

# M4 HMC Review

07-10-19

## Town of Sutton

### New Hampshire

# Hazard Mitigation Plan Update 2019



2018 Feb 24- Kings Hill Road Washout,  
across from the Bean Quarry  
(Photo courtesy of Jane Williamson)



2014 Aug 13- Dodge Hill Road Washout  
(Photo courtesy of Bonnie Hill)

Adopted by the Sutton Board of Selectmen

\_\_\_\_\_, 2019

NHHSEM/FEMA Approved \_\_\_\_\_ 2019

# Town of Sutton

## New Hampshire

### Hazard Mitigation Plan Update 2019

Selectmen Adopted       , 2019

NHHSEM/FEMA Approved       , 2019



#### Town of Sutton

93 Main Street

Sutton Mills, NH 03221

Phone: (603) 927-2400

[www.sutton-nh.org](http://www.sutton-nh.org)

#### Central NH Regional Planning Commission (CNHRPC)

28 Commercial Street, Suite 3

Concord, NH 03301

Phone: (603) 226-6020

[www.cnhrpc.org](http://www.cnhrpc.org)



#### NH Department of Safety (NHDOS)

#### NH Homeland Security and Emergency Management (NHHSEM)

33 Hazen Drive

Concord, NH 03305 (Mailing Address)



#### Incident Planning and Operations Center (IPOC)

110 Smokey Bear Blvd

Concord, NH 03301 (Physical Address)

Phone: (800) 852-3792 or (603) 271-2231

[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

<https://apps.nh.gov/blogs/hsem>



#### US Department of Homeland Security

#### Federal Emergency Management Agency (FEMA)

99 High Street, Sixth Floor

Boston, Massachusetts 02110

Phone: (617) 223-9540

[www.fema.gov](http://www.fema.gov)

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## **1 PLANNING PROCESS**

The Town's Hazard Mitigation Committee reformed to rewrite the Plan into a more concise format and to incorporate the newest material required by FEMA in addition to updating the Town's newest information since 2014. This Planning Process Chapter contains information previously available in the Introduction Chapter of the **Plan Update 2014**. Expanded public participation steps were taken and a new plan development procedure was used as documented in the Methodology section.

### **Certificate of Adoption, 2019**

Town of Sutton, NH  
Board of Selectmen  
93 Main Street  
Sutton Mills, NH 03221

#### **A Resolution Adopting the Sutton Hazard Mitigation Plan Update 2019**

WHEREAS, the Town of Sutton has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of the hazards profiled in the **Hazard Mitigation Plan Update 2019** including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Sutton has developed and received conditional approval from the NH Homeland Security and Emergency Management (NHHSEM) for its **Hazard Mitigation Plan Update 2019** under the requirements of 44 CFR 201.6; and

WHEREAS, public and Committee meetings were held between **November 2018** through **May 2019** regarding the development and review of the **Hazard Mitigation Plan Update 2019**; and

WHEREAS, the **Plan** specifically addresses hazard mitigation strategies, and Plan maintenance procedures for the Town of Sutton; and

WHEREAS, the **Plan** recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Sutton with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Sutton eligible for funding to alleviate the effects of future hazards; now therefore be it

## Town of Sutton, NH Hazard Mitigation Plan Update 2019

### 1 PLANNING PROCESS

RESOLVED by Town of Sutton Board of Selectmen:

The **Hazard Mitigation Plan Update 2019** is hereby adopted as an official plan of the Town of Sutton; The respective officials identified in the mitigation action plan of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and

An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Emergency Management Director or designee.

IN WITNESS WHEREOF, the undersigned have affixed their signature and the corporate seal of the Town of Sutton this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2019.

