

## **B Annual Interim Plan Evaluation and Implementation Worksheets**

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- Board of Selectmen's Organization of Permanent Hazard Mitigation Committee
- Appointed Committee and Stakeholder Invitation Contact Information
- Meeting Publicity (Press Releases and Public Notice Meeting Posters) Tracking
- Example Agenda Interim Meeting 1 (IM1)
- Example Agenda Interim Meeting 2 (IM2)
- Interim Meeting Attendance Sheet
- Mitigation Action/Project Status Tracking Sheet
- Mitigation Action/Project Progress Report for Departments
- Annual Hazard Mitigation Plan Evaluation Worksheet

## Organizing the Permanent Hazard Mitigation Committee

### Fall 2018 Guide for the Board of Selectmen's Hazard Mitigation Committee (HMC) Establishment and Other Haz Mit Appointments and Meeting Invitations

The current **Boscawen Hazard Mitigation Plan 2018** expires **xx-xx-23** and contains Actions to be implemented (see Chapter 8) between now and 2023 when the update process begins anew with CNHRPC with a federal 75/25 Pre-Disaster Mitigation (PDM) Grant.

#### PURPOSE OF THE PERMANENT HAZARD MITIGATION COMMITTEE ESTABLISHMENT

The purpose of the Hazard Mitigation Committee (HMC) is to oversee the development, update, and implementation of the Town's Hazard Mitigation Plan which is approved by the Federal Emergency Management Agency (FEMA). This Plan expires within five years of its approval date and must be maintained by the Hazard Mitigation Committee to ensure the Town remains eligible for federal mitigation grant funding opportunities.

#### SUGGESTED APPOINTEES

Choose individuals who are *interested and invested* in this important project for maximum effectiveness. Interested people will attend more meetings and strive to work with CNHRPC to complete the Plan Update. The goal is to have 6-8 people consistently attend all Committee meetings.

**Suggested Municipal Appointees to Hazard Mitigation Committee (HMC) should include:**  
*(changes titles as needed to fit your community)*

- **Staff Coordinator** who organizes the Agendas, schedules the meetings, organizes paperwork, communicates with CNHRPC during the day, coordinates Town data collection, coordinates the Committee, fulfills publicity needs, takes minutes of HMC meetings, etc.
- Emergency Management Director
- Town Administration  
(Administrator/Administrative Assistant)
- Fire Department (Chief or Officer)
- Police Department (Chief or Officer)
- Rescue Chief or Officer
- Public Works/Highway Department  
Director/Road Agent
- Building Inspector/Code Enforcement  
Officer
- Town Planner/Planning  
Coordinator/equivalent
- Transfer Station Supervisor
- 1 Board of Selectmen member
- 1 Planning Board member if needed (a  
Town Planner can usually represent the PB)
- 1 Conservation Commission member
- 1 Water / Sewer Commission member
- 1 Agricultural Commission member
- Other Town Departments, Boards,  
Commissions

05-18

CNHRPC Project Manager\*: Stephanie Alexander (CNHRPC) email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) & phone/message 226.6020



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## Organizing the Permanent Hazard Mitigation Committee

### Fall 2018 Guide for the Board of Selectmen's Hazard Mitigation Committee (HMC) Establishment and Other Haz Mit Appointments and Meeting Invitations

#### Suggested Other Local Stakeholders to Appoint as Alternates to the HMC:

Or at a minimum, to invite these Stakeholders to attend and participate in Committee activities.

- **School District** representative\*      \* an essential partner to include in Committee meetings
- **Town Library** staff or trustee
- **Historical Society** member

#### SUGGESTED PERSONAL INVITEES

#### Suggested Stakeholder Groups to personally invite to HMC meetings:

Purpose is for participation in Committee activities, discussions, information sharing and Plan development.

- **Business Community** members (such as the largest, most influential or most civically-involved employers)
- **Residential Community** members (such as homeowner's associations, manufactured housing park owners/boards, neighborhood groups)
- **Non-profits Groups** in Town (such as natural resource protection organizations, social organizations, Veteran's groups, historical groups, etc)
- **Engaged Citizens** who would have an interest
- **Populations at Risk** (such as resident groups or businesses within the floodplain or other hazard area)
- **Neighboring Communities' Emergency Management Directors**
- **NH Homeland Security and Emergency Management** Field Representative for your Town
- **Merrimack County, State or Federal Agencies** (such as those having a specific interest to represent in the Town)
- **Other stakeholders** (others who represent a party that could be affected by a disaster or could assist when a disaster strikes)

See the **HMC Appointees and Alternate-Public Invitees List Boscawen 2018** Excel spreadsheet provided to the **Staff Coordinator** to organize and promote membership.

