

**TOWN OF WOLFEBORO**  
**EOC Staff Meeting**  
**January 26, 2022**  
**MINUTES**

The quarterly meeting with the Town of Wolfeboro EOC Staff was held via video conference call through the Public Safety Building. The meeting was conducted by Fire Chief Thomas Zotti. The following were in attendance: Board of Selectmen Linda Murray, Chief of Police Dean Rondeau, Police Captain Mark Livie, Finance Director Kathryn Carpentier, Huggins Hospital EMS Coordinator Janet Williamson, Huggins Hospital Communications Monica O'Clair, Health Officer Shelley Rondeau, HR Coordinator/Finance Officer Michele Chamberlain, Public Works Adam Tasker, and Fire Rescue Executive Assistant Cathleen LaPierre.

*Thomas Zotti called the meeting to order at 10:00 AM.*

Janet Williamson noted two booster clinics will take place: Brewster 2/17/2022 and KRHS/KRMS 2/19/2022.

Dean Rondeau recommended including certain terms pertaining to press releases i.e. the importance of obtaining the shot as it potentially reduces symptoms and provided a brief report on COVID cases via the PD side.

Mark Livie reported on logistics and noted coverage is challenging having employees out due to COVID.

Members discussed what to include in a press release i.e. places to obtain masks and test kits. Monica O'Clair will add this group to Huggins release. Tom Zotti will forward information to Dave Baker to be placed on the town's website, will post on the Fire Rescue Facebook page and send to Amy Muccio for further publication. Dean Rondeau will include the information on the Police Departments Facebook page as well.

Tom Zotti will check with the state on obtaining tests kits for folks.

Linda Murray is in favor of updating the town's websites with new information.

Janet Williamson will look into what tests are being used at the schools as Adam Tasker questioned whether throat tests were being administered or not.

Katherine Carpentier noted employees can receive up to 8 tests per month per person via reimbursement through the town's health insurance and the state is also providing tests via state link.

Michele Chamberlain noted some companies i.e. possibly Walgreens are offering free masks and Tom Zotti will look into.

The next meeting will take place on April 20, 2022 at 10:00 AM.

There being no further business, the meeting adjourned at 10:38 AM.

Respectfully Submitted,

*Cathleen LaPierre*

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