

2014 Mitigation Plan Action Status

SUTTON HAZARD MITIGATION

Meeting 3

4/10/2019

Identify the Status of the Existing Mitigation Actions

TASK: Choose the status of each existing 2014 Action below and identify its description:

	Status	IDENTIFY:
Is Action...	COMPLETED	When? Month & Year
Is Action...	DEFERRED	Why? Choose...
Should Action be...	DELETED	Why? Choose...

Choose Action Status: **COMPLETED, DELETED, or DEFERRED**

The Action was **COMPLETED** when?
⇒ Month & Year

This Action was **DEFERRED** from 2014 because choose 1
⇒ it needs to be **repeated** to be effective.
⇒ **more time** is required for completion.
⇒ the Town **lacked staff or volunteer capability**.
⇒ the Town **lacked the funding** to complete it.
⇒ it was a **lower priority** than other Town activities.

This Action will be **DELETED** because choose 1
⇒ it is **no longer necessary or a priority** to the Town.
⇒ it is **not relevant** to the Town's current situation or objectives.
⇒ its undertaking was **unrealistic**.
⇒ it was **financially infeasible**.
⇒ it was **incorporated into another activity**.
⇒ it **duplicates** existing efforts.

New Action Begins With #46-2019

Where do Actions belong- Hazard Mitigation Plan (HMP) or Emergency Operations Plan (EOP)?			
	Time Frame	Action Definition or Characteristics	Examples
Action Types	MITIGATION	Long Term Action supports sustained risk prevention or reduces long-term risk to people, property and infrastructure. ⊕ Best suited for Town Hazard Mitigation Plan (HMP)	Road improvements, Infrastructure upgrades, Public education, Development of plans, ordinances, regulations, Building upgrades.
	PREPAREDNESS	Short Term Action assists or supports planning, protection, training/ exercise, and response personnel. ↪ Best suited for Emergency Operations Plan (EOP)	Training programs, Exercises, Inventories, Policies, Agreements.
	RESPONSE, RECOVERY, OTHER RELATED	Short Term Action supports preventative, response, recovery-related, repeated or deferred maintenance activities. ↪ Best suited for Emergency Operations Plan (EOP)	Policies & procedures, Repeated activities, Infrastructure maintenance, Equipment purchases, Welfare checks.

2014 Actions Status Identification

DETERMINE STATUS OF EACH ACTION

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TABLE- LIFE AND PROPERTY PROTECTION

DETERMINE STATUS OF EACH ACTION

#29- 2014	Replace Baker Hill Road Culvert	Aug-18	Highway Department				\$2,000	One known culvert on the road. To maintain the integrity of the road, the undersized culvert needs to be replaced on Baker Hill Road just past Ellis home. A 15" x 40' steel replacement should be installed. Cost is for materials, equipment rentals, and labor.	Highway Department Culvert Budget	35
#30- 2014	Replace Meeting House Hill Road Culvert	Sep-13	Highway Department				\$2,000	One known culvert on the road. To maintain the integrity of the road, the undersized culvert needs to be replaced on Meeting House Hill Road to a 12" X 30'. Culvert replacement by PSNH 97-2/5 pole. The soil is acidic, but metal culverts must be used. Cost is for materials, equipment rentals, and labor.	Highway Department Culvert Budget	35