ATTEST

**Board of Selectmen**

SEAL

\_\_\_\_\_  
Dane Headley, Chair date

**Town Clerk**

\_\_\_\_\_  
Robert Wright, Jr., Member date

\_\_\_\_\_  
Carol Merullo, Town Clerk

\_\_\_\_\_  
William Curless, Member date



## Plan Process Acknowledgments

The Board of Selectmen-appointed Hazard Mitigation Committee was comprised of these individuals on behalf of their respective Departments, Boards or Committees who met between **November 2018** and **May 2019** to develop the **Sutton Hazard Mitigation Plan Update 2019**:

- **Matthew Grimes**, Sutton Emergency Management Director, Building Inspector
- **Wendy Grimes**, Sutton Rescue Chief
- **Jonathan Korbet**, Sutton Police Department Chief
- **Elly Phillips**, Sutton Town Administrator, Staff Coordinator
- **Bonnie Hill**, Sutton Conservation Commission member
- **Glenn Pogust**, Sutton Planning Board member
- **Adam Hurst**, Sutton Highway Department Road Agent
- **Robert Wright, Jr.**, Sutton Board of Selectmen member
- 
- **Robert DeFelice**, Sutton Budget Committee Chair, Vernondale Store owner (Business Community)
- **Cory Cochran**, Sutton Assistant Emergency Management, Fire Chief
- **Aaron Flewelling**, Sutton Fire Department \_\_\_\_\_
- **Diego Solimine**, Sutton Transfer Station Coordinator
- 

The following Central NH Regional Planning Commission (CNHRPC) staff contributed to the development of the Hazard Mitigation Plan Update:

- **Stephanie Alexander**, CNHRPC Senior Planner
- **Nathan Cole**, CNHRPC Intern (GIS mapping)

Several other Town-affiliated individuals or other agency representatives attended one or more Committee meetings and/or contributed information to the content of the Plan. Members of the public\* (2) participated as fully as appointed members in the Hazard Mitigation Committee meetings.

- **Marilou Steblai**, Sutton Public Participant\*
- **Bruno Steblai**, Sutton Public Participant\*
- **Christine Downing**, Sutton Central School (Elementary) Principal
- **David Burnham**, Sutton Health Officer
- **Carol Merullo**, Sutton Town Clerk/Tax Collector
- **Kirsten Vigneault**, Greater Sullivan County Public Health Network, Public Health Emergency Preparedness Coordinator
- **Kayla Henderson**, NH Homeland Security and Emergency Management Hazard Mitigation Planner

*\* See Member of the Public definition on Page 6*

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## Authority

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In 2000, the President enacted the Disaster Mitigation Act 2000 (DMA) which requires states and municipalities to have local adopted and FEMA approved natural hazard mitigation plans in place to be eligible for disaster and mitigation funding programs such as the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Assistance (HMA) programs, including Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Pre-Disaster Mitigation Program. New Hampshire is awarded funds based upon the completeness of its State Plan and the number of local plans.

As a result of the DMA, funding was provided to state offices of emergency management, including the New Hampshire Homeland Security and Emergency Management, to produce local (municipal) hazard mitigation plans. To remain in compliance with the DMA, the Town of Sutton is required to submit for FEMA approval a revised **Hazard Mitigation Plan Update** every five years.

The New Hampshire Homeland Security and Emergency Management (NH HSEM) produced its latest approved [State of New Hampshire Multi-Hazard Mitigation Plan 2018](#) in **October 2018**. The development of the State's Plan allows for New Hampshire to receive funding programs to provide to communities in the event of disasters or for mitigation.

Prior versions of the Town's Hazard Mitigation Plan are noted in the [Final Plan Dates](#) section. A **2017** Pre-Disaster Mitigation (PDM) grant provided 75%/25% funding for the Town to update its prior Plan through the Central NH Regional Planning Commission. The 25% match required by the Town was provided by in-kind staff and volunteer time and labor.

This **Sutton Hazard Mitigation Plan Update 2019** has been developed in accordance with the Disaster Mitigation Act of **2000** and the [FEMA Local Mitigation Plan Review Guide, October 1, 2012](#) and effective one year later. The most recent Plan development standards provided by FEMA Region I have also been incorporated. The planning effort of the Town is a regular process and this Plan is considered to be a "living document."

