

**NORTHBOROUGH LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
MEETING MINUTES  
November 14, 2019**

**Attendees:**

**Aspen Aerogels**

Matt Milliken, EHS

**Beaumont Whitney**

**Nursing Home**

Gerry LeBlanc, Facilities  
Manager

**National Grid**

Robert Moran, Community  
Manager

**Public Schools**

Mary Ellen Duggan, District  
Wellness Coordinator

**Saint Gobain**

Mike Serapiglia, HSE  
Manager

**Steris**

Michael Carelli, Plant  
Manager

**Town of Northborough**

John Coderre, Town  
Administrator

Kelly Burke, Director of  
Senior Center

Scott Charpentier, DPW  
Director

David Parenti, Fire Chief

Michael Borowiec,  
Hazardous Materials  
Assistant

Chris Carleton,

Communications Supervisor

Joseph Galvin, Police

Lieutenant

**Town of Northborough  
Board of Selectmen**

Leslie Rutan

**Wegmans**

Alisha Le, Asset Protection  
Manager

**Community Representative**

Bill Donovan

Meeting called to order at 10:07 AM by Chief David L. Parenti.

**Old Business**

- Meeting minutes from the June 24, 2019 LEPC meeting were approved as written.

**New Business**

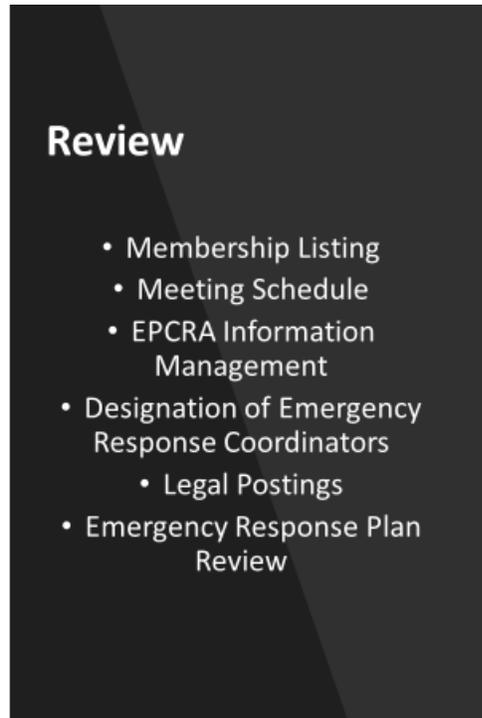
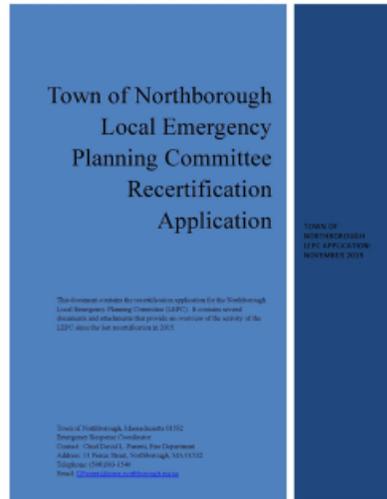
• **LEPC Recertification:**

- Recertification is due prior to January 2020. Prior to this date a comprehensive review, update, and submittal will be presented before the Board of Selectmen (BOS) will take place for their approval.
- Many advancements to improve preparedness levels within the Town of Northborough were noted and celebrated including but not limited to:
  - Enhancement of meaningful public/private sector relationships that add to our ability to mitigate potential emergencies and reduce the impacts of incidents.
  - Increased transparency through the submittal of annual Tier II chemical inventory and fire department pre-incident planning forms that add to new initiatives and comprehensive incident planning and response tactics.
  - Grant funding streams are open to Northborough. Continued certification will provide additional funding opportunities in the future, especially for Hazardous Materials Emergency Planning (HMEP) Grant eligibility.
- The close of this period marks an opportunity for the LEPC to reassess the vision for the future.
  - A LEPC survey will be circulated to collected data on LEPC focus moving forward and will mirror the format seen previously in a 2016 survey.

• **Recertification Application:**

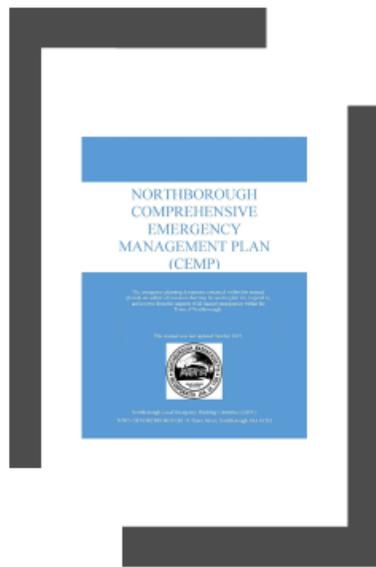
- A PowerPoint presentation provided a visual of all areas relevant to the recertification application.

