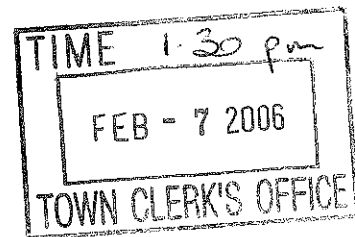


**BOARD OF SELECTMEN  
MINUTES OF THE MEETING**

**JANUARY 24, 2006 – 8:00 p.m.**



**WORKSHOP  
EMERGENCY MANAGEMENT PROCEDURES**

**MEMBERS PRESENT:** D. McCutcheon, Chairperson; B. Dicks, Selectman;

**MEMBERS ABSENT:** P. Savage, Vice Chairman; K. Gikas, Selectman;  
Tom Petrowicz, Selectman

**OTHERS PRESENT:** M. Renaud, Emergency Management Director; D. Germain, Deputy Emergency Management Director; J. Mullaly, Fire Chief; T. Ryan, Police Chief; D. Stanley, Board of Health; T. Houle, Board of Health; H. Coffin, Executive Secretary & Taker of the Minutes

The Board of Selectmen requested this Meeting with the attendance of the following departments: Fire, Police, Emergency Management, Board of Health and Highway. This Meeting is a follow-up to the Meeting postponed from December 6, 2005. The Board wants to review disaster planning and emergency management procedures in the event of a disaster in Town. The Board wants to review the existing plan and outline the responsibilities of each department and the Board of Selectmen.

D. McCutcheon wants to be sure that all departments are on the same page. She feels that the procedures are a bit scattered and should be fine tuned. She would like M. Renaud to contact Brian Sullivan of MEMA to touch base with him. What else should he be doing or what should he be doing differently? She thinks the Town did a great job during the rain storms in October but asks what we can do better.

M. Renaud believes that constant updates are necessary. Communication is key. Total and consistent debriefing during emergency situations is extremely important.

J. Mullaly suggests that a meeting between all involved take place immediately after an emergency situation. This enables everyone to go over what took place, what was done good, what things should have been done differently. He suggests calling a meeting the day after an incident while its fresh on everyone's mind. All present agreed this was a good idea.

M. Renaud suggests the use of Table Exercises... this would be a great way to review procedures. All Boards should be involved and should periodically go over an emergency exercise. All present agreed this was a great idea.

The hazardous waste situation on Main Street was discussed. D. McCutcheon wants this situation resolved... it has been going on far too long. We need to identify whose property the leak is on. M. Renaud and B. Dicks will meet on Monday, 1/30 to walk the site. M. Renaud to continue working with B. Dicks and Board of Health members to resolve the issue. Perhaps DEP should be called in for guidance.

The Emergency Plan/Resource Manual was discussed. All departments need to work together to complete this Manual. M. Renaud explains the information is now accessible online. Each department has a section to complete. He will work with the Police Chief and Fire Chief on their section. He will email Highway's section to Helen for forwarding to John Dean. The Board would like this completed within 45 days.

The Board reminds all departments the importance of completing NIMS training. This is a federal requirement and we could lose grant money if we do not comply. A memo should go out to all relevant departments telling them they need to attend. Another class for the IS700 will be scheduled for those who missed the first one.

The Meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Helen Coffin

  
Diane O. McCutcheon, Chairperson

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Brian Dicks, Selectman