

**NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MEETING MINUTES
December 30, 2020**

Attendees:

Town of Northborough

Kristin Black, Board of Health Agent
Michael Borowiec, Hazardous Materials
Assistant
Scott Charpentier, DPW Director
John Coderre, Town Administrator
Fred Litchfield, Town Engineer

William Lyver, Police Chief

David Parenti, Fire Chief

Town of Northborough Board of Selectmen

Leslie Rutan

**Massachusetts Emergency Management
Agency (MEMA)**

Kevin Filchak, Regional Coordinator

NOTE: This meeting can be found on YouTube at https://www.youtube.com/watch?v=4C-hd_sjW2Y.

Meeting called to order at 10:03 AM by Chief David L. Parenti. Opening remarks included overview of viewing and participation options for the web-based meeting.

Old Business

- A motion to approve the meeting minutes from the July 23, 2020 LEPC meeting was made by Chief Lyver and seconded by Select Board member Leslie Rutan. The minutes were unanimously approved as written.

New Business

- Goals and Objectives: The goals and objectives were provided at the start of the meeting.

Goals and Objectives

Old Business	New Business	Other Business
<ul style="list-style-type: none">• Motion to Approve Minutes July 23, 2020	<ul style="list-style-type: none">• LEPC Recertification<ul style="list-style-type: none">• Plan Updates• Tier II Reporting• HAZMAT Response• Training	<ul style="list-style-type: none">• Other Business Not Anticipated

• LEPC Recertification:

- The State Emergency Response Commission (SERC) reviewed and approved the Northborough LEPC application for recertification on November 10, 2020. Chief Parenti elaborated on praise received by the SERC in regard to the level of commitment and participation of the committee. Northborough's innovative Tier II filing fee schedule also received positive feedback.
- The updated emergency planning documents have adopted the format recommended by MEMA and the SERC. In future LEPC meetings, sections contained within the plan will be reviewed collectively.

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- LEPC/REPCs will remain in good standing with the SERC and retain eligibility for grants as well as for other opportunities for funding and training through 2025.
 - Certification has already yielded benefits as the Town of Northborough will be receiving additional Hazardous Material Emergency Planning (HMEP) funding that will provide multi-gas metering equipment for training, planning, and response. This opportunity has provided more than \$7,000 to the Town for planning and response purposes.

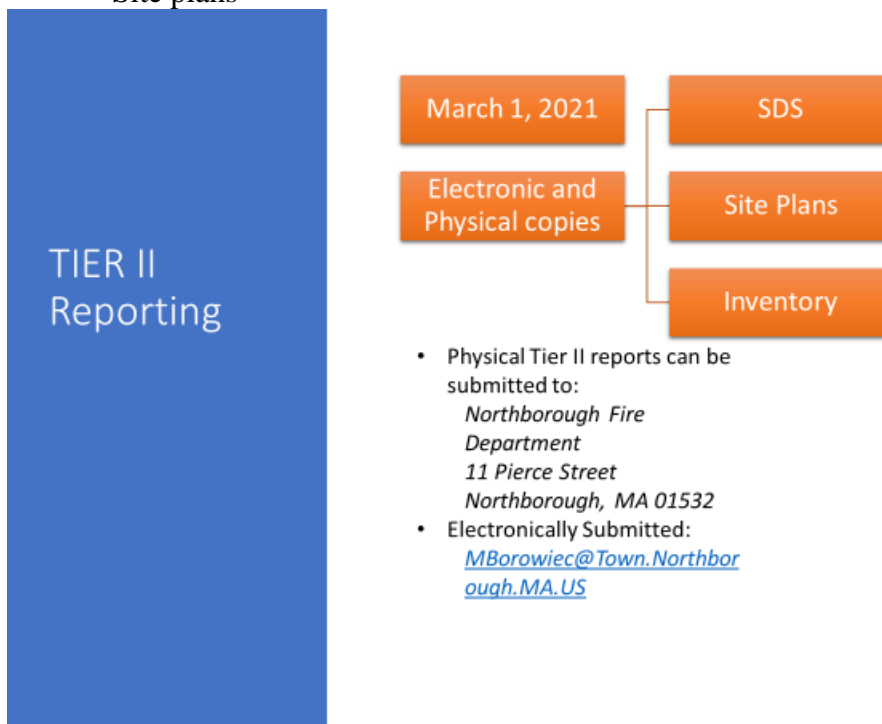


- **TIER II Reporting:**

- Tier II reports for Reporting Year 2020 are due by March 1, 2021. Submissions should include:
 - Electronic (PDF and T2S formats, as well as physical copy formats.
 - SDS sheets

