

Montpelier Local Hazard Mitigation Plan (LHMP) Planning Committee
Draft Minutes
December 4, 2020, 9:30am – 11:00am
Remote Participation via Zoom

Committee Members

- ☒ Grace Vinson, Central Vermont Regional Planning Commission (CVRPC)
- ☒ Cameron Niedermayer
- ☒ Mike Miller
- ☒ Audra Brown
- ☒ Donna Barlow Casey
- ☒ Eric Nordenson
- ☒ Robert Gowans
- ☒ Vicky Arthur
- ☒ Kris Hepburn
- ☒ James Quinn

Call to Order

C. Niedermayer opened the meeting at 9:32 am. There were no adjustments to the agenda.

Introductions

Vicky Arthur introduced herself as a new resident of Montpelier who works as a contractor for FEMA Region III, bringing GIS background and flood mapping and LHMP experience to the Committee.

G. Vinson, C. Niedermayer, A. Brown, M. Miller, C. Gowans, E. Nordenson, K. Hepburn, D. Barlow-Casey, and J. Quinn introduced themselves.

Review and Approve Agenda

There were no adjustments to the agenda.

Refresher on Project Scope and Process

G. Vinson provided a brief PowerPoint presentation on the LHMP project scope and process. This included discussion of: what an LHMP is, the benefits of an updated LHMP and contents of the plan. The foundation of an LHMP is to identify hazards facing the City of Montpelier, and develop mitigation strategies and actions to reduce the risk from those hazards. One noted benefit of an updated LHMP and robust planning process is the opportunity to increase Montpelier's Community Rating System (CRS) class and raise the insurance discount for properties in the Special Flood Hazard Area (SFHA) from 10% to 15%.

Role of the Planning Team

G. Vinson provided information on the CVRPC/Montpelier MOA outlining that the City of Montpelier will provide cash match. She noted what activities were eligible under the MOA

1 including but not limited to forming a planning team, carrying out public engagement activities,
2 and updating plan text.

3 4 **Project Timeline**

5 G. Vinson discussed the project timeline, noting that to maximize engagement, multiple
6 meetings would be held at different steps of the LHMP update process. She noted the firm
7 deadline for an updated, VEM/FEMA approved plan is August 6, 2021.

8 9 **Identify Next Steps**

10 Discussion followed the PowerPoint presentation with questions and comments by the
11 Committee.

12
13 Committee discussed public engagement strategies. G. Vinson raised the idea of a GIS map
14 allowing stakeholders to place pins on hazard areas or areas of interest. V. Arthur noted that
15 the Town of Cambridge had used a similar strategy in their LHMP update, G. Vinson will look
16 into this.

17
18 C. Niedermayer asked for more information on what map updates entails. G. Vinson noted that
19 the LHMP update can include an update of the 2015 maps, or can include additional maps
20 developed by CVRPC staff. The Committee should identify what maps to include at the next
21 meeting to allow adequate time to develop them. C. Niedermayer noted that the Transit Center
22 and bike path should be included on updated maps. C. Gowans noted that emergency shelter
23 information from the Local Emergency Management Plan (LEMP) could also be included.

24
25 M. Miller noted that the City has dam emergency action plans (EAPs) that can be incorporated
26 in the LHMP update.

27
28 J. Quinn inquired how hazards are prioritized. G. Vinson noted the hazard identification and
29 analysis process will rank hazards based on their probability and impact; the hazards with the
30 highest score will be discussed in the LHMP.

31
32 M. Miller asked if the plan was limited to natural hazards or could include man-made hazards.
33 Discussion followed on thinking about civil unrest, terrorism as a hazard.

34
35 D. Barlow-Casey noted that Montpelier's Capital Area Neighborhoods (CANs) should be
36 included in this process.

37
38 G. Vinson will create a Google Drive folder to share documents and information. This will
39 include worksheets to fill in information on the status of mitigation actions,
40 plans/studies/documents that should be incorporated into the LHMP update, and feedback
41 from Committee members on hazard identification and analysis.

42
43 A. Brown will create a webpage with information about the LHMP update process. C.
44 Niedermayer will add information to the Weekly Report and social media.

1
2 G. Vinson will send C. Niedermayer questions to input into Survey Monkey to seek public input
3 on hazards.

