



# Memorandum of Meeting

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

**From:** Craig Pereira

**Date:** September 10, 2024

**Re:** Douglas LHMT Meeting #2

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**In attendance:**

Kelly Manning – Assistant Fire Chief  
Kristin Harris – Board of Health  
Adam Furno – Superintendent, Highway Dept.  
John Furno – Fire Chief  
Nick Miglionico – Police Chief  
Matthew Benoit – Director of Community Development  
Robert Sullivan – System’s Manager Water/Sewer Department  
Ken Frasier – Building Commissioner

Consultant Team

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

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

1. Re-introductions
  - a. With some new folks in the room, Craig Pereira opened the meeting and asked everyone to re-introduce themselves and identify their role/position in Douglas.
2. Draft Plan Update Progress
  - a. Risk Assessment
    - i. Near complete, several outstanding data needs (addressed below)
  - b. Capability Assessment
    - i. Near complete, several outstanding data needs (addressed below)
  - c. Online Community Survey
    - i. 24 responses as of 9/6/24
    - ii. How can we push this out more?
      1. All LHMT members should continue to push this out via departmental staff, social media, personal networks.
  - d. NFIP Data
    - i. Previously received, completed.
3. Outstanding Data Needs
  - a. Project Webpage (PRIORITY)
    - i. Hosted on Community Development’s webpage

- ii. Matt Benoit to work with Dave Vernaglia to get this up and running this week.
- b. 2017 Plan Report Card (PRIORITY)
  - i. Craig reviewed the outstanding actions with the group and finalized the Report Card (attached)
- c. Hazard Index
  - i. Invasive Species – Aquatic Plant/Vector-borne still to be ranked.
    - 1. Brandon Fanuef 5/15/ email...did not rank either for Frequency
    - 2. Property at Risk? ...locations?
    - 3. Remediation efforts to date?Craig will draft an email for Kelly to convey to Brandon clarifying what is needed.
- d. Flood-related Hazards
  - i. Property at Risk: Craig reviewed the list below and asked that LHMT members review and confirm.
    - 1. Closely associated with areas adjacent to Whittin Reservoir, Gilboa Pond, Mumford River, Wellman Brook, and Tinkerville Brook...2017 Plan
    - 2. Wallis Street (west side of Whittin Reservoir)...2017 Plan
    - 3. North Street (at Mumford River)...2017 Plan
    - 4. Reidell Road, Northwest Main Street...Matt Benoit
    - 5. Culverted Streams...2020 MVP
      - a. Whittin Reservoir Causeway
      - b. Wallis Street (in between Whittin Reservoir and Bad Luck Lake)
      - c. Charles Street (at Wellman Brook)
      - d. Walnut Street (at Tinkerville Brook)
    - 6. Mechanic Street Bridge...2020 MVP
      - a. Low and upgrade neededAll LHMT members to review/confirm list above, add any additional areas since the 2017 Plan/2020 MVP.
    - 7. Beaver Activity
      - a. Incidents since 2016?
      - b. Remediation efforts to date?
      - c. Protocol/Policy?Robert Sullivan to provide information.
- e. Winter-related Hazards
  - i. Property at Risk: Craig provided an inaccurate listing. The 2017 Plan only references 'the entire Town' as vulnerable with no specific roadways/areas listed.
    - 1. All LHMT members to provide input.
- f. Brushfire/Wildfire-related Hazards
  - i. Incidents since 2016, including mutual aid calls to other communities?
  - ii. Property at Risk?
    - 1. Fire Department to provide information.
- g. Environmental-related Hazards (Invasive Species – Aquatic Plants)
  - i. Species impacting Douglas?
  - ii. Remediation efforts to date?

