

B Annual Interim Plan Evaluation and Implementation Worksheets

During the Committee’s annual review of the **Mitigation Action Plan**, the Actions are evaluated as to whether they have been **Completed, Deleted, or Deferred**. Those Action types are placed into their respective Tables. Any **New** Actions will be added as necessary. Each of the Actions within the updated **Mitigation Action Plan** will undergo the enhanced STAPLEE ranking as discussed in **8 MITIGATION ACTION PLAN**.

A set of comprehensive **Annual Interim Plan Evaluation and Implementation Worksheets** is available to assist the community with Plan implementation in **APPENDIX B**. These worksheets are to be used during the Hazard Mitigation Committee basic meeting schedule outlined in **9 ANNUAL IMPLEMENTATION AND EVALUATION**.

WORKING WITH THE ACTIONS

- Mitigation Action Status Tracking Sheet
- Mitigation Action Progress Report for Departments
- Annual Hazard Mitigation Plan Evaluation Worksheet

ORGANIZATIONAL AND PUBLICITY DOCUMENTS

- Select Board’s Organization of Permanent Hazard Mitigation Committee
- Appointed Committee Information and Stakeholder Invitation Contact Information
- Meeting Publicity (Press Releases and Public Notice Meeting Posters) and Tracking Sheet
- Example Plan Update 2019-2024 Agenda for Interim Meeting 1 (IM1)
- Example Plan Update 2019-2024 Agenda for Interim Meeting 2 (IM2)
- Interim Meeting Attendance Sheet

[illegible]

Hazard Mitigation Plan Annual Action/Project Status Tracking

Town of Sutton

7/16/2019

Add Actions from Mitigation Action Plan into this spreadsheet

ACTION #	ACTION/PROJECT TITLE from Mitigation Action Plan	ACTION TIMEFRAME in Plan	CONTACT PERSON of Responsible Municipal Dept/ Board, etc for Implementation	Last Progress Report by Dept Submitted Date	Updated Cost Estimate	Realistic ACTION START Date	Funding Source(s)	ASSISTANCE NEEDED Steps to Take or Issues to Overcome	Revised COMPL- ETION Date	Any Change in Priority? ↑↓	Action IMPLEMENTED or COMPLETED Date

Hazard Mitigation Plan Action /Project Status Tracking Maintained by: Name name of person who types information into this file
 Department Department Department/Board/etc person represents

Date Last Revised:

7/16/2019

Sutton	Hazard Mitigation Plan Update		2019	Expires ➤	xx-xx-24
Mitigation Action Project Progress Report Submit 1 Report Per Action/Project <i>Committee to include Action Evaluation & Action Plan pages that describe Action</i>			Report Date ➤ <i>at least annually, semi-annually ideal</i>	MM-DD-YY	
Progress Report Period	From ➤	MM-DD-YY	To ➤	MM-YY	
Action/Project Title from Mitigation Action Plan ➤			Anticipated Cost \$ ➤	\$	
Staff / Department / Board Responsible for Implementation ➤			Contact Name ➤		
			and Title ➤		
Direct Phone Number ➤			Email Address ➤		
Mitigation Action Plan Completion Date ➤	MM-YY		Realistic Implementation Start Date Goal ➤	MM-DD-YY	
Action/Project Implementation Status					
<i>Please check one Status box below and fill in the accompanying Action status information.</i>					
<input type="checkbox"/>	Action Completed Indicate When ➤	MM-DD-YY	<i>Committee to move Completed Action to Completed Action Table and delete from Action Evaluation Tables.</i>		
<input type="checkbox"/>	Action Delayed Indicate Why ➤		Delayed START Until ➤	MM-YY	
<input type="checkbox"/>	Action On Schedule Indicate Start Date ➤	MM-DD-YY	Dept's Anticipated Completion Date ➤	MM-YY	
<input type="checkbox"/>	Action should be Deleted Indicate Why ➤		<i>Committee to move Deleted Action to Deleted Table and delete from Action Evaluation Tables.</i>		
Summary of the Action/Project's Progress for this Period					
1. What was accomplished for this Action during this reporting period? ➤					
2. What obstacles, problems, or delays did the project encounter? <i>could include...</i> ➤ <ul style="list-style-type: none"> Has funding (\$) been secured from Town Appropriation or do grant applications need to be written? ➤ Do you need assistance from another Department / Board /Staff member? ➤ 					
3. If uncompleted, is the Action still relevant to the Town? Yes or No ➤ <ul style="list-style-type: none"> What steps should be taken, such as securing funding, permits, RFPs, etc.? ➤ Should the project be changed or revised as described in the Haz Mit Plan? ➤ 					
4. Other comments? ➤					
Report Completed by ➤			Title ➤		

Thank you for submitting this Progress Report to the Town's Hazard Mitigation Committee. It greatly assists us with Action implementation monitoring. All contributions help keep our community safer from natural disasters and other hazard events.

