

## SCHEDULE OF TASKS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	NOTES
<b>PROJECT TASKS</b>																
<b>Organize Resources and Convene Planning Team</b>	x	x														
<b>Create Outreach Strategy</b>	x	x														
<b>Review Community Capabilities</b>		x	x	x												
<b>Conduct Risk Assessment – hazard profiles, critical facilities, vulnerability assessment</b>			x	x	x	x										All CF lists and GIS data compiled by 10/31/22  All data collected, draft maps, and required analysis by 1/31/23 (before pub mtg)
<b>Identify Mitigation Goals and Actions</b>					x	x	x									
<b>Develop Action Plan for Implementation</b>									x	x						
<b>Identify Plan Maintenance Procedures</b>										x						
<b>Review Final Draft</b>												x				
<b>Submit Plan to State and FEMA</b>													x			
<b>Adopt Plan</b>															x	
<b>MEETINGS</b>																
<b>Core Planning Team</b>	x						x				x					
<b>Jurisdictional Haz Mit Planning Committees</b>			x			x			x			x				
<b>Stakeholder/Public Outreach</b>		Public Survey?						Public Forum				x	x			Draft Plan Public Review between June-July '23


Assumptions:

**Draft Plan Review:** BETA will present the CPT with a complete first draft of the HMP to share internally with the HMPC for review and comment. BETA will make one round of revisions based on this review. BETA will then provide a revised complete first draft to the CPT to post on the local website and distribute to relevant Town boards and commissions for public review. After 30 days of public review, the CPT will compile all comments to provide to BETA. BETA will make one round of revisions based on comments received during the public review period.

**Meetings:** BETA may hold up to 5 virtual working sessions with the HMPCs. BETA will also work with the HMPCs to conduct one virtual multi-jurisdictional public meeting after completion of Task 6, to collect feedback on the risk assessment and discuss goals and mitigation strategies. The CPT may choose to hold additional internal meetings with their HMPCs to lead additional discussion about any of the planning elements.

**Plan Adoption:** BETA will provide each committee with a draft adoption certificate and members of the Core Project Team will present the final HMP before local Select Boards for adoption in each town. Once all towns' adoption resolutions have been signed and returned to BETA, BETA will insert a copy of the signed resolutions into the final plan documents and return the plan to MEMA and FEMA requesting final plan approval. Once final approval is received, BETA will insert a copy of the FEMA approval letter into the plan and provide a final digital master of the HMP to each town.

(MEMA grant good through **DATE**)



Mtg #	Date	HMP Agenda
Kick-off call	Aug 1, 2022	<ol style="list-style-type: none"> <li>1. Kickoff call – Administrative               <ol style="list-style-type: none"> <li>a. Review participant structures                   <ol style="list-style-type: none"> <li>i. Affirm local Hazard Committee membership</li> </ol> </li> <li>b. Propose schedule for committee and public outreach meetings</li> <li>c. Public Outreach                   <ol style="list-style-type: none"> <li>i. Project webpage</li> <li>ii. Media list for press releases</li> <li>iii. Interdepartmental memo/email, notifying of project kick-off</li> <li>iv. HMPC meetings should be open to public?</li> <li>v. Public survey – BETA to develop and share with CPT for feedback</li> </ol> </li> <li>d. Data collection                   <ol style="list-style-type: none"> <li>i. 2015 HMP GIS from OCPC, and MVP GIS from consultants</li> <li>ii. Any plans and reports from your towns?</li> <li>iii. Ask for info on Potential New Development Sites</li> <li>iv. Parcel data</li> </ol> </li> <li>e. Proposed plan layout</li> <li>f. Identify/update local hazards (ask about flood areas, issues with dams, drought, etc.) ***ask for photos!!</li> </ol> </li> </ol>
HMPC Meeting #1		<ol style="list-style-type: none"> <li>1. Introductions</li> <li>2. Overview of Hazard Mitigation Planning Process</li> <li>3. Schedule for committee and public outreach meetings</li> <li>4. Review hazards of concern, brainstorm about locally identified hazard areas (ask about flood areas, issues with dams, drought, etc.)</li> <li>5. Public outreach – get your neighbors to respond to public survey</li> </ol>
HMPC Meeting #2		<ol style="list-style-type: none"> <li>1. Update on where we are in planning process</li> <li>2. Review Critical Facilities/Vulnerable Populations Mapping</li> <li>3. Review Capabilities Worksheet</li> <li>4. Review original existing mitigation capabilities from 2015 plan               <ol style="list-style-type: none"> <li>a. Confirm effectiveness, note any needed changes</li> </ol> </li> <li>5. Agenda/Logistics for Public Workshop</li> <li>6. Next Steps</li> </ol>

Mtg #	Date	HMP Agenda
Public Mtg #1		<ol style="list-style-type: none"><li>1. Overview of Hazard Mitigation Planning Process<ol style="list-style-type: none"><li>a. Background on Hazard Mitigation Planning</li><li>b. Planning process and requirements</li></ol></li><li>2. Present risk assessment/hazard ranking from last plan, ask for input, have things changed?</li><li>3. Brainstorm on mitigation strategies</li></ol>
HMPC Meeting #3		<ol style="list-style-type: none"><li>1. Update on where we are in planning process</li><li>2. Review HMP Goals. Update as needed.</li><li>3. Review recommended mitigation measures from 2015 plan<ol style="list-style-type: none"><li>a. current status</li><li>b. decide which to carry forward into 2023 plan</li></ol></li><li>4. Review new proposed actions</li><li>5. Next Steps</li></ol>
HMPC Meeting #4		<ol style="list-style-type: none"><li>1. Update on where we are in planning process<ol style="list-style-type: none"><li>a. Review updates made to plan since last meeting</li><li>b. Follow-up on any unfinished business</li></ol></li><li>2. Review 2023 mitigation strategy (mitigation and climate resilience strategies)</li><li>3. Explain prioritization process</li><li>4. Review Plan Implementation Process</li><li>5. Discuss process for adoption</li><li>6. Next Steps</li></ol>
HMPC Meeting #5		<ol style="list-style-type: none"><li>1. Update on where we are in planning process<ol style="list-style-type: none"><li>a. Review updates made to plan since last meeting</li><li>b. Review any public comment on posted draft plan</li></ol></li><li>2. Discuss process for adoption</li><li>3. Next Steps</li></ol>

