



# Board of Selectmen

65 North Main Street  
West Bridgewater, MA 02379  
Telephone (508) 894-1267  
Fax (508) 894-1269

**Revised**

## Open Session Agenda

Wednesday, June 1, 2022

Eldon F. Moreira Board of Selectmen Meeting Room – 2<sup>nd</sup> Floor

6:30 p.m.

*The listing of matters is those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items may, in fact, be discussed and other items not listed may be brought up for discussion to the extent permitted by law. This meeting may be recorded for use on the internet.*

For more detailed information regarding agenda topics, please visit the Agenda & Minutes section of the Board of Selectmen's page at [www.westbridgewaterma.org](http://www.westbridgewaterma.org) to view the meeting packet. (Posted by 5 p.m. the day of the meeting.)

## PUBLIC HEARINGS

## APPOINTMENTS

6:30 p.m. Ratify Ann Williams Employment Contract as Principal Assessor (p. 3-9)

6:35 p.m. Vote to Appoint Firefighter/Paramedic Christopher Lynds as Lieutenant. (p.10)

## Warrants/Board of Selectmen Business:

- a. Approve Meeting Minutes of February 2, 2022 (p.11-14)
- b. Approve Meeting Minutes of February 9, 2022 (p.15-19)
- c. Authorize Disposal of 2007 E350 - School Food Service Van (p.20)
- d. Vote on WB Comprehensive Emergency Management Plan (p.21-91)
- e. Vote on FY23 Appointments (p.92-96)
- f. Site Plan Review/Special Permit – Planning Board– Proposed Construction of a new 88,200 Square Foot Office and Warehouse - 5 Manley Street (p.97-110)
2. Communications and Reports from Boards, Commissions and Town Officials:
  - a. Public Safety Day – June 5, 2022 (p.111)
3. Correspondence from the Public to Determine a Course of Action:
4. Public Comment Period:
5. Town Administrator's Report:
6. Adjourn:
7. Executive Session

- a. Pursuant to MGL Chapter 30A, Section 21 (a) Exception 3, to discuss strategy with respect to ongoing litigation, specifically, the Department of Unemployment Assistance Determination on Magliarditi vs. Town of West Bridgewater.




Office of the Assistant Town  
Administrator/HR Director

Town Hall  
65 North Main Street  
West Bridgewater, MA 02379  
508-894-1267  
Fax: 508-894-1269

MEMORANDUM

TO: Board of Selectmen

FROM: Linda A. Torres   
Asst. Town Administrator/HR Director

DATE: May 23, 2022

RE: Ann Williams-Principal Assessor

It is my pleasure to recommend Ann Williams to fill the position of Principal Assessor for the Town of West Bridgewater. Ms. Williams has been working in a Municipality for more than nineteen years. Ms. Williams began her career in Easton in 2003 and worked her way up to Assistant Assessor. Ms. Williams most recently served as the Principal Assessor in Hopedale, and prior she was the Assistant Assessor in Weymouth and Easton for many years.

Ms. Williams has the knowledge of working with the DOR/DLS for recertification and growth, Appellate Tax Board cases, Exemptions, abatements, commitments including real estate and personal property commitments and chapter land. Ms. Williams has experience in appraising residential and commercial properties and is familiar with Patriot Properties.

A formal screening committee made up of myself and a member of the Board of Assessors interviewed Ms. Williams. In addition, the current Chairman of the Assessors, along with the Town Administrator individually interviewed her as well.

In my opinion, Ms. Williams would be an asset to the Town of West Bridgewater and its residents if hired as a Principal Assessor.

Highlights of Contract:

- 1 Year Contract
- \$80,000 Annual Salary
- 3 Weeks Vacation
- 12 Sick Days

Should you have any questions please let me know.

Thank you.

## **EMPLOYMENT AGREEMENT**

This agreement made this 1<sup>st</sup> day of June, 2022, by and between the Town of West Bridgewater, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Board of Assessors, hereinafter referred to as the "Town", and Ann M. Williams of S. Easton, Massachusetts, hereinafter referred to as "Williams".

### **WITNESSETH:**

WHEREAS, the Board of Assessors (herein the "Board") initially voted on June 1, 2022 to employ Williams in the position of Principal Assessor; and,

WHEREAS, the Board and Williams desire to enter into a renewed written contract of employment setting forth the terms and conditions of such employment;

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT**. The Town hereby employs Williams, and she hereby accepts continued employment as Principal Assessor.
2. **TERM**. The term of employment shall be a period of one (1) year, beginning on June 1, 2022 and ending on June 30, 2023, with a start date no later than June 30, 2022 unless this Agreement is sooner terminated as herein provided for.
3. **COMPENSATION**. The Board and Williams agree that Williams's salary rate as of June 1, 2022 shall be \$80,000. The annual salary shall be paid in bi-weekly installments on the same day as other employees of the Town are paid. Williams is also authorized to be paid by the Town for the use of her personal vehicle, mileage at the rate per mile paid by the Town with the Board's approval.
4. **DUTIES**. Williams shall perform faithfully, to the best of her ability, such duties and responsibilities as shall be assigned including, without limitation, those set forth in the job description which is annexed hereto and incorporated herein by reference. These duties shall also include

reviewing the work done by any appraisal vendors hired by the Board of Assessors and supervising the staff of the Assessor's Office as the Department Head for the day to day operations of the office. On a day to day basis Williams shall work under the general Supervision of the Town Administrator.

5. HOURS OF WORK. The basic work week of Williams shall be thirty-five (35) hours, scheduled on Monday through Friday. Additional hours of work may be increased by the Board of Assessors as needed. She shall also be required to attend meetings of the Board and also annual and special Town Meetings. In addition, she must attend all Appellate Tax Board cases as part of her 35-hour week.

Williams shall be granted compensatory time during her basic workweek for all such additional hours worked by her with written approval of the Chairman of the Board. Williams shall use the provided Comp Time spreadsheet and adhere to the Comp Time Policy set by the Board of Selectmen.

6. JURY DUTY. In the event Williams is required to perform jury duty, she shall receive leave with pay for the duration of such duty. She shall be paid the difference between the jury duty pay, exclusive of mileage and expenses, and her regular compensation.
7. UNPAID LEAVE. Unpaid leave may be granted to Williams by the Board for any period or periods of absence which are not covered by any paid leave provided for hereunder.
8. HOLIDAYS. Williams shall be paid for the following holidays: The first day of January (New Year's Day), the third Monday of January (MLK's Birthday), the third Monday in February (President's Day), the third Monday in April (Patriot's Day), the last Monday in May (Memorial Day), Emancipation Day (Juneteenth), the fourth of July (Independence Day), the first Monday in September (Labor Day), the second Monday in October (Columbus Day), Veteran's Day, Thanksgiving Day, Day after Thanksgiving, one-half (1/2) Day before Christmas Day, Christmas Day and one-half Day before New Year's Day.

9. LONGEVITY. Williams shall be entitled to longevity benefits as outlined in Article 16 "Personnel" in the Town's by-laws and will be paid in accordance of such by-law
10. FAMILY MEDICAL LEAVE. Upon written request to the Board of Assessors, Williams may be granted a twelve (12) week Family Medical Leave in accordance with the Federal Family and Medical Leave Act of 1993. Such a proposal must be presented to the Assessors in writing as is reasonably possible prior to the anticipated commencement of such leave.
11. BEREAVEMENT LEAVE. Williams shall be granted a leave of absence without loss of pay for a period of three (3) days in the event of a death in her immediate family. Immediate family shall include parent, spouse, child, grandchild, grandparent, sister, brother or any other member of her immediate household.
12. VACATION. Williams shall be paid for three weeks (15 days) vacation. In the event that Williams, through no fault of her own, is unable to take twenty (15) days of vacation during any year of the term, she shall be permitted to carry over up to ten (10) days of unused vacation time for use in the succeeding year of the term, upon written request for approval for same from the Board. Williams shall be paid in a lump sum for any unused vacation days at the time of the termination of her employment under this agreement.
13. PERSONAL LEAVE DAYS. Williams shall be granted, at the discretion of the Board, three (3) personal leave days a year to attend to personal matters that cannot reasonably be attended to outside of her regular workday. Personal leave days shall not be granted, except in cases of emergency, on the day before or the day after a holiday or a vacation period, or on a day on which she is not in a pay status.
14. SICK TIME. Williams shall be entitled to twelve (12) days of sick leave with pay during each year of the term of the Agreement to be used when she is incapacitated for the performance of her duties by illness or injury. Sick leave which is not used shall accumulate and be available for use in succeeding years of the term of her employment, subject to a maximum

accumulation of one hundred twenty (120) days. In the event her employment is terminated by retirement in accordance with and under the provisions of the Plymouth County Retirement Association or by her death, she or her spouse or designated beneficiary, as the case may be, shall be paid in a lump sum for the unused sick leave which has accumulated to her credit at the time of termination of her employment up to one hundred twenty (120) days.

15. PROFESSIONAL DEVELOPMENT. Williams shall be permitted to attend courses, seminars, conferences and meetings, approved in advance by the Board, to develop her skills and abilities as Principal Assessor. She shall also be allowed to become a member of professional organizations and to subscribe to professional publications approved in advance by the Board. The cost thereof shall be paid by the Town with the Board's approval.
16. REIMBURSEMENT FOR EXPENSES. The Board shall reimburse Williams for all expenses reasonably incurred by her in the performance of her duties. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at courses, seminars, conferences and meetings which have been approved by the Board. Travel costs shall be reimbursed at the rate per mile paid by the Town with the Board's approval.
17. PERFORMANCE EVALUATION. The performance of Williams shall be evaluated in writing by the Board once a year during the term of her Agreement. She shall have the right to make a written response to such evaluation, and the written evaluation and the response shall be filed in her personal file.
18. TERMINATION. This agreement may be terminated during its term by:
  - a. mutual agreement of the parties;
  - b. retirement of Williams;
  - c. disability of Williams that prevents the performance of her duties for a period of one hundred eighty (180) days;
  - d. death of Williams;

- e. dismissal of Williams for inefficiency, incapacity, conduct unbecoming an employee of the Town, insubordination, or other good cause. If any such dismissal is intended by the Board, Williams shall be given thirty (30) days written notice thereof containing the cause or causes for the proposed dismissal. If Williams so requests, she shall be given a hearing before the Board at which she may be represented by counsel, present evidence, and call witnesses to testify in her behalf.

19.RENEWAL OF AGREEMENT. This agreement shall terminate at the end of said term of one (1) year unless it is extended for an additional term of one or more years by the Board. The Board shall give Williams written notice of at least sixty (60) days prior to the end of term as to whether it desires to renew the Agreement. In the event Williams is not interested in a renewal or continuation of the Agreement, she shall give the Board written notice of such fact at least sixty (60) days prior to the end of the term.

20.ENTIRE AGREEMENT. This agreement embodies the whole agreement between the Board and Williams, and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. This agreement may not be changed except by a writing signed by the party against whom enforcement thereof is sought.

21.INVALIDITY. If any paragraph or part of this Agreement is invalid, it shall not affect the remainder, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this agreement in duplicate on the day and year first above written.

\_\_\_\_\_  
Ann M. Williams

Board of Assessors

\_\_\_\_\_  
Paula Bunker, Chairman

\_\_\_\_\_  
Cheryl Smith, Clerk

\_\_\_\_\_  
Deborah Cauley, Member



*West Bridgewater Fire Department*

*99 West Center Street*

*West Bridgewater, Massachusetts 02379*

To: Board of Selectmen and Town Administrator D. Gagne  
From: Chief Lincoln Thibeault  
Date: May 26, 2022  
Subject: Promotion

**To the Honorable Board of Selectmen and Town Administrator David Gagne, I am informing you that effective July 1, 2022, Firefighter/Paramedic Christopher Lynds will be promoted to the rank of Lieutenant.**

Respectfully,

A handwritten signature in black ink, appearing to be "L. Thibeault", written over a horizontal line.

Lincoln Thibeault  
Chief of Department

Minutes of the Board of Selectmen Meeting of Wednesday, February 2, 2022. Present were Anthony J. Kinahan, Chairman; Meredith L. Anderson, Vice Chairman; and Denise R. Reyes, Clerk. Also present was David L. Gagne, Town Administrator. The meeting convened at 6:30 p.m. in the Eldon F. Moreira Board of Selectmen Meeting Room.

Also Present:

Mike Barrett, Barrett's Ale House  
Luke Morel, Barrett's Ale House

Chairman Kinahan called the meeting to order at 6:30 p.m.

Chairman Kinahan stated that the meeting would be recorded and that some or all parts of the meeting may be used by our local access company to be shown on local access along with internet feeds and clips which may be used separately from the video of the entire meeting. A full recording of the meeting will be posted on the West Bridgewater Community Access Video On Demand website at <https://wb-cam.org/vod/>.

The Board led the Pledge of Allegiance.

Chairman Kinahan stated first on the agenda was an Entertainment License amendment application for West Bridgewater Restaurants Inc. dba Barrett's Ale House located at 674 West Center Street.

Mr. Barrett and Mr. Morel introduced themselves and stated that they are looking to broaden the scope of their existing Entertainment License to include things like Comedy Shows, Drag Shows and Cabaret type events.

Mr. Morel stated Drag show performers are fully clothed and that the Cabaret performers are a bit more revealing but are mostly clothed. Mr. Morel stated that there is provocative dancing but the events are 21+ ticketed events, well regulated, and supervised.

Mr. Barrett stated during these events they do close the restaurant to the public and check tickets and ID's at the door, upon entry to the event.

Ms. Reyes stated she would like to see the Cabaret Shows limited to 6 times a year, as she does not believe it fits with the Town's aesthetic to be a regular occurrence.

Ms. Reyes **MOVED** to approve the Entertainment License, as presented, limiting the Cabaret Shows to 6 times a year, Ms. Anderson seconded, and so voted unanimously.

Mr. Barrett and Mr. Morel thanked the Board and exited the meeting room.

Chairman Kinahan stated next on the agenda was accepting the meeting minutes of November 17, 2021 for review.

Ms. Anderson **MOVED** to accept the meeting minutes of November 17, 2021 for review, Ms. Reyes seconded, and so voted unanimously.

Chairman Kinahan stated next on the agenda was awarding the Town Hall and DPW Facilities Cleaning Contract to Above and Beyond Cleaning LLC.

Ms. Anderson **MOVED** to approve the town Hall and DPW Facilities Cleaning Contract to Above and Beyond Cleaning LLC., Ms. Reyes seconded, and so voted unanimously.