4
5 C. Niedermayer will send an invitation for Meeting #2 in mid- January. The Committee is
6 encouraged to fill out worksheets and review the 2015 LHMP prior to meeting #2.

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8 **Other Business**

9 None.

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11 **Adjourn**

12 Meeting adjourned at 10:23 am.

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14 Next meeting: mid-January 2021.

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23 **Refresher on Project Scope and Process**

24 **What is an LHMP?**

- 25 • Foundation for long term mitigation strategy that can be implemented to
26 reduce risk and future losses and make Montpelier more disaster
27 resilient.
- 28 • Purpose: Recognize what hazards are facing Montpelier, identify
29 strategies to begin reducing risk from these hazards

30
31 **Benefits of updated LHMP**

- Increase awareness of hazards and identify actions for risk reduction
- A strong LHMP will make Montpelier more resistant to harm and damages in the future, and reduce public costs
- Reflect changes since last plan (development, progress on mitigation actions, changes in City priorities) and align with other community planning efforts
- Current LHMP required for Hazard Mitigation Assistance (HMA) grant programs (Montpelier plan expired in February 2020)
- ERAF (Emergency Relief Assistance Fund): Of 25% non-federal share, state will contribute at least 7.5%. Montpelier ERAF rate will increase to 17.5% once LHMP is adopted.

This is Montpelier's' plan! Think about: What does Montpelier hope to get out of the project? What is needed to make this project successful? *More outreach/community involvement?*

LHMP Process and Contents

- Community Profile
- Planning Process and Maintenance
- Community Vulnerability by Hazard
 - Hazard identification and analysis table
 - **2015 plan described worst and moderate threat hazards, 2020 plan ranks differently (numerically) and discusses 3 or 4 worst hazards
 - Threat Hazards
 - Description: location, extent, previous occurrences, probability of future events, etc.)
 - Vulnerability: people, structures, critical facilities, etc. that would be impacted
 - Hazard ranking: probability + potential impact= score
- Mitigation Strategy (plans, policies, programs) and Community Capabilities
- Discussion of what else the Town may imagine be included and if appropriate, how the project could be adjusted to meet those needs.

Timeline

- This is the basic timeline- I wanted to note that we already did a bit of public engagement to gather info from residents on hazards
- This can be adjusted, sped up, etc. the firm deadline for an approved plan is August 6, 2021 because that's when our grant ends.

Role of the Planning Team (share MOA)

- The MOA details what tasks Montpelier will be doing for the plan update. What role do planning team members want to play? This will help with efficient communication and coordination between CVRPC and Montpelier.
- Montpelier/CVRPC MOA: up to \$2,500 cash
- Match invoice will be submitted to Montpelier for payment once plan is submitted to VEM

Eligible in-kind match:

- Municipal staff, board member, volunteer time, travel, or other expenses to develop, review, and adopt the plan (meeting participation, document review, other eligible activities)

Eligible Activities

- Form a planning team
- Carry out public engagement activities
- Provide plans, studies, damage documentation, and other info for plan's development
- Update text
- Identify an evaluation process for plan maintenance and how plan's activities will be incorporated into other Town documents
- Hold required public hearings prior to adoption
- Adopt the plan

Schedule/Work so far

- Is this timeline workable for the town?
- Updated weather data (data collection) for 2015 hazards: worst threat: ice jams, hazardous materials (fixed and transport), flood/flash flood/fluvial erosion. Moderate hazards: winter storms/ice storms, water supply contamination, cyber disruption
- Worksheets:

Project Approach

Approach/the process to be used – build their ownership in the process and product!

- How do you imagine the project unfolding and how might they want to adapt that?
- What does good communication look like for them?
- What does product approval look like (Ex. group consensus vs 100% agreement, can they make decisions via email, etc.)?