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- Site plans



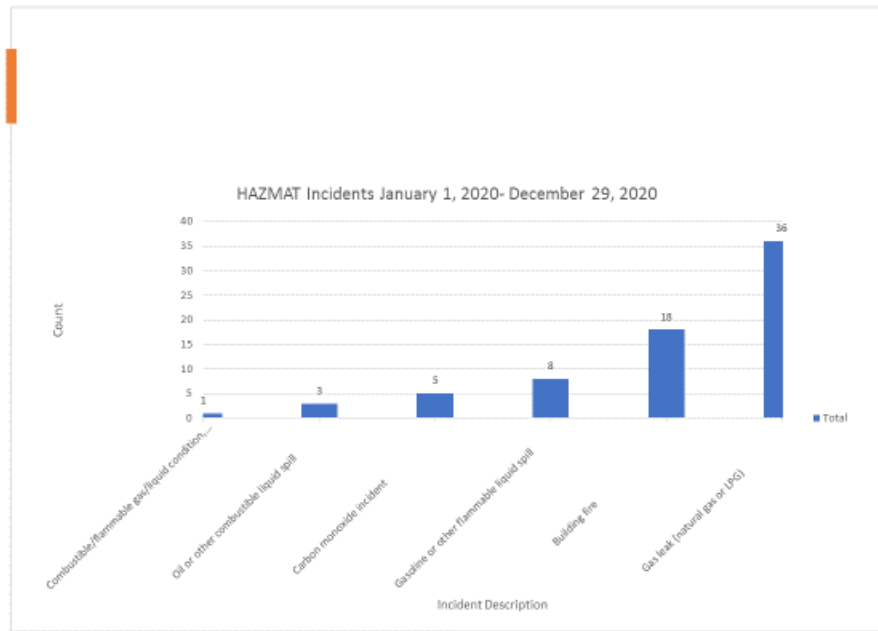
- **Incident Responses:**

- Incident Highlight: 101 Colburn Street, Northborough
 - On December 11, 2020, a building fire at 101 Colburn Street resulted in the release of hazardous materials. The occupancy was noted to have a high volume of automotive repair supplies and waste fluids. As a result, Massachusetts Department of Environmental Protection (DEP) was notified of the release and efforts to limit lasting environmental impact are ongoing.



Exposures, Oil/HAZMAT
Release

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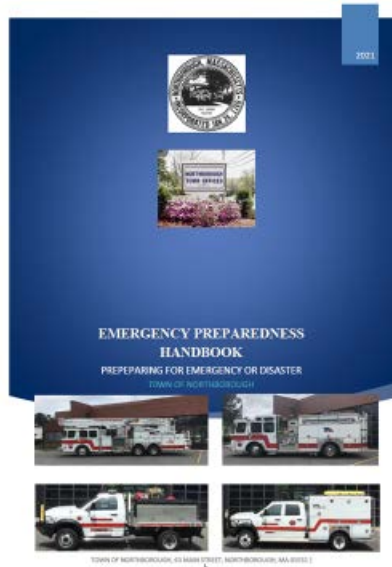


- The graph above illustrates HAZMAT incidents January 1- December 29, 2020.
- **Training/Exercise**
 - **Shelter Training:** Due to restriction set in place as a result of the COVID-19 pandemic, in-person training will be delayed to a later period in time to reduce unnecessary exposures. A shelter training with emphasis on regionalized services will be conducted in the future in collaboration with MEMA and the American Red Cross. More information will be released at a later date regarding this training.