Chairman Kinahan stated next on the agenda was the budget hearings.

Treasurer/Collector, Scott Golder, presented budgets 1450 Treasurer/Collector, 7100 Retirement of Debt, 7510 Debt-Interest, and 7520 Short Term Interest.

The Board thanked Mr. Golder and he exited the meeting room.

Conservation Agent, John Delano, entered the meeting room and presented Budget 1710 Conservation Committee.

The Board thanked Mr. Delano and he exited the meeting room.

Chairman Kinahan requested that the Town Administrator start his report while waiting for the next scheduled budget hearing presenter to arrive.

Mr. Gagne stated the Town is making great strides with PFAS mitigation. Mr. Gagne stated the Town has been in compliance and is awaiting DEP approval for a carbon filtration system.

Mr. Gagne stated next on his report was the FY 23 Cherry Sheet Estimates. Mr. Gagne stated the net increase to the Town's local aid, year over year, is a little over \$700k, which will be extremely helpful. Mr. Gagne stated he is waiting on exact final amounts to be approved.

Mr. Gagne stated the State was offering free Covid tests to 102 communities, based on certain criteria, and unfortunately, West Bridgewater did not qualify. Mr. Gagne stated Plymouth County pro-actively purchased a couple thousand COVID tests and dispersed them to communities within the county. Mr. Gagne stated West Bridgewater received approximately 4k test. Mr. Gagne stated the Council on Aging and Housing Authority were given some of those test to have on hand for those in need and the Fire Department is housing the remainder of the tests. Mr. Gagne stated it has been posted on Facebook and the Town website that residents are welcome to pick up enough tests for the number of people in their household from the Fire Department.

At 6:42 p.m. Chairman Kinahan called for a brief recess.

At 6:46 p.m. the Board returned from the brief recess.

Board of Health Chairman, John Cruz, entered the meeting room and presented budgets 1950 Wastewater Treatment Facilities and 5110 Board of Health.

The Board thanked Mr. Cruz and he exited the meeting room.

At 6:48 p.m. Chairman Kinahan called for a brief recess.

At 6:51 p.m. the Board returned from the brief recess.

Fire Chief, Lincoln Thibeault, entered the meeting room and presented budget 2200 Fire Department.

The Board thanked Chief Thibeault and he exited the meeting room.

At 6:59 p.m. Mr. Delano and Ms. Wynne-Yee, Open Space Committee Chair, entered the meeting room.

Ms. Wynne-Yee presented budget 1751 Open Space Committee.

The Board thanked Mr. Delano and Ms. Wynne-Yee and they exited the meeting room.

Chairman Kinahan stated next on the agenda was the Town Administrator's State of Town Address that would include the Board discussing his job performance.

Mr. Gagne read aloud his State of the Town Address.

Ms. Reyes stated Mr. Gagne does a great job as Town Administrator. Ms. Reyes stated he is available 24/7, always taking calls after hours and is often at work after hours. Ms. Reyes stated Mr. Gagne is a wealth of knowledge and thanked him for all of his hard work.

Chairman Kinahan stated he agreed with Ms. Reyes.

At 7:24 p.m. Chairman Kinahan stated "I would entertain a motion to enter into Executive Session, not to return to Open Session, for purposes of contract negotiations with non-Union Personnel, specifically the Confidential Secretary and the Town Administrator."

**ROLL CALL VOTE: Chairman Kinahan, yes; Ms. Anderson, yes; Ms. Reyes, yes.**

Open Session adjourned at 7:24 p.m.

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Denise R. Reyes, Clerk

Respectfully submitted by Confidential Secretary, Lorna J. Carroll.

*List of Documents Included in the February 2, 2022 Meeting Packet:*

- *Barrett's Ale House Entertainment License Amendment*

- *List of Requested Entertainment*
  - *Barrett's Proposed Entertainment License Amendments*
  - *Barrett's Current Entertainment License*
- *Meeting Minutes of November 17, 2021*
- *Above and Beyond Cleaning LLC Town Hall Cleaning Contract*
  - *Above and Beyond Cleaning LLC DPW Cleaning Contract*
- *Budgets:*
  - *1450 – Treasurer/Collector*
  - *7100 – Debt-Principal*
  - *7510 – Debt – Interest*
  - *7520– Short Term Interest*
  - *2200– Fire Department*
  - *1950- Wastewater Treatment Facilities*
  - *5110- Board of Health*
  - *1710- Conservation Commission*
  - *1715– Open Space Committee*
  - *1720– Agricultural Commission*
  - *5260– Womansplace Crisis Center*
  - *5270– BAARC*
  - *5280 – Old Colony Hospice Care*
  - *6600 - Plymouth County Ext. Services*
- *Email from Water Superintendent re: PFAS*
- *FY2023 Preliminary Cherry Sheet Estimates*
- *Town Facebook Posting Announcing Free Covid Test Pick Up*
- *Town Administrator's State of the Town Address*

Minutes of the Board of Selectmen Meeting of Wednesday, February 9, 2022. Present were Anthony J. Kinahan, Chairman; Meredith L. Anderson, Vice Chairman; and Denise R. Reyes, Clerk. Also present was David L. Gagne, Town Administrator and Linda A. Torres, Assistant Town Administrator/HR Director. The meeting convened at 6:30 p.m. in the Eldon F. Moreira Board of Selectmen Meeting Room.

Also Present:

Marci Lee, 28 Glenmere Street

Chairman Kinahan called the meeting to order at 6:30 p.m.

Chairman Kinahan stated that the meeting would be recorded and that some or all parts of the meeting may be used by our local access company to be shown on local access along with internet feeds and clips which may be used separately from the video of the entire meeting. A full recording of the meeting will be posted on the West Bridgewater Community Access Video On Demand website at <https://wb-cam.org/vod/>.

The Board led the Pledge of Allegiance.

Chairman Kinahan stated first on the agenda was ratifying Gina Wasden's employment as the part-time Finance Committee secretary.

Ms. Torres stated Ms. Wasden could not attend the meeting tonight. Ms. Torres stated Ms. Wasden was interviewed by herself and Finance Committee Chair, Janice Fox, and they are requesting that the Board ratify her employment.

Ms. Anderson **MOVED** to ratify Ms. Wasden's employment as the part-time Finance Committee secretary, Ms. Reyes seconded and so voted unanimously.

Ms. Torres thanked the Board and exited the meeting room.

Chairman Kinahan stated next on the agenda was appointing a Board of Selectman Representative to the Capital Budget Committee.

Mr. Kinahan stated he enjoys serving on the Capital Budget Committee and has done so in years passed but is willing to give someone else the opportunity if they are interested.

Ms. Reyes stated she would not be available to attend the mid-day meetings.

Ms. Anderson stated she would be interested in serving as the Board of Selectman's Capital Budget Committee representative this year.

Ms. Anderson **MOVED** to appoint herself as the Board's Capital Budget Committee representative, Ms. Reyes seconded, and so voted unanimously.

Chairman Kinahan stated next on the agenda were the budget hearings. Chairman Kinahan asked Mr. Gagne to present his budgets while the Board awaited the arrival of the other budget presenters.

Mr. Gagne presented budgets 1350 Accountant, 1510 Town Counsel, 5430 Veterans, 1560 Cable TV Committee, 1750 Planning Board, 1760 Board of Appeals, 1850 Rent Control Board, 1920 ADA Compliance Committee, and 1945 Municipal Building Needs Committee.

Mr. Gagne went on to the Town Administrator's report. Mr. Gagne stated a PFAS update letter has been dispersed to residents noting the quarterly levels. Mr. Gagne stated the Water Commissioners will be presenting their budget tonight and the Board could ask them any specific questions they may have.

Mr. Gagne stated the Plymouth County Mosquito Control Project cost has increased by 1.92%/\$1700. Mr. Gagne stated the increase is a direct correlation to how many people from Town contact Plymouth County for mosquito spraying services.

At 6:37 p.m. Chairman Kinahan called for a brief recess.

At 6:41 p.m. the Board returned from the brief recess.

At 6:41 p.m. Elderly Services Director, Marilyn Mather, entered the meeting room and presented budget 5410 Council on Aging.

At 6:48 p.m. Ms. Deborah Cauley entered the meeting room.

At 6:49 p.m. Water Superintendent, Wayne Parks, and Water Commissioner, Art Cabral, entered the meeting room.

At 6:54 p.m. Water Commissioner Chairman, Richard Krugger, entered the meeting room.

The Board thanked Ms. Mather and she exited the meeting room.

Mr. Parks and Mr. Krugger presented budget 4500 Water Department.

Mr. Krugger requested that the GIS position be added to future budgets as a separate salary line.

At 7:05 p.m. Library Director, Laura Williams, and Assistant Library Director, Melanie Terrill, entered the meeting room.

At 7:10 p.m. Library Trustees, Scott Ames & Christine Roberts entered the meeting room.

Ms. Reyes asked Mr. Parks and Mr. Krugger if the Town was still under the bottled water advisory.

Mr. Parks stated the Water Department is still offering safe water to those in need. Mr. Parks stated he is still waiting to be cleared for this quarter and then the Town will officially not be under the bottled water advisory.

The Board thanked Mr. Parks and the Water Commissioners and they exited the meeting.

Ms. Williams and Ms. Terrill presented budget 6100 Library.

At 7:27 p.m. Principal Assessor, John Donahue, and Board of Assessors Chairman, Steve McCarthy entered the meeting room.

The Board thanked Ms. William and Ms. Terrill and they exited the meeting room.

Mr. Donahue and Mr. McCarthy presented budget 1410 Assessors.

Mr. McCarthy noted the Principal Assessors salary line of \$90k stating Mr. Donahue was expected to retire in May and they would be budgeting for his replacement.

Chairman Kinahan asked if the \$90k would be fair market value for a new assessor. Chairman Kinahan requested that the Board of Assessors work with Assistant Town Administrator/HR Director, Linda Torres, to finalize that line item for future hiring. Chairman Kinahan stated Ms. Torres should conduct a comparative salary study.

Mr. McCarthy stated no individual will accept the position if they are being offered only a one year contract but he has someone in mind for the position.

Chairman Kinahan stated, by statute, the Board of Assessors cannot sign a multiyear contract but the Board of Selectmen can. Chairman Kinahan stated if the Board of Assessors want to work with the HR Director and the Board of Selectmen, they can recommend a candidate and the Board of Selectmen can ratify a multiyear contract, in turn being the managing entity of the contract.

Mr. McCarthy stated he would also like to reclassify Principal Secretary, Daniela Nilsson, to Head Administrative Secretary, which is reflected in the budget proposal.

Mr. Gagne stated the reclassification would bring her to Head Administrative Secretary, and since she is a fairly new hire, he was unsure as to whether or not her role would fit that classification description. Mr. Gagne stated if this is something the Board of Assessors would like to pursue they can submit a request to the Board of Selectmen for the reclassification.

Ms. Reyes stated she does not believe the Town is benefiting from Patriot Properties' services, seeing how Mr. Donahue submitted 36 hours of comp. time in the month of November. Ms. Reyes stated Patriot Properties was supposed to lower the comp. time earned by the Principal Assessor and it hasn't seemed to work that way.

Mr. Donahue stated Patriot Properties does analytical work and he prepares the information for the classification hearing. Mr. Donahue stated he had some medical issues last year and the comp. time in November was making up for that lost time.

Mr. McCarthy stated he believes the Town is getting a lot from Patriot Properties. Mr. McCarthy stated thanks to Mr. Donahue negotiating; Patriot Properties' fees have not gone up for several years.

Ms. Reyes asked if Mr. Donahue had more comp. time to submit.

Mr. Donahue stated he has comp time from November, December, January, July, August, and September.

Ms. Reyes requested that Mr. Donahue report back to the Board with a total number of comp hours he has accrued. Ms. Reyes stated the fact that he has so much unreported comp time is problematic. Ms. Reyes stated the Town needs to know what their liability is.

Mr. Donahue stated he would submit the remainder of his comp. time to the HR Director by next week.

At 7:54 p.m. Mr. McCarthy and Mr. Donahue exited the meeting room.

At 7: 54 p.m. Chairman Kinahan opened the public comment period.

Chairman Kinahan stated "I would entertain a motion to enter into Executive Session, not to return to Open Session, to conduct a strategy session in preparation for negotiations with all non-union contractual employees under the Board of Selectmen."

**ROLL CALL VOTE: Chairman Kinahan, yes; Ms. Anderson, yes; Ms. Reyes, yes.**

Open Session adjourned at 7:55 p.m.

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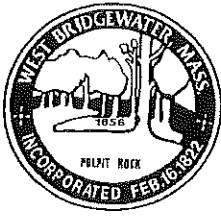
Denise R. Reyes, Clerk

Respectfully submitted by Confidential Secretary, Lorna J. Carroll.

