

**MINUTES OF THE MEETING  
EMERGENCY PLANNING MEETING  
WEDNESDAY, APRIL 7, 2010**

MEMBERS PRESENT: EMD, Michael Blake; Assistant EMD, Frank DeRocchi; PIO, Linda Reinhold; Randy Stevens; Diane Guimond; Chris Buslovich; Chester Murch; Scott Nemet; Jim Davis and Caren Rossi

Assistant EMD Frank DeRocchi opened up the meeting at 8:38 am.

EMD Blake stated that he felt that things have been going good. He wants to focus on the positive. He has not had a lot of negative feedback. He does feel we need to work on the information getting out to the residents. We don't have a lot of manpower we need volunteers.

There was much discussion as to getting the information out to the public. Who is to do it, what etc?

Diane Guimond explained that she used to be the PIO but that role was given to Linda Reinhold by the past selectmen. She explained that she would be happy to write something up and distribute it to the public.

Chet Murch explained that he feels in a power outage, the Town Hall should have a generator. The group discussed this. This could be the central information place. The group also discussed who would be in charge of dispersing information to the public in the event of an emergency and the opening of the EOC. He continued to explain to the group that NIXEL works great, but he does not want to over use it. He wants to keep it to just emergency information.

Diane Guimond stated that she would be happy to do this. If the Town Hall has a generator, it can be done from her office.

The group discussed what they felt should be run on a generator and how big and type it should be.

Randy Stevens stated that he currently calls several numbers to report when roads are closed etc. This was discussed and he will just call 659-5866 and they would disperse the information from there.

Assistant EMD Frank DeRocchi also thought it would be good if we could plot the road closures on a digital map.

Assistant EMD DeRocchi explained that the fire department has now pumps and generators to help people out in time of need.

Caren Rossi explained that she and Suzanne DeRocchi had discussed setting up neighborhood contacts. Having someone in each neighborhood that we can get the information to and they can pass it out in their neighborhood. Caren Rossi continued to say that she has gotten a price from the printer to send this letter to each home. It would be cheaper to send in the Town Crier, but she felt it would not get noticed as much if as if it was a letter sent to each home.

There was some discussion on the content of this letter. It was discussed to keep it with emergency contact information and to get residents help. Caren Rossi will send the draft letter to both EMD Blake and Chet Murch for their review and suggestions.

Assistant EMD DeRocchi also suggested that we get a list together ahead of time, possibly after medical calls, of who in town might need help or to be checked in on in an emergency. Keeping in mind not to violate HIPPA.

Caren Rossi also explained that Erick Sawtell has a large water tank for animal water in an emergency that we are welcome to use for the agriculture people.

Action items:

- Caren Rossi is to work with Suzanne DeRocchi to draft a letter to be sent to the residents then send it to the chiefs for review.
- Diane Guimond to get generator pricing and type information.
- Chris Buslovich continue to work on the interfacing etc.

Frank DeRocchi closed the meeting at 9:32 am.

Minutes by:  
Caren Rossi

DRAFT