- iii. Locations/Concentrations?
    - 1. Craig to coordinate with Brandon Fanuef via Kelly Manning.
- h. Capability Assessment
  - i. Risk & Resiliency Plan
    - 1. Robert Sullivan to provide.
  - ii. Old Mill Pond Dam/Douglas Mill Pond Dam – Dam Removal Feasibility Study
    - 1. Kelly has requested a copy from Kris Houle.
  - iii. Asset Management Plan – Sewer. Robert also stated there is an Asset Management Plan – Water that remains ongoing.
    - 1. Robert to provide Sewer plan.
- 4. Today's Discussion
  - a. Dams
    - i. Gray's Pond Dam...originally unknown. After some digging, Craig found the 'Modified River Flow Study' Gomez & Sullivan Engineers and Environmental Scientists, November 2003 study which states this is also known as Potter Road Dam...although the 2017 Douglas HMP states the MA id numbers for both dams which are not one in the same (Gray's Pond Dam: 02761/Potter Road Dam: MA01172)?
      - 1. All LHMT to review and confirm this is accurate.
    - ii. Meeks Upper Pond Dam (MA02766)/Old Storage Pond Dam (MA02767)...from 2017 Plan
      - 1. Both private and non-jurisdictional
      - 2. Breached?
        - a. Several LHMT members confirmed this structure is still in place.
        - b. Craig will reach back to MA DCR ODS again.
        - c. All LHMT members to provide additional details if known.
    - iii. Old Mill Pond Dam/Douglas Mill Pond Dam – Dam Removal Feasibility Study
      - 1. August 8, 2024, site walk summary received from Kelly. Kelly has already coordinated with Kris Houle for a copy.
  - b. Critical Facilities/Vulnerable Populations
    - i. Review of data set: Craig displayed the list of critical facilities/vulnerable populations obtained from the 207 Plan/MA GIS and asked the LHMT if there were any sites missing (attached).
      - 1. Craig identified Old Mill Pond Dam as not included in the data set.
      - 2. Groundwater protection wells: several have multiple entries. According to MA GIS, there are multiple wells associated with several sites (Winding Brook Camping...also identified by LHMT as 'closed'/DCR Douglas State Forest/Lake Manchaug Camping).
      - 3. Large Employers listed in 2017 Plan, can be added to list of Vulnerable Populations (places of assembly):

Company	Location	No. of Employees
Classic Envelope Inc.	Gilboa St #1	100-249
Douglas Elementary School	Davis St	50-99
Douglas High School	Davis St	50-99

Douglas Intermediate School	Davis St	50-99
Alternatives Unlimited	North St	20-49
Douglas Elementary School	Gleason Ct	20-49
Douglas Fire Dept	Main St	20-49
Douglas Police Dept	Depot St	20-49
Douglas Public Schools	Davis St	20-49

Other than those facilities already included in the GIS data set, All LHMT to review/confirm list is current, provide map/lot or parcel id to be incorporated into GIS data set.

4. Daycares listed in 2017 Plan, with reference to Emergency Management Director maintaining this list:
  - Poulin, Cheryl A. 15 Arch St
  - Lauziere, Constance 7 C St
  - Gonzalez, Janet 80 S. E. Main St
  - Phillips, Kim 157 Monroe St
  - Thibodeau, Jeanette A. 32 Monroe St
  - Burch, Jane E. 22 Cross St
  - Nixon, Ann-Marie 93 Perry St
  - Hainey, Jo S. 14 Fairbanks Court
  - Potter, Laurette A. 280 South St
  - Lewis, Kristin L. 16 Linden St
  - Dariotis, Stamatia 6 Sunset Dr
  - Lathe, Kimberly 104 Perry St

Douglas Emergency Management Director to confirm list is current, provide map/lot or parcel id to be incorporated into GIS data set.

- c. Public Infrastructure/Emergency Lifelines
  - i. Water/Sewer/Stormwater systems. Craig requested a writeup/summary for all three topics.
    1. Robert indicated that the Asset Management Plan – Sewer will have what is needed for the Sewer element (Craig to review once received).
    2. Craig will provide an example writeup/summary from another community to use as a guide for content.
- d. Actions for Continued compliance with NFIP: Craig walked the LHMT through the table below to confirm what has been done/remains ongoing and what remains to be done.