*List of Documents Included in the February 9, 2022 Meeting Packet:*

- *Offer of Employment Letter to Ms. Wasden*
  - *Ms. Wasden's Resume*
- *Budget 5410 Council on Aging*
- *Budget 4500 Water Department*
- *Budget 6100 Library*
  - *Library Graphic Breakdown*

- *Budget 1410 Assessors*
- *Budget 1350 Accountant*
- *Budget 1510 Town Counsel*
- *Budget 5430 Veterans*
- *Budget 1560 Cable TV Committee*
- *Budget 1750 Planning Board*
- *Budget 1760 Board of Appeals*
- *Budget 1850 Rent Control Board*
- *Budget 1920 ADA Compliance Committee*
- *Budget 1945 Municipal Building Needs Committee*
- *PFAS6 Public Notice from the West Bridgewater Water Department*
- *Plymouth County Mosquito Control Project Budget Notification*
  - *Massachusetts Mosquito Control Budget Notification & Compliance Certification Policy*



## *Department of Vehicle Maintenance*

63 North Main Street  
West Bridgewater, Ma 02379  
Tel. (508) 894-1218 Fax (508) 894-1219  
Cell: 508-726-0598 Email: [tsouza@wbridgewater.com](mailto:tsouza@wbridgewater.com)

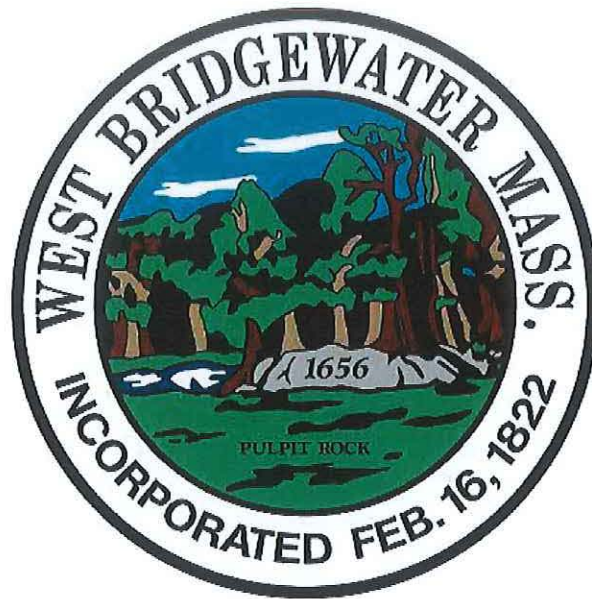
*Thomas Souza  
Vehicle Maintenance Superintendent*

*To: Board of Selectmen  
From: Thomas Souza  
Date: 5/18/22  
Re: School Van*

*The School Food Service Van 1FTNE24L57DA04216 2007 E350 is going to be  
disposed of. The vehicle is unsafe to drive due to body rot.*

# West Bridgewater

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Version: 2 (June 2022)

<b>Introduction.....</b>	<b>5</b>
<b>Section 1: Guidance on Developing a Comprehensive Emergency Management Plan .....</b>	<b>5</b>
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<b>Promulgation Statement .....</b>	<b>6</b>
<b>Approval and Implementation.....</b>	<b>2</b>
<b>Record of Changes.....</b>	<b>3</b>
<b>Signature Page .....</b>	<b>4</b>
<b>Introduction.....</b>	<b>5</b>
<b>Purpose .....</b>	<b>7</b>
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## Promulgation Statement

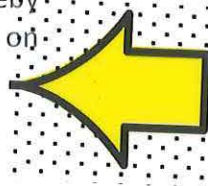
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A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that the public welfare and safety are preserved.

The West Bridgewater Comprehensive Emergency Management Plan (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Massachusetts Laws and Regulations and as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. The West Bridgewater Comprehensive Emergency Management Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts, from training and exercise activities and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Board of Selectmen and within their authority vested by the citizens of West Bridgewater, We do hereby promulgate the attached West Bridgewater Comprehensive Emergency Management Plan on this **1st** day of **June, 2022**.



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Anthony J. Kinahan, Chairman

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Denise R. Reyes, Vice-Chairman

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Meredith L. Anderson, Clerk

## Approval and Implementation

This Comprehensive Emergency Management Plan (CEMP) for West Bridgewater will become effective and considered approved upon signing by the Board and the Emergency Management Director. When approved, this plan will supersede all previous plans for emergency management.

The Board authorizes certain West Bridgewater officials to make certain modifications to this plan without the express written approval of the Board. These modifications must be recorded in the Record of Changes section of this plan. Excluding emergency situations, all changes must be provided in writing to the Town Administrator's office, along with reasons for the changes, within 48 hours of said change being made. The Town Administrator will notify the Board. In emergency situations, any changes will be provided to the Town Administrator within a reasonable amount of time once the immediate emergency has abated.

Authorized modifications include:

- Any changes as needed

The following West Bridgewater officials have the authority to make the above-named changes.

1. Emergency Management Director
2. Deputy Emergency Management Director

\_\_\_\_\_  
Anthony J. Kinahan, Chairman, Board of Selectmen

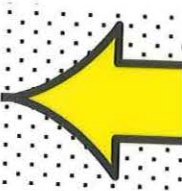
\_\_\_\_\_  
DATE

\_\_\_\_\_  
David Gagne, Town Administrator

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Lincoln Thibeault, EMERGENCY MANAGEMENT DIRECTOR

\_\_\_\_\_  
DATE



# Record of Changes

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Change #	Date	Part Affected	Date Posted	Who Posted

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## Signature Page

The following West Bridgewater officials have reviewed the plan and acknowledge their department's roles and responsibilities.

Anthony J. Kinahan, Board of Selectmen Chairman

Denise R. Reyes, Board of Selectmen DATE

Meredith L. Anderson, Board of Selectmen DATE

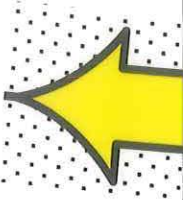
Lincoln Thibeault, Fire Chief/ E.M.D. \_\_\_\_\_ DATE \_\_\_\_\_

Victor Flaherty, Police Chief

Christopher Iannitelli, Director of Public Works	DATE
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Robert Casper, Director of Public Health \_\_\_\_\_ DATE \_\_\_\_\_

Mark Bodwell, Superintendent of Schools DATE



# Introduction

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When a disaster impacts a community, the community must organize to provide coordinated, comprehensive response and recovery actions and resources. Resource needs have to be determined and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion.

To guide response activities and ensure effective and efficient coordination, West Bridgewater has developed this Comprehensive Emergency Management Plan (CEMP). The Comprehensive Emergency Management Plan defines the scope of preparedness and emergency management activities in the community, and facilitates all hazard preparedness, mitigation, response, and short-term recovery activities, thereby setting the stage for a successful long-term recovery. The West Bridgewater CEMP describes the community's emergency management organization, including the roles, responsibilities, and operations of West Bridgewater and all its departments and agencies during a disaster, major emergency or planned event. The CEMP describes the relationship between the community and local, regional, state, and federal emergency response structures. The CEMP:

- Formulates policies designated to protect life and property during incidents affecting or threatening life or property within the community.
- Provides guidance for strategic thinking and decision-making as it relates to emergency operations.
- Assigns department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially establishes NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters.

West Bridgewater activates its CEMP when the community must respond to an emergency situation that requires multi-agency coordination within the community, and/or may require support from other local, state and federal entities. In addition, West Bridgewater may activate the CEMP to coordinate multi-agency and/or multi-jurisdictional support of a pre-planned event.

The West Bridgewater CEMP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal, and is compliant with the National Incident Management System (NIMS), Incident Command System (ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 2 national standards.

The CEMP is also compatible with the state-level Massachusetts Comprehensive Emergency Management Plan (CEMP).

All appointed and elected community officials, community departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for community departments to use during an emergency, it does not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. The CEMP is only one aspect of a prepared and resilient community.

## Purpose

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The purpose of the West Bridgewater Comprehensive Emergency Management Plan (CEMP) is to establish the overall framework for integration and coordination of emergency management and response activities and to facilitate coordinated response to any emergency or event in the Community requiring multi-agency response or support. The CEMP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event, and describes how command and response components are organized and managed. The plan provides guidance to all departments and agencies in the Community and details general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency situation or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state or national emergency operations plans or procedures. It identifies lines of authority and organizational relationships for the management of emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

Further, the purpose of this plan is to prescribe those activities to be taken by the Community Chief Municipal Official as well as by other government and community officials to protect the lives and property of all of the citizens of the Community in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Community have an effective and operational emergency management plan.

The CEMP is comprised of this Base Plan, and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The CEMP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations and individuals for carrying out specific actions during an emergency or event;
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local agencies and partnering stakeholder and organizations during emergencies or events; and
- Identify lines of authority and coordination for the management of an emergency or event.

## Scope

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This Plan encompasses all four phases of the emergency management cycle -- preparedness, mitigation, response and recovery -- and applies to all Community departments and agencies as well as other response agencies operating within the geographical boundary of the Community. The plan is applicable to all organizations acting for or on behalf of the government of West Bridgewater in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to agency- or venue-specific requirements.

This Plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc. and;
- **Immediate Response Incidents:** such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

# Situation

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## Community Characteristics

**Geography:** The Town of West Bridgewater is located in Plymouth in Massachusetts in the northeastern portion of the Commonwealth. The Community has a total area of 15.7 square miles of which 15.3 square miles is land and .03 square miles is water. The Community is bordered by East Bridgewater to the east, Bridgewater to the south, Easton to the west, and Brockton to the north. The Community's peak elevation is 65 feet.

**Population:** According to the 2019 United States Census Bureau, the population of West Bridgewater is approximately 7,281, and includes 2,499 households. The population consists of approximately 21 % under the age of 18, 7% persons age 18 to 24, 28.3% age 25 to 44, 25% age 45 to 64, and 18.7% age 65 years of age or older. The median age was 40 years.

- **Access and Functional Needs:** About 564 people in West Bridgewater present with a disability affecting at least one of the following areas: sensory, cognitive, ambulatory, self-care, or independent living. Other groups with function based needs that may not be captured in demographic data may include, but are not limited to, people who are morbidly obese, pregnant women, people who require prescription medication for daily well-being, and people who are transportation disadvantaged.
- **Language:** 4.4% of the population, speak a language other than English at home. Non-English languages spoken in West Bridgewater include:
  - Spanish 2.5%
  - Other Indo-European Languages 1.9%

**Roadway Infrastructure:** West Bridgewater contains several primary and secondary roadways in addition to local and private roadways. Major roadways include highway Route 24, Route 106, and Route 28.

# Threat, Hazard and Vulnerability Analysis Summary

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West Bridgewater has not completed a formal threat, hazard and vulnerability assessment for the jurisdiction. One is planned in the future. The threats and hazards have been identified through incident response. We have identified the following potential hazards and threats, vulnerabilities and impacts to population, property and critical infrastructure.

## Natural Hazards

*Natural Hazards* are defined as naturally occurring events - such as riverine flooding, aerial flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms - that have the potential to harm people, property or the environment. The following natural hazards are capable of causing an impact in West Bridgewater:

- Flooding
- Tropical Storms/Hurricanes
- Damaging Thunderstorms/Tornadoes
- Nor'easters/Blizzards

## Technological Hazards

*Technological Hazards* generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact in West Bridgewater:

- Lowe's, 724 West Center St – (508)-559-5200
- JP Noonan Transportation, West St – (508)-588-8026
- Veolia Environmental Services, 90 Pleasant St – (781)-341-6080
- WB water treatment plants, Manley and Cyr Streets – (508)-894-1271
- Ryder Truck, 130 Manley St - (508)-588-1893
- Shaw's Corporate, 750 W Center St – (508)-897-8866
- Mobil Gas Station, 575 W Center St – (508)-232-3182
- Shell Gas Station, 506 W Center St – (508)-580-9794
- Seven Eleven Gas Station, 397 W Center St – (508)-580-0616
- Cumberland Farms, 8 N Main St – (508)-894-0270

- Motion Gas, 710 N Main St – (508)-583-0017

## Transportation Hazards

*Transportation Hazards* generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways that may serve as routes for the transport of hazardous materials, or airfields in the communities. This includes the following transportation networks in West Bridgewater:

- Route 24
- Route 106
- Route 28
- MBTA Commuter Line

## Man-Made Hazards

*Man-Made Hazards* generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats, and terrorism. The following man-made hazards are capable of causing an impact in West Bridgewater:

- Cyber Attacks

## Critical Facilities and Infrastructure Summary

Below is a summary of critical infrastructure that are likely to be impacted by one or more of the hazards defined above.

### Utilities

- Water supply is provided by Town or West Bridgewater Water Department. West Bridgewater's water comes from multiple wells in Town. (508)-894-1271
- National Grid is the primary distributor of electric power to the Town. 1-800-322-3223
- Eversource is the primary provider of natural gas. 1-800-525-8222

## Special Facilities

Special facilities include schools, day cares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. West Bridgewater is home to the following special facilities:

<b>Schools</b>	<b>Care Facilities</b>	<b>Council on Aging</b>	<b>Day Care Facilities</b>
<p>Spring St School 2 Spring St – (508)-894-1230</p> <p>Howard School 70 Howard St – (508) – 894-1250</p> <p>Rose L McDonald 1 Steppingstone Lane – (508) – 894-1240</p> <p>West Bridgewater Middle Senior High School 155 West Center St – (508)- 894-1220</p>	<p>Life Care Rehabilitation Center 765 West Center St – (508)-588-4400</p> <p>78 Maolis Ave – (508)-580-8700</p> <p>BAMSI – 5 Thomas Circle – (508)-580-8700</p>	<p>Council on Aging 97 West Center St – (508)-894-1262</p>	<p>Cowlicks and Pigtales 395 West St, (508)-559-0059</p> <p>Children’s Express 359 Manley St, (508)-588-6644</p> <p>Proven Behavioral Specialists 393 West Center St, (781)-290-3886</p> <p>The Learning Well 91 Copeland St, (508)-510-4128</p> <p>Magic Touch Daycare 387 East Center St, (508)-584-2228</p>
<b>Jails</b>	<b>Mobile Home Parks</b>	<b>55 and Older Community</b>	
<p>Police Department 99 West Center St – (508)-586-2525</p>	<p>Westbridge Landing 855 North Main St – (508)-232-6730</p> <p>Matfield Woods Community, private single family homes</p>	<p>Captain Carlson Way – Private Community, single family duplexes</p> <p>WB Housing Authority, Esther Dr – (508)-588-2781</p>	

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# **Critical Facilities and Infrastructure**

Critical facilities and infrastructure include public safety buildings, bridges, tunnels, police and fire stations, water and wastewater treatment plants, public works buildings, power plants, pumping stations, communication towers, and other critical infrastructure.

- Fire Department, 99 West Center St (508)-586-3232
- Police Department, 99 West Center St (508)-586-2525
- Water Treatment/ Main Office, 29 Cyr St (508)-894-1271
- Water Pumping Station, 8 Manley St (508)-894-1271
- Public Works/DPW, 65 North Main St (508)-894-1216
- Industrial Communications Tower, Pleasant St (781)-319-1100
- North Elm and Manley Street Water Tanks (508)-894-1271
- Council on Aging, 97 West Center St. (Primary Shelter) (508)-894-1262
- West Bridgewater Middle Senior High School, 155 West Center St. (Secondary Shelter) (508)-894-1220

# **Hazardous Materials Facilities**

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous.

Lowe’s, 724 West Center St (508)-559-5200

Veolia Environmental Services, 90 Pleasant St (781)-341-6080

Water treatment plant, 29 Cyr St and 8 Manley St (508)-894-1271

Shaw’s Corporate, 750 W Center St (508)-897-8866

Ryder Truck, 130 Manley St (508)-588-1893

JP Noonan Transportation, 415 West St (508)-588-8026

## Health and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services.

- Life Care, 765 West Center St (508)-580-4400

## Access and Functional Needs Populations

The needs of children, the elderly, and individuals with disabilities, chronic health conditions and other access and functional needs are an important planning consideration in the development of this CEMP. The following is the definition of Access and Functional Needs populations for the purposes of this plan:

*“Populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access to information, transportation and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly, children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation.”*

Provisions for people with various function-based needs have been incorporated into this plan where applicable, thereby ensuring functional needs considerations are an integral part of this CEMP.