Other Business Not Anticipated

- **Northborough Emergency Preparedness Handbook**
 - Originally released around 2009, the Town of Northborough is in the process of updated the document and improve usability and important information. New to this document are Northborough specific inserts that residents can use to list updated emergency contacts and other pertinent information.
 - The finalized document will be made available via a number of ways, both in physical and electronic formats.

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EMERGENCY CONTACT LIST

LOCAL CONTACT	OUT OF STATE CONTACT
Name: <input style="width: 80%;" type="text"/>	Name: <input style="width: 80%;" type="text"/>
Phone: <input style="width: 80%;" type="text"/>	Phone: <input style="width: 80%;" type="text"/>
Alternate Phone: <input style="width: 80%;" type="text"/>	Alternate Phone: <input style="width: 80%;" type="text"/>
NEXT OF KIN	WORK CONTACT
Name: <input style="width: 80%;" type="text"/>	Name: <input style="width: 80%;" type="text"/>
Phone: <input style="width: 80%;" type="text"/>	Phone: <input style="width: 80%;" type="text"/>
Alternate Phone: <input style="width: 80%;" type="text"/>	Alternate Phone: <input style="width: 80%;" type="text"/>
PHYSICIAN NAME	NEIGHBORHOOD/LANDLORD/HOMEOWNER ASSOCIATION
Name: <input style="width: 80%;" type="text"/>	Name: <input style="width: 80%;" type="text"/>
Phone: <input style="width: 80%;" type="text"/>	Phone: <input style="width: 80%;" type="text"/>
Alternate Phone: <input style="width: 80%;" type="text"/>	Alternate Phone: <input style="width: 80%;" type="text"/>
EMERGENCY SERVICES	LOCAL SERVICES
Police: 911, or (508)393-1515	Overseas Gas: 800-369-3900
Fire (Ambulance): 911, or (508)393-1537	National Grid Electric: 800-522-5225
Police Control: 800-222-1222	Northborough DPW: (508)393-5030
OTHER EMERGENCY CONTACTS	OTHER EMERGENCY CONTACTS
Name: <input style="width: 80%;" type="text"/>	Name: <input style="width: 80%;" type="text"/>
Phone: <input style="width: 80%;" type="text"/>	Phone: <input style="width: 80%;" type="text"/>
Alternate Phone: <input style="width: 80%;" type="text"/>	Alternate Phone: <input style="width: 80%;" type="text"/>

Town of Northborough, Emergency Management

DIAL 9-1-1 FOR EMERGENCIES

Emergency Communications List

Family Name:
Address:
Neighborhood Meeting Place:
Regional Meeting Place:

Family Member Name:	Medical conditions or concerns:
Date of Birth: <input style="width: 60%;" type="text"/> Social Security Number: <input style="width: 60%;" type="text"/> Other Important Information: <input style="width: 90%;" type="text"/>	
Family Member Name:	Medical conditions or concerns:
Date of Birth: <input style="width: 60%;" type="text"/> Social Security Number: <input style="width: 60%;" type="text"/> Other Important Information: <input style="width: 90%;" type="text"/>	
Family Member Name:	Medical conditions or concerns:
Date of Birth: <input style="width: 60%;" type="text"/> Social Security Number: <input style="width: 60%;" type="text"/> Other Important Information: <input style="width: 90%;" type="text"/>	
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Family Member Name:	Medical conditions or concerns:
Date of Birth: <input style="width: 60%;" type="text"/> Social Security Number: <input style="width: 60%;" type="text"/> Other Important Information: <input style="width: 90%;" type="text"/>	

Northborough Police Department
(508)393-1515

Submit the check box if anyone in your household may require additional assistance (e.g., access/handling needs):

☐ Yes ☐ No

*You may also contact Police Dispatch at (508)393-1515 to voluntarily provide personal information to be used for emergency response purposes.