Actions (Listed in order of priority)	Done/Ongoing	To be Done
Join the NFIP.	X	
Participate in NFIP training by State and/or FEMA.	X	

Establish mutual aid agreements with neighboring communities to address administering the NFIP following a major storm event.	X	
Address NFIP monitoring and compliance activities.	X	
Revise/adopt subdivision regulations and erosion control regulations to improve floodplain management in the community.	X	
Participate in the CRS.		X
Prepare, distribute, or make available NFIP, insurance and building code explanatory pamphlets or booklets.		X
Identify and become knowledgeable on non-compliant structures in the community.	X	
Identify and become knowledgeable of submit to rate structures.		X
Identify cause of submit to rate structure and analyze how to prevent non-compliant structures in the future.		X
Inspect foundations at time of completion before framing to determine if lowest floor is at or above BFE.	X	
Require use of elevation certificates.		X
Report any changes in the Special Flood hazard Area to FEMA within 180 days of change.		X
Identify and keep track of LOMA/LOMR in the community.	X	
Gain familiarity with community's Flood Insurance Rate Maps.	X	
Address repetitive loss structures.		X

- e. Development Trends: Craig requested a list of residential (greater than 5 home subdivision only) and commercial development (including solar arrays) projects since 2016. Data needed includes:
- Name of development
  - Street address, Map/Lot or parcel ID
  - Number of homes included/any affordable (if residential)
  - Total SF (if commercial)
  - Status: Approved/Under Review/Completed/Under Construction
- f. Mission Statement development: Gabriella Spitzer walked the LHMT through a discussion regarding the development of a mission statement for the plan update, first asking the question, ***‘What are the outcomes that you want to achieve from the hazard mitigation planning process?’***
- Which hazards and stressors are you most concerned about?
  - How does hazard mitigation relate to other community plans and goals?
  - How is the community changing, and how does that relate to risks?

- When you think about what Douglas might look like in 5, 10, 20 years (or longer), what is most important? How do natural hazards relate to that?

LHMT responses included:

- Future weather projections and what that means (have not had a significant wildfire in a number of years)...
- Increased development causing more flooding...
- Infrastructure not sized/designed for future needs based on projections, also in need of upgrades...
- Continued growth causing developers to access land not suitable...balance development with natural resources (clear-cutting)...
- Not a lot of policies in place to mitigate development...
- State policies are over-riding town policies...
- Traffic and narrow bridges...
- 40B developments over-riding town regs...

Draft Mission Statement for consideration based on this discussion:

*Douglas's population and land use are changing, and climate risks are growing. In that context, the mission of the Douglas Hazard Mitigation Plan is to plan effectively to reduce risks and protect the whole community.*

**All LHMT members to review and revise/wordsmith as necessary.**

- g. Goals development. Gabriella Spitzer walked the LHMT through a discussion regarding the development of over-arching goals for the plan update, first stating, 'The mitigation actions/strategies in the HMP come from two places: directly responding to the risks in the risk assessment and the overall goals the committee sets for how to address those the risks.'

Gabriella also provided the following considerations:

Reduce Impacts of Hazards	Vision for How/Methods
<ul style="list-style-type: none"> <li>• Protect health, safety, and wellbeing</li> <li>• Reduce public and private property damages</li> <li>• Minimize economic losses from hazards and disruption</li> <li>• Minimize social distress from hazards and disruption</li> <li>• Protect the town's heritage, culture, history and/or natural environment</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce risks through: <ul style="list-style-type: none"> <li>○ Developing or strengthening structures and infrastructure</li> <li>○ Public education and outreach</li> <li>○ Natural system protection and use of green infrastructure methods</li> <li>○ Planning and regulations</li> </ul> </li> <li>• Community engagement and awareness</li> </ul>

LHMT responses included:

- Funding is always a primary concern
- Infrastructure to be addressed
- Heritage/History preservation to be included

Draft goals for consideration based on this discussion:

1. Protect the public's health, safety and welfare.
2. Minimize social distress and economic losses/business disruptions from hazards.
3. Reduce property damage caused by natural hazards and their downstream impacts, including dam failure.

4. Provide an ongoing forum for the education and awareness of natural hazard mitigation issues, programs, policies, projects, and resources.
5. Adapt to/mitigate for the existing and projected impacts of climate change towards a sustainable, resilient community.
6. Protect the community's assets, including the town's cultural, historical, and natural/environmental assets from hazards.

All LHMT members to review and revise/wordsmith as necessary.

5. Next Steps

- a. Public Workshop #1
  - i. The LHMT discussed potential dates for the first public workshop and recommended it be part of the Planning Board's bi-weekly agenda/meeting to ensure participation.
  - ii. Tentative Date: October 23, 2024, 7 PM.
    1. Matt Benoit will get this on the Planning Board's agenda.
  - iii. As the date gets closer, Craig will develop a flyer for posting/distribution.
- b. For transferring large files to the HW Team:

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'