## Planning Assumptions

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- West Bridgewater and/or the Commonwealth have effective prediction and warning systems in place allowing West Bridgewater to anticipate certain emergency situations that may impact West Bridgewater.
- When anticipating or in response to an emergency situation, the Board and Town Administrator, Emergency Management Director, and Deputy Emergency Management Director responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore essential services and facilities.
- West Bridgewater officials, agencies and partners are familiar with the CEMP, understand their roles and responsibilities under the CEMP, maintain appropriate plans, policies, and procedures to carry out those responsibilities, and maintain a state of readiness. Day to day functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- West Bridgewater will use its own resources in response to an emergency or disaster. Once local resources are exhausted (or near-exhausted), requests for assistance will be made.
- A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- West Bridgewater anticipates support from surrounding communities and other response organizations should the resources of West Bridgewater become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- When resources of West Bridgewater are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities required to file Tier II reports develop, coordinate and provide copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- Whenever warranted, the Board may declare a local State of Emergency for West Bridgewater in accordance with the provisions of Massachusetts General Laws.

- The Board has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of West Bridgewater. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.
- In the event that an evacuation of the Community, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- West Bridgewater and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, elderly, individuals with disabilities and/or chronic conditions.

## Concept of Operations

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The concept of operations describes the sequence and scope of emergency response. The Emergency Management Department has the primary responsibility for coordinating emergency management activities in the West Bridgewater. These activities support the following priorities

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergency situations
- Provide for the immediate needs of disaster survivors
- Acquire, assess and disseminate emergency information
- Restore essential utilities and functions

## Overview

The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program (typically known as the Emergency Management Director (EMD)). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

## Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Chief Municipal Officer, the Emergency Management Director, or Deputy Emergency Management Director in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster
- When the Board of Selectmen has declared a local state of emergency.
- When the Governor of Massachusetts has declared a State of Emergency for areas that include West Bridgewater; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include West Bridgewater.

## Phases of Emergency Management

The West Bridgewater's comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

### Prevention and Mitigation

Prevention involves identifying preventative, corrective or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle, and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

### Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training equipping, exercising, evaluating and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities, and lay the groundwork for coordinated disaster response.

### Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage, and to speed recovery. Response activities include alerting and notifying the public, resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

West Bridgewater responds to emergencies by activating the Comprehensive Emergency Management Plan, activating the Emergency Operations Center, coordinating with public, private and volunteer

response partners as needed, coordinating and managing resources in support of emergency response, and preparing for recovery activities.

## **Recovery**

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities such as water and power, to providing assistance to communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

## Direction, Control and Coordination

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### National Incident Management System

West Bridgewater's emergency management organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

### Incident Command System

Emergency management and incident response in West Bridgewater is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and NGOs.

All activity undertaken under the CEMP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5.

#### Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

#### Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

## **Area Command**

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

## **Transfer of Command**

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or, this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

## **Incident Coordination and/or Response Locations/Facilities**

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. West Bridgewater may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Emergency Operations Center
- Staging Area
- Points of Distribution
- Evacuation Assembly Points
- Evacuation Transportation Hubs

## **Incident Command Post**

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

## Emergency Operations Center

The West Bridgewater Emergency Operations Center (EOC) serves as the central point for coordination of the community's emergency management and response activities, maintaining situational awareness about the emergency situation, and facilitating requests for deployment of resources.

- Primary EOC: Fire Department, Chief's Office or Virtual conference call, 99 West Center St

In the event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Alternate EOC: Public Safety Complex, Police Conference Room 1<sup>st</sup> floor  
99 West Center St
- Backup EOC: Town Hall, 65 North Main Street, 1<sup>st</sup> Floor Conference Room (emergency use only)

The Emergency Management Director (EMD) often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions, and is charged with advising chief municipal officials when major decisions need to be made. The EOC Manager serves as a liaison with the State and Federal emergency agencies.

### EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with chief municipal officer and the incident commander, when the EOC is activated.

#### Goals

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents
- Assess and document impacts from events for recovery process

## EOC Activation Levels

The West Bridgewater EOC has designated three activation levels that increase in intensity, ranging from modest emergency effects associated with Level 1, to catastrophic emergency effects associated with Level 3.

- Level 1: Virtual platform, staffed with key personnel.
- Level 2: EOC partially staffed to monitor the situation, facilitate occasional resource requests, and maintain situational awareness
- Level 3: Fully staffed to monitor the situation, facilitate larger volumes of resources requests, and maintain situational awareness

## EOC Equipment

The Emergency Management Director or designee will ensure the equipment in the EOC is functional and ready to support an activation. This equipment includes:

- (x) Laptops
- (x) Phones
- (x) Monitors
- (x) Radios/Base Stations

This equipment is tested on a Weekly basis to ensure its readiness. Additionally, exercises of the EOC may be held on an Annual schedule.

## EOC Staffing

The Emergency Management Director or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. This list can be found Fire Chiefs Office and also as an attachment to this plan. Each department will maintain these lists and provide a monthly status update to Emergency Management.

## EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via group text the primary notification system for EOC activations. This notification system will be activated by the EMD or designee. Each EOC member will be notified that the EOC has been activated, and will be provided with the time to report to the EOC and method to verify receipt of the notification. If necessary, a back-up notification system group email, and phone will be used.

## **EOC Deactivation**

The EOC Manager/EMD, in consultation with the Chair of the Board, the Town Administrator and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

## **Staging Area**

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident.

1. Town Hall/DPW Lot – 65 North Main Street
2. West Bridgewater Middle-Senior High School – 155 West Center Street

## **Points of Distribution**

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through) and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps and/or blankets.

1. West Bridgewater Town Hall Parking Lot – 65 North Main Street
2. West Bridgewater Middle Senior High School – 155 West Center Street

## **Shelters**

West Bridgewater has designated 2 facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by the Emergency Manager and The Director of the Council on Aging and provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or EOC Manager; shelter facilities are not automatically activated during times of emergency, therefore residents should obtain guidance and information from local officials on which shelters may be open.

The following facilities are designated as emergency shelters and may be activated during times of emergency

<b>Primary - Council on Aging</b> 97 West Center St (508)-894-1262 Capacity – 30 Back-up power - Generator	<b>Back-up - High School</b> 155 West Center St (508)-894-1220 Capacity – 100 Back-up power - Generator
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## Evacuation

The Board has the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations, and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event that an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by West Bridgewater. Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside of the Community.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials.

Evacuation routes should be pre-identified by the Emergency Management Director in coordination with other community officials. Evacuation routes for this community are situationally dictated.

### Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. West Bridgewater will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated, and are likely not in enclosed facilities (similar to a bus stop concept). Support services are typically not provided at EAPs.

1. West Bridgewater Middle/Senior High School – 155 West Center Street
2. Pleasant Street and West Center Street – Park and Ride Lot

### Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside of the community, West Bridgewater will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside of a community. T-Hubs are locally-operated, have adequate indoor facilities to stage evacuees, and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters.

1. Brockton BAT Station located at 860 North Main Street
2. West Bridgewater Schools based on location of incident/event

# Organization and Assignment of Responsibilities

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This section describes the organizational structure West Bridgewater employs to respond to an emergency. It articulates the roles and responsibilities that various members of the emergency management organizational structure have in any response.

## Organization

### Leadership

West Bridgewater has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: the Chief Municipal Officer, the Emergency Management Director, key West Bridgewater staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team, to help guide the community's response.

#### Chief Municipal Officer

West Bridgewater has a 3 person Select board form of government. The Board serves as the chief municipal officer for the town is responsible for providing for the protection of lives and property of the citizens of the Community.

The Board provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Board may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the emergency operations center (EOC) and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local Emergency Management Director.

If the Board in consultation with the emergency management director, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Massachusetts Emergency Management Agency/State Emergency Operations Center.

#### Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. West Bridgewater may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives it strategic guidance from the Decision Team, and as needed, coordinates with the Board of Selectman the Emergency Management Director, and the Emergency Operations Center on response strategies and resource needs.

## Emergency Management Director

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director and establish an emergency management program.

The Emergency Management Director (EMD) is responsible for maintaining and managing the activation of West Bridgewater's comprehensive emergency management plan and operating the emergency operations center. On a day-to-day basis, the EMD: coordinates emergency planning for West Bridgewater, working with the leadership of the fire department, police department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the Board of Selectmen and Decision Team on available courses of action to inform decision-making.

## Emergency Management Organization

West Bridgewater's Emergency Management Organization supports the functions of the emergency operations center, and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization and the EOC are designated as **emergency positions**. West Bridgewater staff and emergency management partners will be identified and trained to serve in these emergency positions.

## Government Organizations

Most of the departments within the West Bridgewater's government have been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures.

## Non-Governmental Organizations

Several non-governmental organizations, such as the American Red Cross and Temple Baptist Church work with West Bridgewater to support EOC operations and aid with shelter operations and mass care needs.

American Red Cross – 1-800-733-2767

Temple Baptist Church – (508)-583-5190

## Private Sector

West Bridgewater currently has no agreements with private sector organizations.

## **Commonwealth of Massachusetts**

The Massachusetts Emergency Management Agency (MEMA) coordinates state level emergency operations. During an emergency or disaster, MEMA may provide direct support to West Bridgewater and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency (FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

## Emergency Operations Center Organization

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An Emergency Operations Center (EOC) should be organized to best facilitate **effective** operations for the jurisdiction. West Bridgewater's EOC is organized in a functional model to ensure the ability to acquire, analyze, and act on information, and coordinate resources to effectively and efficiently support emergency response operations in a timely manner.

The West Bridgewater EOC is organized under a functional based structure with designated emergency roles to facilitate activities. The key EOC organizational positions are as follows

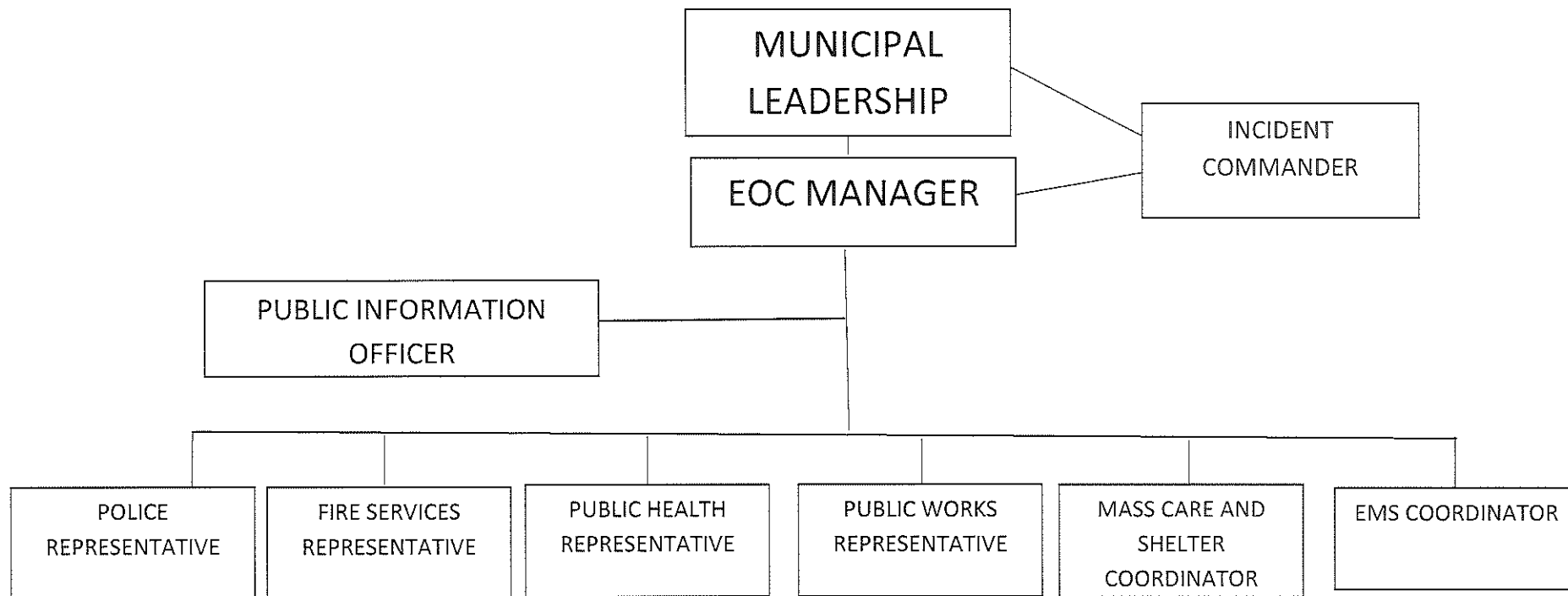
- **EOC Manager:** The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Chief Municipal Officer(s), the Massachusetts Emergency Management Agency and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.
- **Public Information Officer:** The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.
- **Police Representative:** The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Police Department.
- **Fire Services Representative:** The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Fire Department.
- **Public Health Representative:** The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations, and providing situational awareness to the EOC Manager and the Public Health Department.
- **Emergency Medical Services Representative:** The Emergency Medical Services (EMS) Representative is responsible for coordinating EMS resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the EMS organization and/or Fire Department.
- **Public Works Representative:** The Public Works Representative is responsible for coordinating transportation, public works and engineering resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Public Works Department.
- **Mass Care and Shelter Operations Representative:** The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, and

providing situational awareness to the EOC Manager, partnering non-governmental organizations, and operating shelters.

- **School District Representative:** The School Department Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

Table 1 depicts the organization of the EOC.

