

Town of Sutton

Hazard Mitigation Committee 2019



Work Session 4

Wednesday, July 17, 2019 | 4:00 - 6:00 PM
Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

2 PAGES, OVER

AGENDA for Hazard Mitigation Plan Update

- 4:00 **1 Introductions, Complete Attendance Sheet AND Sign Meeting Match Timesheet**
- Sign both **Attendance** and **Meeting Match Timesheet** at every Meeting and Work Session
- 4:10 **2 Review Draft 07-17 Sutton Hazard Mitigation Plan (HMP) Update 2019**
- See Table of Contents for Plan layout
 - Chapters and selected data review – keeps the essential (FEMA) content organized and short
 - Review sections where more information is needed ⇒ **HMC provide info as needed**
 - Brief overview of implementation, necessary annual Plan evaluation & update of Mitigation Action Plan
 - View the new 2019 **Maps 1-5**
 - Questions on Plan sections
- Public Information Meeting (PIM):
@ Select Bd Mtg TBD xx-xx-19, Time TBD
- 4:45 **3 Interim Hazard Mitigation Plan Implementation: 2019-2024 (5 years)**
- Review **Annual Implementation Worksheets (APPENDIX B)**
 - Select Board to appoint permanent Haz Mit Committee to meet 2-4 times/year to ensure Actions are implemented, add new Actions (similar to a CIP), obtain Dept Progress Reports, evaluate Plan annually
- Retain all Interim Meeting materials, **recommend Town email to SA for safekeeping for the 2024 Plan update**
- 5:15 **4 Schedule & Prepare for Public Information Meeting (PIM) – NOT a public hearing!**
- Review **Draft PIM Agenda**: Determine Plan & Map presentation – who?
 - Publicity: Press Release and Meeting Notice Poster (**Dropbox** for all files)
- ↳ **Familiarize yourself with Plan content (HMC)! – SA doesn't attend PIM or Adoption meetings** ☺
- 5:30 **5 Review Plan Process Steps Leading to Formal Approval**
- See Plan Process box on Page 2 of this Agenda
 - After PIM, CNHRPC will submit Plan, etc. to HSEM for **Approval Pending Adoption (APA)** status (often 30-45-days review time, plus 2 weeks for revisions = estimate 30-60 days until APA). Then process continues..
- 5:45 **6 Prepare for Select Board Public Adoption Meeting after APA Received (by Email)**
- Determine presentation of Plan sections to Select Board for Adoption – **who?**
 - Choice: **Public meeting** to adopt or **public hearing** to adopt HMP?
 - Publicity from SA: Press Release (free) OR Public Notice (paid) and Public Notice Meeting Poster
 - Board will sign color paper **Certificates of Adoption**, postal mail to SA with meeting minutes Publicity
- 5:50 **7 Next Steps – Other Assignments**
- SA will email PIM Publicity, PIM Agendas & develop draft PIM Plan & Appendices (Dropbox link)
- **HMC TASKS: Prep for & attend PIM, Familiarize yourselves with Plan content and process,**
- LAST TASKS TO SA!!**

Contact **Stephanie Alexander (SA)**: email salexander@cnhrpc.org & phone/message **226.6020**



NH HOMELAND SECURITY and
EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEDERAL EMERGENCY
MANAGEMENT AGENCY
www.fema.gov

Central New Hampshire Regional
Planning Commission (CNHRPC)
28 Commercial Street, Suite 3
Concord, NH 03301 | 603.226.6020
www.cnhrpc.org



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What's Next in the Plan Process?

After the Public Information Meeting (PIM), CNHRPC submits the Updated **2019 Hazard Mitigation Plan** to NHHSEM for **APA (conditional approval)**.

Then...

1. **NHHSEM reviews the Plan** (on behalf of FEMA) within 45 days according to a regulatory review matrix. If revisions are necessary, CNHRPC completes them, consults with the Town Staff Coordinator and/or Committee as needed, and sends revised Plan to NHHSEM. The revision cycle alone may take 15- 30 days or more.
2. When edits are deemed satisfactory NHHSEM **emails the APA (Approvable Pending Adoption)** notification to CNHRPC and the Town (Town Admin, EMD, and Select Board Chair/office). **No changes or additions can be made to the Plan** other than minor editorial updates by CNHRPC once **APA** is granted.
3. CNHRPC sends Select Board adoption materials & the adoption version HMP to the Staff Coordinator, who sets the Select Board adoption meeting date. Haz Mit Committee is notified by Coordinator.
4. **Select Board adopts the Plan** after presentation by Haz Mit Committee/EMD/Coordinator and **signs 3-4 color Certificate of Adoption (COA) originals AT THE MEETING**. Town Clerk signs and seals them. Recall that **no changes or additions can be made to the Plan** at the adoption meeting. Meeting minutes are taken.
5. **Town postal mails 1 signed color COA** (flat, unfolded) to SA at CNHRPC and emails SA the meeting minutes. CNHRPC sends these materials and the next Plan version to NHHSEM requesting a **Formal Approval Letter**.
6. NHHSEM emails a **Notification of Formal Approval** to the Town with a new date restarting **the five-year Plan update cycle**. Town is now eligible to apply for & receive FEMA Pre-Disaster Mitigation (PDM), Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA) project funding. FEMA follows up with the official **Formal Approval Letter** via email to the Town and CNHRPC.
7. CNHRPC provides **two CDs of the final 2019 Plan** files to the Town – one for the Haz Mit Committee (“HMC”) and one with PDF files for the Departments/ Public (“Public”)– and provides the files NHHSEM/FEMA.
8. As desired, Town prints a few hard copy Plans from the Public CD, sets up binder copies for the annual update and burns copies of the Public CD for distribution to Departments, School District, Library, and to the public by request, etc. Document and Maps should be placed on the Town website.
9. **Select Board establishes a permanent Hazard Mitigation Committee (HMC)** to maintain its stated obligations in the Plan and appoints members. Language is available at CNHRPC if needed.
10. **Interim HMC meets about 2-4 times each year to review and implement the Mitigation Action Plan, to delegate the Actions for completion, and to evaluate the entire Plan annually.**
11. **Interim HMC updates the Plan’s digital Mitigation Action Plan and its associated sections annually**, keeps files in a retrievable location and compiles new Meeting Appendix materials (agendas, publicity, etc.). Often Towns will cc: salexander@cnhrpc.org so we can archive your files in preparation for the **2024 Plan** update.
12. Town & CNHRPC begin talks **24 months prior** to Plan expiration to discuss the current update grant funding situation. **The next 5-year Plan update process should ideally begin about 12 months prior to Plan expiration.**

Contact **Stephanie Alexander (SA)**: email salexander@cnhrpc.org & phone/message **226.6020**



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