#### HAZARD MITIGATION PLAN UPDATE

The Town's **Hazard Mitigation Plan** update and development is a transparent public process where different perspectives are valued and encouraged. Mitigation Actions were developed to help keep the Town safer from natural disasters. The HMC will guide the implementation of Actions and assist Departments with carrying them out when needed. Yearly, the **2018 Plan's** Mitigation Action Plan should be reviewed and amended.

05-18

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**Permanent Hazard Mitigation Committee (HMC) 2018-2023**

5/11/2018

*Suggested Select Board appointment to the Hazard Mitigation Committee:*Appointments should be made within 3 months of receipt of FEMA's  
Letter of Formal Approval of the Plan, but can be done at any time prior.

Position (revise as applicable to your community)	Name	Daytime Telephone (8:00 AM - 5:00 PM)	E-Mail Address
Emergency Management Director			
Assistant Emergency Management Director			
Staff Coordinator to Haz Mit Committee			
Town Administrator/Administrative Assistant			
Fire Chief or Officer			
Police Chief or Officer			
Rescue Chief or Officer			
Public Works Director/Road Agent			
Building Inspector/Code Enforcement			
Town Planner/Planning Coordinator for Board			
Wastewater Department Supervisor			
Water Treatment Department Supervisor			
Selectperson			
Conservation Commission member			
Planning Board member			
Other?			

Appointed by the Select Board on: [date]

## Hazard Mitigation Committee's (HMC) Public Invitations to Join Meetings 2018-2023

5/11/2018

Suggested personal invitations to attend Haz Mit Meetings should be sent to:

Affiliation (revise as applicable to your community)	Name	Daytime Telephone (8:00 AM - 5:00 PM)	E-Mail Address
School Board/District Representative(s)			
School Board/District Representative(s)			
Town Library Representative			
Town Historical Society Representative			
Senior Center Representative			
Neighborhood Representative			
Engaged Citizen(s)			
Engaged Citizen(s)			
Major Employer Representative(s)			
Major Employer Representative(s)			
Local & Regional Non-profit/Associations Rep(s)			
Local & Regional Non-profit/Associations Rep(s)			
Abutting Community #1 Emergency Management Director			
Abutting Community #2 Emergency Management Director			
Abutting Community #3 Emergency Management Director			
Abutting Community #4 Emergency Management Director			
Abutting Community #5 Emergency Management Director			
Abutting Community #6 Emergency Management Director			
NH Homeland Security & Emergency Management Field Rep			
NH State Agency Representative			
US Army Corps of Engineers Representative			
Local Utility Representative(s) (Not Unitil or Eversource)			
Local Utility Representative(s) (Not Unitil or Eversource)			
Other Stakeholder:			
Other Stakeholder:			

Invited by the Staff Coordinator on:

[date]

Invitation Files Saved:

[location]

# Annual Hazard Mitigation Committee (HMC) Interim Meeting Publicity Tracking 2018-2023

Example started - revise as applicable to your community

5/11/2018

\*obtain **Published** article clippings & PDF of **Postings Online** for each meeting and retain in a designated folder & location. These will be needed for FEMA publicity requirements.  
Consider emailing all materials to CNHRPC Stephanie Alexander for archival: salexander@cnhrpc.org