Send to Elly Phillips, Town Administrator, at 603-927-2403 or via email to townadmin@sutton-nh.org.

Town of Sutton | Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

Annual Hazard Mitigation Plan Evaluation Worksheet

Hazard Mitigation Committee (HMC) Meeting Date of Evaluation: _____ For Calendar Year: _____	On behalf of the HMC, Completed By: _____ Department: _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
CHAPTER 1 APPENDIX Planning Process	Because hazard events can affect everyone in the community and surrounding area, should representatives from abutting communities, local organizations, businesses, and/or governmental agencies be invited to participate in the Plan's future updates? If not, why not? If so, who? How will the Committee contact these people?	
	Have any Town Depts/Boards, local, regional, or state agencies been invaluable to implementing the mitigation strategy? Identify who if yes.	
	Should any Plan process procedures (e.g., Plan dissemination, public notification of meetings, meeting assignments, Plan updates, funding) be done differently or more efficiently? How?	
	Has the Hazard Mitigation Committee undertaken any public outreach activities? If not, why not? If so, how?	
	How can public participation in the Plan updates be improved?	
CHAPTER 5 CHAPTER 6 CHAPTER 8 Capability Assessment	Has the Town, regional organizations, NH Departments, state or local organizations, or local businesses, etc. adopted new policies, plans, regulations, or reports that could be incorporated into this Plan (Chapter 6 Table of Mitigation Support Resource Documents)? List any here. Are there new, revised or additional administrative, human, technical, and financial resources (capabilities) available for mitigation planning and implementing the Plan (Chapter 6)? What are they? Add to the Capability Assessment tables.	<ul style="list-style-type: none"> List new referenced Documents and Date

SAVE ALL FILES generated during the annual Plan update and evaluation process. Email the final revised documents to CNHRPC at salexander@cnhrpc.org for archiving until the 5-year Plan update begins*

Annual Hazard Mitigation Plan Evaluation Worksheet

Hazard Mitigation Committee (HMC) Meeting Date of Evaluation: _____ For Calendar Year: _____	On behalf of the HMC, Completed By: _____ Department: _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
CONTINUED CHAPTER 5 CHAPTER 6 CHAPTER 8 Capability Assessment	Are there different or new education and outreach programs and resources available for Department mitigation activities (Chapter 6)? What are they?	
	Has NFIP (National Flood Insurance Program) participation changed in the Town (Chapter 5)? What are the changes?	
	Are there new or changed critical or community facilities in the community since the last Plan (Chapter 5)? List here (see also Critical and Community Facility Vulnerability Assessment Excel file). Has valuation changed significantly? Have Primary Vulnerabilities (hazards) changed?	<ul style="list-style-type: none"> • List new or changed facilities • • • List Primary Vulnerability changes
CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 Maps Hazard Risk Assessment	Has a new natural disaster or hazard event occurred to add to Chapter 4? List them with dates, what issues they caused for the Town and residents. Were any photos taken? Did you add the locations affected to the 24x36 maps? <i>Collect digital photos for the Plan Appendix and/or the cover of your next 5-year Plan!</i>	<ul style="list-style-type: none"> • List new hazard events or disasters with dates, problems in Town •
	Should the list of hazards addressed in the Plan be modified (Chapter 4)? How so? If hazards are modified, be sure to revise the Hazard Vulnerability Assessment accordingly	
	Are there new data sources and/or additional maps and studies available to review and reference? If so, what are they and what have they revealed? Should the information be incorporated into the next five-year Plan update?	List new data sources and information

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Annual Hazard Mitigation Plan Evaluation Worksheet

Hazard Mitigation Committee (HMC) Meeting Date of Evaluation: _____ For Calendar Year: _____	On behalf of the HMC, Completed By: _____ Department: _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 Maps Hazard Risk Assessment	Do any new critical facilities, infrastructure, or vulnerable sites need to be added or updated to the Chapter 5 asset tables (Critical and Community Vulnerability Assessment file)? What are they? Did you add them to the 24x36 maps?	
	Have any changes in development trends (population changes, new housing developments, new business or vulnerable areas, etc for Chapters 2, 4) occurred that could create additional risks?	
	Have mitigation objectives changed since the last Plan? What changes should be made? (Chapter 3)	
	Are there any new repetitive losses (flooding damage \$ claimed on NFIP policy) on a single property and/or severe repetitive losses to add to the document (Chapter 5)?	
CHAPTER 7 CHAPTER 8 CHAPTER 9 Mitigation Strategy	Are the mitigation strategies identified <u>for this year</u> in the Chapter 8 Action Plan being implemented as anticipated by the Committee? Were the cost and timeline estimates accurate? If no, why not and what are the changes to make to Chapter 8? <i>Add Completed or Deleted Actions to the respective Chapter 7 Completed / Deleted table and Chapter 7 (for Completed projects only), then remove the Action from the Chapter 8 Action Plan.</i>	<ul style="list-style-type: none"> List Action changes for this year
	Should new mitigation Actions be added to the Action Plan? Should existing mitigation Actions be revised or deleted from the Plan (Chapter 8)? Which ones?	<ul style="list-style-type: none"> List new Actions List revised Actions List deleted Actions
	Are there obstacles that were not anticipated in the Plan that will need to be considered in the next five-	<ul style="list-style-type: none"> List obstacles and solutions