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#31- 2014	Replace Keyser Street Bridge over Seasonal Stream	Sep-18	Highway Department				\$10,000	The undersized box culvert bridge needs to be replaced to a 3' X 4' by 30' long box culvert on Keyser Street. A wetlands permit is required. The bridge is failing, although it was recently repaired. Cost is for materials, equipment rentals, wetlands permit, and labor.	Warrant Article	35
#32- 2014	Install a Dry Hydrant at the Maple Leaf Development at King Hill Road and Penacook Road	Sep-16	Fire & Rescue Department				\$6,000	A dry hydrant is needed at the Maple Leaf Development site as a small development might go in. Existing homes have no protection. There is no water access on this side of Keyser Lake. Potential for future development is here. The bridge is not large enough for two fire trucks to pass each other if needed to shuttle water. Cost is for permitting, materials, equipment rentals, and engineering.	Warrant Article	35
#33- 2014	Install a Dry Hydrant at Russell Pond at Route 114 and Fox Chase Road	Sep-17	Fire & Rescue Department				\$6,000	About nine homes are on this street and it currently has no easy water access during the winter in particular. A dry hydrant is needed at the Russell Pond at Route 114 and Fox Chase Road location. Cost is for permitting, materials, equipment rentals, and engineering.	Warrant Article	35
#34- 2014	Install a Dry Hydrant near the Post Office and Route 114 in South Sutton	Sep-18	Fire & Rescue Department				\$6,000	A dry hydrant is needed at the Post Office and Route 114 in South Sutton. The high number of homes in the area and the existing historic structures has no easy water access. Cost is for permitting, materials, equipment rentals, and engineering.	Warrant Article	35
#9- 2008	Encourage Town Hall Employee Safety	Oct-15	Police Department			Preparedness, response or recovery item	\$0	Develop a planned exit strategy for Town Hall employees. Employees should attend training on what warning signs to watch for. This Action was deferred from 2008 because other Actions took higher priority. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties.	N/A	31
#10-2008	Undertake Radon Testing in Town Buildings	Jul-18	Town Administration				\$3,000	The Town Administrator would partner with the Kearsarge Regional School District to undertake the testing of the three schools. Similar testing should be done in Town buildings. Radon concerns the public health of students and staff and the cost is outweighed by the effects of potential health problems due to radon exposure. This Action was deferred from 2008 because the Town did not have the funding to undertake it. Cost is for six radon kits and lab analysis, at \$500 per location.	Building Maintenance Fund	29

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TABLE- EMERGENCY SERVICES (FOR EOP)

DETERMINE STATUS OF EACH ACTION

#11-2008	Enhance Police Station Exterior	Jan-14	Police Department			Preparedness, response or recovery item	\$1,000	At night, the Police Station is closed and looks like any other building. Blue lights and an emergency phone have recently been added. Add a blue light above the call box at the door. This Action was deferred from 2008 because more time is required for completion (blue lights and emergency phone were required first). Cost is for purchase and installation of a sign, light, and other materials.	Police Department Budget	33
#12-2008	Establish Central Communications	Oct-18	Emergency Management			Preparedness, response or recovery item	\$0	A procedure should be developed to disseminate information effectively without duplication. Time and money would be saved since multiple Departments would not be trying to do the same job. The EMD will partner with the Town Administrator to produce the procedure. This Action was deferred from 2008 because other Actions took higher priority. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties and using volunteer labor.	N/A	32
#13-2008	Secure a Repeater System	Jul-18	Emergency Management			Preparedness, response or recovery item	\$50,000	At the present time, there are many areas in Town with no reception. Having a repeater would increase safety to residents by allowing local communications to occur. This could be in collaboration with New London Dispatch. This Action was deferred from 2008 because the Town did not have the funding or staff capability to undertake it. Cost is for the purchase of a repeater and its installation as well as reprogramming equipment.	Grant, Warrant Article	32
#14-2008	Undertake Improvements to Emergency Operations Center	Aug-18	Emergency Management				\$10,000	At the present time, there is no true Center for operation. Improvements to the existing room would provide a secure location for organized communication during emergency situations. Three offices need to be outfitted in a new Fire Dept building addition. This Action was deferred from 2008 because more time is required for completion (the Fire Station addition needs to be built first). Cost is for the purchase of a computer and software, office equipment, phone, and DSL.	Fire Department Addition Capital Reserve Fund	31
#35- 2014	Develop Volunteer List for Staffing Shelters	Nov-15	Town Administration			Preparedness, response or recovery item	\$0	The Town Administrator should obtain the assistance of the Board of Selectmen and Police, Fire, and Rescue Departments to determine the requirements for shelter staffing. Staffing help could come from Churches or other groups. Town shelters are the Middle school and Colby Sawyer Weir Center. The Highway Department is anticipated to shelter animals. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties and using volunteer labor.	N/A	31

