



Memorandum of Meeting

To: Douglas Local Hazard Mitigation Team (LHMT)

From: Craig Pereira

Date: May 20, 2025

Re: Douglas LHMT Meeting #3

In attendance:

Kelly Manning – Assistant Fire Chief
Kristin Harris – Board of Health
John Furno – Fire Chief
Robert Sullivan – System's Manager Water/Sewer Department
Ken Frasier – Building Commissioner
Matt Wojcik – Town Administrator

Consultant Team

Craig Pereira, Project Manager - Horsley Witten Group, Inc. (HW)

The third LHMT meeting was held on May 20, 2025, at the Douglas Municipal Center to discuss the Hazard Mitigation Plan Update. The following items were discussed:

1. Outstanding Data Needs
 - a. Interviews:
 - i. Paul Caouette (Whitin Reservoir Watershed District)
 - ii. Tony Berthold (Old Mill Pond Dam/Douglas Mill Pond Dam)
 1. Craig to schedule/conduct both interviews.
 - b. Beaver Activity
 - i. Walnut St. identified...other areas?
 1. Additional areas include Webster St./Northwest Main St./South St.
 - c. Reports:
 - i. Whitin Reservoir Flow Agreement...received
 - ii. Risk and Resiliency Plan...received
 - iii. Asset Management Plan...received
 - iv. Statewide Public Works Mutual Aid System (CEMP references participation)
 1. Kelly to provide this information to Craig.

- v. Public Infrastructure/Emergency Lifelines Summaries
 - 1. Water
 - 2. Wastewater
 - 3. Stormwater
 - a. Robert Sullivan has the example from another community and will pull these summaries together.
 - vi. Master Plan Update:
 - 1. Draft goals/objectives/actions?
 - a. Craig will coordinate with Jen Couture (a new Planner is starting this week) to see if any progress on draft goals/objectives/actions are available.
 - vii. MS4/Stormwater Bylaw: Robert mentioned the Town just passed this bylaw. Robert to provide copy to Craig for inclusion in the Capability Assessment section of the Update.
2. Upstream Dams outside of Douglas, potential to impact Douglas: Review...
- a. Eames Pond Dam
 - b. Slaters Pond Dam
 - c. Robinson Pond Dam
 - d. Stump Pond Dam
 - e. Upper Meadow Pond Dam
 - f. Lackey Pond Dam
 - i. Craig commented that due to the number of upstream dams that may potentially impact Douglas, a second Public Records Request was made to DCR ODS to review the inundation areas for the above referenced dams. All inundation areas for above listed dams (dry- and wet-weather failure scenarios) trail-off into wooded areas. Summary discussion was added to the dam profile section. No further action required.
3. Vulnerability Overlay Analysis (sent to LHMT 4/10/25)
- a. Critical Facilities/Vulnerable Populations...accurate?
 - b. Data to be scrubbed (public-facing v. internal-facing?):
 - i. Water infrastructure
 - ii. Community groundwater resources
 - iii. Non-community groundwater resources
 - iv. Communications
 - c. Summary of Findings

- i. Craig reviewed the Vulnerability/Overlay Analyses and mapping previously sent on April 10, 2025. Craig also stated that although the majority of the GIS data utilized for the HMP update is publicly available on MassGIS, does the LHMT/Town wish to scrub/hide certain data so as to make it more challenging to identify critical facilities/vulnerable populations including water infrastructure, Community/Non-Community groundwater resources, communications, etc.? Craig suggested that as with other clients, he can produce two versions of the GIS data/mapping...a public-facing version which does not include the Critical Facilities/Vulnerable Populations data tables, and an internal-facing version which does include the two data tables. The LHMT decided it would be best to include the two versions.
- ii. All LHMT members to review the Vulnerability /Overlay Analyses and mapping for accuracy, making note of any necessary revisions to Craig (attached).

4. Today's Discussion

a. Hazard Mitigation Actions for Consideration

- i. From 2017 Plan:
 1. Categories
 2. Cost Estimate
 3. Time Frame
 4. Prioritization preferences?
 - a. 2017 Plan?
 - b. STAPLEE Review Score Sheet
 - c. STAPLEE Criteria Worksheet
- ii. Craig reviewed the Mitigation Strategy from the 2017 plan and commented that it was challenging to understand how the LHMT from 2017 developed/prioritized the mitigation actions and asked if anyone on the LHMT today participated in the 2017 process...the backup data (STAPLEE worksheets) are not included in the 2017 Plan and the plan states, 'priorities were broadly derived from FEMA's STAPLEE criteria'. Craig then presented two versions for prioritizing actions from FEMA for consideration (both attached) and suggested the 'STAPLEE Criteria Worksheet' for ease of use.
 1. Matt commented that perhaps Trish Settles (CMRPC) can provide the appendices from the 2017 plan? Craig will follow up.

2. All LHMT members to review both and decide on a preference.

- b. Does not include review of:
 - i. Whitin Reservoir Flow Agreement
 - ii. Risk and Resiliency Plan
 - iii. Asset Management Plan
 - iv. Public Infrastructure/Emergency Lifelines Summaries
 - 1. Water
 - 2. Wastewater
 - 3. Stormwater
 - v. Master Plan Update:
 - 1. Draft goals/objectives/actions?
 - vi. Illicit Discharge Plan

5. Next Steps

- a. Review Hazard Mitigation Actions for Consideration
 - i. Accurate?
 - ii. Anything completed?
 - iii. Anything Missing?
 - 1. LHMT members mentioned that Douglas is located at the ‘end of the line’ for electric/internet/fiber services...and that a mitigation action should be included to remediate this situation...especially as it relates to communications.
 - 2. Craig will coordinate with Bob Moran (National Grid staff person) also on the Douglas Master Plan Update committee.
- b. Craig reviewed the draft list of mitigation actions for consideration, stating that more work still needs to happen on this topic. Craig will continue to add to this list as interviews/data are received.
 - i. All LHMT members to review the attached list of actions including the standardized bullet list that follows each action, for accuracy and completeness.
- c. LHMT Meeting #4 Prioritization of final list of actions
 - i. Tentatively scheduled for June 17, 2025, 9 am – 11 am...Kelly to reserve the meeting space.
- d. Public Workshop #2
 - i. Anticipated mid-summer with draft plan/Plan Review Tool to MEMA by end of summer.