

# Town of Deering

## Hazard Mitigation Committee 2021

### Work Session 4.2

Tuesday, May 4, 2021 | 9:00 – 11:00 AM

MEETING HELD REMOTELY VIA ZOOM | Public can visit <https://www.deering.nh.us/>  
for more information | Deering Town Hall, 762 Deering Center Road

### AGENDA for Hazard Mitigation Plan Update

Zoom: <https://us02web.zoom.us/j/89570609180?pwd=eGxPMTBjSIVTVUo1OStCaFJPZUs4UT09>

Meeting ID: 895 7060 9180 | Passcode: hazmit



#### 1 Roll Call: SA to Complete Attendance Sheet AND Meeting Match Timesheet for Participants

- Sign both **Attendance** and **Meeting Match Timesheet** at every Meeting and Work Session

#### 2 Review FINAL DRAFT 04-20-21 Deering Hazard Mitigation Plan (HMP) Update 2021

- Finish Review and Remaining Sections of draft HMP
- See Table of Contents for Plan layout
- View the new 2021 **Maps 1-4**
- View Appendices A-C-D-E
- Questions on Plan sections?
- Files are in Dropbox- [https://www.dropbox.com/sh/cm75igp7dqe4tel/AADJA9XsFP2\\_GIQVje394leJa?dl=0](https://www.dropbox.com/sh/cm75igp7dqe4tel/AADJA9XsFP2_GIQVje394leJa?dl=0)

#### 3 Interim Hazard Mitigation Plan Implementation: 2021-2026

- Review **Annual Implementation Worksheets (APPENDIX B)**
  - Board of Selectmen to appoint permanent Haz Mit Committee to meet 2-4 times/year to ensure Actions are implemented, add new Actions (similar to CIP), obtain Dept Progress Reports, evaluate Plan annually.
- Retain all Interim Meeting materials, **recommend Town email to SA for safekeeping for the 2026 Plan update**

#### 4 Schedule & Prepare for Public Information Meeting (PIM) – **NOT** a public hearing [Thu May 20?]

- Review both **Draft PIM Agendas**: Determine Plan & Map presentation – who?
- Publicity: Press Release and Meeting Notice Poster (**Dropbox** for all files)

➞ **HMC, please familiarize yourself with Plan content! – HMC flies solo at PIM or BOS Adoption meeting** 😊

#### 5 Review Plan Process Steps Leading to Formal Approval

- See Plan Process box on Page 2 of this Agenda
- After PIM, CNHRPC will submit Plan to HSEM for **Approval Pending Ad**

Public Information Meeting (PIM):  
@ Selectmen Mtg 05-20-21, \_\_\_\_ PM  
**HMC Members Needed to Present Plan!**

#### 6 Prepare for Board of Selectmen Public Adoption Meeting after APA Received (by Email)

- Determine presentation of Plan sections to Board of Selectmen for Adoption – **who?**
- Choice: **Public meeting** to adopt or **public hearing** to adopt HMP? Will get publicity & files from SA
- Board will sign color paper **Certificates of Adoption**, postal mail to SA with meeting minutes Publicity

#### 7 Next Steps – Other Assignments

- SA will email PIM Publicity, PIM Agendas & develop draft PIM Plan & Appendices (add Dropbox link)
- ⇒ **HMC TASKS: 1) Familiarize yourselves with Plan content and process 2) Prep for & attend the PIM.**

Contact Stephanie Alexander (SA): [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) or 226.6020



NH HOMELAND SECURITY and  
EMERGENCY MANAGEMENT

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



FEDERAL EMERGENCY  
MANAGEMENT AGENCY  
[www.fema.gov](http://www.fema.gov)

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



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### What's Next in the Plan Process?

After the Public Information Meeting (PIM), CNHRPC submits the Updated **2021 Hazard Mitigation Plan** to NHHSEM for **APA (conditional approval)**. Then...

1. **NHHSEM reviews the Plan** (on behalf of FEMA) within 45 days according to a regulatory review matrix. If revisions are necessary, CNHRPC completes them, consults with the Town Staff Coordinator and/or Committee as needed, and sends revised Plan to NHHSEM. The revision cycle alone may take 15- 30 days or more.
2. When edits are deemed satisfactory NHHSEM **emails the APA (Approvable Pending Adoption)** notification to CNHRPC and the Town (Town Admin, EMD, and Board of Selectmen Chair/office). **No changes or additions can be made to the Plan** other than minor editorial updates by CNHRPC once **APA** is granted.
3. CNHRPC sends Board of Selectmen adoption materials & the adoption version HMP to the Staff Coordinator, who sets the Board of Selectmen adoption meeting date. Haz Mit Committee is notified by Coordinator.
4. **Board of Selectmen 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 sets of digital, final 2021 Plan** files to the Town using temporary Dropbox link– **1 set** of docs for the Haz Mit Committee ("HMC files") and **1 set** w/ PDF files for Departments/ Public ("Public files"). CNHRPC also provides files to NHHSEM/FEMA to complete Town's grant commitment.
8. Town downloads the **HMC files** and **Public files** from Dropbox. **Public files**: a) print a few hard copy Plans from the Public files, b) set up binder copies for the annual update, c) distribute to HMC members, Departments, School District, Library, and to the public by request, d) post Public files Document and Maps on the Town website. **HMC files are archived in a safe but accessible directory on the Town server/cloud**.
9. **Board of Selectmen establishes a permanent Hazard Mitigation Committee (HMC)** to maintain its stated obligations in the Plan and appoints members. Establishment language is available at CNHRPC if needed.
10. **Town Staff preps the HMC files for Interim 2021-2025 update**. HMC meets ~2-4 times each year to review and implement the **Mitigation Action Plan**, to delegate the Actions for completion, and to evaluate the entire Plan annually using the **HMC files**. Staff compiles new Meeting Appendix materials (agendas, publicity, etc.) for **2026 Plan** update. Often Towns will cc: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) so we can archive your files for the **2026 Plan** update.
11. Town & CNHRPC begin talks **24 months prior** to Plan expiration to discuss the current update grant funding situation. **The next 5-year Plan update process should ideally begin about 12 months prior to Plan expiration**.



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