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#15- 2008	Provide a Stipend for Fire and Rescue Members	Mar-16	Fire & Rescue Department			Preparedness, response or recovery item	\$35,000	Sutton has an all-volunteer Fire Department and an all-volunteer Rescue Squad. Members leave their jobs to attend to calls. By paying a stipend to members, the volunteer base will be increased and volunteers will be kept who otherwise cannot afford to leave their jobs. This Action was deferred from 2008 because the Town did not have the funding to undertake it. Cost is for stipend for labor of fire, and rescue volunteers using a state formula.	Fire and Rescue Budget - Personnel	28
#16- 2008	Build Fire Station Addition	May-17	Fire & Rescue Department				\$250,000	An addition would permit improved meeting space, and provide showers and storage. The Department has outgrown its present space and each year the price to build the addition increases. This Action was deferred from 2008 because funding was not yet available (the Town did not have the funding to undertake it). Cost is for site work, construction, and labor to build a two-story addition with an elevator to the Fire Station which would include a meeting room, ADA compliant showers, and storage.	Capital Reserves and/or Warrant Article	27
#17- 2008	Develop List of Persons Requiring Assistance During Disasters	Jun-14	Welfare Officer			Preparedness, response or recovery item	\$0	A list of vulnerable people is necessary so the Fire and rescue know who to check in on in the event of a power outage or heavy snow storm. The list can be developed in partnership with the VNA. This Action was deferred from 2008 because more time is required for completion. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties.	N/A	27

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TABLE- PUBLIC INFORMATION AND INVOLVEMENT

DETERMINE STATUS OF EACH ACTION

#18- 2008	Develop and Disseminate Public Education Materials for Emergency Supplies and Sheltering	Apr-14	Emergency Management				\$1,000	Informational materials will increase public relations and awareness and help prevent damage to life and property. Information will be disseminated through the Town of Sutton website and Annual Town Report; brochures will be made available at the Town Hall, Transfer Station, churches, and store. This Action was deferred from 2008 because more time is required for completion and the Town did not have the staff capability to undertake it. Cost is for the professional printing of brochures. In-kind volunteer support will be used to develop the materials.	Emergency Management Budget	34
#19- 2008	Promote Volunteer Opportunities	Jan 2013 - Dec 2018	Town Administration			Preparedness, response or recovery item	\$0	The same people are volunteering on multiple committees. New volunteers will reduce the workload of existing volunteers and infuse new ideas into the community. Promotion can be done via the website, the Town Hall bulletin board, and at the booth at Farm Days. This Action was deferred from 2008 because this is an Action to be repeated at regular intervals in order to be effective.*The Action is anticipated to recur annually through 2018. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties.	N/A	34
#36- 2014	Collect and Make Available Disaster Pamphlets and Information for Residents	Apr-14	Town Administration with Emergency Management				\$1,000	Informational materials will increase public relations and awareness and help prevent damage to life. Information will be disseminated through the pamphlets posted on the Town of Sutton website and in the Annual Town Report; brochures will be made available at the Town Hall, Transfer Station, churches, and store. Cost is for the professional printing of brochures. In-kind volunteer support will be used to develop the materials.	Executive Operating Budget	34
#37- 2014	Educate Students, Staff and Visitors on School Security System and on Maintaining Secure Campus	Apr-14	Police Department				\$0	Informational materials will increase public awareness regarding safety and help prevent injuries. Cost is \$0 to the Town as any printing of brochures would be completed by the School District. The Town would provide volunteer support by developing the materials with existing staff and volunteers	N/A	34
#20- 2008	Promote Public Education for Radon Testing	Apr-14	Welfare Officer				\$0	Educating people about the availability of testing for radon can help offset the effects of potential health problems due to radon exposure. The project can be partnered with the Emergency Management Director. This Action was deferred from 2008 because the Town did not have the funding to undertake it. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties and using available NH DES radon brochures.	N/A	33

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#21- 2008	Publicize Plowing and Sanding Policy	Nov-14	Town Administration				\$0	It is important to keep the public aware of the schedule the Highway Department follows for plowing and sanding the roads. This cuts down inquiry and complaint calls to the Town and informs residents of the normal procedures. Handouts will be photocopied at the Town Hall, and the Policy will be placed on the Town's website and in the Annual Town Report. This Action was deferred from 2008 because more time is required for completion and the Town did not have the staff capability to undertake it. Cost reflects the Town's practice to use in-kind staff support to produce the project as part of their normal duties.	N/A	32

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TABLE- TRAINING AND PREPARATION (FOR EOP)

