



Southern New Hampshire Planning Commission

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Minutes of the Deerfield Hazard Mitigation Committee Meeting held on October 26, 2006

October 26, 2006 at the George B. White Building
8 Raymond Road, Deerfield, New Hampshire

MEMBERS PRESENT

Richard Verville	-	Planning Officer, NH Bureau of Emergency Management
Cynthia Heon	-	Town Administrator, Town of Deerfield
Bonnie Beaubien	-	School Board Representative, Town of Deerfield
Colleen Guardia	-	Department of Welfare/Citizen
Richard Pelletier	-	Building and Health Officer, Town of Deerfield
John Reagan	-	Deerfield Planning Board
Carl Oehler	-	Road Agent Assistant, Town of Deerfield
Jack Munn	-	Senior Planner, SNHPC
Linda Ajello	-	Planner, SNHPC

Ms. Heon called the meeting to order at 10:00 a.m.

INTRODUCTION TO HAZARD MITIGATION PLANNING

Mr. Munn introduced himself and Ms. Ajello to the group. He explained that Ms. Ajello would be the project manager for the Hazard Mitigation Plan, but that he would be assisting her. Ms. Ajello distributed a general one-page description of the Hazard Mitigation Planning process and Mr. Munn introduced the scope of work to be completed over the course of five meetings. Ms. Ajello passed around copies of the Manchester and Chester Hazard Mitigation Plans for the Committee to review.

Mr. Verville from the NH Bureau of Emergency Management explained the Hazard Mitigation process. BEM has provided funding to each regional planning commission, through a grant from FEMA, to complete the Hazard Mitigation Plans. Mr. Verville explained that all meetings must be publicly noticed. This could be accomplished through posting in local newspapers, public access television or on the Town's website.

Mr. Verville also explained that having an adopted Hazard Mitigation Plan provides the essential supporting documentation for many grants. Other benefits of a Hazard Mitigation Plan are that it identifies any potential hazards in the community, analyzes the essential facilities at risk, and identifies cost beneficial ways to reduce the community's disaster risk.

The group was asked to nominate a chairperson for the committee. Ms. Ajello mentioned that this person is usually the Emergency Management Director. The group elected Paul Buffington, the Emergency Management Director, as chair. Mr. Buffington was not present to accept or decline the nomination.

Ms. Ajello distributed a handout explaining the Hazard Mitigation Planning process and explained that she would coordinate five meetings with the Committee and prepare the Plan. The primary role of the Committee is to provide critical insight into the Town and guide the formation of the document to best represent the community. Approximately two weeks before each meeting Ms. Ajello will email a PDF version of minutes and the agenda to the Committee members. Ms. Ajello will work with Ms. Heon to get a public notice of the meetings put together.

ESTABLISH GOALS AND OBJECTIVES

Ms. Ajello passed out a copy of the goals of the State of New Hampshire's Hazard Mitigation Plan and explained that in the past, many communities chose to adopt the State's goals, while others have adopted the State's goals with modifications or

created completely new goals on their own. Mr. Verville explained that goals are developed to address how to reduce the impact of what you are responding to. The goals will be set at a later meeting.

IDENTIFY PAST AND POTENTIAL HAZARDS

Mr. Munn and Ms. Ajello explained that the next step is to brainstorm where past natural hazard events have occurred in the Town of Weare. The Committee members marked the location of each hazard event on a base map of the Town. Ms. Heon asked if it would be possible for the committee to keep the map to work on after the meeting. This would allow members who could not be present at the meeting to assist. There was a fire in Town that morning so several of the committee members could not be present.

INTRODUCTION TO ESSENTIAL FACILITIES

Ms. Ajello passed out a sheet defining the four different types of essential facilities: critical facilities, areas at risk, commercial economic impact areas, and hazardous materials. Mr. Munn explained that for the critical facilities and areas at risk SNHPC staff will photograph and GPS each of the facilities. The group was provided an example of a Essential Facilities document for the Town of Chester.

Ms. Ajello and Mr. Munn explained that SNHPC will create two separate documents as part of the planning process: the Hazard Mitigation Plan that summarizes essential facility information as they relate to the hazard zones and an Inventory of Essential Facilities that is an indexed book describing each of the essential facilities. Some Town's Hazard Mitigation Committees chose to guard the Inventory as a non-public document for use by key municipal personnel. Whereas, in other Town's, the inventory was produced in public sessions. For the Deerfield Hazard Mitigation Plan, the Hazard Mitigation Committee chose to develop Inventory of Essential Facilities as a non-public document.

Committee members then reviewed a preliminary list of Essential Facilities prepared by SNHPC. The group went through each section to identify errors, omissions, or changes.

The meeting dates for the next four meetings were set in order to provide dates to the committee members well in advance, as follows: November 30th; December 28th; January 18th; and February 15th. All meetings will be held on Thursdays at 10 AM, at the George B. White Building.

The meeting was adjourned at approximately 11:30 a.m.