The **2019** Sutton Hazard Mitigation Committee was established by the Board of Selectmen in fall **2018** and guided the development of the Plan. The Committee consisted of the Town's Emergency Management, Town Administration, Fire and Rescue Departments, Highway Department, Police Department, Planning Board, Conservation Commission, Board of Selectmen and Budget Committee, while additional Town representatives attended and participated in meetings. Public participants were active with Committee activities.

The attendees of the meeting process are noted in the [Acknowledgements](#). The Central NH Regional Planning Commission, of which Sutton is a member, contributed to the development of this Plan by facilitating the meeting and technical processes, working with the Committee and its members to obtain information, preparing the document, and handling the submissions to NH HSEM and FEMA.



## Methodology

The **Sutton Hazard Mitigation Plan Update 2019** was developed over an accelerated five-month period, with a group of Town staff members and volunteers, public participants and the CNHRPC comprising the majority of the Hazard Mitigation Committee. The **2019** methodology for Plan development is summarized in this section. The **Hazard Mitigation Plan** is designed differently from the **2014 Plan** with the intent to better conform to the current approvable Central NH Region format and incorporating the new **2018 State Multi-Hazard Mitigation Plan** items, with the purpose of easier updating and implementation while meeting FEMA's requirements. The Plan roughly follows the **FEMA Local Mitigation Planning Handbook, 2013** by using its terminology and some of its tasks, ensuring **Sutton's Plan Update 2019** begins to follow a standardized approach to Plan construction and content endorsed by FEMA. Many of the vital sections of the **2019 Plan Update** will be contained in the chapter **10 APPENDICES** for easier display, usage, sharing, and update.

## Meetings and Duties

The meetings and tasks of the Hazard Mitigation Committee were dictated by Agendas and how much the Committee was able to complete for each Agenda is displayed in **Table 1**. Work Sessions were designed to accomplish what could not be completed at meetings due to time constraints.

**Table 1**  
**Meeting Schedule and Agenda Activities**

Meeting	Date	Agenda Activities – See APPENDIX C
<b>Meeting 1</b>	11-14-18	Discuss Process and Schedule; Review Declared Disasters and Public Assistance Funding to Sutton; Develop New Hazard Identification and Risk Assessment (HIRA), Identify Potential and Past Hazard Locations 2013-2018; Schedule Meetings
<b>Work Session 1</b>	11-28-18	Identify Potential and Past Hazard Locations 2013-2018; Update Critical and Community Facilities Vulnerability Assessment and Develop Problem Statements; Revise Flood Hazards Locations Database and Map Review Stream Crossings Database; Update Maps 1-2 and New Flood Hazards Map
<b>Work Session 1.2</b>	12-19-18	Update Critical and Community Facilities Vulnerability Assessment and Develop Problem Statements; Update Maps 1-2 and New Flood Hazards Map
<b>Meeting 2</b>	01-30-19	Critical & Community Facilities Vulnerability Assessment and Determine Problem Statements; Review and Update Goals and Objectives for 2019; Review & Update Capability Assessment
<b>Work Session 2</b>	02-13-19	Finalize Problem Statements and Identify Those to Utilize as NEW 2019 Mitigation Actions; Review & Update Capability Assessment; Status of Map Updates
<b>Work Session 2.2</b>	02-27-19	Review & Update Capability Assessment; Status of Map Updates