#38- 2014	Ensure Capital Planning Funding for Hazard Mitigation Projects	Mar 2014- Feb 2018	Planning Board				\$20,000	Many of the projects outlined in the Hazard Mitigation Plan have not been incorporated into the general budget and need be discussed at the annual March Town Meetings. Funds would need to be secured for such issues as certify all fire fighters, developing a sanding policy and its publishing, publishing a booklet with information for townspeople on where to shelter, etc. This will accomplish transparency and community involvement. Projects should be incorporated into the Capital Improvements Program (CIP) to ensure funding is spread out evenly over time.*The Action is anticipated to recur annually through 2018. Cost could be for items, materials, labor, photocopying, installation, wiring, consultant, research design, study, engineering, printing, newspaper advertisements, inspection, workshops/training, etc to accomplish Hazard Mitigation projects within this Plan as approved by Town voters.	Warrant Articles or Department Operating Budgets	35
#22- 2008	Hire or Seek a Grant Writer	Mar-14	Town Administration			Preparedness, response or recovery item	\$1,500	A professional grant writer is able to complete the appropriate paperwork in a timely fashion. The Town does not have the staffing or the volunteers to be able to track, research, and write grants. This Action was deferred from 2008 because the Town did not have the funding to undertake it. Cost is for the fee for a professional grant writer to write one grant.	Administrative Budget	34
#39- 2014	Hold Annual Evacuation Plan Exercise with Elementary, Middle, and High Schools	Dec-18	Kearsarge Regional School District			Preparedness, response or recovery item	\$0	It is imperative that Sutton Police, Fire and Rescue understand the evacuation plan of each of the three schools in order to provide the utmost safety to its students. Cost reflects the Town's practice to use in-kind volunteer support to produce the project as part of their normal duties. Because Sutton has an all -volunteer Fire and Rescue Departments, Police are on duty, and school is in session, there is no additional cost to the Town.	N/A	34

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#40- 2014	Undertake Realistic Drills with Sutton Emergency Response and the Seven Towns that Comprise KRSD	Dec-18	Police Department with Kearsarge Regional School District			Preparedness, response or recovery item	\$1,000	Because Sutton is part of a regional school district encompassing 7 towns, it would behoove the Sutton Police Department to coordinate training with the other six Towns in the mutual aid district. Cost is for potential overtime of some members of the Sutton Police Department.	Police Department General Budget	34
#23- 2008	Encourage Fire & Rescue Training Area Attendance	Jan 2013 - Dec 2018	Fire & Rescue Department			Preparedness, response or recovery item	\$0	Support from neighboring communities is essential in providing services to those in need. Area training sessions allow different communities' Departments to work together under different scenarios. In turn, this enables the Departments to provide better services in the event of shared emergencies as the members know one another and know how to work together. This Action was deferred from 2008 because this is an Action to be repeated at regular intervals in order to be effective.*The Action is anticipated to recur annually through 2018. Cost reflects the Town's practice to use in-kind volunteer support to produce the project as part of their normal duties.	N/A	33
#41- 2014	Participate in National Flood Insurance (NFIP) Training	Oct-18	Planning Board with Town Administration			Preparedness, response or recovery item	\$1,500	In order for Planning Board members, Zoning Board of Adjustment members, Town Administration, and the Building Inspector to remain current with NFIP procedures and policies, regular training must be taken. This training would broaden the Town's identification of building projects that may be in the floodplain. Workshops are offered by the State and/or FEMA (or in other training) and addresses flood hazard planning and management. Cost is estimated for three members of the Town to attend formal training.	Planning Board Budget or Town Administration Budget	33
#24- 2008	Encourage Fire Department Member Certification	Jan 2013 - Dec 2018	Fire & Rescue Department			Preparedness, response or recovery item	\$1,000	Advanced training of members would in turn enable them to provide better emergency services to those in need. This Action was deferred from 2008 because this is an Action to be repeated at regular intervals in order to be effective.*The Action is anticipated to recur annually when needed through 2018. Cost reflects the Town's practice to use in-kind volunteer support to produce the project as part of their normal duties.	Fire Department Budget	30
#25- 2008	Attend First Responder Training for Police Officers	May-15	Police Department			Preparedness, response or recovery item	\$1,800	First responder training will permit officers who are first on the scene of an emergency to be able to provide emergency services to victims. This Action was deferred from 2008 because other Actions took higher priority. Cost is for attendance of classes and certification for five officers at \$350 each.	Police Department Training Budget	27

