

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	Tammy Haas
Email	sbasst05905@gmail.com
EMD REMC Representative	Bradley McVetty
Email	bradmccvetty@gmail.com

Municipality	Maidstone
LEMP Adoption Date	6/2/2025
NIMS Adoption Date	07/07/2014
EMD Name	Bradley McVetty
Position	EMD
Primary Phone	603-631-0739
Alternate Phone	
Email	bradmccvetty@gmail.com
Public contact information	maidstonetownclerk@gmail.com
POC 2 Name	Bruno McKenzie
Position	Selectboard Chair
Primary Phone	802-274-5155
Alternate Phone	
Email	selectmanmckenzie@gmail.com
POC 3 Name	Amy Pear
Position	Town Clerk
Primary Phone	802-676-3210
Alternate Phone	860-638-9550
Email	Maidstonetownclerk@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* Bradley McVetty Printed Name: Bradley McVetty
 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* Bruno McKenzie Printed Name: Bruno McKenzie
 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.

*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.

RECEIVED

DEC 18 2025



Required Elements

Municipal Adoption		
<input type="checkbox"/>	Completed Municipal Adoption Form	
<input type="checkbox"/>	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)
<input type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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)	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input type="checkbox"/>	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.	

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>

Local Emergency Management Plan**1. Emergency management planners**

These are the people who wrote and maintain this plan. This must include the EMD.

Bradley McVetty-EMD;
Zachary Borst – VEM Regional Coordinator

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.

Which municipal position(s) can activate the EOC?

Select Board, EMD

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EMD/EOC Director	Bradley McVetty -Supervises and directs all EOC activities coordinating municipal support and response

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Samantha Graham	Staffs Phones and Radio 802-676-3210
Tammy Haas	Tracks and answers any requests for information (RFI) Produces and posts Public Information and Press Releases 802-676-3900, 860-638-9550
Bradley McVetty	Tracks and coordinates any request for support (RFS) 603-631-0739
Robert Champagne-Willis	Finances 802-676-2603

Primary EOC location

Facility address:	Maidstone Town Hall, 508 Vermont 102, Maidstone
Phone numbers:	802-676-3210 FAX 802-676-3607

Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input type="checkbox"/> food prep Notes: Generator, Telephone, Internet, Fax, Restroom, No kitchen,
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	mini-refrigerator, microwave
Alternate EOC location (if applicable)	
Facility address:	DeBanville's General Store & Cafe, Jct, Routes 102/105 Bloomfield, VT
Phone numbers:	802-962-5525
Equipment notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep Notes: Telephone, Internet, Restroom, Refriqerator, Kitchen

3. Resources

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

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Purchasing agents for emergencies: Select board

Emergency spending limits: \$2000.00

Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information
Fuel (Oil)	Fitch Fuel Company, Lancaster, NH	603-788-4904
Propane	Superior Propane Lancaster NH	603-228-2224

Other local resources (if applicable)

Type of resource	Name	Contact information
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Gravel/Sand/Heavy Equipment	Brad McVetty	603-631-0739
Food/Water	Shaw's- Lancaster, NH	603-788-4065
Food/Water	Laperle's !GA-Colebrook, NH	603-237-4370
Hot food/sandwiches	Subway, Lancaster, NH	603-788-5100
Hot food/sandwiches	Debanville's store Bloomfield, VT	802-962-5525
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • 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 <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <p><i>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.</i></p>		

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.fema.gov>

*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

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.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

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

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management: 800-347-0488
Important local websites or social media channels (if applicable):	Maidstone-vt.org Maidstone, VT Facebook Page
Local newspaper, radio, TV (if applicable):	Caledonian Newspaper, WGMT FM 97.7, WKIX FM 105.5, WMTK FM 106.3 WCAX TV
Public notice locations: These are physical locations that you are required to post meeting notices per <u>17 V.S.A. § 2641</u> . Two must be in town and the third must be in or near the town clerk's office.	Maidstone Town Hall, Bulletin Board at junction of 102 and Maidstone Lake Road, Bulletin Board at junction of Westside Road and Maidstone Lake Road, Maidstone Town Hall Bulletin Board, Irwin Studio
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many 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. Dial 211 or (802) 652-4636.</i>	

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations 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, 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 organizations and facilities, listed below, that serve populations that may be 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. Please ensure these contacts have updated EMD contact information.

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. 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.

Spontaneous sheltering

- Determine the approximate number of people who need sheltering.
- Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.
- Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Maidstone Town Hall, 508 Vermont 102, Maidstone, VT	
Facility contact(s):	Bradley McVetty, Tammy Haas, or Samantha Graham; 802-676-3210, 802-676-3902	
Shelter manager:	Tammy Haas 802-676-3900	
Staff requirements:	Minimum of 2	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity: (if applicable)	50	
Notes:	Domestic Pets Only	

Alternate local shelter (if applicable)

Location and address:		
Facility contact(s):		
Shelter manager:		
Staff requirements:		
Services (select all that apply):	<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:		
Overnight capacity:		
Notes:		

Annexes (Optional, create and letter as needed)

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

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Bradley McVetty	603-631-0739			bradmccvetty@gmail.com
EM coordinator					
EOC staff					
EOC staff					
EOC staff					
EOC staff					
Local response organization contacts					
Groveton (NH) Fire chief	Groveton, NH Fire Dept	603-636-2181			
N. Stratford (NH) Fire Chief	N. Stratford, NH Fire Dept	603-664-6863			
EMS chief	Groveton (Northumberland) Ambulance	603-636-1057			
Constable	Raymond Lovell	802-676-3919			
State police	VSP-Derby	802-334-8881			
County sheriff	Essex County Sheriff's Dept	802-676-3500			
Local dispatch center	Grafton County Communications Center	603-787-2111			
Local public works contacts					
Road foreman					
Road commissioner	Bradley McVetty	603-631-0739			bradmccvetty@gmail.com

Contact Information

Town garage					
Drinking water utility					
Wastewater utility					
Municipal government contacts					
Town administrator					
Town or city manager					
Selectboard chair	Bruno McKenzie	802-274-5155			selectmanmckenzie@gmail.com
Selectboard	Scott Lovell	603-631-5717			selectmanlovell@gmail.com
Selectboard	Bradley McVetty	603-631-0739			bradmcvetty@gmail.com
Town clerk	Amy Pear	802-676-3210	802-676-3900	860-638-9550	maidstonetownclerk@gmail.com
Town treasurer or finance	Robert Champagne-Willis	802-676-2603			
Town health officer	Sandy Gray	802-676-3791			sandrag@mail.com
Forest fire warden	William Sanborn	802-676-3902			wjs3902@outdrs.net
Animal control officer					
School contact #1	No school in town, kids go to various schools in Caledonia County and Essex County in VT, as well as to schools in NH				
School contact #2					
School district office	Northeast Office Kingdom Choice School District	802-266-3330			
Other contacts (including neighboring EMDs)					

Contact Information

[illegible]