1,595
	Tele TT Mir-Pwr				
	Fleet Spcl Adj		-\$585		
17F	XL Décor Pks	\$220	\$200	\$220	NC
	XL Value Pkg	\$220	\$200	\$220	\$395
18B	Plat Running Boards	\$320	\$291	\$320	\$320
	Less TPMS				
	19,500# GVWR Pkg (Ind'd in 68M above)				
41H	Engine Blk Heater	\$100	\$91	\$100	\$0
425	50 State Emission	NC	NC	NC	NC
	Total Base & Options	\$59,590	\$52,181	\$59,590	\$58,170
	Straight Sale Price - to Order	\$52,136		\$59,590	\$58,170
	Dealer Markup	\$600	\$600		
	Gov Price Concession (need Fleet #)	-\$4,200	-\$4,200	\$11,189	\$8,770
	Document Fee (Plus DMV)	\$250	\$250		
	Total Cab & Chassis Net	\$48,786	\$48,831	\$48,401	\$49,400

2020 F550 Bid Tabulation Worksheet - 4/17/2020 Update

	Stewarts		Lebanon	Claremont
	Retail	Dlr Inv/Qt	Retail	Retail
Iroquois SS 9' 3-4 yd Dump Body w 15" sides per quote wSwenson Dual Hydraulic Drive SS Tailgate				
Spreader w Dual Knob/Lever Hydraulic Control		\$29,550	\$29,550	\$29,550
High Capacity Body (4-5 yd) w 20" sides and 26" TG		\$680	\$680	\$680
Poly Rear wheel Fenders		\$640	\$640	\$640
Manual Bed Cover w mesh tarp		\$410	\$410	\$410
SS Toolbox 18"x18"x36"		\$775	\$775	\$775
Fisher 9'6" XV2 SS Plow		\$6,884	\$6,884	\$6,884
Cameras with lights (Kord's estimated cost for 2)		\$1,500	\$1,500	\$1,500
Total Body Net		\$40,439	\$40,439	\$40,439
Total Upfitted Truck Net (not inc'g warranty)		\$89,270	\$88,840	\$89,839
Ford Premium Care				
Ext'd Warranty/Bumper to Bumper/\$100 Ded				
7 yr/ 100,000 miles/ 4000 hours		\$4,955	\$4,855	\$0
Total Cost (inc'g Cab/Chassis/Body)		\$94,225	\$93,695	\$89,839
Ford Premium Care				
Ext'd Warranty/Bumper to Bumper/\$100 Ded				
7 yr/ 125,000 miles/ 5000 hours		\$5,340	\$5,240	\$0
Total Cost (inc'g Cab/Chassis/Body)		\$94,610	\$94,080	\$89,839
Ford Premium Care				
Ext'd Warranty/Bumper to Bumper/\$100 Ded				
7 yr/ 150,000 miles/ 6000 hours		\$5,770	\$5,670	\$5,670
Total Cost (inc'g Cab/Chassis/Body)		\$95,040	\$94,510	\$95,509