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TABLE- PLANNING AND IMPLEMENTATION

DETERMINE STATUS OF EACH ACTION

#42- 2014	Update the Zoning Ordinance to Comply with NFIP Requirements	Mar 2014- Mar 2018	Planning Board				\$0	The Zoning Ordinance needs to be updated as new requirements to the National Flood Insurance Program are necessary for retention of NFIP participation. The Floodplain Ordinance protects life and property by regulating distance of structures to flood hazard areas, regulating elevation, clarifying definitions, regulating new structures and encroachments, stating duties of the Code Enforcement Officer, etc. In 2010, the Town adopted the recommended updates to the ordinance. The existing ordinance is amended with federal updates on a recurring basis. *The Action is anticipated to recur as updates from the NFIP become necessary through 2018. Cost is \$0 due to in-kind staff and/or volunteer labor, and language is provided by the NH Office of Energy and Planning.	N/A	34
#43- 2014	Adopt Town Hall Safety Plan	Dec-14	Safety Committee			Preparedness, response or recovery item	\$0	In order to ensure the safety of the personnel and general public, it is imperative that the Town Hall have a posted evacuation plan in a readily visible location. It is necessary for all staff to be trained in proper safety procedures. Cost reflects the Town's practice to use in-kind staff and volunteer support to produce the project as part of their normal duties.	N/A	34
#26- 2008	Develop Middle School Shelter in Place Plan	Dec-14	Emergency Management			Preparedness, response or recovery item	\$0	Partnering with the Kearsarge Regional School District and the Town Police and Fire Departments, a plan should be developed to keep children and staff in the school, or evacuate if necessary, if an incident occurs in the Middle School vicinity. The Middle School is within ¼ mile of Interstate 89. This Action was deferred from 2008 because the Town did not have the staff capability to undertake it. Cost reflects the Town's practice to use in-kind volunteer support to produce the project as part of their normal duties.	N/A	33
#27- 2008	Develop Emergency Response Mitigation Plan	Dec-14	Emergency Management			Preparedness, response or recovery item	\$0	Town Administration and Departments should develop a plan to ensure that Departments apply for reimbursement funding for hazard events to try and offset the costs expended from the Department budgets. This Action was deferred from 2008 because more time is required for completion. Cost reflects the Town's practice to use in-kind volunteer support to produce the project as part of their normal duties.	N/A	33
#44- 2014	Develop Plan for Evacuation of Animals and Identify Shelter	Dec-18	Emergency Management			Preparedness, response or recovery item	\$200	The residents of Sutton take great pride in their domestic animals and therefore in many instances will not leave unless their animals can go with them. Having an evacuation plan and identified shelter for pets will allow safety for both pets and owners. Cost is for paper and printing of the plan, and public education (placing information on Town website, flyers at Town Office and information publicized in the Town report).	Emergency Management Budget	33

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#28- 2008	Develop Formal Process for Town Department Central Non-Emergency Communications	Dec-14	Town Administration			Preparedness, response or recovery item	\$0	The Town Administrator should work with the Department heads to develop a system which permits everyone to meet or communicate on a regular basis to be aware of what is occurring in Town. This Action was deferred from 2008 because the Town did not have the staff capability to undertake it. Cost reflects the Town's practice to use in-kind staff and volunteer support to produce the project as part of their normal duties.	N/A	33
#45- 2014	Develop Specific Requirements for Class VI Road Upgrade	Dec-18	Board of Selectmen				\$0	As Sutton continues to expand into remote areas that are only accessible by Class VI roads, these roads will need to be upgraded in order to provide reasonable access by safety services. The Board of Selectmen will initiate and partner closely with the Road Agent and Planning Board to ensure all standards and needs are met for the policy. The Fire Department should also provide their requirements. This project would be undertaken by the Board of Selectmen and Planning Board at their regularly scheduled meetings. Cost reflects the Town's practice to use in-kind staff and volunteer support to produce the project as part of their normal duties.	N/A	32