Press Releases (PR)	Dated	Interim Meeting (IM) Covered	Where PR Was Sent for Publication	Was It Published (Paper/Online)? Y/N Retain Clipping**
Press Release IM1* retain your final PR 1 file*	4/1/2018	Interim Meeting 1 (IM1)	Concord Monitor [Monitor Community Crier] [Union Leader] [name of local newspaper]	
retain all online PDF or paper clippings**			[Suncook Valley Sun] [Bow Times] [The Messenger] [Merrimack Valley Voice] [The Village Weekly] [InterTown Record]	
Press Release IM2* retain your final PR 2 file*	6/1/2018	Interim Meeting 2 (IM2)	Concord Monitor [Monitor Community Crier] Union Leader [name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper] [name of Town newsletter] [name of Town newsletter]	
Press Release IM3* retain your final PR 3 file*	8/1/2018	Interim Meeting 3 (IM3)	Concord Monitor [Monitor Community Crier] Union Leader [name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper] [name of Town newsletter] [name of Town newsletter]	
Press Release IM4* retain your final PR 4 file*	10/1/2018	Interim Meeting 4 (IM4)	Concord Monitor [Monitor Community Crier] Union Leader [name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper] [name of Town newsletter] [name of Town newsletter]	
Press Release IM5* retain your final PR 5 file*	12/1/2018	Interim Meeting 5 (IM5)	Concord Monitor [Monitor Community Crier] Union Leader [name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper] [name of Town newsletter] [name of Town newsletter]	
Press Release IM6* retain your final PR 6 file*	2/1/2019	Interim Meeting 6 (IM6)	Concord Monitor [Monitor Community Crier] Union Leader [name of local newspaper]	
retain all online PDF or paper clippings**			[name of local newspaper] [name of Town newsletter] [name of Town newsletter]	

INSERT MORE ROWS TO ACCOMMODATE FUTURE MEETINGS

Thank you for your diligence with Meeting publicity and inviting stakeholders. This record should ensure FEMA is aware of the substantial public opportunity to participate in the Hazard Mitigation Meetings. **Keep all materials until the next Plan update.**

# Annual Hazard Mitigation Committee (HMC) Interim Meeting Publicity Tracking 2018-2023

Example started - revise as applicable to your community

5/11/2018

\*obtain **Published** article clippings & PDF of **Postings Online** for each meeting and retain in a designated folder & location. These will be needed for FEMA publicity requirements.  
Consider emailing all materials to CNHRPC Stephanie Alexander for archival: salexander@cnhrpc.org

Public Notice Meeting Posters (PN)	Dated	Interim Meeting (IM) Covered	Where PN Was Posted	Was It Published (Paper/Online)? Y/N Retain Clipping**
Public Notice Poster IM1* retain your final PN 1 file*	4/1/2018	Interim Meeting 1 (IM1)	Town website online Town Office Bulletin Board Town Library Town Calendar webpage [public business/venue] [Transfer Station] [Department Facebook webpage] [Post Office] [General Store]	
Public Notice Poster IM2* retain your final PN 2 file*	6/1/2018	Interim Meeting 2 (IM2)	Town website online Town Office Bulletin Board Town Library Town Calendar online [public business/venue] [Transfer Station] [Police Facebook online] Post Office	
Public Notice Poster IM3* retain your final PN 3 file*	8/1/2018	Interim Meeting 3 (IM3)	Town website online Town Office Bulletin Board Town Library Town Calendar online [public business/venue] [Transfer Station] [Police Facebook online] Post Office	
Public Notice Poster IM4* retain your final PN 4 file*	10/1/2018	Interim Meeting 4 (IM4)	Town website online Town Office Bulletin Board Town Library Town Calendar online [public business/venue] [Transfer Station] [Police Facebook online] Post Office	
Public Notice Poster IM5* retain your final PN 5 file*	12/1/2018	Interim Meeting 5 (IM5)	Town website online Town Office Bulletin Board Town Library Town Calendar online [public business/venue] [Transfer Station] [Police Facebook online] Post Office	
Public Notice Poster IM6* retain your final PN 6 file*	2/1/2019	Interim Meeting 6 (IM6)	Town website online Town Office Bulletin Board Town Library Town Calendar online [public business/venue] [Transfer Station] [Police Facebook online] Post Office	

INSERT MORE ROWS TO ACCOMMODATE FUTURE MEETINGS

Thank you for your diligence with Meeting publicity and inviting stakeholders. This record should ensure FEMA is aware of the substantial public opportunity to participate in the Hazard Mitigation Meetings. **Keep all materials until the next Plan update.**

**Boscawen Emergency Management  
Town of Boscawen, New Hampshire  
Municipal Building  
116 North Main Street  
Boscawen NH 03303  
603.753.9188**



[day], [date]

## **FOR IMMEDIATE RELEASE**

For more information contact:

Kellee Jo Easler, Hazard Mitigation Coordinator,  
603.753.9188 x309 or via email to [keasler@townofboscawen.org](mailto:keasler@townofboscawen.org)

## **PRESS RELEASE**

### **Annual Boscawen Hazard Mitigation Plan Update 2018 Begins**

BOSCAWEN: [date] – The Town’s Hazard Mitigation Committee will be meeting to begin its continuing, annual update of the newly approved **Boscawen Hazard Mitigation Plan 2018**. The updated Plan ensures the Town’s eligibility for federal disaster recovery and mitigation grant funding. Past and potential natural disasters and other hazard events will be assessed and critical facilities and vulnerable areas will be reviewed. The Committee will measure the status of identified mitigation actions and develop new actions to reduce the impact of these hazards to Boscawen’s people, buildings, and property.