Work done so far

Q&A

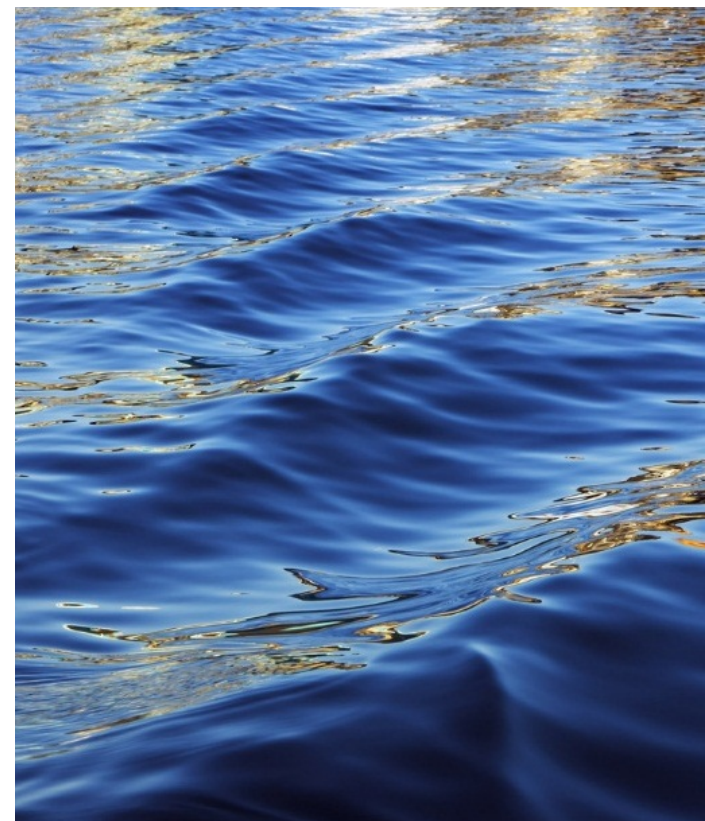
Next steps

- Public Engagement Strategies
- worksheets



Montpelier LHMP Kick Off Meeting

12/04/20



LHMP Update: Project Scope

What is an LHMP?

- Foundation for long term mitigation strategy → reduce risk and future losses, make Montpelier more disaster resilient
- Purpose: Identify what hazards are facing Montpelier + identify strategies to reduce risk from these hazards

Benefits of updated LHMP

- Increase awareness of hazards, identify actions for risk reduction
- A strong LHMP will make Montpelier more resistant to harm and damages in the future, and reduce public costs
- Reflect development changes, progress on mitigation actions, changes in City priorities and align with other planning
- Required for Hazard Mitigation Assistance (HMA) grant programs
- ERAF (Emergency Relief Assistance Fund): Of 25% non-federal share, state will contribute at least 7.5%. Montpelier ERAF rate will increase to 17.5% once LHMP is adopted
- Robust LHMP could increase Community Rating System (CRS) class, increase insurance discount from 10% to 15%

LHMP Contents

- Community Profile
- Planning Process and Maintenance
- Community Vulnerability by Hazard
 - Hazard identification and analysis (different from 2015)
 - Threat Hazards
 - Description: location, extent, previous occurrences, etc.
 - Vulnerability: people, structures, critical facilities, etc.
 - Hazard ranking: probability + impact
- Mitigation Strategy (plans, policies, programs) and Community Capabilities

