



**Northern and Eastern Dutchess County Communities  
Regional Multi-Jurisdictional Hazard Mitigation Planning Project  
Progress Meeting  
January 16<sup>th</sup>, 2009, 1pm.  
Martha's Restaurant, Millerton, NY**

---

**Meeting Minutes**

**Attending**

See attached sign-in sheet.

**Agenda Items Discussed**

Katie Palmer-House (KPH) of the Town of Dover provided a brief introduction and opening remarks. KPH distributed copies of the Quarterly Progress Report, including a summary of planning tasks/plan components either completed or ongoing. KPH then introduced the URS Project Manager, Anna Foley (AF), and Deputy Project Manager, Richard Franks (RF).

AF and RF conducted a joint presentation during which they provided an overview of the project's progress. AF reinforced the project intent and benefits of having a hazard mitigation plan in place. Planning will help to evaluate hazard impacts and identify good projects that will reduce risks. Participation in the process and adopting the final plan approved by FEMA will ensure that participating jurisdictions will become eligible to apply to FEMA for hazard mitigation project grant monies.

Preparation of this plan is being funded by a grant from FEMA, and there are no out-of-pocket costs to be borne by participating jurisdictions; only staff resources and time. The planning process will identify good projects that will be "on the shelf" for fast turnaround during post-disaster scenarios when Letters of Intent (LOI's) are requested. Attendees were reminded that the final regional plan will not automatically apply to all of the region's municipalities; it will only be recognized by FEMA for those jurisdictions that participate in the process, develop a mitigation strategy (actions/projects), and adopt the final plan. An overview was presented of each jurisdiction's participation status. All nine jurisdictions expressed interest in participation, attended the kickoff meeting, and provided at least some of the items on the "Wish List". However, jurisdictional response

to subsequent participation tasks (Land Use and Development Trends Questionnaire, Hazard Identification Questionnaire, Capabilities Assessment Questionnaire) has so far been less than 100%.

AF presented an overview of the project timeline, from the Kickoff Meeting that was previously held in September 2008 to the Draft Plan target date of May 2009. She noted that the Risk Assessment Interim Deliverable (R.A.I.D.) - working chapters of the overall plan - is targeted for distribution on March 11, 2009. A question and answer session on the RAID is currently scheduled for March 26, 2009.

The RAID will summarize the following steps of the mitigation planning process:

- ✚ Hazard Identification
- ✚ Hazard Profiles
- ✚ Asset Identification and Characterization
- ✚ Vulnerabilities
- ✚ Land Uses and Development Trends
- ✚ Types of Mitigation Actions for Various Hazards

RF then presented some of the draft components of the RAID in more detail: The Hazard Identification step has been completed. Of the 23 natural hazards that were evaluated, 13 were considered significant enough for further investigation in the risk assessment. Municipalities have been given the opportunity to comment on this evaluation via the Hazard Identification Questionnaire that was distributed in October 2008.

The Hazard Profile step (ongoing) involves, for identified hazards, the hazard description, location, extent, previous occurrences, and probability or likelihood of future occurrences. RF presented some components of the Hazard Profile report section, including mapping of identified drought areas, earthquake hazard/soil type areas, flood hazard areas, wildfire hazard areas, and dam locations.

The Asset Identification and Characterization section is complete in draft form. It involves a quantification of total assets in each municipality (improved property, emergency facilities, critical infrastructure and utilities, historic and cultural resources, population and other key facilities) as well as a tally of assets in each of the identified hazard areas. RF presented some tables from the draft Asset Identification plan section, including population, emergency facilities and critical infrastructure as described above, and total improved property values for each municipality. RF said that the figures in the individual tables are expected

to be revised to reflect more detailed local knowledge when municipalities review the RAID.

Mr. Wayne Euvrard of the Town of Amenia expressed doubts that the total improved property values presented for certain municipalities were accurate. RF undertook to revisit the analysis to ensure that the equalization rates have been applied correctly.

AF then described how the Capability Assessment involves a summary of each municipality's report of legal and regulatory capabilities, administrative and technical capabilities, fiscal capabilities, as well as similar capabilities at the State and Federal levels.

Other steps that will be summarized in the RAID are ongoing and include: estimation of damages for each hazard, land uses and development trends summary, and types of mitigation actions that can be considered for each identified hazard.

Local municipalities will use the RAID to develop unique, jurisdiction-specific mitigation strategies in April 2009.

The final plan will have a section discussing Plan Maintenance and Plan Integration. Guidance Memorandums 2 and 3 on these topics will be distributed February 9<sup>th</sup>, and municipal feedback (as requested in the memos) is required by March 4<sup>th</sup>.

AF concluded with an overview of 'to-do' items for each municipality from now through the completion of the Draft Plan.

- ✚ March 4: Last day to submit comments on Plan Maintenance (Guidance Memo 2) and Plan Integration (Guidance Memo 3).
- ✚ March 12 – March 26: Read Risk Assessment Interim Deliverable (RAID).
- ✚ March 26: Attend RAID Question & Answer Session.
- ✚ April 4: Last day to submit a completed Outreach Log to URS.
- ✚ April 5: Last day to submit comments on the RAID.
- ✚ April 21 (To be confirmed): Attend the Mitigation Strategy Working Session.
- ✚ April 28 (to be confirmed): Last day to submit mitigation actions (Prioritization Worksheet & Implementation Strategy Worksheet). THIS IS ABSOLUTELY MANDATORY FOR FEMA TO RECOGNIZE YOUR PARTICIPATION.
- ✚ May 5 – July 5: Review and Comment on the Draft Plan.

- ✚ Ongoing: Continue your Jurisdictional Assessment Team (JAT) Meetings.
- ✚ Ongoing: Continue outreach to the Public and Other Stakeholders in your jurisdiction and document all activities in the Outreach Log (last page of Guidance Memo #1) which is due April 4.

A brief period of questions and answers followed:

Ms. Colette Zito of the Village of Pawling requested that a condensed form of the presentation be made available for use in outreach activities. A brief discussion of outreach activities followed, in which AF stressed that FEMA will assess the outreach activities based on the level of effort made by the municipalities, rather than the public's response to these efforts. AF reminded attendees to make use of the project Fact Sheet, and KPH reminded attendees that reference material for the plan is available on the website (<http://www.townofdover.us/AHMP.cfm>)

KPH thanked attendees for coming and the meeting was adjourned.