Northborough Fire Department
(508)393-1537

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TOWN OF NORTHBOROUGH QUICK REFERENCE GUIDE			
Organization	Phone Number	Emergency Number	Internet Homepage Address
Town Department Administration/Board of Selectmen	(508) 393-5040		https://www.town.northborough.ma.us/
Animal Control (Boardman's Animal Control, Inc.)	(978) 897-5250		Same as Above
Building Department	(508) 393-5010		Same as Above
Department of Public Works	(508) 393-5120		Same as Above
Family & Youth Services	(508) 393-5020		Same as Above
Fire/EMS (non-emergency)	(508) 393-5187	9-1-1	Same as Above
Health Department	(508) 393-5009		Same as Above
Police (non-emergency)	(508) 393-5115	9-1-1	Same as Above
Senior Center	(508) 393-5035		Same as Above
Northborough and Northborough-Southborough Regional School Districts	508-486-5115		https://www.nsbos.k12.ma.us/ContactUs
Outreach Method	Northborough Town Administration	Northborough Police Department	Northborough Fire Department
Website	http://www.town.northborough.ma.us	https://www.town.northborough.ma.us/police-department	https://www.town.northborough.ma.us/fire-rescue-emergency-management
Facebook	N/A	https://www.facebook.com/NorthboroughPoliceDepartment-25643884239386/	https://www.facebook.com/NorthboroughFire/
Twitter	N/A	https://twitter.com/NorthboroughPD	https://twitter.com/northborofire7hangen
CodeRED Registration	https://public.codereedweb.com/CNE/en-US/EDF23C02ACS		
Other Important Numbers		Phone Number	
Natural Gas (EVERSOURCE)		(800) 989-0900	
Electricity (NATIONAL GRID)		(800) 222-2222	
Poison Control Number		(800) 222-2222	
Massachusetts 2-1-1 (General Help Line, Sheltering Information)		2-1-1 or Toll Free 1-877-211-MASS (6277)	
Dig Safe		811 or (888) 344-7233	

Northborough Preparedness Kit Template

- ☐ 3-day supply of non-perishable food (dried fruit, canned tuna fish, peanut butter, etc.)
- ☐ Can opener
- ☐ Paper plates, plastic cups and utensils, paper towels
- ☐ Moist towelettes, garbage bags and plastic ties for personal sanitation
- ☐ Water – at least a gallon per person, per day for drinking and hygiene
- ☐ First aid kit
- ☐ Prescription medication and glasses
- ☐ Sleeping bag or warm blanket for everyone in your family
- ☐ Change of clothes to last for at least 3 days, including undergarments
- ☐ Shoes: consider the weather where you live
- ☐ Matches in a waterproof container
- ☐ Toothbrush, toothpaste, soap and other personal items
- ☐ Feminine hygiene supplies
- ☐ Wrench or pliers to turn off utilities
- ☐ Dust mask, and plastic sheeting and duct tape, to help filter contaminated air
- ☐ Battery-powered or hand-cranked radio and extra batteries
- ☐ Flashlights and extra batteries
- ☐ Cell phone with charger, extra battery and solar charger
- ☐ Whistle to signal for help
- ☐ Household chlorine bleach and medicine dropper (when diluted nine parts water to one-part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by mixing 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleach with added cleaners.)
- ☐ Local maps
- ☐ Cash or traveler's checks
- ☐ Emergency reference material such as first aid book or information from www.ready.gov
- ☐ Important family documents such as copies of insurance policies, ID, and bank records in a waterproof, portable container
- ☐ Pet supplies
- ☐ Infant formula and diapers
- ☐ Paper and pencil
- ☐ Books, games or puzzles (let your kids pick these out themselves)
- ☐ Your child's favorite stuffed animal or security blanket
- ☐ Pet food and extra water for your pet

If a big storm is coming...

- ✓ Fill vehicles with fuel
- ✓ Get extra cash from the bank
- ✓ Fill prescriptions

For more information, visit the Town of Northborough Emergency Preparedness website at:
<https://www.town.northborough.ma.us/building-department/pages/emergency-preparedness>



Town of Northborough
Emergency Preparedness
11 Pierce Street, Northborough, MA 01532
(508)393-1537

Next meeting is expected to take place in July 2021 and will be announce once a date is selected.

Meeting adjourned at 10:50 AM.

Respectfully submitted,

Michael Borowiec
Hazardous Materials Assistant