2015 Worst Hazards

- Ice jams
- Hazardous materials
- Flood/flash flood/fluvial erosion hazard

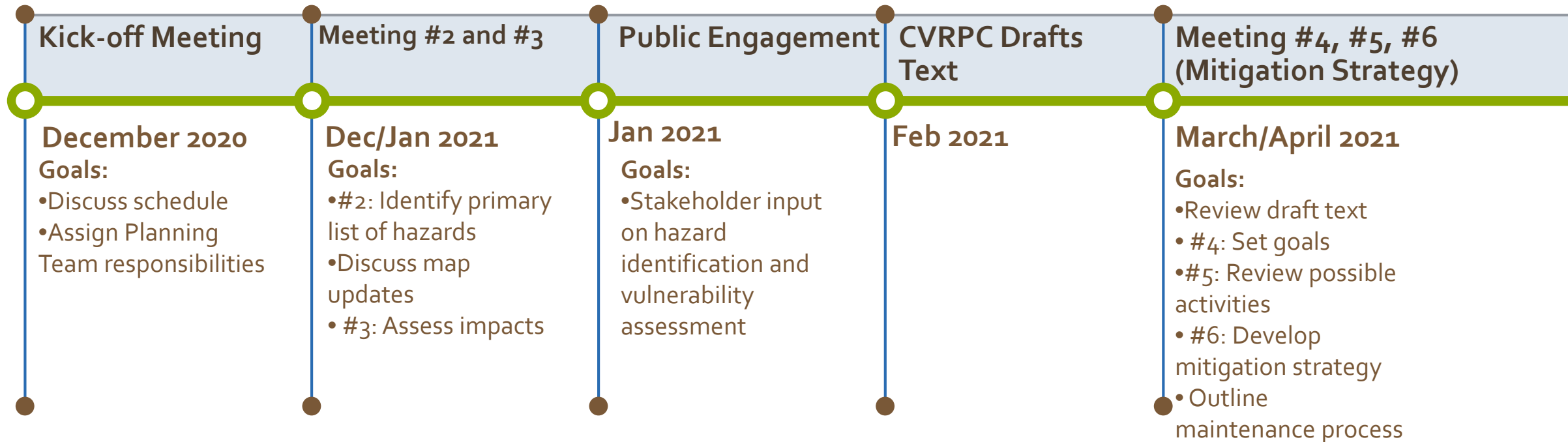
2015 Moderate Hazards

- Winter storms/ice storms
- Water supply contamination
- Cyber disruption

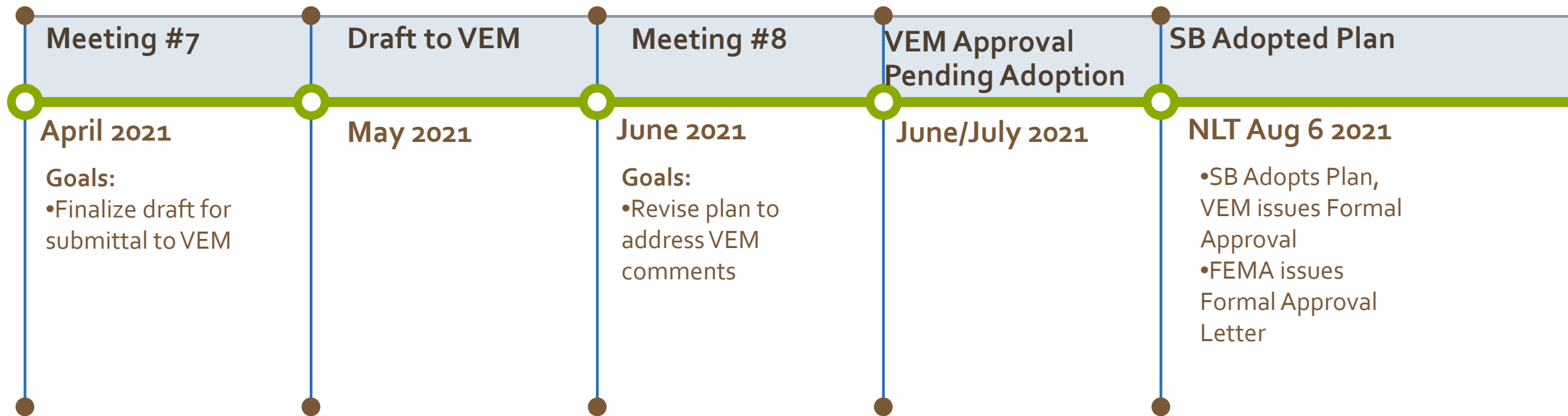
Role of the Planning Team: Montpelier/CVRPC MOA

- \$2,500 cash match (invoice submitted once plan is submitted to VEM)
- Eligible activities
 - Form a planning team
 - Carry out public engagement activities
 - Provide plans, studies, damage documentation, and other info for plan's development
 - Update text
 - Identify an evaluation process for plan maintenance and how plan's activities will be incorporated into other municipal documents
 - Hold required public hearings prior to adoption
 - Adopt the plan

Montpelier LHMP 2020 Update Timeline



Montpelier LHMP 2020 Update Timeline, cont'd.



This is Montpelier's plan!

- How do you imagine the project unfolding? What is needed to make this project successful? Adjustments to be made?
- Community Rating System (CRS) class upgrade requires more meetings
- What does good communication look like? Best way to share information?
- What does product approval look like (group consensus vs 100% agreement, make decisions via email, etc.)?

No credit is provided for the creation of a planning committee if the committee only meets once or twice. It must meet a sufficient number of times to involve the members in the following key steps of the planning process (e.g., at least one meeting on each step):

- Step 4. Assess the hazard,
- Step 5. Assess the problem,
- Step 6. Set goals,
- Step 7. Review possible activities, and
- Step 8. Draft an action plan.

Questions?