

Town of Boscawen
Emergency Management
Emergency Operations Plan Update – Meeting #1
April 10, 2023 at 1:00pm

Present: Jason Killary – EMD Director, Katie Phelps – Town Administrator, Dean Hollins – Public Works Director, Gary Moore – Facilities Director, Tim Kenney – Fire Chief, Kellee Jo Easler – Health Officer, Shawn Brechtel – PRS Chief.

Others Present: June Garneau – Mapping & Planning Solutions, Olin Garneau – Mapping & Planning Solutions.

June Garneau, Mapping & Planning Solutions, gave an introduction and general information related to the process and the team, the Matrix, the match requirements, ICS Courses, time tracking, and changes per the State EOP template. TA Phelps will work with Finance Director Merrill to get staff hourly rates plus benefits for match dollar tracking.

Table 2.1 – Town Statistics

- Reviewed and updated Town Statistics to reflect current census information. Discussed Town Government roles and whether they are elected or appointed. Master Plan, Regulations and Ordinances reviewed. Code Red used for alerts. Local newspapers and television outlets reviewed.
- The Police Department has 1 full-time Chief, 7 full-time officers, no part-time officers and 1 Police Administrative Assistant. PD Dispatch and mutual aid verified. The Fire Department has 1 part-time Chief and 18 paid on call firefighters. FD Compact and mutual aid verified. Ambulance service verified as Penacook Rescue Squad.
- Chain of Command – Line of Succession: If the Emergency Management Director and the Deputy Emergency Management Director are unavailable the next in line would be the Fire Chief, followed by the Town Administrator.
- Public Health Network will be invited to meetings. Recommend inviting Health Officer, Deputy Health Officer. Per the EOP the Public Information Officer is the Town Administrator. Local hospitals reviewed – Concord and Franklin are the closest.
- Generator access discussed and confirmed. Requested to change mention of “Town Hall” to “Municipal Office Building” within the plan for clarification purposes. The Emergency Operations Center (EOC) is currently located at the Police Station. The secondary location would be the Fire Station. There is a generator at the Fire Station.
- Primary shelter facility is the Boscawen Elementary School. There is no secondary shelter. There is a generator at the Boscawen Elementary School. Merrimack County Nursing Home or regional shelter are possible alternatives. There isn’t a designated regional shelter and it changes based on the need. There is a storage unit at Boscawen Elementary School that houses shelter equipment in case of emergency.
- Cooling and/or warming shelter options discussed. The Boscawen Public Library and Dorval House are options as needed. The Boscawen Public Library is only an option when open to the public. There is no generator at either location. Pets could go to VCA Riverside for boarding. There is no plan for large animals. Farmers would be encouraged to have an agreement to help one another in emergency situations.

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- Full-time Public Works Director, with six full-time staff positions. No part-time positions. Approximately 28 miles of Class V roads in town. Small amount of gravel roads. Mutual aid discussed.
- Water Supply is Penacook-Boscawen Water Precinct. Wastewater Treatment Plant in Penacook and at the County Jail. Utilities discussed and updated. Large solar project at Merrimack County Nursing Home.
- Evacuation Routes: Route 3 and 4. Secondary routes: Water Street to Long Street, Harris Hill Road to Tremont Street. Nearest interstate 2 miles away at Exit 17 off Interstate 93. Nearest airports and public transportation reviewed and updated.
- Education options reviewed and discussed. No private schools in town.

Chapter 1 – Introduction – Reviewed.

Chapter 2 – CIKR & Hazard Analysis – Reviewed.

Chapter 3 – Concept of Operations – Reviewed.

Chapter 4 – Administrative & Finance – Reviewed.

Chapter 7 – Administrative Documents & Reference Materials – Reviewed.

Chapter 8 – Forms – Reviewed.

- Reviewed and updated as needed.

Staff will complete homework as assigned by MAPS, send pictures to use in the plan and track their time outside of the meeting towards match requirements.

Next Meeting: May 8, 2023 at 1:00pm

Minutes Respectfully Submitted by: Katie Phelps