**Table 1: EOC Organization**



# Assignment of Roles and Responsibilities

## Chief Municipal Officer

### Prevention and Mitigation

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

### Preparedness

- Appoints Emergency Management Director
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve in critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

### Response

- Responsible for overall response operations
- Receives recommendations from the Incident Commander, EMD and/or EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed and functional
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders or recommendations, when necessary
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions on all non-routine matters

### Recovery

- Approves disaster recovery policies
- Serves as an advocate for constituent recovery efforts
- Hosts community meetings to ensure needs are being addressed and to provide information to residents

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## Emergency Management Director

### Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community
- Coordinates the development and implementation of hazard mitigation plan and strategies

### Preparedness

- Facilitates and ensures the development and maintenance of the comprehensive emergency management plan
- Ensures the CEMP is reviewed, revised and adopted in accordance with plan maintenance policies
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the emergency operations center (EOC) and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains lists designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities
- Recruits, trains and facilitates activation of Community Emergency Response Team program
- In cooperation with volunteer agencies, assists with the recruitment, registration and identification of volunteer emergency workers
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing and exercising continuity of operations plans
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures to during a disaster
- Conducts community outreach and public emergency education programs

- Assists with the development of mutual aid agreements with other public and private agencies

### **Response**

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs
- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functions needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management including donations of materials, equipment and services
- Makes recommendations to Board of Selectman on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so.
- Directs an after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects.
- Maintains a database to identify lessons learned and corrective actions taken

### **Recovery**

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance
- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Chief Municipal Officer to establish a framework within which short-term and long-term recovery operations are coordinated.

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## **Police Department**

### **Prevention and Mitigation**

- Coordinates with EMD to identify risks and hazards in the community

## **Preparedness**

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

## **Response**

- Provides EOC representative(s) to coordinates law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provides communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

## **Recovery**

- As needed, assist EMD with recovery activities

## **Fire Department**

### **Prevention and Mitigation**

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinates with EMD to identify risks and hazards in the community

## **Preparedness**

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place
- Maintains readiness of all fire service equipment, supplies, procedures and mutual aid agreements needed for disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

### **Response**

- Provides EOC representative(s) to coordinates fire services resources to support emergency response operations
- As needed, provides fire response and control during a disaster
- As needed, requests and manages mutual aid for fire services response
- As needed, provides warning and notification support which may include the use of public address systems on vehicles
- As needed, provides resources to support search and rescue operations
- As needed, provides radiological monitoring and decontamination support
- As needed, ensures hazardous materials incident response, control and operations support
- As needed, provides primary or secondary emergency medical services
- As needed, assists in the triage of disaster victims
- As needed, provides communications support
- As needed, notifies and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster
- Maintains fire protection for those areas of the community not affected directly by the disaster
- As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
- As needed, assists with evacuation operations
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### **Recovery**

- As needed, assist EMD with recovery activities including damage assessments

## Public Works/Transportation Department

### Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains road, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

### Response

- Provides EOC representative(s) to coordinates public works and engineering resources to support emergency response operations
- A needed, provides staffing for resource distribution centers
- A needed, provides fuel for emergency generators
- A needed, coordinates the deployment of traffic control devices
- A needed, coordinates the provision of potable water
- A needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assesses impact of disaster on available equipment and resources
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
- Coordinates record keeping related to damage assessment and recovery resources

- Provides debris clearance and disposal
- Coordinates with public health on water testing
- Provides road, bridge and other public facility repair
- Coordinates with utility companies to restore services
- Continues to provide EOC support until no longer needed
- Coordinates debris removal by government agencies and private contractors

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## **Emergency Medical Services**

### **Prevention and Mitigation**

- Coordinates with EMD to identify risks and hazards in the community

### **Preparedness**

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains readiness of all EMS equipment, supplies, procedures and mutual aid agreements needed for disaster response activities

### **Response**

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### **Recovery**

- As needed, assist EMD with recovery activities including damage assessments
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## **Water/Sewer Department**

### **Prevention and Mitigation**

- Maintains Water/Sewer Department infrastructure
- Coordinates with EMD to identify risks and hazards in the community

### **Preparedness**

- Ensures EOC representative is adequately trained
- Maintains readiness of all water and sewer equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

### **Response**

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water and sewage systems
- Takes actions necessary to prevent contamination of water supply
- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water and sewage services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### **Recovery**

- Coordinates with EMD to conduct damage assessments on water/sewer department facilities and infrastructure
- Coordinates with public health on water testing
- Provides repair of water/sewer department facilities

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## **Public Health Department**

### **Prevention and Mitigation**

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

### **Preparedness**

- Ensures EOC representative is adequately trained

- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health/medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains and facilitates activation of community Medical Reserve Corps
- Coordinates with the EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

#### **Response**

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water/sewer department on any issues on water supply contamination
- As needed, provides resources to investigate and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents Provides pest control
- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area
- Upon authorization from MA Dept. of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed
- Coordinates the activation and operation of medical countermeasures Emergency Dispensing Sites
- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities

- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency
- Liaises with state and federal health and environmental agencies
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs

#### **Recovery**

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

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### **Information Technology Department**

#### **Prevention and Mitigation**

- Coordinates with EMD to identify risks and hazards in the community

#### **Preparedness**

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data and facilities that house IT assets and for invoking disaster recovery procedures on IT-supported equipment and systems

#### **Response**

- Provides EOC representative(s) to support EOC and emergency response operations

- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

#### **Recovery**

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations plan
- 

### **School Department**

#### **Prevention and Mitigation**

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

#### **Preparedness**

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with the American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

#### **Response**

- Protects students in school by releasing them, sheltering them or evacuating and relocating them to safe areas during emergency/disaster
- Provides school buildings for public shelter
- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

#### **Recovery**

- Coordinates safe re-entry of students into school after the emergency has passed
  - Assists in damage assessments of school facilities
-

## **Animal Control Department**

### **Prevention and Mitigation**

- Coordinates with EMD to identify risks and hazards in the community

### **Preparedness**

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering and medical treatment

### **Response**

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

### **Recovery**

- Coordinates return of domestic animals to owners after emergency has passed

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## **Local Government Agencies**

### **Prevention and Mitigation**

- Coordinates with EMD to identify risks and hazards in the community

### **Preparedness**

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment and transportation
- Establishes and maintains a list of succession of key personnel

### **Response**

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

### **Recovery**

- Maintains records of disaster-related expenditures, including appropriate documentation
- Continues to provide EOC support until no longer needed
- Provides support for damage assessment activities

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**Responsibilities of the Community Relief Services**

**Responsibilities of the CERT/MRC**

**Responsibilities of Local Volunteer Organizations**

**Responsibilities of Local Businesses**

**Responsibilities of Civic Groups, Faith-Based Organizations, Advocacy Groups**

**Prevention and Mitigation**

1. Develops and maintains emergency response procedures
2. Negotiates and maintains mutual aid agreements

**Preparedness**

1. Identifies sources of emergency supplies, equipment and transportation
2. Establishes and maintains a list of succession of key personnel

**Response**

1. Provides EOC support

**Recovery**

1. Continues to provide EOC support until no longer needed
2. Provides support for damage assessment activities

## Line of Succession

The line of succession for the Emergency Management Department will be as follows:

1. Emergency Management Director
2. Deputy Emergency Management Director
3. Chief of Police

# Information Collection, Analysis and Dissemination

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## Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Community has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

## Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Community departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts

## Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze information that is received and prepare intelligence reports for leadership.

## **Dissemination**

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

### **Internal Messaging**

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within 6 hours of an emergency event, the EMD will submit a WebEOC Situational Awareness Report and notify the Regional MEMA office. For a significant incident, the report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than 12 hours after the peak of the event.

### **Public Messaging**

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Press releases
- Press conferences
- Website updates
- Print, radio or televised announcements
- Social media updates
- Local or regional public information systems such as Reverse 911 systems and web/application based notification systems
- PD and/or School Digital Board (PD is Mobile)

To ensure one consistent and accurate voice, all public information releases will be coordinated through EOC Manager or his/her designee

## **Local Declaration of Emergency**

In general, a Declaration of Emergency is made only by the Board and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders.

A local Declaration of Emergency may be declared by the Board. Whenever a local emergency has been declared the EMD will notify the Massachusetts Emergency Management Agency (MEMA) through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will take coordinate with the Chief Elected Official to terminate the declared emergency. All Community departments, agencies and organizations will receive notification of emergency declarations and terminations through group text.

# Communications

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Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the Commonwealth uses WebEOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

## Alert and Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

## Notification of Key Officials

When an emergency requires the notification of key community officials, Emergency Management Department will utilize the following means as appropriate:

- Email
- Landline telephone
- Cellular Phone
- 2-way radio systems (during normal business hours)
- Dispatch a vehicle for in-person notification

- Face-to-face communication

## **EOC Communications**

The community's EOC is equipped with, maintains and is capable of operating, the following communication systems:

Phone

Radio

Computer

The community conducts periodic communications tests to ensure that its systems are operational and its personnel are capable of operating the systems. More particularly, the Emergency Management Director conducts an emergency communication test on a daily basis.

## **Emergency Alert and Warning**

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate Emergency Management Director will coordinate the development of public warning messages. The Chief of Police will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

## **Public Warning**

Public warning is accomplished using the following methods as appropriate:

- Wireless Emergency Alerts
- Local Access TV Station
- Community Website Notifications
- Social Media
- Variable Message Boards
- Reverse Telephonic Notification Systems

## Emergency Alert and Warning for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, including the following:

- Visually impaired: EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based), Town Departments social media platforms.
- Hearing impaired: Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based), Town Departments social media platforms.
- Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other

## Community Warning Systems

Warning System	Area of Coverage	Approving Authority	Implementation
Local Cable Channel	Town wide	Board of Selectmen	IT Department
Reverse 911 System	Town wide	Board of Selectmen	Chief of Police and/or Designee
News Media	Town wide	Board of Selectmen	EMD
Community Website	Town wide	Board of Selectmen	Board of Selectmen
Loudspeakers	Local	Board of Selectmen	Public Safety
Door-to-Door	Local	Board of Selectmen	Public Safety

## Public Information Officer

The Public Information Officer is the Emergency Management Director

### ACTIONS:

- Determine or create proper message content
- Select appropriate public warning system(s) for use
- Disseminate public warnings after receiving written approval from the EOC Manager or his/her designee
- Initiate Protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of [public information / education materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community web-site, etc.]

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Community will establish a media monitoring and rumor control section in EOC and staffed by Emergency Management Director or Designee.

# Administration, Finance, and Logistics

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## Finance and Administration

Due to the nature of emergency situations, financial transactions and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities.

A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste, and abuse.

Each community agency is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

## Records

Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures/procurements, costs incurred by the City/Town etc. Financial records are essential to a successful recovery effort.

All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, *Emergency*

*Management Assistance*, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

## Record Retention

Retention of records involving emergencies/disasters will be maintained according to local policies for a period of 7 years from the date of occurrence by Board of Selectmen. In addition, records regarding hazardous materials exposures will be maintained by Fire Department and retained permanently.

## Preservation of Records

It is the responsibility of the Board to ensure that public records be protected and preserved in accordance with applicable state and local laws. Public officials must comply with the Board's directives under the CEMP. Storage locations for various vital records are located below:

Location of Town Clerk's Original Records:	65 N Main St Town Hall
Form of Town's Original Records:	Paper
Location of Town Clerk's Duplicate Records:	65 N Main St Town Hall
Form of Town Clerk's Duplicate Records:	Digital
Location of Principal Assessor's Original Records:	65 N Main St Town Hall
Form of Principal Assessor's Original Records:	65 N Main St Town Hall
Location of Principal Assessor's Duplicate Records:	65 N Main St Town Hall
Form of Principal Assessor's Duplicate Records:	Digital
Location of Board of Health's Original Records:	65 N Main St Town Hall
Form of Board of Health's Original Records:	65 N Main St Town Hall
Location of Board of Health's Duplicate Records:	65 N Main St Town Hall
Form of Board of Health's Duplicate Records:	Digital

## Reports

The use of reports will vary according to the type of emergency being handled.

## Messages

All requests for assistance and all general messages will be handled using the procedures and forms found in the Forms section of this plan.

## Resource Management

The following are sources or potential sources for resources that may be available to the Community in responding to disasters and emergencies:

- Personnel, equipment and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the Commonwealth of Massachusetts including the National Guard through the Massachusetts Emergency Management Agency (MEMA)
- Mutual aid resources from other states via the Emergency Management Assistance Compact (EMAC), through MEMA
- Intrastate mutual aid available through the Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Community resources and mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMA's Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

The figure below depicts the process by which MEMA receives, processes, tracks and fulfills requests from cities and towns, and other stakeholders for support.



## Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances.

West Bridgewater is party to the following mutual aid agreements:

1. The West Bridgewater Fire Department is part of numerous local and state level mutual aid agreements.
2. The West Bridgewater Police Department is part of numerous local and state level mutual aid agreements.
3. Building Department and Board of Health are part of numerous local mutual aid agreements.

## Training and Exercise Program

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A critical component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP's contents. These events should take an all hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program should be developed to effectively implement the CEMP.

### Training Program

An all hazards training program is a critical component to a community's emergency planning cycle. The following sections describe some of the various training opportunities an Emergency Management Program can take advantage of.

#### All Hazards Training

##### MEMA Provided Training

MEMA's Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA's website.

Some examples of training include:

- a. Incident Command Systems (ICS) 300
- b. Incident Command Systems (ICS) 400
- c. ICS for Elected and Senior Leaders
- d. Emergency Operations Center (EOC) Awareness and Operations
- e. Community Points of Distribution (C-POD)
- f. Homeland Security Exercise and Evaluation Program (HSEEP) Training

##### Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

## **Hazardous Materials Training**

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

### **First Responder Awareness Level**

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- a. An understanding of what "hazardous materials" is, and the risks associated with them in an incident.
- b. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- c. The ability to recognize the presence of hazardous materials in an emergency.
- d. The ability to identify the hazardous materials, if possible.

- e. The understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the North American Emergency Response Guidebook.
- f. The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

### **First Responder Operations Level**

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper personal protective equipment provided to the first responder operation level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic decontamination procedures.
- f. An understanding of the relevant standard operating procedures and termination procedures.

### **Hazardous Materials Technician**

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch, or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the employer's emergency response plan.
- b. Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.

- c. Be able to function within an assigned role in the Incident Command System.
- d. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- e. Understand hazard and risk assessment techniques.
- f. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- g. Understand and implement decontamination procedures.
- h. Understand termination procedures.
- i. Understand basic chemical and toxicological terminology and behavior.

### **Hazardous Materials Specialist**

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the local emergency response plan.
- b. Understand the classification, identification and verification of known and unknown materials by using advance survey instruments and equipment.
- c. Knowledge of the state emergency response plan.
- d. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- e. Understand in-depth hazard and risk assessment techniques.
- f. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- g. Be able to determine and implement decontamination procedures.
- h. Have the ability to develop a site safety and control plan.
- i. Understand chemical radiological and toxicological terminology and behavior.