Meeting	Date	Agenda Activities – See APPENDIX C
Work Session 2.3	03-27-19	Update Meeting Schedule; Review & Update Capability Assessment; Map Workshop: Update Maps and Flood Hazards Map with Excel
Meeting 3	04-10-19	Determine Status of the 2014 Mitigation Actions; Develop Mitigation Action Plan 2019
Work Session 3	05-08-19	Develop Mitigation Action Plan 2019; Prioritize Mitigation Action Ranking Scores for Action Achievability
Work Session 3.2	05-22-19	Prioritize Mitigation Action Ranking Scores for Action Achievability; Overview of Meeting 4; Work Session 4 and Public Information Meeting; Meeting Schedule
Meeting 4	07-10-19	Review Draft Hazard Mitigation Plan Update 2019 (onscreen); Overview of Work Session 4 Tasks; Schedule Public Information Meeting
Work Session 4	07-17-19	Review Draft Hazard Mitigation Plan Update 2019; Interim Hazard Mitigation Plan Implementation 2020-2014; Prepare for Public Information Meeting; Review Plan Approval Process; Prepare for Board of Selectmen Adoption Meeting
Public Information Meeting	08-xx-19	HMC members present sections of the Plan to the public in a brief question and answer format meeting. Describe hazards and mitigation Actions. Maps will be available.

*Source: Sutton Hazard Mitigation Committee Agendas, 2018-2019*

For each meeting, all attendees signed attendance sheets and meeting match timesheets, documenting their time at the meetings. The Committee members worked to complete the Agendas, including developing the **Hazard Risk Assessment**, **Critical and Community Facilities Vulnerability Assessment**, **Capability Assessment**, and **Mitigation Action Plan**, completing the **Enhanced STAPLEE Action Prioritization**, etc. along with input from members of the public and guests. The agendas and attendance sheets are included in **APPENDIX C** of the Plan.

The specific meeting tasks are described in detail on the Agendas in **APPENDIX C**. CNHRPC staff

**Who is a Member of the Public?**

For the purposes of this Plan, **“a member of the public”** or **“the public”** or **“public participant”** means:

Anyone who is not a Town of Warner, School District, County, State, or federal government employee; anyone who is not paid for services by tax dollars; and anyone who is not a volunteer with the Town or with the Town’s representation on other Committees or agencies.

facilitated the Committee meetings and Work Sessions. Information needed on the Agenda Tasks indicated above was collected from any attendees present, including any members of the public, by CNHRPC, during discussions among attendees. The new and updated information was described in each Chapter under the **2019 Plan Update** section. Maps were reviewed and updated by the Committee and guests and revised in a Geographic Information System (GIS) by CNHRPC.

In between meetings, Town staff and volunteers and CNHRPC staff researched and collected information for the Chapters. CNHRPC updated and rewrote Chapters, tables, and sections as appropriate. The Chapters were also updated by revising the document to the current FEMA standards.

## Opportunity for Public Participation

### Public Input from the Hazard Mitigation Committee Meetings

The public notification is described in the Public Outreach Strategy sidebar. Two (2) members of the public regularly attended the meetings as indicated in the **Acknowledgements** and by the Attendance Sheets in **APPENDIX C Meeting Information**, although the Public Information Meeting was well attended. Members of the public would have assisted with completing the Agendas, including developing the **Hazard Identification Risk Assessment, Critical and Community Facilities Vulnerability Assessment, Capability Assessment, and Mitigation Action Plan**, completing the **Enhanced STAPLEE Action Prioritization**, etc. along with the Committee members. The general public had the opportunity to attend and participate in the 12 posted meetings or to contact the Staff Coordinator for more information.

### Public Input from the Public Information Meeting

The **Public Information Meeting (PIM)** was held on **August xx, 2019**. The Hazard Mitigation Committee members presented portions of the Plan and had the Maps available for display. The agenda and attendance sheet are included in **APPENDIX C**. Held during a scheduled Board of Selectmen meeting, the PIM involved **several** members of the public who listened to presentations, asked questions and had the opportunity to review the final draft Plan document, Appendices and Maps.

## Public Outreach Strategy

Many individuals were personally invited to attend and participate in the Sutton Hazard Mitigation Plan Committee meetings. They included surrounding community Emergency Management Directors, Town Boards and Committees, Town Departments, and local businesses. NH Homeland Security and Emergency Management (NHHSEM) Representatives were also invited and attended some of the meetings, as did a representative from the Greater Sullivan County Public Health Network and the Sutton Central (Elementary) School.