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Annual Hazard Mitigation Plan Evaluation Worksheet

Hazard Mitigation Committee (HMC) Meeting Date of Evaluation: _____ For Calendar Year: _____	On behalf of the HMC, Completed By: _____ Department: _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	year Plan update? What are they and how might they be addressed?	
	Are there new local, regional, non-profit, state, or federal funding sources to consider to assist with funding any Chapter 8 Action projects? Who has been researching funding and developing/administering grant applications?	<ul style="list-style-type: none"> List new funding sources for specific Actions List staff grant writer resources
CHAPTER 6 CHAPTER 9 Plan Maintenance	Have elements of the Plan been incorporated into other local planning mechanisms (Subdivision & Site Plan Regulations, Zoning Ordinances, Town Ordinances, Emergency Plans, School Plans, etc) or into regional plans (Chapter 6)? Which ones were successful?	<ul style="list-style-type: none"> List planning mechanisms which incorporated the Haz Mit Plan
	Was the Plan monitored and evaluated as discussed in Chapter 9? What positive changes should be made?	
	What are needed improvements to the written procedures or activities for the annual Plan maintenance in between the five-year Plan updates?	<ul style="list-style-type: none"> List improvements
	How many Hazard Mitigation Committee meetings have been held (or anticipated to hold) for this annual Plan update? Have the meetings been successful? How can the meetings be improved?	
APPENDIX CHAPTER 1 CHAPTER 9	Is the Town keeping records of the Agendas, Public Notices and all meeting announcements and postings, meeting summaries (or minutes) available for use in the five-year Plan update? Are they digital or paper? Where are they located? Who is tracking them?	

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Annual Hazard Mitigation Plan Evaluation Worksheet

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
Other Plan Evaluation Considerations	Did any members of the public (not Committee, Town volunteers or Town Staff) attend any of the Haz Mit Committee meetings? About how many? How can the Committee increase public awareness and attendance at meetings?	<ul style="list-style-type: none"> List new public awareness techniques
	How is the Town publicizing the Haz Mit Plan, if at all? Has the Committee considered posting the Plan, its Appendix, and its Maps to the Town's website? Where are the Meeting Calendar, Agendas and Meeting Summaries publicized? Should Plan publicizing get better to gain more public support for budget increases? What solicitation efforts did the Town take?	<ul style="list-style-type: none"> List publicizing methods, locations, and success measures List solicitation methods
	If local funding is needed for priority projects, who should "champion" the Action projects at Town Meeting, Special Meeting, or Town Budget meetings for Operating Budgets? Which projects, if any, need Town funding this year? How can the need for the Action projects be promoted?	<ul style="list-style-type: none"> List Champions and their specific projects for local funding Use the Department Progress Reports for status updates
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation? What are they? Positive or negative?	
Other Plan Evaluation Considerations Important to the Hazard Mitigation Committee		
Hazard Mitigation Plan Document and Appendix	Has the Haz Mit Plan itself been updated with all of the discussed changes and the Department Progress Reports? Who is in charge of doing this work? When will it be completed? Are the annual administrative digital documents (Agenda, Publicity, Meeting Summary, etc) being kept together for the updated Appendix? Where are they located?	
	Was CNHRPC added to the Committee email list to receive all materials? Have you provided CNHRPC	

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Annual Hazard Mitigation Plan Evaluation Worksheet

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	with all of the final administrative digital Word & PDF documents and the annually updated Plan in Word to keep on hand for the 5-year update?	
	Have all the digital files been kept in an organized and easily retrievable location to use for the next year's update? Has any FEMA reimbursement paperwork for declared disasters been kept in the same location? Are the new photographs of disasters in the same location?	
	Other	
	Other	
Based on all responses, score the Overall Success of Plan Maintenance, Public Opportunity, Implementation of Actions, and Plan Update for 2019:		① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ (least successful) (most successful)

Be sure to keep this annual evaluation. It will become necessary for the next 5-year update of your Hazard Mitigation Plan! Please send this completed Word file to **CNHRPC Hazard Mitigation Project Manager***: **Stephanie Alexander (CNHRPC)** email: salexander@cnhrpc.org for safekeeping.