### **Incident Command System**

*Incident Commanders*, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know and be able to implement the employer's incident command system.
- b. Know how to implement the employer's emergency response plan.
- c. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- d. Know how to implement the local emergency response plan.
- e. Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.
- f. Know and understand the importance of decontamination procedures.

## Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

## Exercise Program

Similar to Training Programs, a strong Emergency Management Program should also involve exercise various plans and procedures, to ensure that training and the various plans are effective.

Section 303(c)(9) of EPCRA places a requirement on local jurisdictions to establish "methods and schedules for exercising the emergency plan". In establishing training programs and schedules the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

## Types of Exercises

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called *Orientations* to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits and all should be considered in the overall development of an exercise program.

## Orientation (Exercise)

*Orientations* are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements.

While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

### **Tabletop Exercise**

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the decision making process, since they allow participants to act out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

### **Functional Exercise**

A *Functional Exercise* is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the *Tabletop Exercise* and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

### **Full Scale Exercise**

The *Full Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

### **Progressive Exercise Program**

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan,

including emergency operations concepts that maybe new to many local personnel. These will be followed by *Functional Exercises* to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full Scale Exercise*.

#### **Exercise Schedule**

The specific exercise schedule will be developed after the CEMP has been reviewed and accepted by the Community. A plan to evaluate Hazardous Materials Plans may also have to be approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

**NOTE:** If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is performed and the plan is updated with "lessons learned" from the incident.

# Authorities and References

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- A. Massachusetts Emergency Management Agency, Comprehensive Emergency Management Plan, Basic Plan and Related Annexes.
- B. Federal Emergency Management Agency, 1-10, "Guide for the Development of a State and Local Continuity of Government Capability."
- C. Civil Preparedness Guide 1-8, "Guide for the Development of State and Local Emergency Operations Plans."
- D. Civil Preparedness Guide 1-8A, "Guide for the Development of State and Local Emergency Plans."
- E. Civil Preparedness Guide 1-20, "Emergency Operating Centers Handbook."
- F. Civil Preparedness Guide 1-35, "Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments."

## References

### 1. Federal

The Federal Civil Defense Act of 1950 (PL 81-920)

The Disaster Relief Act of 1974 (PL 93-288)

Emergency Management and Assistance, 44 U.S. Code 2.1

Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents

Public Law-288

National Response Plan (NRP)

National Response Framework (NRF)

CPG-101

National Preparedness Goal

National Incident Management System (NIMS)

Incident Command System (ICS)

### 2. Commonwealth of Massachusetts

Massachusetts Civil Defense Act, Chapter 33

Massachusetts Executive Order 144

Executive Order #242, Comprehensive All-hazards Emergency Planning

Executive Order #469, Designation of the NIMS as the State's Incident Management Standard

Statement of Understanding between the State of Massachusetts and the American Red Cross  
Massachusetts EOC - Standard Operating Procedures  
State EOC Utilization Plan  
State Fire Mobilization Plan

# Appointment Status Report

Expiration Date: 6/30/2022

Inquiry Sent	Appt-Letter Sent	Appointment Date	Member Record Posted	New Expiration	Position	Term
<b>ADA Committee</b>						<b>3 years</b>
Marla Baker		6/1/2022		6/30/2025	Secretary	
Patricia Spry		6/1/2022		6/30/2025	Member	
Rozann Barile	New Appointment	6/1/2022		6/30/2025	Member	
<b>ADA Coordinator</b>						<b>1 year</b>
Eldon Moreira	/Vacancy	6/1/2022		6/30/2023	Liaison	
<b>Administrator of Insurance</b>						<b>1 year</b>
David Gagne		6/1/2022		6/30/2023		
<b>Administrator of Insurance-Schools</b>						<b>1 year</b>
Mark Bodwell		6/1/2022		6/30/2023		
<b>Agricultural Commission</b>						<b>3 years</b>
Victoria Benea		6/1/2022		6/30/2025	Member	
<b>Animal Control Officer</b>						<b>1 year</b>
Michael Winkler		6/1/2022		6/30/2023		
<b>Assistant Wiring Inspector</b>						<b>1 year</b>
Paul Milligan		6/1/2022		6/30/2023	Inspector	
<b>Asst. Plumbing &amp; Gas Inspector</b>						<b>1 year</b>
Mark Dangola		6/1/2022		6/30/2023	Inspector	
<b>Chief Procurement Officer</b>						<b>1 year</b>
David Gagne		6/1/2022		6/30/2023		
<b>Community Preservation Committee</b>						<b>3 years</b>
Carol Ashton		6/1/2022		6/30/2025	Member	
<b>Complete Streets Working Group</b>						<b>1 year</b>
Hugh Hurley		6/1/2022		6/30/2023	Member	
Wayne Parks		6/1/2022		6/30/2023		
Marilyn Raleigh		6/1/2022		6/30/2023		
Jerry Lawrence		6/1/2022		6/30/2023	Member	
Christopher Iannitelli		6/1/2022		6/30/2023	Member	
Mark Bodwell		6/1/2022		6/30/2023	Member	

Inquiry Sent	Appt-Letter Sent	Appointment Date	Member Record Posted	New Expiration	Position
Shawn Anderson		6/1/2022		6/30/2023	Member
Tracy Altrich		6/1/2022		6/30/2023	Member
Meredith Anderson		6/1/2022		6/30/2023	Member
Lincoln Thibeault		6/1/2022		6/30/2023	
Julie Diedrichsen		6/1/2022		6/30/2023	
<b>Computer Advisory Committee</b>					<b>Term 1 year</b>
Patrick Harrington		6/1/2022		6/30/2023	
Ed Sarro		6/1/2022		6/30/2023	
Marilyn Mather		6/1/2022		6/30/2023	
Scott Golder		6/1/2022		6/30/2023	Member
David Gagne		6/1/2022		6/30/2023	
Victor Flaherty, Jr.		6/1/2022		6/30/2023	Member
John Collins		6/1/2022		6/30/2023	Member
Mark Bodwell		6/1/2022		6/30/2023	Member
Wayne Parks		6/1/2022		6/30/2023	
<b>Council on Aging Board</b>					<b>Term 3 years</b>
Janet Carlson		6/1/2022		6/30/2025	Member
David Fazlo		6/1/2022		6/30/2025	Treasurer
Linda Gibson		6/1/2022		6/30/2025	Vice-President
<b>Fence Viewers</b>					<b>Term 3 years</b>
Hugh Hurley		6/1/2022		6/30/2025	Member
<b>Field Drivers</b>					<b>Term 3 years</b>
Howard Anderson		6/1/2022		6/30/2025	
<b>Finance Committee Liaison</b>					<b>Term 1 year</b>
David Gagne		6/1/2022		6/30/2023	
<b>Forest Fire Warden</b>					<b>Term 1 year</b>
Lincoln Thibeault		6/1/2022		6/30/2023	
<b>Hazardous Waste Coordinator</b>					<b>Term 1 year</b>
Lincoln Thibeault		6/1/2022		6/30/2023	

Inquiry Sent	Appt-Letter Sent	Appointment Date	Member Record Posted	New Expiration	Position	Term
<b>Health Insurance Advisory Committee</b>						<b>1 year</b>
Robert Anderson		6/1/2022		6/30/2023	Member	
Todd Cantalupo		6/1/2022		6/30/2023	Member	
David Gagne		6/1/2022		6/30/2023	Member	
Scott Golder		6/1/2022		6/30/2023	Chair	
Christopher Lynds		6/1/2022		6/30/2023	Member	
Maureen Adams		6/1/2022		6/30/2023	Member	
<b>Herring Warden</b>						<b>1 year</b>
John Cruz		6/1/2022		6/30/2023	Warden	
James Souza		6/1/2022		6/30/2023	Warden	
<b>Historical Commission</b>						<b>3 years</b>
Dorna Bevis		6/1/2022		6/30/2025	Member	
Christine Newman		6/1/2022		6/30/2025	Member	
<b>Liquor License Agent</b>						<b>1 year</b>
Sgt. Chris Werner		6/1/2022		6/30/2023		
<b>Lockup Keeper</b>						<b>1 year</b>
Russell F Regan		6/1/2022		6/30/2023		
<b>MBTA Advisory Board</b>						<b>1 year</b>
Tony Kinahan		6/1/2022		6/30/2023	Member	
<b>Memorial and Veterans Day/Veterans Legacy Commi</b>						<b>3 years</b>
Walter Thayer		6/1/2022		6/30/2025	Member	
Michael Perez		6/1/2022		6/30/2025	Member	
Bruce Holmquist		6/1/2022		6/30/2025	Member	
<b>Municipal Building Needs Committee</b>						<b>3 years</b>
Peter Moroni		6/1/2022		6/30/2025		
Vacancy		6/1/2022		6/30/2025		
<b>Old Colony Elder Services</b>						<b>1 year</b>
Wendy Adams		6/1/2022		6/30/2023	Delegate	
<b>Old Colony Joint Transportation Committee</b>						<b>1 year</b>
Shawn Anderson		6/1/2022		6/30/2023	Member	

Inquiry Sent	Appt-Letter Sent	Appointment Date	Member Record Posted	New Expiration	Position	Term
<b>Open Space and Recreation Committee</b>						<b>3 years</b>
John W Ames		6/1/2022		6/30/2025	Member	
Nicholas Anderson		6/1/2022		6/30/2025	Member	
<b>Parking Clerk</b>						<b>1 year</b>
Denise Reyes		6/1/2022		6/30/2023		
<b>Plumbing &amp; Gas Inspector</b>						<b>1 year</b>
John Cruz		6/1/2022		6/30/2023	Inspector	
<b>Plymouth County Advisory Committee</b>						<b>1 year</b>
Denise Reyes		6/1/2022		6/30/2023		
Eldon Moreira		6/1/2022		6/30/2023	Alternate	
<b>Registrars of Voters</b>						<b>3 years</b>
John Cruz		6/1/2022		6/30/2025	Member	
<b>Special Police</b>						<b>1 year</b>
Richard Long		6/1/2022		6/30/2023		
Richard Murphy		6/1/2022		6/30/2023		
Donald Clark		6/1/2022		6/30/2023		
Jeffrey Congdon	New Appointment	6/1/2022		6/30/2023		
<b>TIF Review Board</b>						<b>3 years</b>
Scott Golder		6/1/2022		6/30/2025	Member	
<b>Town Counsel</b>						<b>1 year</b>
David Gay, Esquire		6/1/2022		6/30/2023		
<b>Town's 200th Anniversary Committee</b>						<b>1 year</b>
Jerry Lawrence		6/1/2022		6/30/2023	Member	
<b>Victor R. Flaherty Sr Civic Award Committee</b>						<b>1 year</b>
Vacancy		6/1/2022		6/30/2023		
Meredith Anderson		6/1/2022		6/30/2023		
William Kovatls		6/1/2022		6/30/2023	Member	
Victor Flaherty, Jr.		6/1/2022		6/30/2023	Chair	
Kenneth May		6/1/2022		6/30/2023		

	Inquiry Sent	Appt-Letter Sent	Appointment Date	Member Record Posted	New Expiration	Position	Term
<b>WBEMA-Deputy</b>							<b>1 year</b>
Robert W Casper			6/1/2022		6/30/2023		
Bruce Holmquist			6/1/2022		6/30/2023		
Victor Flaherty, Jr.			6/1/2022		6/30/2023		
<b>WBEMA-Director</b>							<b>1 year</b>
Lincoln Thibeault			6/1/2022		6/30/2023		
<b>Wiring Inspector</b>							<b>1 year</b>
David Bentley			6/1/2022		6/30/2023		



# Town of West Bridgewater

## Building Department

65 North Main Street  
West Bridgewater, MA. 02379  
Tel: 508-894-1207  
Fax: 508-894-8111

Michael E. White, C.B.O.  
Building Commissioner  
Zoning Enforcement Officer  
[mwhite@wbridgewater.com](mailto:mwhite@wbridgewater.com)

May 23, 2022

Marcus Partners  
Josh Berman  
260 Franklin Street, Suite 620  
Boston Ma, 02110

**RE: 5 Manley Street - PROPOSED CONSTRUCTION OF A NEW 88,200 +/- SQUARE FOOT – OFFICE & WAREHOUSE BUILDING .**

Proposed construction – Requires site plan approval (7.2) & A Special Permit review for Water Resource Protection District (4.6) Through the Planning Board

To whom it concerns,

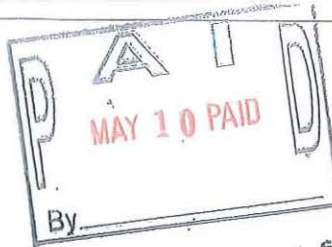
After reviewing the applicable provisions of the Town of West Bridgewater's Zoning By-laws, the Building Department concludes the following:

- 1) The subject location 5 Manley Street is located in the Industrial Zoning District and subject to our Table of Use Regulations section 4.4. – Retail, Business and Consumer Services #20 (A). & 4.4 –Commercial and Industrial uses #9 Warehouse and Distribution centers. Both uses are allowed by right in this Zoning District
- 2) The property IS located in the Water Resource Protection District and is subject to those regulations in (4.6)
- 3) The Proposed Construction of the Office & Warehouse space will trigger Site Plan – section 7.2 & A Special Permit for section 4.6 –Water Resource Protection District Review - The Town of West Bridgewater's Zoning By-Laws. Both will be heard before the Planning Board.

You have the right to appeal my decision within thirty days of receipt of this letter to the West Bridgewater Zoning Board of Appeals.

Sincerely,

Michael White, CBO  
Building Commissioner  
Zoning Enforcement Officer



## Planning Board

65 North Main Street  
West Bridgewater,  
Massachusetts 02379  
Telephone (508) 894-1200  
Fax (508) 894-1210

APPLICATION FOR Amendment to Special Permit/Site Plan Review HEARING

Name of Applicant or Appellant: Marcus Partners, Inc.

Address:

260 Franklin Street, Suite 620

Boston, MA 02110

Contact: Josh Berman

Location of Property: #5 Manley Street

Plymouth County Registry of Deeds Book # 34915

Page # 170

Applicant is : Prospective Purchaser

(owner, tenant, licensee,  
prospective purchaser)

Nature of Application:

Special Permit and Site Plan Review for a warehouse within the Industrial Zoning District and within the Watershed Protection District. Project is the second phase of a Special Permit issued 02/22/07 recorded at the Plymouth County Registry of Deeds Book 34992, Page 326.

Applicable section of Building or Zoning Bylaws: 4.6.4 & 7.2

*Josh Berman*  
I hereby request a hearing before the Site Plan, Permit or Special Permit Granting Authority with reference to the above noted application.