The Committee will meet on [day], [date] at [time] AM/PM at the **Boscawen Municipal Facility, 116 North Main Street, Boscawen**. Additional meetings will be scheduled at this time.

All unique perspectives from engaged citizens, businesses, and organizations are invited to attend and participate in hazard mitigation discussion and decision-making. For more information, contact Kellee Jo Easler, Hazard Mitigation Coordinator, at 603.753.9188 x309 or via email to [keasler@townofboscawen.org](mailto:keasler@townofboscawen.org).

###

# PUBLIC NOTICE OF MEETINGS

## Town of Boscawen

[date]



### Participation Wanted for Hazard Mitigation Planning

Join the Town's **Hazard Mitigation Committee** to discuss the past and potential natural hazard events in Boscawen and the vulnerable places to be aware of. Tell us what matters to you. Help us develop Actions to better protect people, buildings, infrastructure, business, and property from disaster events like flooding, heavy winds, winter weather and wildfire.

## Boscawen Hazard Mitigation Plan Annual Update 2018-2023

Meeting Dates	When	Where Held
[day] [date]	[time AM/PM]	Boscawen Municipal Facility

For more information, contact Kellee Jo Easler, Hazard Mitigation Coordinator, at 603.753.9188 x309 or via email to [keasler@townofboscawen.org](mailto:keasler@townofboscawen.org).

*Posted meeting dates and times are subject to change.*

*Everyone is encouraged to attend and participate in discussion and decision-making.*



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# Town of Boscawen

## Annual Hazard Mitigation Plan Update 2018-2023

**Hazard Mitigation Committee Interim Meeting 1**  
**Month & Date, 2018 ♦ Time :00 – Time :00 AM/PM**  
 Boscawen Municipal Facility | 116 North Main Street, Boscawen

### AGENDA HMP IM1

Example- Revise according to when your community begins the HMP update process

#### 1 Introductions, Attendance Sheet and Publicity of Meetings

- Sign Attendance Sheet at every Meeting, Develop Meeting Summary or Minutes
- Review the Select Board Appointed Permanent Committee 2018 list & Identify the Staff Coordinator
- Gather Publicity – Press Releases, Public Notices, Website Calendar, locations of posting: Where is the location of clippings and online PDF articles kept for future use?

#### 2 Discuss Process and Schedule of Tasks for Interim Hazard Mitigation Plan Update

- Review handouts – **Mitigation Action Progress Reports for Departments, Hazard Mitigation Action Status Tracking**, Annual Haz Mit Plan Update Evaluation Worksheet (for another meeting)
- Review **Chapter 9: Annual Implementation and Evaluation** for what tasks to do, when and how

#### 3 Review and Update Chapter 8: Mitigation Action Plan

- Review **Hazard Mitigation Action Status Tracking of Actions**
- Identify **Completed** Actions (place into Completed Tables)
- Select explanations for any newly **Deleted** Actions (place into Deleted Tables, indicate why)
- Develop **New** Actions in the appropriate Tables (place into Potential Action Evaluation & Mitigation Action Plan)
- Organize the provision of a **Mitigation Action Progress Report for EACH Action** to Responsible Departments, due back to [name] at email [address] by [date]. Provide information about the Actions to Depts, such as the **Potential Action Evaluation** and **Mitigation Action Plan**.

