

**Town of Auburn
Hazard Mitigation
Committee Meeting
March 22, 2017**

Present: William Herman, Town Administrator; Cam Prolman and Derek Shooster, SNHPC; Ed Gannon, Fire Chief; Denise Royce, Land Use Administrator; Carrie Rouleau-Cote, Building Inspector; Michael Dross, Road Agent.

Absent: Ray Pelton, Police Department; Lori Collins, AVS Principal. Sylvia von Aulock.

Call to Order: 10:13am

Approval of Minutes of December 7, 2016

Chief Gannon made a motion to approve the minutes of February 1, 2017, seconded by Mrs. Rouleau-Coté. All were in favor and the motion passed.

Review Task List from Meeting #2

Mr. Shooster went over the task list from the last meeting at which time task were given to a few people to follow up on. Mr. Shooster indicated that he did hear back from most of the individuals which pertained to bridges located on primary evacuation routes and major employers made up of the 10 biggest employers within the town. Mr. Shooster then moved on to say that they reviewed existing protection mitigation program effectiveness and ranked them by good, poor and needing improvement. Mr. Shooster stated that the last exercise was going over mitigation actions by identifying from the items in the previous mitigation plan, what's on going, what has been completed and what needs action. There were five (5) items that were identified as completed and removed from needing to do anything else on. The last thing they did was discuss new proposed strategies for the next Hazard Mitigation Plan. Those included better coordination for all town radio with all departments, electronic signage and mobile signage for emergency facilities and events. Generators for the Highway Department, library and/or mobile generators and new rescue vehicle for the Fire Department. Mr. Shooster asked if there were any other comments or thoughts on Meeting #2. Chief Gannon believed that some of those had been addressed either negatively or positively. Mr. Shooster said yes.

Mr. Shooster moved on to talk about what was either unfunded or under-funded like require blasting of ledge on Dartmouth Drive as that was undeveloped due to market forces and still needed action.

Mr. Shooster went on to talk about the upgrade to culvert on Old Candia Road is scheduled for this spring and has been funded. There were a number of next steps identified for existing mitigation strategies.

Mr. Shooster moved on to the exercise that he wanted to do today which was located in the packet that was e-mailed to everyone but Mr. Shooster had copies for anyone that did not have one with them.

STAPLEE Process (group activity, see worksheet)

Mr. Prolman explained to the Board members what this worksheet would be used for and how each one would have to be ranked with a score of Good = 3, Average = 2, or Poor = 1.

At this time, Mr. Prolman went through the following questions that would be asked about the proposed mitigation strategies identified in the table below:

- **Social:** Is the proposed strategy socially acceptable to the community? Are there equity issues involved that would mean that one segment of the community is treated unfairly?
- **Technical:** Will the proposed strategy work? Will it create more problems than it solves?
- **Administrative:** Can the community implement the strategy? Is there someone to coordinate and lead the effort?
- **Political:** Is the strategy politically acceptable? Is there public support both to implement and to maintain the project?
- **Legal:** Is the community authorized to implement the proposed strategy? Is there a clear legal basis or precedent for this activity?
- **Economic:** What are the costs and benefits of this strategy? Does the cost seem reasonable for the size of the problem and the likely benefits?
- **Environmental:** How will the strategy impact the environment? Will the strategy need environmental regulatory approvals?

At this time, the Board members and Mr. Shooster and Mr. Prolman went through the Staplee Chart and rated each one below:

Mitigation Strategy	STAPLEE CHART							Total Score
	Is it Socially acceptable?	Is it Technically feasible & potentially successful?	Is it Administratively workable?	Is it Politically acceptable?	Is there Legal authority to implement?	Is it Economically beneficial?	Is it Environ-mentally beneficial?	
1. Maintain current building codes								
2. Electronic sign								
3. Training for building inspector								
4. Community network to check on elderly population								
5. Limit development on unmaintained private roads								
6. Require blasting of ledge on Dartmouth Dr								
7. Coordinate pre-construction meetings								
8. Post a reminder notice regarding snow ordinance								
9. Post a notice on snow accumulation								
10. Adopt and implement stormwater mgt regs based on EPA Reqs for MS-4 communities								
11. Upgrade culvert on Maple Farm rd								
12. Education through newspaper and town website								
13. Upgrade culvert on Old Candia Rd								