The Hazard Mitigation Committee itself was comprised of most Town Departments, staff, and Committees, including Emergency Management team, Town Administration, Fire and Rescue Departments, Highway Department, Police Department, Planning Board, Transfer Station, and Board of Selectmen.

The public process for this Plan included posting the meeting information on the Town's online calendar and website at [www.sutton-nh.org](http://www.sutton-nh.org) and a dedicated webpage at [www.sutton-nh.org/board-committee/hazard-mitigation-committee/](http://www.sutton-nh.org/board-committee/hazard-mitigation-committee/). Occasional press releases were sent to the Intertown Record (subscription regional newspaper serving 11 Kearsarge-region communities) and notices were physically posted at the Sutton Town Hall, outside Town Bulletin Board, North Sutton Post Office, South Sutton Post Office. Local interests had multiple opportunities to attend and participate in the meetings. Sutton had a proportionately large number of members of the public attend and participate in HMC meetings. Copies of publicity for the Plan are included in **APPENDIX C**.

The Central NH Regional Planning Commission, a quasi-governmental regional organization of which Sutton is a member, contributed to the development of this Plan by facilitating the meetings, guiding the planning process, and preparing the Plan documents, Appendices, and Maps.

As a final attempt to obtain additional public input, a specially noticed Public Information Meeting was held on **Month xx, 2019** at a Board of Selectmen's meeting at which many members of the public participated. This meeting was publicly noticed at the above location, online, and in the Intertown Record and all documents were available for review on the Town's website in advance of the meeting.

The attendees and publicity of the public planning process are noted in the **Acknowledgements**.

**Public Input from the Board of Selectmen Adoption Meeting**

The Board of Selectmen meeting to adopt the **Hazard Mitigation Plan** was held on **Month xx, 2019**. Although the Plan's APA had been received, the Board permitted public comment prior to adoption although Plan changes could not be made at this time. Discussion was held prior to the unanimous adoption of the Plan by the Board.

**Completion of the Plan Steps and Dates**

On **Month xx, 2019**, the Committee held a **Public Information Meeting**. The same extensive public notification described in the Public Outreach Strategy sidebar occurred to obtain review and comment from the public for the Plan. On **Month xx, 2019**, this Plan, Appendices and Maps were submitted to the NH Homeland Security and Emergency Management (NHHSEM) for compliance review and revision to apply for Approved Pending Adoption (APA) status, also known as conditional approval.

On **Month xx, 2019**, Sutton received an **Approved Pending Adoption (APA)** notification from NHHSEM. The APA states the Plan will be approved by FEMA after proof of adoption by the local governing body, a Certificate of Adoption from the Board of Selectmen, is submitted.

On **Month xx, 2019**, the Board of Selectmen **adopted the Hazard Mitigation Plan Update** for the Town at a duly noticed public meeting. Copies had been made available at the Town Office and on the Town website for public review. The public notice and flyers are included in **APPENDIX C**. The signed Certificate of Adoption was sent to NHHSEM/FEMA.

On **Month xx, 2019**, Sutton received a **Notification of Formal Approval** from NHHSEM, with the Plan approval granted effective that day. A **Letter of Formal Approval** from FEMA confirming the notification will be forthcoming. The next Hazard Mitigation Plan update is due five (5) years from this date of approval, on **Month xx, 2024**.

**Final Plan Dates**

The following is a summary of the required dates which guide the adoption and update of the **Sutton Hazard Mitigation Plan**. Included is the history of the Plan approvals and expiration dates as shown in **Table 2**.

**Table 2**  
**Sutton's Hazard Mitigation Plan Adoption History**

Year of FEMA-Approved Hazard Mitigation Plan	Adoption by Sutton Board of Selectmen	NHHSEM/ FEMA's Formal Approval	Plan Expiration
Original 2008	09/08/08	02/12/09	02/12/14
Update 2014	02/24/14	03/10/14	03/10/14
Update 2019	xx/xx/19	xx/xx/19	xx/xx/24

*Source: Plan Adoption History*