



# Memorandum of Meeting

**To:** Douglas Local Hazard Mitigation Team (LHMT)

**From:** Craig Pereira

**Date:** April 10, 2024

**Re:** Douglas LHMT Meeting #1

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**In attendance:**

Kelly Manning – Assistant Fire Chief  
Kristin Harris – Board of Health.  
Mark Dunleavy – Patrolman/IT  
Nick Miglionico – Police Chief  
Matt Wojcik – Town Administrator  
Matthew Benoit – Director of Community Development  
Robert Sullivan – System’s Manager Water/Sewer Department.

Consultant Team

Gabriella Spitzer – Environmental Planner  
Craig Pereira, Project Manager - Horsley Witten Group, Inc. (HW)

The first LHMT meeting was held on April 10, 2024, at the Douglas Municipal Center to discuss the Hazard Mitigation Plan Update. The following items were discussed:

1. Introductions
  - a. Craig Pereira opened the meeting and asked everyone to introduce themselves and identify their role/position in Douglas.
2. Project Coordination
  - a. Scope of Work (attached)
    - i. Craig briefly reviewed the scope of work, identifying the primary tasks for each component.
  - b. Schedule (attached)
    - i. Craig briefly reviewed the proposed schedule. This effort is getting a late start; however, we should be able to push through and have a draft plan to MEMA by the first of the new year. The LHMT’s responsiveness to data collection requests/review of draft materials will factor heavily on meeting the proposed schedule.
  - c. Public Outreach
    - i. Project Webpage

1. Craig will coordinate with Dave Vernaglia to get the project webpage up and running. To be hosted under the Community Development Department, with mention on the Town's landing page.

ii. Interdepartmental memo/email: Project Kickoff

1. Kelly Manning will send out an email to all Departments, Boards and Commissions once the project webpage is up and running. The email should announce the kickoff of the Hazard Mitigation Plan Update project, inform municipal officials that representatives from the Horsley Witten Group may be reaching out for information/data, and drive people to the project webpage. Kelly to copy Craig on this email.

d. Data Collection

1. LHMT members are asked to send large plans/studies/reports not publicly available to HW's FTP site for review by HW staff. (to be included in the Capability Assessment section of the 2024 update).
2. Robert Sullivan commented that there is a recent Risk and Resiliency Plan that is now available and will be forwarded to HW.
3. HW FTP Access
  - Go to <http://www.horsleywitten.com>
  - On the lower right-hand side of the webpage, click on 'Click here to send us your large files'
  - Enter your email address
  - Enter recipient at HW (Craig Pereira)
  - Password is StormWater (case sensitive)
  - Browse the files you would like to send
  - Click on 'Send this File'

ii. Parcel Data Set with recent CAMA export

1. Previously received as part of the original data request.

iii. Critical Facilities/Vulnerable Populations

1. Appendix A from 2017 Plan (attached)
  - a. Craig requested the Town's GIS data set for Critical Facilities/Vulnerable Populations for update by HW staff (managed by outside vendor (CIA). If unable to locate, a request should be made to MAPC for this data developed as part of the 2017 HMP.

- b. Craig also requested the LHMT review the GIS data included as part of the 2017 plan and update to include name of facility, address, and map/lot.

iv. Dams (jurisdictional only)

1. Craig commented that the recently released federal guidance (April 19, 2023) requires a more robust summary of jurisdictional dams in the community. Craig has been working with Kelly to obtain what is readily available, identified below. For any outstanding data, Craig will submit a public records request with MA DCR Office of Dam Safety. Craig also commented that the HMP Update will cover publicly- and privately-owned dams...although the Town may not have jurisdiction over privately-owned dams, they will still be reviewed, summarized, and mitigation actions developed if not in compliance referenced as 'The Town will work with private dam owners to.....' so they clearly understand their responsibilities.
2. Matt Wojick commented that regarding Whitin's Reservoir Dam: this area is a separate municipality within the Town of Douglas. More information is likely required by HW to better understand how to navigate this situation/relationship. Matt also stated that the Town opens up any beaver dams that have the potential to flood roadways.
3. Robert commented that there are two dams upstream of the WWTP that have received warnings. Any notifications/compliance records should be delivered as part of the public records request. Robert also stated there are several large-scale beaver dams associated with the Wallis Pond Dam and Morse Pond Dam.
4. Phase 1 Inspection Reports
  - a. High Hazard dams (every two years)
    - i. Whitin Reservoir Dam (received: February 12, 2024)
  - b. Significant Hazard Dams (every 5 years)
    - i. Dudley Pond Dam
    - ii. Douglas Mill Pond Dam
    - iii. Old Mill Pond Dam
    - iv. Hunts Pond Dam

