

Town of Webster

Hazard Mitigation Committee 2018



Work Session 4

Tuesday, April 17, 2018 | 10:00 AM - 12:00 PM
Webster Town Office | 945 Battle Street, Webster

Hazard Mitigation Plan Update WS4 AGENDA

- 10:00 **1** **Introductions, Complete Attendance Sheet AND Sign Meeting Match Timesheet**
- Sign both Attendance and Meeting Match Timesheet at every Meeting and Work Session
 - Individual Timesheet tracking is no longer necessary!
- 10:10 **2** **Review Final Draft 04-18 Webster Hazard Mitigation Plan 2018 Components**
- See Table of Contents for Plan layout
 - Review sections where more information is needed
 - Brief overview of implementation, necessary annual Plan evaluation & update of **Mitigation Action Plan**
 - View the 4 updated **Webster Haz Mit Maps**
 - Questions on Plan sections?
- 10:40 **3** **Interim Hazard Mitigation Plan Implementation: 2018-2023 (5 years)**
- Review **Annual Implementation Worksheets (APPENDIX B)**
 - Select Board to appoint permanent Haz Mit Committee to meet 4-6 times/year to ensure Actions are being implemented, new Actions added (similar to how a CIP works), Department Progress Reports, and to evaluate the Plan annually
 - Retain all Interim Meeting materials, **recommend emailing to SA for safekeeping for the 2023 Plan update**
- 11:00 **4** **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)
- Public Information Meeting (PIM):
@ Select Board Meeting 05-21-17, 6:30 PM**
- ↳ **Familiarize yourself with Plan content (HMC) – SA doesn't attend PIM or Adoption meetings** ☺
- 11:20 **5** **Review Plan Process Steps Leading to Formal Approval**
- See Plan Process box on Page 2 of this Agenda
 - After PIM, goal is submission to NH HSEM for **Approval Pending Adoption (APA)** status within 2 weeks
- 11:45 **6** **Prepare for Select Board Public Adoption Meeting after APA Received (by Email)**
- Determine Plan Presentation to Select Board for Approval – 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
- 11:50 **4** **Next Steps**
- SA will email PIM Publicity, PIM Agendas & develop draft PIM Plan & Appendices (Dropbox link)
 - **HMC Tasks: Prep for PIM, Familiarize yourselves with Plan content and process (OVER), attend PIM**



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 **Hazard Mitigation Plan** to NHHSEM for **APA**. Then...

1. NHHSEM reviews the Plan (on behalf of FEMA) 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.
2. When edits are deemed satisfactory NHHSEM emails the **APA (Approvable Pending Adoption)** notification to CNHRPC and the Town. 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 2018 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.
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 4-6 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.). Most cc: salexander@cnhrpc.org so we can archive your files in preparation for the 2023 Plan update.
12. Town & CNHRPC begin talks 24 months prior to Plan expiration to discuss the current update funding situation. **The next 5-year Plan update process should begin about 12 months prior to Plan expiration.**

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