

# Moretown Hazard Mitigation Plan

SB meets 1<sup>st</sup> & 3<sup>rd</sup> Monday at 6pm; PC meets 1<sup>st</sup> & 3<sup>rd</sup> Tuesday at 6:30pm

## Proposed Schedule as of 02/15/19

<p><b>Work to Complete Prior to Meeting</b></p>	<p><b>CVRPC</b> Bring to meeting with Town:</p> <ul style="list-style-type: none"> <li>Proposed project schedule</li> <li>List of public engagement ideas</li> <li>List of potential stakeholders</li> <li>2013 Moretown LHMP and FEMA plan review tool</li> </ul>	<p><b>Town</b></p> <ul style="list-style-type: none"> <li>Notice meeting and prepare meeting agenda</li> </ul>
<p><b>Planning Team Meeting #1</b> January 15, 2019</p> <p><u>Agenda: Set the stage for a successful LHMP update</u></p> <ul style="list-style-type: none"> <li>Review Plan update process &amp; use of GoogleDocs for document exchange</li> <li>Review 2013 LHMP &amp; discuss Town’s vision for LHMP update</li> <li>Review FEMA needs and recommendations (Plan Review Tool, LHMP changes to facilitate approval)</li> <li>Discuss &amp; revise project schedule and discuss roles &amp; responsibilities. Clarify Town match (cash, in-kind, or both)</li> <li>Begin developing a list of available plan resources</li> </ul>		<p><u>Outcomes</u></p> <ul style="list-style-type: none"> <li>CVRPC understands the type/level of complexity of LHMP the Town wants to achieve</li> <li>The Town understands FEMA requirements and needs</li> <li>The project schedule is finalized</li> <li>Roles &amp; responsibilities are finalized</li> <li>Stakeholder &amp; public engagement opportunities identified</li> </ul>
<p><b>Work to Complete Prior to Meeting</b></p>	<p><b>CVRPC</b></p> <ul style="list-style-type: none"> <li>Prepare meeting agenda &amp; forward materials for review             <ul style="list-style-type: none"> <li>State hazards list</li> <li>Location of supporting documents</li> <li>Print map from last plan</li> </ul> </li> <li>Draft Town/CVRPC contract for services</li> </ul>	<p><b>Town</b></p> <ul style="list-style-type: none"> <li>Notice meeting</li> <li>Solicit additional Planning Team members, if desired</li> <li>Review mitigation actions from 2013 LHMP and identify completed and in-progress actions. If no progress made on an action, draft text to discuss why progress was not made.</li> <li>Begin identifying new mitigation actions that are in progress or that the Town knows it wants to include in the LHMP update.</li> </ul>
<p><b>Planning Team Meeting #2</b> February 19, 2019</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> <li>Finalize list of available plan resources</li> </ul>		<p><u>Outcomes</u></p>

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<ul style="list-style-type: none"> <li>Set desired planning team composition</li> <li>Review state hazard list to identify preliminary list of 5 priority hazards</li> <li>Identify public engagement opportunities and activities</li> <li>Develop list of stakeholders and when/how to engagement them</li> <li>Plan public engagement activity to determine priority hazards</li> <li>Review draft maps and identify desired changes and new maps</li> <li>Review 2013 mitigation action progress</li> <li>Discuss known mitigation actions for this LHMP update</li> <li>Discuss next steps and priority tasks</li> </ul>		<ul style="list-style-type: none"> <li>Town identifies preliminary list of 5 priority hazards</li> <li>Maps changes and new maps identified by Town</li> </ul>
<p><b>Work to Complete Prior to Meeting</b></p>	<p><b>CVRPC</b></p> <ul style="list-style-type: none"> <li>Prepare materials for public engagement event on hazard prioritization</li> <li>Update existing maps or create new maps (ex. hazard analysis map with fire hydrants)</li> <li>Develop contact list and addresses for adjacent towns and individuals at a regional or state level who will be invited to comment on the plan</li> </ul>	<p><b>Town</b></p> <ul style="list-style-type: none"> <li>Warn public engagement event and organize the event logistics (secure location, etc.)</li> </ul>
<p><b>Public Engagement Event #1 (proposed)</b>          March 5 (Town Meeting Day) or use online survey</p> <p><u>Purpose</u></p> <ul style="list-style-type: none"> <li>Inform the community of the LHMP's development</li> <li>Solicit input on priority hazards</li> <li>Gather preliminary ideas for mitigation strategies</li> </ul>		
<p><b>Planning Team Meeting #3</b>          March 19, 2019</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> <li>Review public input on priority hazards</li> <li>Discuss Planning Team comments on draft text</li> </ul>		<p><u>Outcomes</u></p> <ul style="list-style-type: none"> <li>Five priority hazards are selected for vulnerability assessment</li> <li>Status of 2013 mitigation actions is confirmed</li> <li>Preliminary mitigation strategy table for 2019 LHMP is developed</li> </ul>