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- **Emergency Plans Update:**
  - As part of the LEPC recertification application, Town of Northborough Emergency Plans have been updated. In particular, the Comprehensive Emergency Management Plan (CEMP) has been reformatted to match the recommended template provided by the Massachusetts Emergency Management Agency (MEMA).
  - Plans also updated:
    - CEMP Resource Manual
    - Hazardous Materials Emergency Plan
    - Terrorism Plan
    - Radioactive Defense (RADEF) Standard Operating Procedure

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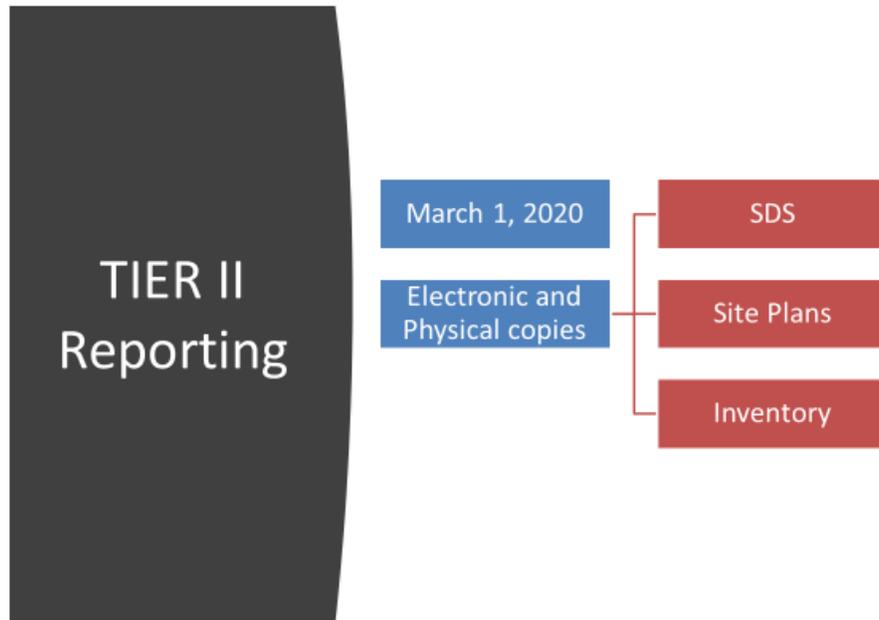
## **Comprehensive Emergency Management Plan**

- Resource Manual
- Hazardous Materials
- Terrorism
- Standard Operating Procedures

- **TIER II Reporting:**

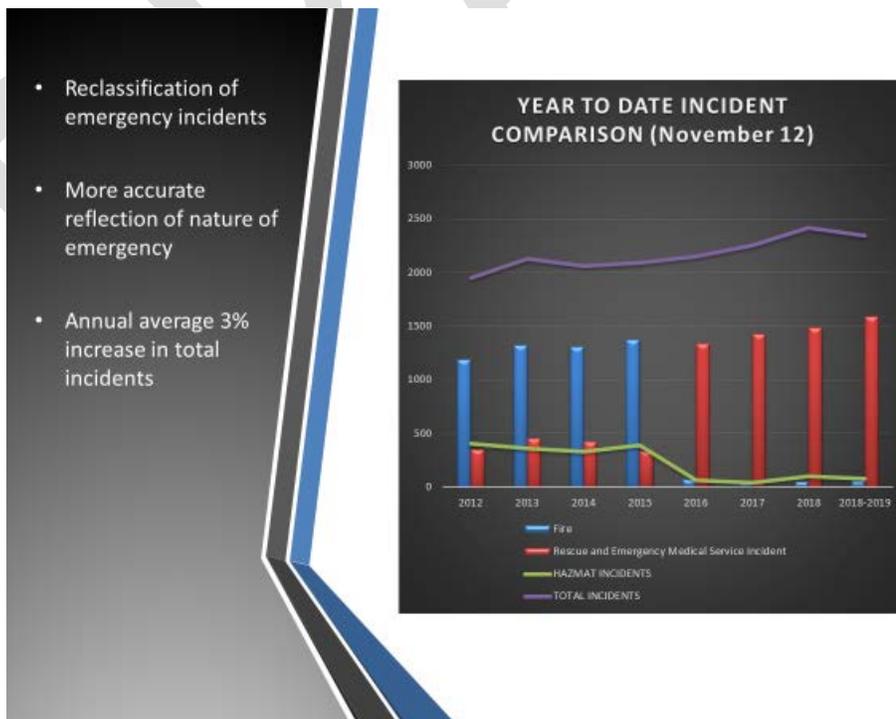
- Submissions due March 1, 2020 and should include:
  - Electronic and physical copy formats.
  - SDS sheets
  - Site plans
- Any updates will be shared as they become available.

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**HAZMAT/IDLH Environments:**

- o Quality controls have contributed to improvements in incident typing and are reflected in more accurate reflection of incidents. This data helps to identify incident trending and shapes response planning efforts.



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- **Training/Exercise**
  - **Shelter Training:** In collaboration with MEMA and the American Red Cross, shelter operations training is planning to be offered. This training is intended to increase emergency planning in several communities and will align with regional sheltering initiatives. If interested in attending this training, please contact the LEPC via email at [MBorowiec@town.northborough.ma.us](mailto:MBorowiec@town.northborough.ma.us).

Meeting adjourned at 11:14AM.

Respectfully submitted,

Michael Borowiec  
Hazardous Materials Assistant

DRAFT