#### 4 Identify Which Actions Need March Town Meeting and Grant Funding

- Which Actions should be funded this year? Who is responsible to follow through?
- What type of funding is needed? How much?
- Discuss plan to request Selectmen and/or Budget Committee support or get a grant written

#### 5 Schedule Regular Meetings

- Develop a Meeting Calendar for Committee meetings
- Assignments
- Next Meeting Date: [date]
- Consider email all files to CNHRPC\* for archiving until the 5-year Plan update begins and/or placing on email HMC distribution list: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)

**CNHRPC Project Manager\*: Stephanie Alexander (CNHRPC) email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) & phone/message 226.6020**

SAVE ALL FILES generated during the annual Plan update and evaluation process.  
 Email the final revised documents to CNHRPC for archiving until the 5-year Plan update begins\*



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# Town of Boscawen

## Annual Hazard Mitigation Plan Update 2018-2023

Hazard Mitigation Committee Interim Meeting 2  
Month & Date, 2018 ♦ Time :00 – Time :00 AM/PM  
Boscawen Municipal Facility | 116 North Main Street, Boscawen

### AGENDA HMP IM2

EXAMPLE- Revise according to when your community begins the HMP update process

- 1 Introductions, Attendance Sheet and Publicity of Meetings**
  - Sign Attendance Sheet at every Meeting
  - Review of permanent Hazard Mitigation Committee and Public Invitees
  - Gather Publicity – Press Releases, Public Notices, Website Calendar, locations of posting into 1 folder
- 2 Discuss Process and Schedule of Tasks for Interim Hazard Mitigation Plan Update**
  - Review handouts – **Mitigation Action Progress Reports for Departments, Hazard Mitigation Action Status Tracking, Annual Haz Mit Plan Update Evaluation Worksheet**
  - Review **Chapter 9: Annual Implementation and Evaluation** for what tasks to do, when and how
- 3 Review the Submitted Mitigation Action Progress Reports for Departments**
  - Review each **Progress Report** from Departments
  - Are there any changes in Action priority
  - Make appropriate changes in the **Hazard Mitigation Action Status Tracking** file
  - Decide how often to require Departments to report on their Action progress
- 4 Discuss Status of Action Funding**
  - How is funding for each Action coming along?
  - Is responsible party following through?
  - What assistance is needed?
  - Discuss plan to request Selectmen and/or Budget Committee support or get a grant written
- 5 Evaluate the Effectiveness of the Plan Annually**
  - Discuss how well the Plan is working and what should be changed
  - Complete the **Annual Haz Mit Plan Update Evaluation Worksheet**
  - Make appropriate updates in the Plan
- 6 Next Meeting**
  - Assignments
  - Next Meeting Date: [date]
  - Email files to CNHRPC\* for archiving until the 5-year Plan update begins: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)

CNHRPC Project Manager\*: Stephanie Alexander (CNHRPC) email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) & phone/message 226.6020

SAVE ALL FILES generated during the annual Plan update and evaluation process.  
Email the final revised documents to CNHRPC for archiving until the 5-year Plan update begins\*



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## Hazard Mitigation Plan Action /Project Status Tracking