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Send to Elly Phillips, Town Administrator, at 603-927-2403 or via email to townadmin@sutton-nh.org.
Town of Sutton | Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

Organizing the Permanent Hazard Mitigation Committee

Guide for the Select Board Hazard Mitigation Committee (HMC) Establishment and Other Haz Mit Appointments and Meeting Invitations

The current **Sutton Hazard Mitigation Plan 2019** expires **xx-xx-24** and contains Actions to be implemented (see **CHAPTER 8**) between now and **2024** when the update process begins anew with CNHRPC with a federal 75/25 Pre-Disaster Mitigation (PDM) Grant likely in **2023**. To ensure this **5-year Plan** is implemented, CNHRPC recommends the Select Board appoint a permanent Hazard Mitigation Committee to meet several times each year.

PURPOSE OF THE PERMANENT HAZARD MITIGATION COMMITTEE ESTABLISHMENT

The purpose of the Hazard Mitigation Committee (HMC) is to oversee the development, update, and implementation of the Town's Hazard Mitigation Plan which is approved by the Federal Emergency Management Agency (FEMA). This Plan expires within five years of its approval date and must be maintained by the Hazard Mitigation Committee to ensure the Town remains eligible for federal mitigation grant funding opportunities.

SUGGESTED APPOINTEES

Choose individuals who are *interested and invested* in this important project for maximum effectiveness. Interested people will attend more meetings and strive to work with CNHRPC to complete the Plan Update. The goal is to have 6-8 people consistently attend all Committee meetings.

Suggested Municipal Appointees to Hazard Mitigation Committee (HMC) should include:
(changes titles as needed to fit your community)

- **Staff Coordinator** who organizes the Agendas, schedules the meetings, organizes paperwork, communicates with CNHRPC during the day, coordinates Town data collection, coordinates the Committee, fulfills publicity needs, takes minutes of HMC meetings, etc.
- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Emergency Management Director ✓ Deputy Emergency Management Director ✓ Town Administration ✓ Fire Chief ✓ Rescue Chief ✓ Police Chief ✓ Road Agent ✓ Building Inspector/ Zoning Compliance Officer ✓ Welfare Officer/ Health Officer ✓ Transfer Station Supervisor ✓ 1 Select Board member | <ul style="list-style-type: none"> ✓ 1 Planning Board member ✓ 1 Conservation Commission member ✓ 1 Budget Committee member ✓ 1 Energy/ Solar Committee member (as applicable) ✓ 1 Elementary School Representative or School District Representative ✓ 1 Library member ✓ 1 Historical Society member ✓ Other Town Board reps ✓ Community Members at Large (Stakeholders) |
|--|---|

CNHRPC Project Manager*: Stephanie Alexander (CNHRPC) email: salexander@cnhrpc.org & phone/message 226.6020

07-19



**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



Organizing the Permanent Hazard Mitigation Committee

Guide for the Select Board Hazard Mitigation Committee (HMC) Establishment and Other Haz Mit Appointments and Meeting Invitations

Suggested Other Local Stakeholders to Appoint as Alternates to the HMC:

Or at a minimum, to invite these Stakeholders to attend and participate in Committee activities.

- **School District** representative* * an essential partner to include in Committee meetings
- **Town Library** staff or trustee
- **Historical Society** member

SUGGESTED PERSONAL INVITEES

Suggested Stakeholder Groups to personally invite to HMC meetings:

Purpose is for participation in Committee activities, discussions, information sharing and Plan development.

Review [Chapter 9 of the Hazard Mitigation Plan and Appendix A](#) for ideas on specific Stakeholders to invite.

- **Business Community** members (such as the largest, most influential or most civically-involved employers)
- **Residential Community** members (such as homeowner's associations, manufactured housing park owners/boards, neighborhood groups)
- **Non-profits Groups** in Town (such as natural resource protection organizations, social organizations (Kiwanis, Moose, etc), Veteran's groups, historical groups, etc)
- **Engaged Citizens** who would have an interest
- **Populations at Risk** (such as resident groups or businesses within the floodplain or other hazard area)
- **Neighboring Communities' Emergency Management Directors** (New London, Wilmot, Warner, Bradford, Newbury)
- **NH Homeland Security and Emergency Management** Field Representative for your Town
- **Greater Sullivan County Public Health Network** representative
- **Merrimack County, State or Federal Agencies** (such as those having specific interests to represent)
- **Other stakeholders** (others who represent a party that could be affected by a disaster or could assist when a disaster strikes)

See the **HMC Appointees and Alternate-Public Invitees List Sutton 2019** Excel spreadsheet provided to the **Staff Coordinator** to organize and promote membership.

HAZARD MITIGATION PLAN UPDATE

The Town's **Hazard Mitigation Plan** update and development is a transparent public process where different perspectives are valued and encouraged. Mitigation Actions were developed to help keep the Town safer from natural disasters. The HMC will guide the implementation of Actions and assist Departments with carrying them out when needed. Yearly, the **2019 Plan's** Mitigation Action Plan should be reviewed and amended.

