STEERING COMMITTEE MEETING MINUTES
Thursday, October 1st, 2026
In-Person Meeting
Red Apple Farm – 455 Highland St, Phillipston, MA 01331

IN ATTENDANCE: Pam Masters (HMCC/Sponsoring Org), Devon Thornton (HMCC/Sponsoring Org), Trevor Bruso (Chair)(Holden), Jason Dulmaine (Vice-Chair)(Fitchburg), Kimberly Buccini (Charlton), Amelia Houghton (Worcester Regional MRC), James Abare (Winchendon), Phil Leger (Royalston), Derek Kwok (Medway), Angela DiPrima (Gardner), Cheryl Rawinski (Sutton+), Tom Bonci (Clinton), Kaitlin Donahue (Uxbridge), Missy Kakela-Boisvert (Northbridge), Jennifer Sullivan (Westborough), Maria Goncalves (Westborough), AnnMarie Muckenstrom (Boylston), Annette Garcia (Shrewsbury, Grafton, West Boylston), Alison Turner (Shrewsbury, Grafton, West Boylston), Catherine Hoover (Fitchburg), Shannon Kennedy (Leominster), Rita McConville (Leominster), Deb Vescera (Blackstone/Upton), Jordan Bruso (Auburn), Tim Pratt (Auburn), Camille Griffin (Webster), Ivan Kwagala (Oxford), Justin Lapham (Dudley), Sandra Knipe (East Brookfield), Abigail Conlin (Westminster), John Madeiros (Orange), Doug Mercurio (Brimfield)

The meeting was called to order by Chair Trevor Bruso at 9:07 AM

Roll Call: A verbal roll call was done.

Chair's Announcements: Trevor stated that we will discuss ideas for the November and December meetings.

Minutes Review: The minutes from the September 3rd, 2026, Steering Committee meeting were presented for review and approval.

Cheryl Rawinski made a motion to accept the September 3rd, 2026, Steering Committee meeting minutes as presented. This was seconded by Sandra Knipe. The motion passed.

HMCC Sponsoring Organization:

- **FY27 Budget Review**-Pam Masters stated that the budget modification was approved by the state. EAT Requests for Q2 will be opening soon.
    - Voting:
        - Service Plans-Pam stated that she received requests from three towns-Royalston, Gardner, and Douglas. The requests totaled $2,048.76.

Cheryl made a motion to approve the service plan requests as submitted. This was seconded by Sandra Knipe.

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Uxbridge stated that they thought they had submitted as well. This adds $930.00 to the request.

Cheryl Rawinski amended her motion to approve the updated amount with the requests from Royalston, Gardner, Douglas and Uxbridge. This was seconded by Sandra Knipe. The motion passed.

- LSAC Reps-Jay Dulmaine and Annette Garcia are the current Reps.

Cheryl Rawinski made a motion to approve Jay Dulmaine and Annette Garcia to continue as LSAC Reps. This was seconded by Sandra Knipe. The motion passed.

- HMCC Reps- Sandra Knipe and Cathleen Liberty are the current Reps. Cheryl Rawinski is an alternate. Cheryl agreed to remain as an alternate. Sandra Knipe will be done in December so she will step down.

Cheryl Rawinski nominated Deb Vescera to take over Sandra's position as a HMCC Rep. This was seconded by Camille Griffin.

- Priority Areas & Projects-Pam stated that the RFP for the contractors to complete the two projects has been posted on the City of Worcester's website. It closes on October 21st, 2026. Pam will send out a link to the posting. Pam went over the process for selection.
- Pam stated that we still need to figure out which trainings we want to do. She will resend the results of the needs assessment to show how the trainings were ranked.
- Your community should have received notice of a WebEOC drill in September. If you did not participate, you should still log in now and check your contacts. Felicia Balbi from DPH can assist if you have any issues or need training for WebEOC.
- PHEP 101-Pam discussed the budget. Since we have a difficult time spending it each year, she would like to brainstorm ideas on how to spend it going forward. There has been a lot of change over the last few years concerning how the budgets and deliverables are looked at. Please let the HMCC team know if your community sees any gaps or needs any training and they will help bring it up to the group as a regional purchase or training. Think about your Preparedness Plans, EDS Sites, Trailers, Supplies, etc. Jay Dulmaine stated that it may be wise to talk to your EMD to get additional ideas. Discussion about the region's size

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and the funding we receive because of it. Discussion about storage units. Discussion about eligible purchases. Discussion about contracted planners.

- Pam stated that she and Devon have the remaining EAT Request items that have not been picked up as well as some regional items that have been sitting in the cache. Pam went over the remaining items list-Shot Blockers 8100, Band-Aids, 100/box-Daffy Duck, Bugs Bunny, Wiley Coyote, Road Runner, Cool Cube 08 Vericor Vaccine Coolers, Data Loggers, Safety Footprints in Blue, Green, Red, Yellow, or White (50/box), Desiccant Packets (Ziplock bag full), 10 iPad/Table Chargers. There are also D Batteries, AA Batteries, Privacy Screens-4 left, Tarps, 25ft x 40ft polyethylene, Tie Down straps for the tarps, iPads with folio case/keyboard: iPad Air 10.9in 256 GB WIFI/CELL and iPad Smart Keyboard 11in Pro 2Gen. Please see Devon to pick up items before leaving today.

LSAC Rep Updates: Jay Dulmaine reiterated that we need to spend money. Annette Garcia stated that they discussed reasons why regions are having difficulties with spending.

MRC Updates: Amelia Houghton of the Worcester Regional MRC Stated that the Worcester and Greater Grafton MRC have been working on four trainings. There will be an active shooter training on November 4th, 2026, at the Grafton Police Station. Additional training dates and details to follow.

HMCC Rep Updates: Sandy Knipe stated that they met last week and discussed deliverables. Pam added that they also discussed the Regional Response Plan and the other typical items that they need to update for all of the disciplines. In the Spring, they will have a drill for the Regional Response Plan.
Pam also mentioned if you have a satellite phone, please see her and Devon before leaving today to receive a new sim card.

Any additional business: Phil Leger thanked Red Apple Farm for hosting us and thanked those who attended.

Next Meeting-November 5th, 2026-Virtual

Tom Bonci made a motion to adjourn the meeting. This was seconded by Phil Leger. The meeting adjourned at 10:04 AM by unanimous consent.

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