Department: Department

Department/Board/etc person represents

**5/11/2018**

Page 2 of 2

<b>Boscawen</b>		<b>Hazard Mitigation Plan Update</b>		<b>2018</b>	<b>Expires ➤</b>	<b>xx-xx-18</b>
<b>Mitigation Action Project Progress Report</b> <b>Submit 1 Report Per Action/Project</b> <i>Committee to include Action Evaluation &amp; Action Plan pages that describe Action</i>				<b>Report Date ➤</b> <i>at least annually, semi-annually ideal</i>		MM-DD-YY
<b>Progress Report Period</b>		<b>From ➤</b>	MM-DD-YY	<b>To ➤</b>	MM-YY	
<b>Action/Project Title</b> <b>from Mitigation Action Plan ➤</b>			<b>Anticipated Cost \$ ➤</b>		\$	
<b>Staff / Department / Board Responsible for Implementation ➤</b>			<b>Contact Name ➤</b> <b>and Title ➤</b>			
<b>Direct Phone Number ➤</b>			<b>Email Address ➤</b>			
<b>Mitigation Action Plan Completion Date ➤</b>		MM-YY	<b>Realistic Implementation Start Date Goal ➤</b>		MM-DD-YY	
<b>Action/Project Implementation Status</b>						
<i>Please check one Status box below and fill in the accompanying Action status information.</i>						
<input type="checkbox"/>	<b>Action Completed</b> <b>Indicate When ➤</b>		MM-DD-YY	Committee to <b>move</b> Completed Action to Completed Action Table and <b>delete</b> from Action Evaluation Tables.		
<input type="checkbox"/>	<b>Action Delayed</b> <b>Indicate Why ➤</b>			<b>Delayed START Until ➤</b>		MM-YY
<input type="checkbox"/>	<b>Action On Schedule</b> <b>Indicate Start Date ➤</b>		MM-DD-YY	<b>Dept's Anticipated Completion Date ➤</b>		MM-YY
<input type="checkbox"/>	<b>Action should be Deleted</b> <b>Indicate Why ➤</b>			Committee to <b>move</b> Deleted Action to Deleted Table and <b>delete</b> from Action Evaluation Tables.		
<b>Summary of the Action/Project's Progress for this Period</b>						
<b>1. What was accomplished</b> for this Action during this reporting period? ➤						
<b>2. What obstacles, problems, or delays</b> did the project encounter? <i>could include...</i> ➤						
<ul style="list-style-type: none"> <li>• <b>Has funding (\$)</b> been secured from Town Appropriation or do grant applications need to be written? ➤</li> <li>• <b>Do you need assistance</b> from another Department / Board /Staff member? ➤</li> </ul>						
<b>3. If uncompleted, is the Action still relevant</b> to the Town? Yes or No ➤						
<ul style="list-style-type: none"> <li>• <b>What steps should be taken</b>, such as securing funding, permits, RFPs, etc.? ➤</li> <li>• <b>Should the project be changed</b> or revised as described in the Haz Mit Plan? ➤</li> </ul>						
<b>4. Other comments?</b> ➤						
<b>Report Completed by ➤</b>					<b>Title ➤</b>	

*Thank you for submitting this Progress Report to the Town's Hazard Mitigation Committee. It greatly assists us with Action implementation monitoring. All contributions help keep our community safer from natural disasters and other hazard events.*

**Annual Hazard Mitigation Plan Evaluation Worksheet**

<b>Hazard Mitigation Committee (HMC) Meeting Date</b> <b>of Evaluation:</b> _____ <b>For Calendar Year:</b> _____	<b>On behalf of the HMC,</b> <b>Completed By:</b> _____ <b>Department:</b> _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<b>CHAPTER 1 APPENDIX</b>  <b>Planning Process</b>	Because hazard events can affect everyone in the community and surrounding area, should representatives from abutting communities, local organizations, businesses, and/or governmental agencies be invited to participate in the Plan's future updates? If not, why not? If so, who? How will the Committee contact these people?	
	Have any Town Depts/Boards, local, regional, or state agencies been invaluable to implementing the mitigation strategy? Identify who if yes.	
	Should any Plan process procedures (e.g., Plan dissemination, public notification of meetings, meeting assignments, Plan updates, funding) be done differently or more efficiently? How?	
	Has the Hazard Mitigation Committee undertaken any public outreach activities? If not, why not? If so, how?	
	How can public participation in the Plan updates be improved?	
<b>CHAPTER 5 CHAPTER 6 CHAPTER 8</b>  <b>Capability Assessment</b>	Has the Town, regional organizations, NH Departments, state or local organizations, or local businesses, etc. adopted new policies, plans, regulations, or reports that could be incorporated into this Plan (Chapter 6 Table of <b>Mitigation Support Resource Documents</b> )? List any here.	<ul style="list-style-type: none"> <li>List new referenced Documents and Date</li> <li></li> </ul>
	Are there new, revised or additional administrative, human, technical, and financial resources (capabilities) available for mitigation planning and implementing the Plan (Chapter 6)? What are they? Add to the <b>Capability Assessment</b> tables.	