Josh Berman, VP Construction  
260 Franklin St, Suite 620  
Boston, MA 02110  
617-556-5200

Application fee of \$150.00 to be paid by applicant

Abutter notification, engineering review and advertising fees will be billed to applicant

2022 MAY 10 PM 3:20

WEST BRIDGEWATER, MA

May 09, 2022

Town of West Bridgewater Planning Board  
Attn: Michael White, C.B.O Building Inspector  
c/o West Bridgewater Clerks Office  
65 North Main Street  
West Bridgewater, MA 02379



RE: #5 Manley Street(Rear); Map 43 Parcels 1,5,62  
Modification of Site Plan Decision #197 and #332

Copy: Josh Berman, Marcus Partners, Inc.(Applicant)  
260 Franklin Street, Suite 620  
Boston, MA 02110  
617-556-5206

1 Manley Street, LLC c/o Rader Properties  
80 Washington Street, Unit J-40  
Norwell, MA 02061  
781-681-9000

Dear Members of the Board:

On behalf of our client, Marcus Partners, Inc., 260 Franklin Street Suite 620, Boston MA 02110, we are pleased to submit the following documents:

1. Three (3) copies Planning Board Application for Amendment to Special Permit.
2. Twenty (20) copies of Site Development Plans, Sheets 1-11, by Kelly Engineering Group, Inc. dated April 29,2022.
3. Twenty (20) copies of Site Lighting Plan Apex Lighting by Apex Lighting Solutions, dated April 27, 2022
4. Twenty (20) copies of Architectural Floor Plans and Elevations by BL Companies, dated May 03, 2022
5. One (1) Check in the amount of \$150.00 (West Bridgewater Special Permit Fee)
6. Three (3) of Stormwater Management Report, by Kelly Engineering Group, Inc. dated April 29,2022.
7. Three (3) copies of Special Permit case #197, dated February 22, 2007; Bk 34992 Pg 326
8. Three (3) copies of Special Permit case # 332, dated December 07, 2017
9. Three (3) copies of Certified Abutters list dated March 29, 2022
10. Electronic Copies of all of the above.

On behalf of the applicant we respectfully request that the Planning Board issue a Special Permit Modification to reference the current site plan.

The 27.71 Acre site is located at the rear of #5 Manley Street, West Bridgewater, MA and is bounded by Route 24 to the south and east, Developed commercial properties to the south, Manley Street to the west, and wetlands associated with the Hocomuck River to the north. The site is located within the Industrial Zoning District, within the Watershed Protection Overlay District is adjacent to the town of West Bridgewater Manley Street Well. The area of the proposed building is within an area of a former gravel pit and is currently degraded with multiple off road vehicle trails.

The front portion (#5 Manley Street) of the site was permitted and constructed in 2007. At that time a plan for the rear portion of the site was also approved for a building but not acted upon (SP # 197). In 2017 the owner had redesigned the rear portion and updated the permit to reflect the 2017 plan(SP # 332). This approval was also not constructed. In January 2022 the landowner created the current 27.71 Acre lot that is being sold to the applicant for a proposed warehouse.

The applicant has redesigned the site to provide better loading and change the use from office/warehouse to warehouse only. The current design incorporates one 88,200 s.f. building with 115 parking spaces, 16 loading positions, and 14 trailer storage positions.

The applicant does not have a tenant at this time and intends to rent the space as a dry goods warehouse. It is estimated that the warehouse will have approximately 30 employees will likely operate 24 hours per day. There is no request to store any construction equipment or provide outdoor storage. The applicant has read the previous decisions and does not wish to change any of the conditions.

We look forward to presenting the updated project at an upcoming Planning Board hearing. If you have any questions or desire additional information please feel free to call.

Sincerely,

KELLY ENGINEERING GROUP, INC.



David A. Mackwell, Senior Associate

BOARD OF ASSESSORS  
65 North Main Street  
West Bridgewater, MA 02379

MAR 29 2022

ABUTTER LIST REQUEST FORM

Please allow ten (10) days for processing – reserving the right for an extension, if needed

\$40 + \$5 + \$5  
= \$50

Please check one

- ☐ 10' - MFA  
☒ 300' - Zoning & Conservation  
☐ 500' - Subdivision  
☐ Other \_\_\_\_\_

MAP 43

LOT 001;062;005

PARCEL LOCATION (PARCEL ADDRESS) 5 Manley plus 43-062 and 43-005

OWNER OF RECORD 1 Manley St LLC c/o Rader Properties

REQUESTING BOARD/AGENCY Conservation and Planning

REASON FOR REQUEST Notice of Intent/ Special Permit

CONTACT PERSON David Mackwell TEL # 781-843-4333

SIGNATURE \_\_\_\_\_ DATE 03-29-22

*David A. Mackwell*

COST \$40.00 – Includes 3 Sets of Mailing Labels  
(PLUS \$5.00 FOR EACH ADDITIONAL ABUTTING PARCEL REQUESTED)

Due at Time of Request

RECEIVED = \$50.00 CASH

CERTIFIED LIST OF ABUTTERS

DATE March 30, 2022

This is to certify that at the time of the last assessment for taxation made by the Town of West Bridgewater, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown as above written are attached hereto.

*Daniela Nilsson*  
John Donahue  
Principal Assessor (or Designee)



## 300 foot Abutters List Report

West Bridgewater, MA  
March 30, 2022

### Subject Properties:

Parcel Number: 43-001	Mailing Address: 1 MANLEY STREET LLC C/O RADER
CAMA Number: 43-001	PROPERTIES INC
Property Address: 5 MANLEY ST	80 WASHINGTON STREET J-40
	NORWELL, MA 02061
Parcel Number: 43-005	Mailing Address: 1 MANLEY STREET LLC C/O RADER
CAMA Number: 43-005	PROPERTIES INC
Property Address: MANLEY ST	80 WASHINGTON ST BLDG J-40
	NORWELL, MA 02061
Parcel Number: 43-062	Mailing Address: 1 MANLEY STREET LLC C/O RADER
CAMA Number: 43-062	PROPERTIES INC
Property Address: WEST CENTER ST	80 WASHINGTON STREET J-40
	NORWELL, MA 02061

### Abutters:

Parcel Number: 35-025	Mailing Address: NBPIII UNITED LLC C/O CHEER PACK
CAMA Number: 35-025	NORTH AMERICA
Property Address: 1 UNITED DR	1 UNITED DRIVE
	WEST BRIDGEWATER, MA 02379
Parcel Number: 36-009	Mailing Address: 1 MANLEY STREET LLC C/O RADER
CAMA Number: 36-009	PROPERTIES INC
Property Address: 47 MANLEY ST	80 WASHINGTON ST BLDG J-40
	NORWELL, MA 02061
Parcel Number: 36-011	Mailing Address: 1 MANLEY STREET LLC C/O RADER
CAMA Number: 36-011	PROPERTIES INC
Property Address: WEST ST	80 WASHINGTON ST BLDG J-40
	NORWELL, MA 02061
Parcel Number: 42-009	Mailing Address: MUCCI RAYMOND A
CAMA Number: 42-009	485 WESTGATE DR
Property Address: MANLEY ST	BROCKTON, MA 02301
Parcel Number: 42-010	Mailing Address: TOWN OF WEST BRIDGEWATER
CAMA Number: 42-010	65 NORTH MAIN ST
Property Address: 0 MANLEY ST	WEST BRIDGEWATER, MA 02379
Parcel Number: 42-011	Mailing Address: SNELL RONALD P
CAMA Number: 42-011	88 NORTH MAIN ST
Property Address: 0 UNITED DR	W. BRIDGEWATER, MA 02379
Parcel Number: 43-002	Mailing Address: WEST BRIDGEWATER TOWN OF
CAMA Number: 43-002	WATER DEPARTMENT
Property Address: MANLEY ST	WEST STREET
	W BRIDGEWATER, MA 02379



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3/30/2022

Page 1 of 2



# 300 foot Abutters List Report

West Bridgewater, MA

March 30, 2022

Parcel Number: 43-003 CAMA Number: 43-003 Property Address: MANLEY ST	Mailing Address: WEST BRIDGEWATER TOWN OF WATER DEPARTMENT MANLEY STREET W BRIDGEWATER, MA 02379
Parcel Number: 43-004 CAMA Number: 43-004 Property Address: 35 MANLEY ST	Mailing Address: 1 MANLEY STREET LLC C/O RADER PROPERTIES INC 80 WASHINGTON ST BLDG J-40 NORWELL, MA 02061
Parcel Number: 43-006 CAMA Number: 43-006 Property Address: BEACON ST	Mailing Address: ADGA REALTY LLC 90 WALNUT ST HALIFAX, MA 02338
Parcel Number: 43-063 CAMA Number: 43-063 Property Address: 43 MANLEY ST	Mailing Address: 1 MANLEY STREET LLC C/O RADER PROPERTIES INC 80 WASHINGTON ST BLDG J-40 NORWELL, MA 02061
Parcel Number: 49-006 CAMA Number: 49-006 Property Address: 8 MANLEY ST	Mailing Address: TOWN OF WEST BRIDGEWATER WATER DEPARTMENT 65 NORTH MAIN ST. WEST BRIDGEWATER, MA 02379
Parcel Number: 49-007 CAMA Number: 49-007 Property Address: 4 MANLEY ST	Mailing Address: FOUR (4) MANLEY ST LLC C/O RADER PROPERTIES INC 80 WASHINGTON ST J-40 NORWELL, MA 02061
Parcel Number: 49-008 CAMA Number: 49-008 Property Address: 707 WEST CENTER ST	Mailing Address: WEST CENTER STREET LLC C/O RADER PROPERTIES 80 WASHINGTON ST J-40 NORWELL, MA 02061
Parcel Number: 50-001 CAMA Number: 50-001 Property Address: 575 WEST CENTER ST	Mailing Address: GLOBAL COMPANIES LLC C/O ALLIANCE ENERGY TAX DEPT 15 NORTHEAST INDUSTRIAL RD BRANFORD, CT 06405
Parcel Number: 50-002 CAMA Number: 50-002 Property Address: 595 WEST CENTER ST	Mailing Address: ANDELMAN NEAL C SHARON L TRUSTEES 64 OAK HILL DR SHARON, MA 02067
PARCEL: ROUTE 24	Mailing Address: HIGHWAY DISTRICT 5 OFFICE ATTN: DISTRICT HIGHWAY DIRECTOR 1000 COUNTY STREET TAUNTON, MA 02780



www.cai-tech.com

3/30/2022

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Page 2 of 2



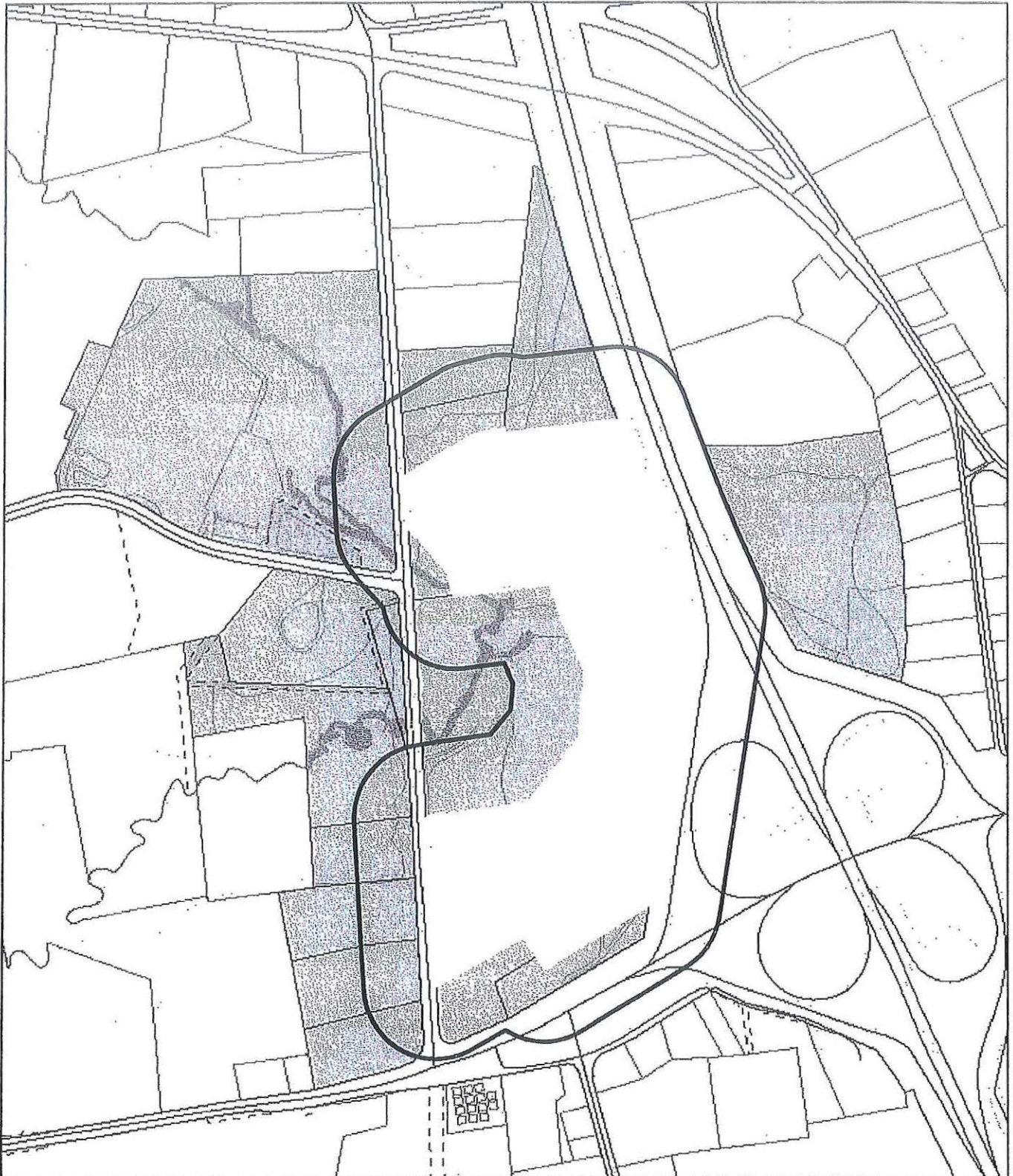
West Bridgewater, MA

1 inch = 559 Feet



[www.cai-tech.com](http://www.cai-tech.com)

March 30, 2022



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

86322  
Received & Recorded  
PLYMOUTH COUNTY  
REGISTRY OF DEEDS  
24 AUG 2007 08:38AM  
JOHN R. BUCKLEY, JR.  
REGISTER  
BK 34992 Pg 326-330

M.R. BOOK 7403  
PAGE 57

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST BRIDGEWATER  
PLANNING BOARD

RECEIVED  
FILE

07 FEB 22 AM 7:46

FILE NO. 197  
WEST BRIDGEWATER, MA

Decision of Planning Board on Application for Special Permit and Site Plan Review as  
Submitted by: Rader Properties/Bracken Engineering, Inc. agent for Rader Properties

Property Location: Manley Street, Map 43, Lots 1, 5, & 62

The Planning Board hereinafter ("Board") held a duly advertised and properly posted public hearing on the above reference Petition on the application submitted by Rader Properties seeking a special permit pursuant to Section 4.6.4 of the Town of West Bridgewater Zoning By-Laws and site plan review pursuant to Section 7.2.