CNHRPC Project Manager*: Stephanie Alexander (CNHRPC) email: salexander@cnhrpc.org & phone/message 226.6020

07-19



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



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www.fema.gov

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Sutton Permanent Hazard Mitigation Committee (HMC) 2019-2014

7/16/2019

Suggested Select Board appointments to the Hazard Mitigation Committee. For best HMC success, please ensure NAME is interested in disaster planning and willing to serve.
Sometimes, one individual serves in multiple **Positions** and can represent more than one Town Department/Board on the Committee. These are good to recruit.

The goal is to have 6-8 people consistently attend all Committee meetings.

Appointments should be made within 3 months of receipt of FEMA's Letter of Formal Approval of the Plan, but can be done at any time prior.

Position (revise titles as applicable to your Community)	NAME	E-Mail Address	Daytime Telephone (8:00 AM - 5:00 PM)
Emergency Management Director			
HMC Chair			
Assistant Emergency Management Director			
Staff Coordinator to Haz Mit Committee	Elly Phillips	townadmin@sutton-nh.org	
Town Administrator/Administrative Assistant			
Fire Chief or Officer			
Public Works Director/Highway Dept Road Agent			
Police Chief or Officer			
Rescue Chief or Officer			
Building Inspector/Code Enforcement			
Land Use Coordinator			
Transfer Station Coordinator			
Wastewater Department Supervisor			
Water Treatment Department Supervisor			
Select Board member			
Conservation Commission member			
Planning Board member			
Agricultural Commission member			
Historic District Commission member			
Other?			
Other?			

Appointed by the Select Board on: [date]

HMC's Invited Stakeholders, Alternates or Public Representatives to Join Sutton Haz Mit Committee Meetings 2019-2024

7/16/2019

To fulfill FEMA's public engagement and participation criteria, suggested personal invitations to attend Haz Mit Meetings could be sent to:

Affiliation (revise titles as applicable to your Community)	Name	E-Mail Address	Daytime Telephone (8:00 AM - 5:00 PM)
School Board/ District Representative			
School Board/ District Representative			
Town Library Representative			
Town Historical Society Representative			
Senior Center Representative			
Neighborhood Representative			
Neighborhood Representative			
Engaged Citizen			
Engaged Citizen			
Business Community Representative			
Business Community Representative			
Local & Regional Non-Profit Group Rep			
Local & Regional Non-Profit Group Rep			
Abutting Community #1 Emergency Management Director			
Abutting Community #2 Emergency Management Director			
Abutting Community #3 Emergency Management Director			
Abutting Community #4 Emergency Management Director			
Abutting Community #5 Emergency Management Director			
Abutting Community #6 Emergency Management Director			
NH Homeland Security & Emergency Management Field Rep			
NH State Agency Representative			
US Army Corps of Engineers Representative			
Other Stakeholder:			
Other Stakeholder:			
Other Stakeholder:			
Etc.			

Eversource and Unitil have made it their policy not to attend community Haz Mit meetings. Invitations are unnecessary.

Invited by the Staff Coordinator on:

[date]

Invitation Files Saved:

[location]

Sutton Emergency Management
Town of Sutton, New Hampshire
Pillsbury Memorial Hall
93 Main Street | Sutton Mills, NH 03221 | 603-927-2403



[day], [date]

FOR IMMEDIATE RELEASE

For more information contact:

Elly Phillips, Town Administrator

or 603-927-2403 or via email to townadmin@sutton-nh.org

PRESS RELEASE

Annual Update of Sutton Hazard Mitigation Plan Begins

SUTTON: [date] – The Town’s Hazard Mitigation Committee will be meeting to begin its selective annual update of components of the newly approved **Sutton Hazard Mitigation Plan 2019**. The updated Plan ensures the Town’s eligibility for federal disaster recovery and mitigation grant funding. Past and potential natural disasters and other hazard events will be assessed and critical facilities and vulnerable areas will be reviewed. The Committee will identify new hazard events and facilities, will measure the status of priority mitigation actions and will develop new actions to reduce the impact of these hazards to Sutton’s people, buildings, and property.

The Committee will meet on [day], [date] at [time PM] at the Pillsbury Memorial Hall, 93 Main Street, Sutton Mills. Additional meetings will be scheduled at this time.

All unique perspectives from engaged citizens, businesses, and organizations are invited to attend and participate in hazard mitigation discussion and decision-making. For more information, contact Elly Phillips, Town Administrator, at 603-927-2403 or via email to townadmin@sutton-nh.org.

###

PUBLIC NOTICE OF MEETINGS

Town of Sutton

[date]



Participation Wanted for Hazard Mitigation Planning

Join the Town's **Hazard Mitigation Committee** to discuss the past and potential natural hazard events in Sutton and the vulnerable places to be aware of. Tell us what matters to you. Help us complete Actions to better protect people, buildings, infrastructure, business, and property from disaster events like flooding, heavy winds, winter weather and wildfire.