**Annual Hazard Mitigation Plan Evaluation Worksheet**

<b>Hazard Mitigation Committee (HMC) Meeting Date</b> <b>of Evaluation:</b> _____ <b>For Calendar Year:</b> _____	<b>On behalf of the HMC,</b> <b>Completed By:</b> _____ <b>Department:</b> _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<b>CONTINUED</b>  <b>CHAPTER 5</b> <b>CHAPTER 6</b> <b>CHAPTER 8</b>  <b>Capability Assessment</b>	Are there different or new education and outreach programs and resources available for Department mitigation activities (Chapter 6)? What are they?	
	Has NFIP (National Flood Insurance Program) participation changed in the Town (Chapter 5)? What are the changes?	
	Are there new or changed critical or community facilities in the community since the last Plan (Chapter 5)? List here (see also Critical and Community Facility Vulnerability Assessment Excel file). Has valuation changed significantly? Have Primary Vulnerabilities (hazards) changed?	<ul style="list-style-type: none"> <li>• List new or changed facilities</li> <li>•</li> <li>•</li> <li>• List Primary Vulnerability changes</li> </ul>
<b>CHAPTER 2</b> <b>CHAPTER 3</b> <b>CHAPTER 4</b> <b>CHAPTER 5</b> <b>Maps</b>  <b>Hazard Risk Assessment</b>	Has a new natural disaster or hazard event occurred to add to Chapter 4? List them with dates, what issues they caused for the Town and residents. Were any photos taken? Did you add the locations affected to the 24x36 maps? <i>Collect digital photos for the Plan Appendix and/or the cover of your next 5-year Plan!</i>	<ul style="list-style-type: none"> <li>• List new hazard events or disasters with dates, problems in Town</li> <li>•</li> </ul>
	Should the list of hazards addressed in the Plan be modified (Chapter 4)? How so? If hazards are modified, be sure to revise the <b>Hazard Vulnerability Assessment</b> accordingly	
	Are there new data sources and/or additional maps and studies available to review and reference? If so, what are they and what have they revealed? Should the information be incorporated into the next five-year Plan update?	List new data sources and information





**Annual Hazard Mitigation Plan Evaluation Worksheet**

<b>Hazard Mitigation Committee (HMC) Meeting Date</b> <b>of Evaluation:</b> _____ <b>For Calendar Year:</b> _____	<b>On behalf of the HMC,</b> <b>Completed By:</b> _____ <b>Department:</b> _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<b>CHAPTER 2</b> <b>CHAPTER 3</b> <b>CHAPTER 4</b> <b>CHAPTER 5</b> <b>Maps</b>  <b>Hazard Risk Assessment</b>	Do any new critical facilities, infrastructure, or vulnerable sites need to be added or updated to the Chapter 5 asset tables ( <b>Critical and Community Vulnerability Assessment</b> file)? What are they? Did you add them to the 24x36 maps?	
	Have any changes in development trends (population changes, new housing developments, new business or vulnerable areas, etc for Chapters 2, 4) occurred that could create additional risks?	
	Have mitigation objectives changed since the last Plan? What changes should be made? (Chapter 3)	
	Are there any new repetitive losses (flooding damage \$ claimed on NFIP policy) on a single property and/or severe repetitive losses to add to the document (Chapter 5)?	
<b>CHAPTER 7</b> <b>CHAPTER 8</b> <b>CHAPTER 9</b>  <b>Mitigation Strategy</b>	Are the mitigation strategies identified <u>for this year</u> in the Chapter 8 Action Plan being implemented as anticipated by the Committee? Were the cost and timeline estimates accurate? If no, why not and what are the changes to make to Chapter 8? <i>Add Completed or Deleted Actions to the respective Chapter 7 Completed / Deleted table and Chapter 7 (for Completed projects only), then remove the Action from the Chapter 8 Action Plan.</i>	<ul style="list-style-type: none"> <li>List Action changes for this year</li> <li></li> </ul>
	Should new mitigation Actions be added to the Action Plan? Should existing mitigation Actions be revised or deleted from the Plan (Chapter 8)? Which ones?	<ul style="list-style-type: none"> <li>List new Actions</li> <li>List revised Actions</li> <li>List deleted Actions</li> </ul>
	Are there obstacles that were not anticipated in the Plan that will need to be considered in the next five-	<ul style="list-style-type: none"> <li>List obstacles and solutions</li> </ul>