Notice of the public hearing was published in the Brockton Enterprise on January 9, 2007 and January 16, 2007. The public hearing opened on Wednesday, January 31, 2007 at 8:00 p.m. The Planning Board Members participating in the public hearing were Mr. Hugh Hurley, Chairman, Ms. Grete Bohannon, Mr. Howard Anderson, and Mr. Gerald Stetson. Mr. Anthony Kinahan was absent.

The notice of public hearing was read into the record and the procedure of the meeting was explained by the Chairman. A presentation was then made by Bracken Engineering on behalf of Rader Properties. The presentation included the submission of site plans, a copy of the application, correspondence from the Building Inspector and a traffic analysis and fill requirement data sheet prepared by Bracken Engineering, Inc. The proposal is to construct a two story office building and a second building to be used as a warehouse with office space on Manley Street. A special permit is needed because the parcel is located in the Water Resource Protection District. Therefore, although the proposed uses are permitted as a matter of right in the industrial district, because of the water protection overlay district zone II a special permit is required. Site plan review is part of the special permit process.

The presentation included a proposal for two building on a parcel of land that in large part borders upon wetland areas. Mr. Bracken noted that the area is mainly a wooded area running along the Hockomock River. He stated that this proposal had been before the Conservation Commission and the Commission had spent numerous meetings reviewing the wetlands, ultimately approving the wetlands site, and issuing an Order of Conditions. He noted that the three lots that are subject of the Petition would be combined into one large lot. On the lot there would be constructed two buildings. One would be a 40' by 100' two story office building and behind that a 70,000 square foot warehouse containing 16,000 square feet of office space. The warehouse would have five (5) loading bays with rear and side parking. Mr. Bracken also discussed the water tables in the area and noted that the plan had received a complete storm water drainage review and had been approved. He stated that there would be subsurface drainage installed and runoff would be contained on site. It is also proposed that each building would have its own septic system, percolation tests have not yet been undertaken but would be subject to approval by the Board of Health. It was noted that the plans presented were preliminary and that when finally constructed the property would meet all storm water drainage requirements, including state of the art oil/gas separators, etc. The proposal is to use Town water from an 8" water main on Manley Street and location of hydrants will need to be approved by both the Building Inspector and the Fire Department.

that with respect to the second building, the approval would be only for the right to construct a building and not for any specific use in the building. Once the use has been determined the Planning Board would reserve its right to require another special permit hearing on any of the proposed uses that were not allowed by right. Ms. Bohannon stated that she wanted the Building Inspector to be required to notify the Planning Board of any change in use on the site.

At the conclusion of discussion it was agreed by the members of the Board that the following conditions were met:

1. The proposal as presented, with the conditions discussed at the public hearing comes within the intent and purpose of Section 4.6.
2. The proposed use is appropriate with respect to natural topography, soils and characteristics of this particular site.
3. The proposed construction and use will not have adverse environmental impact on any zone of the water protection zone area and has received Conservation approval.
4. In the opinion of the Planning Board the proposed use and construction of buildings will not adversely effect any existing or designated future public wells.

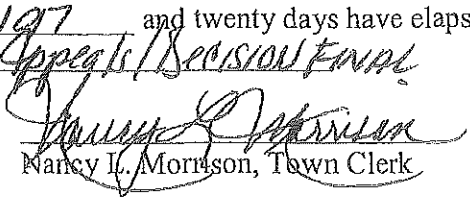
With those findings, subject to the following conditions a vote was taken to approve the special permit. A motion was made by Gerald Stetson to approve the special permit with conditions outlined in Section 4.6 having been met, this motion was seconded by Howard Anderson and voted unanimously. A motion was then made by Howard Anderson to approve the site plan with the following conditions:

1. That the Building Inspector perform annual inspections to insure that use of the property remains consistent with the Town Zoning By-Laws.
2. That no use that is prohibited under Section 4.6 would be allowed at any time.
3. That all fill is to be made of natural virgin material.
4. That proposed tenants will need to petition the Building Inspector for a zoning determination before occupying the site.
5. That a 12" water main be installed as requested by the Water Department.
6. That the Building Inspector report any change in use on the property to the Planning Board. This motion was seconded by Gerald Stetson and voted unanimously.

Therefore, on the unanimous vote of the four (4) members present the special permit requested has been granted and the site plan for the construction of buildings has been approved.

It is noted that any person aggrieved by the decision of this Board may, pursuant to the applicable provisions of M.G.L. c. 40A, appeal this decision to the Courts of the Commonwealth as set forth in Section 17 of Chapter 40A. Said appeal must be filed within the time frames set

The decision of the West Bridgewater Planning Board is on file in the Office of the West  
Bridgewater Town Clerk in Decision No. 197 and twenty days have elapsed  
since the decision has been filed and Not Appeals / Decision Final

  
Nancy L. Morrison, Town Clerk

12/27  
COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST BRIDGEWATER  
PLANNING BOARD

#332

Decision of the Planning Board on the Application for a Special Permit/Site Plan review submitted by: 1 Manley Street, LLC, C/O Rader Properties Inc., 80 Washington Street J-40, Norwell, MA 02061

Property Location: 5 Manley Street (Map 43 Lot 001)

The Planning Board ("Board") held a duly advertised and posted public hearing on the above referenced Petition for a Special Permit/Site Plan review for the construction of a 73,800 square foot Office and Warehouse in the Industrial District. A Special Permit is required for activity in the Water Resource Protection District Zone II pursuant to Section 7.5 and Section 4.6.8 of the Town of West Bridgewater Zoning Bylaws. A Site Plan review is part of the special permit process.

The public hearing opened on November 15, 2017 at 8:00 p.m. Chairman Hurley read the notice as it appeared in the Enterprise on October 31 and November 7, 2017. Participating in the public hearing were Board members, Mr. Hugh Hurley, Chairman, Mr. Howard Anderson, Mr. Gerald Stetson, Mr. Anthony Kinahan and Mr. James Noyes. Present were Donald Bracken of Bracken Engineering and property owner, James Rader. An invoice for advertising and the abutter notification was presented for payment.

Mr. Hurley read correspondence from the Board of Selectmen with the following concerns:

- RECEIVED  
TOWN CLERK  
17 DEC -7 AM 8:10  
FILE NO.  
WEST BRIDGEWATER, MA
1. Abutters should be notified,
  2. Noise and odor mitigation/shielding should be put in place and maintained, especially during non-business hours,
  3. If lamp posts are to be installed in the parking lot, they should be consistent with those being placed downtown. Specifications can be provided as needed,
  4. Aesthetics should be considered, and
  5. Sidewalks should be installed.

Mr. Bracken stated that ten (10) years ago the Planning Board granted a Special Permit for Phase I of the development for a 70,000 square foot building. He stated that proponents are requesting a new Special Permit for Phase II. Mr. Bracken stated that they now plan to construct an Office and Warehouse facility. He noted that this building would have additional loading docks. He stated that the wetlands have been re-delineated and that the Conservation Commission has given them an Order of Conditions, which were placed on file and become part of the official record. Mr. Bracken also stated that there are mitigation and restoration plans in place. He further noted that they would be bringing in 18,000 cubic yards of fill. Mr. Bracken stated that this property abuts the future town well site in the Water Resource Protection District Zone II. He stated that no work is planned along the wetland line.

Mr. Bracken stated that there would be a twenty five (25') foot wide driveway that would circulate vehicles around the building. He noted that the parking lot area would have vertical curb and Cape Cod berm, and would consist of two hundred (200) spaces; well above the one hundred and sixty nine (169) space requirement, with Handicap parking closest to the building. Mr. Noyes questioned whether they would need that many spaces as he would like to see a less impervious area. Mr. Bracken stated that they don't know as yet how many they will actually need as there are currently no proposed tenants.

Mr. Hurley asked about the size of the water main. Mr. Bracken stated that they would comply with whatever the Water Department wanted. Mr. Rader stated that the water main was already installed up to the end of the road and driveway. He stated that he thought it was a twelve (12") inch pipe which was required under the previous special permit.

Mr. Hurley asked if there is a snow storage plan. Mr. Bracken stated that there is a small depression where it could be stored, and there is room to push it off the roadway. He also noted that there would probably be empty parking spots for them to use if necessary. As to Mr. Lanney's recommendation for a spill kit to be on site, Mr. Hurley asked what type of fuel would be used for a generator. Mr. Bracken stated that gas would be used and there would be no oil or diesel fuel tanks used. Mr. Kinahan stated that the uses in the Water Resource Protection District are tightly restricted so proponents would need to be very careful of who they have for tenants. He suggested that any proposed tenant should have to be approved by the Planning Board. Mr. Hurley agreed that they should be involved in tenant approval. He noted that any type of manufacturing could be a problem. Mr. Bracken stated that they could make it a condition of approval.

Mr. Hurley stated that the Board must make an affirmative finding that proponents have met the criteria for approval that the use is:

- a. Consistent with the purposes and intent of Section 4.6;
- b. Appropriate to the hydrology, natural topography characteristics of the site;
- c. Will not, during construction or thereafter, have an adverse environmental impact on any zones of the water resource protection zone; and
- d. Will not adversely affect the existing or designated future public wells.

A Motion (HA) was made to affirm that proponents have met the above criteria.  
Second (GS). Vote: Unanimous.

A Motion (GS) was made to grant the Special Permit to 1 Manley Street, LLC for the construction of a 73,800 square foot Office and Warehouse to be located at 5 Manley Street in the Industrial District and for activity in the Water Resource Protection District with the following conditions:

1. That the Building Inspector performs annual inspections to insure that the use of the property remains consistent with the Town's Zoning By-Laws,
2. That no use that is prohibited under Section 4.6 would be allowed at any time,
3. That all fill is to be made of natural virgin material, and
4. That proposed tenants will need to petition the Building Inspector for a zoning determination before occupying the site,

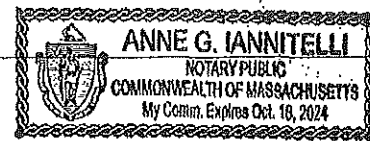
COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss December 7, 2017.

Then personally appeared Hugh Huley, one of the above named members of the Planning Board of the Town of West Bridgewater, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me.

Anne G. Iannitelli  
Notary Public

My commission expires:



COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST BRIDGEWATER  
PLANNING BOARD

The decision of the West Bridgewater Planning Board is on file in the Office of the West Bridgewater Town Clerk in Decision No. 332 and twenty days have elapsed since the decision has been filed and no appeal filed.

Sharon L. Ledin  
Anne G. Iannitelli, Town Clerk - Assistant  
Sharon L. Ledin

# Please Join Us For Public Safety Day

## Community Event

### West Bridgewater Police Department



### West Bridgewater Fire Department

#### FOOD

Donuts, Coffee,  
Burger/Dogs, Chips,  
Cotton Candy,  
Water

Sponsored By:  
Police/Fire  
Associations&Depts

**Date:** Sunday, June 5, 2022  
**Location:** 99 West Center Street,  
West Bridgewater, MA  
(The Police/Fire Station)  
**Time:** 10:00am to 2:00pm

#### FUN

- Kids bike course
- Kids Bouncy House
- Goodie Bags
- Kids Train Rides
- Dunk Tank for Charity

#### Police Activities

- K-9 Demonstration (12:00PM)
- Bicycle Safety/Riding DEMO
- Child Seat Installation/Education
- Impaired Driving (Including Interactive Pedal Kart Course W/Impairment Goggles)
- Child Fingerprinting/Identification
- Station Tours
- Vehicle & Equipment DEMOS
- Hands Free/Distracted Driving simulation(Demo every ½ hour)

#### Fire Activities

- Student Awareness Fire Education Trailer (S.A.F.E.)
- Jaws Of Life DEMO
- Vehicle & Equipment DEMO
- Obstacle Course
- Smoke/CO Alarms Informational Table
- Station and Vehicle Tours
- Fire Safety
- Candy Drop from Atop Fire Engine Ladder (1:00PM)
- And More...

**PARKING NOTE:** Please DO NOT park @ The Police/Fire Station. Parking is available @ The High School and Howard School, both located next door to The Police/Fire Station. THANK YOU!

**For any questions, contact:** Sergeant Regan (Police Dept. RREGAN@WBPD.COM, 508-586-2525 EXT-5114)  
Firefighter Chris Lynds (Fire Dept. CLYND@WBRIDGEWATER.COM, 508-586-3232)

WEST BRIDGEWATER OPEN SPACE COMMITTEE

# RIVER WALK 2022

SUNDAY, JUNE 5<sup>TH</sup> 10-2

ENJOY BEAUTIFUL, CAR-FREE RIVER STREET

WE'RE BACK AND THIS YEAR CELEBRATING WEST BRIDGEWATER'S 200<sup>TH</sup> ANNIVERSARY! WALKING, BIKING, KAYAKS, CANOES, KIDS PLAY AREA, FACEPAINT, JUMPY HOUSE, FOOD, RAFFLES, HIKING, TOURS, TRACTORS, FARM ANIMALS, PICNICS, NATURE, NEIGHBORS, FRIENDS, AND HOPEFULLY SOME SUNSHINE!

RAINDATE IS JUNE 12<sup>TH</sup>.

EVENT IS FREE, BUT THERE ARE SNACKS AND TICKETS FOR PURCHASE  
LIKE WEST BRIDGEWATER OPEN SPACE ON FACEBOOK FOR EVENT UPDATES



WEST BRIDGEWATER  
OPEN SPACE  
& RECREATION