

Town of Allenstown, NH
Hazard Mitigation Committee

~Work Session 5~

Wednesday, September 18, 2013 • 4:00 - 6:00 PM

Allenstown *TOWN HALL* • 1 Ferry Street

AGENDA

- 4:00 1. Introductions, Initial Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Complete of Update Chapter 11. Evaluation and Implementation of Actions (:80)
- Finish **COMPLETED** Actions **Table 24's** blank cells
 - Add **DELETED** Actions to **Table 24A** and select a reason WHY they were deleted
 - Select explanations for **DEFERRED** Actions
 - Update **DEFERRED** Actions' *Responsibility, Date, Cost, Budget, and Project & Cost Rationales*
 - Develop *Responsibility, Date, Cost, Budget, and Project & Cost Rationales* for **NEW** Actions
- 5:25 3. Complete STAPLEE Action Prioritization (:30)
- Use the STAPLEE spreadsheet to complete the prioritization of each Action based on the ranking system:
1 (**NO**) 2 (**PARTLY/MAYBE**) 3 (**YES**)
 - Add any newly identified Actions from today to the spreadsheet list and prioritize
- 5:55 4. Next Steps (:05)
- Coordinator: Email completed **Work Session 5** Chapter 11 and Action Prioritization files to Stephanie by 09-25 by 6AM (1 week)
 - Coordinator: Email .pdf of **Work Session 5** Meeting Match Timesheet and Attendance Sheet to Stephanie prior to October 1 for Quarterly match tracking
 - Meeting Summaries for **05-08, 05-22, 06-03, 06-19, 07-10, 07-24, 08-07, 09-04, and 09-18**
 - Any updated publicity files in Word format (Press Release, Public Meeting Notice Poster) or printed newspaper or newsletter notice (not website) in .pdf format (Staff Coordinator)

Next meeting:

Meeting 6
on 10-09



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEDERAL EMERGENCY MANAGEMENT AGENCY
www.fema.gov