Sutton Hazard Mitigation Plan Annual Update 2019-2024

Meeting Dates	When	Where Held
[day] [date]	[time AM/PM]	Pillsbury Memorial Hall, 93 Main Street, Sutton Mills NH
For more information contact Elly Phillips, Town Administrator, at 603-927-2403 or via email to townadmin@sutton-nh.org .		
<i>Posted meeting dates and times are subject to change.</i>		
<i>Everyone is encouraged to attend and participate in discussion and decision-making.</i>		



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



FEDERAL EMERGENCY
MANAGEMENT AGENCY
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www.cnhrpc.org



*obtain **Published** article clippings & PDF of **Postings Online** for each meeting and retain in a designated folder & location. These will be needed for FEMA publicity requirements.
 Consider emailing all materials to CNHRPC Stephanie Alexander for archival: salexander@cnhrpc.org

Press Releases (PR)	Dated	Interim Meeting (IM) Covered	Where PR Was Sent for Publication	Was It Published (Paper/Online)? Y/N Retain Clipping**
Press Release IM1*	6/1/2019	Interim Meeting 1 (IM1)	Concord Monitor	
retain your final PR 1 file*			[Monitor Community Crier]	
			[Union Leader]	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[Suncook Valley Sun]	
			[Bow Times]	
			[The Messenger]	
			[Merrimack Valley Voice]	
			[The Village Weekly]	
			[InterTown Record]	
Press Release IM2*	8/1/2019	Interim Meeting 2 (IM2)	Concord Monitor	
retain your final PR 2 file*			[Monitor Community Crier]	
			Union Leader	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper]	
			[name of Town newsletter]	
			[name of Town newsletter]	
Press Release IM3*	10/1/2019	Interim Meeting 3 (IM3)	Concord Monitor	
retain your final PR 3 file*			[Monitor Community Crier]	
			Union Leader	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper]	
			[name of Town newsletter]	
			[name of Town newsletter]	
Press Release IM4*	11/1/2019	Interim Meeting 4 (IM4)	Concord Monitor	
retain your final PR 4 file*			[Monitor Community Crier]	
			Union Leader	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper]	
			[name of Town newsletter]	
			[name of Town newsletter]	
Press Release IM5*	2/1/2020	Interim Meeting 5 (IM5)	Concord Monitor	
retain your final PR 5 file*			[Monitor Community Crier]	
			Union Leader	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper]	
			[name of Town newsletter]	
			[name of Town newsletter]	
Press Release IM6*	4/1/2020	Interim Meeting 6 (IM6)	Concord Monitor	
retain your final PR 6 file*			[Monitor Community Crier]	
			Union Leader	
			[name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper]	
			[name of Town newsletter]	
			[name of Town newsletter]	

INSERT MORE ROWS TO ACCOMMODATE FUTURE MEETINGS

Thank you for your diligence with Meeting publicity and inviting stakeholders.
 This record should ensure FEMA is aware of the substantial public opportunity to participate in the Hazard Mitigation Meetings. **Keep all materials until the next Plan update.**
 FEEL FREE TO SEND PUBLICITY MATERIALS TO SALEXANDER@CNHRPC.ORG FOR ARCHIVAL UNTIL 2025 PLAN.

*obtain **Published** article clippings & PDF of **Postings Online** for each meeting and retain in a designated folder & location. These will be needed for FEMA publicity requirements.
 Consider emailing all materials to CNHRPC Stephanie Alexander for archival: salexander@cnhrpc.org

