

## Memorandum of Meeting

To: Kelly Manning  
From: Craig Pereira  
Date: September 20, 2023  
Re: Douglas, MA Hazard Mitigation Plan (HMP) Update—Kickoff Meeting

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### In attendance:

Kelly Manning – Assistant Fire Chief  
Craig Pereira – Horsley Witten Group (HW), Project Manager

A kickoff meeting was held to discuss the rollout of the HMP update project for the Town of Douglas. The following items were discussed:

1. **Local Hazard Mitigation Committee (LHMC).** Craig asked if the LHMC has been assembled. Kelly has assembled the LHMC as part of the grant application (still working on including a resident on the LHMC).
  - a. Kelly will forward the final list of names/titles/emails to Craig. Kelly will also identify several potential dates/times for LHMC meeting #1 approximately one month out (2-hour window, in person) and send to Craig for confirmation/scheduling purposes.
2. **Project Webpage.** Craig requested a project webpage be created and hosted on the Town's website, to serve as the repository for all information related to project meetings, presentations, public surveys, and draft plan materials. HW has developed the content to be included (attached). Kelly confirmed the Town can host the project webpage.
  - a. Kelly will forward the Town's IT point of contact to coordinate with Craig on getting the webpage up and running.
3. **Interdepartmental Email.** Craig requested the Town send an interdepartmental email to all Town boards/commissions to announce the kickoff of the HMP update project *after the LHMC members are confirmed and the project webpage is live*. The email can direct individuals to the project webpage, and it should be conveyed that HW staff may contact Town staff individually as part of the data collection process.
  - a. Kelly to send out the project kickoff interdepartmental email once the LHMC members are confirmed and the project webpage is live. Please copy Craig.

4. **Hazards to be Profiled.** Craig reviewed the hazards profiled under the 2017 HMP and noted several proposed revisions:
  - a. Hazards to be categorized by type.
  - b. Riverine/Flash Flooding to be added to Flood-related hazards.
  - c. Hail to be added to Wind-related hazards.
  - d. Extreme Temperatures-related hazards: previously rolled in together...MEMA has requested these both become standalone categories.
  - e. Climate change: to be integrated into each hazard profiled via a “climate change impacts on” section within each hazard, rather than one static section.

Kelly asked that Vector-borne and Beaver Activity be added to hazards to be profiled. Updated list of hazards to be profiled included in ‘Proposed Plan Layout’ (attached).

5. **Dam Inventory.** New to this HMP update will be the incorporation of FEMA’s High Hazard Potential Dams Rehabilitation Grant Program requirements (officially effective April 19, 2023). Plan guidance calls for coordination by the local community with dam owners and the state dam safety office to determine any issues/risks associated with dam structures. Craig noted HW will need any Phase I Inspection reports, Emergency Action Plans, and Operation & Maintenance Plans (list provided in Data Needs Request document, attached). Kelly commented that there has been some discussion regarding one specific dam as of late. If the Town can’t locate reports requested, Craig can do a public documents request to DCS/Office of Dam Safety.

- a. Kelly to follow up with dam inventory requested information and forward anything available to Craig.

6. **Proposed Plan Layout.** Craig noted that he reviewed the current plan and has developed a ‘Proposed Plan Layout’ document (attached) that is more aligned with FEMA’s/MEMA’s “Plan Review Tool” that needs to accompany the draft HMP submission. This will also be presented to the LHMC at meeting #1 for consideration.
7. **Hazard Index Update.** HW has already completed a review of the National Centers for Environmental Information (NCEI): Severe Events Database to document hazards, impacts, and damages that have occurred (January 1, 2015 – August 1, 2023) to inform the development of the draft Hazard Index Update during the first LHMC meeting. HW will need information from the Town about some hazards not included in the NCEI database, to be collected/discussed at the first LHMC meeting.
8. **Capability Assessment.** HW will initiate a review of existing plans, studies, and reports as part of the development of the draft Capability Assessment section of the 2024 update. Craig emphasized this is important for ensuring consistency between different plans and their respective actions. Craig also noted that the HMP update will incorporate all MVP/Climate Clearinghouse data as part of the capability assessment and will carry over the Town’s MVP actions into the HMP update.

9. **Data Needs Request Document.** Craig reviewed the various data needs the Town should get started on while the LHMC gets organized to meet (attached):
  - a. NFIP program/participation information.
  - b. FEMA Region 1 repetitive loss properties.
  - c. GIS Data: Parcel data set (shapefile) and Critical Facilities/Vulnerable Populations data set (shapefile).
  - d. Dams information.
  - e. 2017 Plan in native format.
    - i. Kelly to provide requested data to Craig as available.
10. **2017 Plan Report Card.** HW has developed the 2017 Plan Report Card (attached). This is required by FEMA and will be the focus of the first public workshop. It is intended to show the Town's progress on achieving the actions identified in the existing plan (responsible party/timeframe/funding mechanism). The 2017 Plan Report Card will document what has been accomplished, what should be carried forward into the HMP update, and what can be removed (identified as no longer relevant). Craig requested the Town begin completing the 2017 Plan Report Card and noted that outstanding questions and comments can be reviewed during the first LHMC meeting.
  - a. Kelly to distribute 2017 Plan Report Card to LHMC members (according to the identified 'responsible party') to begin their audit.