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<ul style="list-style-type: none"> <li>Discuss vulnerability assessment</li> <li>Identify programs, projects &amp; activities for 2019 LHMP (prevention and mitigation strategies)</li> <li>Finalize date and discuss material needs for public engagement #2 on proposed mitigation strategies</li> </ul>		<ul style="list-style-type: none"> <li>Public engagement materials are identified, and event date is finalized.</li> </ul>
<p><b>Work to Complete Prior to Meeting</b></p>	<p><b>CVRPC</b></p> <ul style="list-style-type: none"> <li>Complete the vulnerability assessment table</li> <li>Draft text for work completed to date</li> <li>Develop draft text for             <ul style="list-style-type: none"> <li>Plan evaluation process</li> <li>Plan maintenance</li> <li>Planning process</li> </ul> </li> <li>Prepare materials for second public engagement event, as needed</li> </ul>	<p><b>Town</b></p> <ul style="list-style-type: none"> <li>Develop contact list and addresses for individuals at a local level who will be invited to comment on the plan</li> <li>Warn public engagement event and organize the event logistics (secure location, etc.), if needed</li> </ul>
<p><b>Public Engagement Event #2</b>          April 2<sup>nd</sup>, 2019</p> <p><u>Purpose</u>          Gather input on prevention and mitigation strategies</p>		
<p><b>Planning Team Meeting #4</b>          April 16<sup>th</sup>, 2019</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> <li>Review public input on mitigation strategies</li> <li>Finalize plan update process</li> <li>Finalize plan maintenance process</li> <li>Review text developed to date</li> </ul>		<p><u>Outcome</u></p> <ul style="list-style-type: none"> <li>Mitigation strategies table is finalized</li> <li>Plan update process is finalized for text development</li> <li>Plan maintenance process is finalized for text development</li> <li>Text changes are identified so that CVRPC can finalize draft text developed to date</li> </ul>
<p><b>Work to Complete Prior to Meeting</b></p>	<p><b>CVRPC</b></p> <ul style="list-style-type: none"> <li>Finalize draft text and email to Planning Team for review <b>May 3<sup>rd</sup>, 2019</b></li> </ul>	<p><b>Town</b></p> <ul style="list-style-type: none"> <li>Planning Team members review draft text and forward comments to CVRPC by <b>May 13<sup>th</sup>, 2019</b> for compilation.</li> </ul>

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<h3>Planning Team Meeting #5</h3> <p>May 21<sup>st</sup>, 2019</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> <li>Review &amp; edit draft plan text</li> </ul>		<p><u>Outcome</u></p> <ul style="list-style-type: none"> <li>Approve draft LHMP for public comment and submission to VEM</li> </ul>
<h3>Work to Complete Prior to Meeting</h3>	<h3>CVRPC</h3> <ul style="list-style-type: none"> <li>Submit preliminary draft plan to VEM for the review process</li> </ul>	<h3>Town</h3> <ul style="list-style-type: none"> <li>Make decision regarding joint meeting with Selectboard</li> </ul>
<h3>Planning Team Meeting #6</h3> <p>June 3<sup>rd</sup>, 2019</p> <p><u>Agenda</u></p> <p>Approve changes made in response to VEM comments</p>		<p><u>Outcome</u></p> <ul style="list-style-type: none"> <li>Approve draft LHMP for submission to VEM</li> <li>Draft LHMP for public comment</li> </ul>
<h3>Selectboard Meeting</h3> <p>June 3<sup>rd</sup>, 2019</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> <li>Approve changes made in response to VEM comments</li> <li>Initiate 30-day public comment period</li> </ul>		
<h3>Work to Complete</h3>	<h3>CVRPC</h3> <ul style="list-style-type: none"> <li>Submit approved draft plan to VEM for final review and submission to FEMA</li> </ul>	<h3>Town</h3> <ul style="list-style-type: none"> <li>None</li> </ul>