- c. Low Hazard Dams (every 1 years)
      - i. Gilboa Pond Dam (received: September 19, 2019)
      - ii. Potter Road Dam
      - iii. Wallis Pond Dam
      - iv. Morse Pond Dam
      - v. Riddle Road Pond Dam
  - 5. Emergency Action Plans (High/Significant Hazard Dams)
    - a. Whitin Reservoir Dam
    - b. Dudley Pond Dam
    - c. Douglas Mill Pond Dam (received: December 2021)
    - d. Old Mill Pond Dam (received: December 2021)
    - e. Hunts Pond Dam
  - v. NFIP Repetitive Flood Loss Data
    - 1. Flood Insurance Policies data
      - a. Previously received from Joy Duperault.
    - 2. Repetitive Flood Loss Properties
      - a. Kelly has initiated this data request with FEMA Region.
        - i. Craig commented that this LHMT should stay on top of this request, having experienced delays in the past.
- 3. 2017 Plan Report Card (recently updated version attached)
  - a. Craig provided a brief summary of the status of the 2017 plan report card. Kelly provided Craig with an updated report card (via email during the meeting), since their last correspondence. Craig has updated the most recent version.
  - b. All LHMT members should review and update where necessary. Items highlighted in yellow require attention, items highlighted in green represent 'no further action needed'. For those actions that have been partially completed, it is important that LHMT members provide what specifically was accomplished and what remains to be done so it can be appropriately accounted for in the 2024 update.
- 4. Hazard Index (updated attached)
  - a. Hazard Index 2017 vs 2024
    - i. Hazards to be profiled

1. Craig reviewed the hazards to be profiled and stated that the Town is required to profile all hazards included in the state HMP (recently released September 2023). Hazards not profiled due to limited frequency/severity need to be called out as such in the 2024 update.
  2. Craig reviewed what the hazard index is intended to represent: a snapshot of conditions over the past 5 years and provided an overview of the scoring/ranking process including FEMA's Criteria Ranking (attached). Craig also discussed the data collected from NOAA's National Centers for Environmental Information/Severe Events Database (and its limitations). This data informed HW's draft completion of some of the hazards to be profiled (where known data exists) as compared to the remaining hazards to be scored/ranked by the LHMT. Hazards shown in blue font represent the hazards considered 'high risk' from the Town's 2020 MVP process (in a perfect world, these, along with the updated rankings should align, but not required).
- ii. Ranking methodology 2017 Plan
1. Craig provided an overview of an additional step in ranking from the 2017 plan (shown in red font)...and requested the LHMT move away from this approach. The LHMT has the flexibility to score/ranks hazards according to existing conditions/observations over the last 5 years and should not require 'being weighted' by a second process (LHMT agreed to move away from a second round of ranking/scoring. The previous second round of rankings were based on a scale of 1 to 5 as follows:
    - a. 1 – Highest risk
    - b. 2 – High risk
    - c. 3 – Medium risk
    - d. 4 – Low risk
    - e. 5 – Lowest risk
- iii. Craig walked the LHMT through ranking all the hazards to be profiled with the exception of Invasive Species: Aquatic Plant Species. Kelly will coordinate with Paul Cauette (Whitin's Water District) to rank this. The first ranking/score in the cell is from the 2017 HMP, while the ranking/score in parentheses is the updated 2024 rank/score.

1. All LHMT members should review the updated Hazard Index and provide feedback to Craig if anything should be modified.

5. Proposed Plan Layout (attached)

- a. Craig reviewed the proposed, revised plan layout to align the plan update with FEMA's Plan Review Tool that is required to accompany the draft updated plan to MEMA/FEMA. This shift will not only align the update with the Plan Review Tool, but it will also facilitate a better flow/read.

- i. All LHMT members should review this and provide feedback to Craig if anything should be modified.

6. General Comments:

- a. Gabriella Spitzer asked if there were any upcoming events we could piggyback on to spread the word regarding the project, and perhaps get the Online Survey distributed. Matt mentioned that Town Meeting is taking place on May 6, 2024. Craig commented that perhaps the Online Survey be developed earlier than LHMT #2 so a poster with QR code and survey link could be displayed at Town Meeting. Craig will work on this and coordinate with Kelly.
- b. Matt Benoit commented that the Town recently initiated an update to the Master Plan. This is great timing aligned with the HMP update. HW will coordinate with Matt to stay on top of the Master plan update process.