Public Notice Meeting Posters (PN)	Dated	Interim Meeting (IM) Covered	Where PN Was Posted	Was It Published (Paper/Online)? Y/N Retain Clipping**
Public Notice Poster IM1*	6/1/2019	Interim Meeting 1 (IM1)	Town website online	
retain your final PN 1 file*			Town Hall Outdoor Bulletin Board	
			Town Library	
retain all online PDF or paper clippings**			Town Calendar webpage	
			[public business/venue]	
			[Transfer Station]	
			[Department Facebook webpage]	
			[Post Office]	
			[General Store]	
Public Notice Poster IM2*	8/1/2019	Interim Meeting 2 (IM2)	Town website online	
retain your final PN 2 file*			Town Office Bulletin Board	
			Town Library	
			Town Calendar online	
retain all online PDF or paper clippings**			[public business/venue]	
			[Transfer Station]	
			[Police Facebook online]	
			Post Office	
Public Notice Poster IM3*	10/1/2019	Interim Meeting 3 (IM3)	Town website online	
retain your final PN 3 file*			Town Office Bulletin Board	
			Town Library	
			Town Calendar online	
retain all online PDF or paper clippings**			[public business/venue]	
			[Transfer Station]	
			[Police Facebook online]	
			Post Office	
Public Notice Poster IM4*	11/1/2019	Interim Meeting 4 (IM4)	Town website online	
retain your final PN 4 file*			Town Office Bulletin Board	
			Town Library	
			Town Calendar online	
retain all online PDF or paper clippings**			[public business/venue]	
			[Transfer Station]	
			[Police Facebook online]	
			Post Office	
Public Notice Poster IM5*	2/1/2020	Interim Meeting 5 (IM5)	Town website online	
retain your final PN 4 file*			Town Office Bulletin Board	
			Town Library	
			Town Calendar online	
retain all online PDF or paper clippings**			[public business/venue]	
			[Transfer Station]	
			[Police Facebook online]	
			Post Office	
Public Notice Poster IM6*	4/1/2020	Interim Meeting 6 (IM6)	Town website online	
retain your final PN 4 file*			Town Office Bulletin Board	
			Town Library	
			Town Calendar online	
retain all online PDF or paper clippings**			[public business/venue]	
			[Transfer Station]	
			[Police Facebook online]	
			Post Office	

INSERT MORE ROWS TO ACCOMMODATE FUTURE MEETINGS

Thank you for your diligence with Meeting publicity and inviting stakeholders.
 This record should ensure FEMA is aware of the substantial public opportunity to participate in the Hazard Mitigation Meetings. **Keep all materials until the next Plan update.**

Town of Sutton

Hazard Mitigation Committee 2019-2024



Hazard Mitigation Committee Interim Meeting 1

Day, Month Date, 2019 | 4:00 - 6:00 PM

Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

AGENDA for Interim Hazard Mitigation Plan Update IM1

Example Agenda IM1- Revise according to when the Town begins the HMP update process

(See Chapter 9 Annual Meeting Table and Update Task guidance. Contact Stephanie for advice if needed).

1 Introductions, Attendance Sheet and Publicity of Meetings

- Sign Attendance Sheet at every Meeting, Develop Meeting Summary or Minutes
- Review the Select Board **Appointed Permanent Committee 2019** list & Identify the Staff Coordinator
- Gather Publicity – Press Releases, Public Notices, Website Calendar, locations of posting: Where is the location of clippings and online PDF articles kept for future use?

2 Discuss Process and Schedule of Tasks for Interim Hazard Mitigation Plan Update

- Review handouts – **Mitigation Action Progress Reports for Departments**, **Hazard Mitigation Action Status Tracking**, Annual Haz Mit Plan Update Evaluation Worksheet (for another meeting)
- Review **Chapter 9: Annual Implementation and Evaluation** for what tasks to do, when and how

3 Review and Update Chapter 8: Mitigation Action Plan

- Review **Hazard Mitigation Action Status Tracking of Actions**
- Identify **Completed** Actions (place into Completed Tables)
- Select explanations for any newly **Deleted** Actions (place into Deleted Tables, indicate why)
- Develop **New** Actions to place into **Mitigation Action Plan**
- Organize the provision of a **Mitigation Action Progress Report for EACH Action** to Responsible Departments, due back to [name] at email [address] by [date]. Provide information about the Actions to Depts, such as the **Potential Action Evaluation** and **Mitigation Action Plan**.

4 Identify Which Actions Need March Town Meeting and Grant Funding

- Which Actions should be funded this year? Who is responsible to follow through?
- What type of funding is needed? How much?
- Discuss plan to request Select Board and/or Budget Committee support or get a grant written

5 Deliver Department Progress Reports of This Priority Actions

- Provide a Word/paper **Progress Report** to respective Departments along with a copy of the **Mitigation Action Plan** and a PDF file of the **HMP** for reference
- Set due date for return of **Progress Reports**
- Identify who will collect **Progress Reports** and enter them into **Mitigation Action Status Tracking** Excel file

6 Schedule Regular Meetings

- Develop a Meeting Calendar for Committee meetings | Assignments
- Next Meeting Date: [date] | Consider email all files to CNHRPC* for archiving until the 5-year Plan update begins and/or placing on email HMC distribution list: salexander@cnhrpc.org

SAVE ALL FILES generated during the annual Plan update and evaluation process. *Email the final revised documents to CNHRPC at salexander@cnhrpc.org for archiving until the 5-year Plan update begins



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Central New Hampshire Regional
Planning Commission (CNHRPC)

CENTRAL NH REGIONAL PLANNING
COMMISSION
www.cnhrpc.org



Town of Sutton

Hazard Mitigation Committee 2019-2024



Hazard Mitigation Committee Interim Meeting 2

Day, Month Date, 2019 | 4:00 - 6:00 PM

Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

AGENDA for Interim Hazard Mitigation Plan Update IM2

Example Agenda IM2- Revise according to when the Town begins the HMP update process

(See Chapter 9 Annual Meeting Table and Update Task guidance. Contact Stephanie for advice if needed).

