

**NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
January 7, 2016**

Attendees: Brian Archer, Safety Director NewCorr, Joseph Atchue, Building Inspector, Steph Bacon, Health Agent, John Coderre, Town Administrator, Dudley Darling, VP & GM Juniper Hill Golf Course, Joe DuBeau, H&S Tradebe, Kim Foster, Assistant Town Administrator, James Houston, Captain Northborough Fire Department, Rob Hubbard, Practice Manager, Carewell Urgent Care, Gerry LeBlanc, Beaumont/Whitney Place Plant Manager, Nancy Lepore, Hazardous Materials Assistant Northborough Fire Dept., Lt. William Lyver, Northborough Police, Laurie Pardee, Nurse/Health Leader, Northborough/Southborough Schools, Jeff Ruggiere, Safety & Training NRT, Mike Serapiglia, HSE Manager, Saint-Gobain, Eric Stager, Reg. EH&S Manager, Tradebe, Jeffrey Zukowski, MEMA,

Meeting was called to order at 10:04 by Nancy Lepore. Richard Harris, Interim Fire Chief, was introduced by Ms. Lepore. Other attendees introduced themselves around the room.

**Old Business** – By majority vote, the 8/4/15 meeting minutes were not read at the meeting and the minutes were accepted as written.

**Review of Emergency Plans to date** - Nancy Lepore, Northborough's Hazardous Materials Assistant, reported that the town emergency plans, including the Hazmat Plan, were finished in December, 2015 and accepted by the Chairman of the Board of Selectmen on 1/6/16. Attendees were encouraged to review the Hazmat Plan available at the meeting for omissions and/or corrections. She noted that the Hazmat Plan is a public document. The plans were created electronically via a master Excel sheet updated with information as received throughout the year then each section of the plans were merged with the Excel data. CDs of the Comprehensive Emergency Management Plan and the Hazmat Plan are to be distributed to Department Heads, Massachusetts Emergency Management Agency, State Emergency Planning Commission, the Board of Selectmen, Town Administrator and Assistant Town Administrator.

Changes to the Hazmat Plan this year included dates associated with each facility named in the plan, new flood maps based on the new Federal Insurance Rate Maps, deletion of facilities that ceased operations, addition of new facilities in town.

**Review of Planning Information** – Nancy Lepore noted that Tier II information was received at the LEPC for Reporting Year 2014 by March 1, 2015 for all facilities in town except one. Tier II information for the 2015 Reporting Year is due by March 1, 2016. The fire department has reported its Tier II form.

She said that Special Locations are canvassed every two years for their facility's information. Ten facilities were sent a letter of request for information in July and five have responded with emergency planning and contact information. Non-respondents will be contacted again.

**HMEP Grant 2015-2016** – Nancy Lepore told attendees that MEMA has offered the town's LEPC \$1,400. for this federal Hazardous Materials Emergency Planning Grant. The LEPC applied for that grant and is waiting for a state signed contract before proceeding to purchase office supplies and also the printing of paper copies of the emergency plans.

**New Business** – Ms. Lepore requested that all facilities should update their contacts, people and 24 hour phone numbers, on a regular basis with the fire department and LEPC. The information is placed in an Excel Spreadsheet that's ;lused for compiling the emergency plans, contacting members. 90 meeting notices were sent out by USPS.

Public outreach was accomplished by adding information to the town website, cable TV and distribution of flyers.

The American Red Cross was unable to attend but gave the LEPC their new contact information for distribution to town officials.

Code Red was discussed. Members were reminded to spread the word about its existence and encourage signing up.

The schools nursing staff now have Epipens, AED, CPR, and Narcan.

Respectfully submitted,

Nancy Lepore