Mitigation Strategy	STAPLEE CHART						
	Is it Socially acceptable?	Is it Technically feasible & potentially successful?	Is it Administratively workable?	Is it Politically acceptable?	Is there Legal authority to implement?	Is it Economically beneficial?	Is it Environ-mentally beneficial?
14. Report of Hazmit committee in annual Town Report							
15. Pave/upgrade Hook Rd and install drainage							
16. Provide water when wells run dry							
17. Encourage State to address flooding issues on Hooksett Rd							
18. Town Radio: Coordination with all departments							
19. Electronic + mobile signage for emergency facilities							
20. Generators for highway dept., Library, and town							
21. Fire department – new rescue vehicle (tanker)							

The following amendments were discussed:

- 3) Training for building inspector to change to Code Enforcement Personnel.
- 16) Provide water when wells run dry to change from the Fire Department to expand beyond the Fire Department to Health Officer or Emergency Personnel and coordinate with Manchester Water Works.

At this time, Mr. Shooster asked if Mrs. Rouleau-Cote, Mr. Herman or Chief Gannon to draft a new sentence to the way they would like to have it worded to better reflect this statement in the report.

- 17) Mr. Dross commented that the state put in a new culvert but was unsure whether it solved the problem which is by McEvoy and Hooksett Road. It was replaced over the summer of 2016. Mr. Herman pointed out the culverts that were replaced by Griffin Mill by the school and McEvoy.
- 18) Chief Gannon spoke with regard to town radio: Coordination with all departments and pointed out that the school is in the process of obtaining portable radios that they would program for them with the interoperability channels that they use from a Fire Department's prospective and would also have the town wide channels on it. The school will also be able to listen to the Fire Department and Police Department channels but will not be able to transmit on those frequencies. Chief Gannon also indicated that the school already has their evacuation plan in place which will occur either in April or May? Mrs. Rouleau-Cote believed that they could call it Maintain Communication. Mr. Shooster thought it was awesome that they were able to do this since the last Hazard Mitigation meeting.
- 19) Electronic and mobile signage for emergency facilities – discussion ensued with this regard and believed that this would pertain to #2 above and sounded redundant and ended up saying that #2 should be the Fixed Sign at Complex and #19 is for the Electronic Mobile Signage for Emergency use.
- 20) Change name to Generator for Highway Department only because many of the buildings already have a generator so the only area in need of a generator would be the Highway Department building.

Mr. Shooster asked Ms. Royce if she had the last meeting minutes printed in front of her. Ms. Royce presented Mr. Shooster with the previous meeting minutes so that Mr. Shooster could look up what was discussed at the last meeting regarding generators. Mr. Dross did not believe this was a major priority at this time and it was decided to rate this as a low priority.

- 21) Fire Department – New Rescue Vehicle – Mr. Shooster mentioned possible grant for this and Chief Gannon believed that the two (2) vehicles should be separate requests and decided to take out the word “tanker”.

Prioritize Implementation Schedule

At this time, the Board and Mr. Shooster went through the list and listed the responsible party and potential funding source for each.

Chief Gannon believed that each one of the Board members could go through and add up the scores and rank each action accordingly. Mr. Prolman believed they should go through each one during the meeting and asked the Board members and Mr. Shooster what they thought. Mr. Dross asked Mr. Prolman and Mr. Shooster to send to each member and they could do it individually. Mr. Herman believed they could do it fairly quickly.

At this time, Mr. Herman went through 1 to 21 individually and ranked them according to the list below:

Time Frame	
Short Term	1 year or less
Mid Term	2 to 3 years
Long Term	4 to 5 years
Ongoing	This action will be completed on an ongoing basis throughout the life of the plan

Assess Community’s Participation in National Flood Insurance Program

Mr. Shooster began by asking if Auburn participated. Mr. Herman said yes. Mr. Shooster asked if there were any actions related to continued compliance with NFIP. Mr. Herman explained that it was on autopilot and there was an adoption. Mr. Shooster asked if the Flood Ordinance was up to date. Mrs. Rouleau-Cote said yes.

Tentative Next Meeting Schedule April 26, 2017 @ 10:00am **and Adjournment**

Mr. Shooster moved on to discuss with the Board members the date for the next tentative meeting date and asked if the Board wanted to meet a month from today. After a brief discussion, it was noted that the next Hazard Mitigation meeting date would be held on Wednesday, April 26th at 10:00am.

Adjournment

Chief Gannon made a motion to adjourn, seconded by Mr. Dross and the Meeting stood Adjourned at 12:01 P.M.

The next Hazard Mitigation Meeting will tentatively be held at the Town Hall, 47 Chester Road on Wednesday, April 26th, 2017.