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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	year Plan update? What are they and how might they be addressed?	
	Are there new local, regional, non-profit, state, or federal funding sources to consider to assist with funding any Chapter 8 Action projects? Who has been researching funding and developing/administering grant applications?	<ul style="list-style-type: none"> <li>List new funding sources for specific Actions</li> <li>List staff grant writer resources</li> </ul>
<b>CHAPTER 6</b> <b>CHAPTER 9</b>  <b>Plan</b> <b>Mainten-</b> <b>ance</b>	Have elements of the Plan been incorporated into other local planning mechanisms (Subdivision & Site Plan Regulations, Zoning Ordinances, Town Ordinances, Emergency Plans, School Plans, etc) or into regional plans (Chapter 6)? Which ones were successful?	<ul style="list-style-type: none"> <li>List planning mechanisms which incorporated the Haz Mit Plan</li> <li></li> </ul>
	Was the Plan monitored and evaluated as discussed in Chapter 9? What positive changes should be made?	
	What are needed improvements to the written procedures or activities for the annual Plan maintenance in between the five-year Plan updates?	<ul style="list-style-type: none"> <li>List improvements</li> </ul>
	How many Hazard Mitigation Committee meetings have been held (or anticipated to hold) for this annual Plan update? Have the meetings been successful? How can the meetings be improved?	
<b>APPENDIX</b> <b>CHAPTER 1</b> <b>CHAPTER 9</b>	Is the Town keeping records of the Agendas, Public Notices and all meeting announcements and postings, meeting summaries (or minutes) available for use in the five-year Plan update? Are they digital or paper? Where are they located? Who is tracking them?	



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<b>Plan Section:</b> May Differ Per Town	<b>Questions for Consideration</b>	<b>Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting</b>
<b>Other Plan Evaluation Considerations</b>	Did any members of the public (not Committee, Town volunteers or Town Staff) attend any of the Haz Mit Committee meetings? About how many? How can the Committee increase public awareness and attendance at meetings?	<ul style="list-style-type: none"> <li>List new public awareness techniques</li> </ul>
	How is the Town publicizing the Haz Mit Plan, if at all? Has the Committee considered posting the Plan, its Appendix, and its Maps to the Town's website? Where are the Meeting Calendar, Agendas and Meeting Summaries publicized? Should Plan publicizing get better to gain more public support for budget increases? What solicitation efforts did the Town take?	<ul style="list-style-type: none"> <li>List publicizing methods, locations, and success measures</li> <li>List solicitation methods</li> </ul>
	If local funding is needed for priority projects, <b>who</b> should "champion" the Action projects at Town Meeting, Special Meeting, or Town Budget meetings for Operating Budgets? Which projects, if any, need Town funding this year? How can the need for the Action projects be promoted?	<ul style="list-style-type: none"> <li>List Champions and their specific projects for local funding</li> <li>Use the Department Progress Reports for status updates</li> </ul>
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation? What are they? Positive or negative?	
<b>Other Plan Evaluation Considerations Important to the Hazard Mitigation Committee</b>		
<b>Hazard Mitigation Plan Document and Appendix</b>	Has the Haz Mit Plan itself been updated with all of the discussed changes and the Department Progress Reports? Who is in charge of doing this work? When will it be completed? Are the annual administrative digital documents (Agenda, Publicity, Meeting Summary, etc) being kept together for the updated Appendix? Where are they located?	
	Was CNHRPC added to the Committee email list to receive all materials? Have you provided CNHRPC with all of the final administrative digital Word & PDF	

SAVE ALL FILES generated during the annual Plan update and evaluation process. Email the final revised documents to CNHRPC for archiving until the 5-year Plan update begins\*

**Central New Hampshire Regional Planning Commission (CNHRPC)**  
28 Commercial Street, Suite 3  
Concord, NH 03301 | 603.226.6020  
[www.cnhrpc.org](http://www.cnhrpc.org)



## Annual Hazard Mitigation Plan Evaluation Worksheet

<b>Hazard Mitigation Committee (HMC) Meeting Date of Evaluation:</b> _____ <b>For Calendar Year:</b> _____	<b>On behalf of the HMC,</b> <b>Completed By:</b> _____ <b>Department:</b> _____
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	documents and the annually updated Plan in Word to keep on hand for the 5-year update?	
	Have all the digital files been kept in an organized and easily retrievable location to use for the next year's update? Has any FEMA reimbursement paperwork for declared disasters been kept in the same location? Are the new photographs of disasters in the same location?	
	Other	
	Other	
<b>Based on all responses, score the Overall Success of Plan Maintenance, Public Opportunity, Implementation of Actions, and Plan Update for 2018:</b>		<b>1 2 3 4 5 6 7 8 9 10</b> (least successful) (most successful)

Be sure to keep this annual evaluation. It will become necessary for the next 5-year update of your Hazard Mitigation Plan! Send this completed Word file to **CNHRPC Hazard Mitigation Project Manager\*: Stephanie Alexander** (CNHRPC) email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org) for safekeeping.

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