1 Introductions, Attendance Sheet and Publicity of Meetings

- Sign Attendance Sheet at every Meeting
- Review of permanent Hazard Mitigation Committee and Public Invitees
- Gather Publicity – Press Releases, Public Notices, Website Calendar, locations of posting into 1 folder

2 Discuss Process and Schedule of Tasks for Interim Hazard Mitigation Plan Update

- Review handouts – Mitigation Action Progress Reports for Departments, Hazard Mitigation Action Status Tracking, Annual Haz Mit Plan Update Evaluation Worksheet
- Review Chapter 9: Annual Implementation and Evaluation for what tasks to do, when and how

3 Review the Submitted Mitigation Action Progress Reports from Departments

- Review each Progress Report from Departments
- Are there any changes in Action priority?
- Make appropriate changes in the Hazard Mitigation Action Status Tracking file
- Decide how often to reporting is needed and identify next steps

4 Discuss Status of Action Funding

- How is funding for each Action coming along?
- Is responsible party following through?
- What assistance is needed?
- Discuss plan to request Select Board and/or Budget Committee support or get a grant written

5 Evaluate the Effectiveness of the Plan Annually

- Discuss how well the Plan is working and what should be changed
- Complete the Annual Haz Mit Plan Update Evaluation Worksheet
- Make appropriate updates in the Plan (Tables in Chapter 4 & 8)

6 Next Meeting

- Assignments
- Next Meeting Date: [date]
- Email files to CNHRPC* for archiving until the 5-year Plan update begins: salexander@cnhrpc.org

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COMMISSION
www.cnhrpc.org



Town of Sutton

Hazard Mitigation Committee 2019-2024



Interim Meeting 1

Day xx-xx-19 Time :00 AM Pillsbury Memorial Hall, 93 Main Street, Sutton Mills Interim Meeting 1 (IM1)

Attendance Sheet

INITIAL IF PRESENT	Name	Affiliation <small>TOWN BOARD / DEPT, AGENCY, BUSINESS, OTHER TOWN, CITIZEN, MEDIA, ETC</small>	Physical Address in Town	Weekday Daytime Phone Number(s) <small>8:00 AM – 5:00 PM M-F</small>	Email Address <small>PLEASE PRINT CLEARLY – MAIN GROUP COMMUNICATION IS VIA EMAIL</small>
	Cory Cochran	Assistant Emergency Management, Fire Chief		603-724-0474	suttonfire90@gmail.com
	Aaron Flewelling	Fire Department		603-454-8387	aflewelling@mdandb.com
	Robert DeFelice	Budget Committee Chair / Business Community	149 Baker Road, N Sutton 03260	603-491-1489	vernondalestore@gmail.com
	Matthew Grimes	Emergency Management Director, Building Inspector	2 North Road, N Sutton 03260	603-731-6273	binspector@sutton-nh.org
	Wendy Grimes	Rescue Chief	2 North Road, N Sutton 03260	603-731-7828	suttonrescue90@gmail.com
	Bonnie Hill	Conservation Commission member	54 Dodge Hill Road	603-927-4143	hillbonnie@aol.com
	Adam Hurst	Highway Dept Road Agent	175 Barker Road, S Sutton 03273	603-927-2407	highway@sutton-nh.org
	Jonathan Korbet	Police Department Chief	1 North Road N Sutton 03260	693-927-4422	jkorbet@gmail.com
	Elly Phillips	Town Administrator	93 Main St, Sutton Mills 03221	603-748-4464	townadmin@sutton-nh.org
	Glenn Pogust	Planning Board member	27 Summit Road	203-943-8550	gpogust@outlook.com
	Diego Solimine	Transfer Station Coordinator		603-927-4475	recycle@sutton-nh.org
	David Burnham	Health Officer		603-927-4016	

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Contact Elly Phillips, Town Administrator, at 603-927-2403 or via email to townadmin@sutton-nh.org.
Town of Sutton | Pillsbury Memorial Hall | 93 Main Street, Sutton Mills

Town of Sutton

Hazard Mitigation Committee 2019-2024



Interim Meeting 1

Day xx-xx-19 Time :00 AM Pillsbury Memorial Hall, 93 Main Street, Sutton Mills Interim Meeting 1 (IM1)

Attendance Sheet

INITIAL IF PRESENT	Name	Affiliation <small>TOWN BOARD / DEPT, AGENCY, BUSINESS, OTHER TOWN, CITIZEN, MEDIA, ETC</small>	Physical Address in Town	Weekday Daytime Phone Number(s) <small>8:00 AM – 5:00 PM M-F</small>	Email Address <small>PLEASE PRINT CLEARLY – MAIN GROUP COMMUNICATION IS VIA EMAIL</small>

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