

9 ANNUAL IMPLEMENTATION AND EVALUATION

The Town received FEMA approval for the prior **Hazard Mitigation Plan** in **September 2015**. The completion of a planning document is merely the first step in its life as an evolving tool. The **Hazard Mitigation Plan Update** is a dynamic document that should be considered by all Town Departments, Boards, and Committees within their normal working environments. While evaluating the effectiveness of Actions in its everyday implementation, everyone should be able to contribute to the relevancy and usefulness of the Plan and to communicate with the Hazard Mitigation Committee where changes should be made. An annual effort will be undertaken to complete Actions and add new Actions as old tasks are completed and new situations arise. This Chapter will discuss the methods by which the Town of Allenstown will review, monitor, and update its new **Allenstown Hazard Mitigation Plan Update 2021**.

Annual Monitoring and Update of the Mitigation Action Plan

The Board of Selectmen should vote to establish a permanent Hazard Mitigation Committee within **3 months** of receiving the FEMA **Letter of Formal Approval** as indicated in **1 PLANNING PROCESS**. The purpose is to meet on a regular basis to ensure the **Hazard Mitigation Plan's** Actions are being actively worked on and the Plan is evaluated and revised to fit the changing priorities of the Town.

The Emergency Management Director or other Board of Selectmen designee should continue to serve as Chair of the Committee for Hazard Mitigation meetings and should be officially appointed to such a capacity by the Board. Current Hazard Mitigation Committee members can be appointed to continue to participate as members of the permanent Committee. More information is provided in **APPENDIX B**.

Committee membership should include:

- ✓ Emergency Management Director
- ✓ Deputy Emergency Management Director
- ✓ Town Administration
- ✓ Fire Chief or designee
- ✓ Police Chief or designee
- ✓ Road Agent or designee
- ✓ Building Inspector/ Zoning Compl. Off.
- ✓ Welfare Officer/Health Officer
- ✓ Transfer Station/Recycling Ctr. Supvr.
- ✓ Town Planner / Planning Board
- ✓ Wastewater Treatment Sup.
- ✓ Pembroke Water Works Supt. or Comm.
- ✓ 1 Board of Selectmen member
- ✓ 1 Planning Board member
- ✓ 1 Budget Advisory Committee member
- ✓ 1 Allenstown Community School or School District Representative
- ✓ 1 Library Representative
- ✓ 1 Historical Society member
- ✓ 1 Bear Brook State Park Representative
- ✓ 1 Community Center Representative
- ✓ Community (Stakeholders) at Large

Stakeholders who should be solicited to attend meetings and to participate equitably in the Plan development process include representatives from Allenstown School District, Bear Brook State Park, Community Center, Library, Historical Society, the business community, Churches, neighborhoods, local State Representatives, Chamber of Commerce, agricultural/farming operations, trails groups, local non-profits including the Capital Area Public Health Network, area emergency management directors, local, State or Federal agency representatives (such as NH HSEM), and other members of the public. This composition provides a wide spectrum of potential interests and opportunities for partnership to develop and accomplish Actions.

This Committee will **aim to meet up to 4 times per year** to follow these potential future meeting activities to update the **Mitigation Action Plan** and complete the Plan’s annual evaluation as displayed in **Table 52**.

Table 52








Hazard Mitigation Committee Preliminary Annual Future Meeting Activities

Meeting or Activity Month	Preliminary HMC Interim Meeting Agenda Items and Activities
JANUARY HMC Meeting <i>Budget determined</i>	Town operating budgets are determined for the next year. HMC assists Board of Selectmen and Budget HMC with getting their mitigation projects funded and written into budgets. Action implementation continues. HMC provides a Progress Report #2 for all Actions to responsible parties for response by beginning of February along with the Action Status Tracking Sheet to display Action progress and request updates. HMC continues update to the Action Status Tracking Sheet using the Department Mitigation Action Progress Reports .
February	HMC staff continues update to the Mitigation Action Plan using Department Mitigation Action Progress Reports and an updated Action Status Tracking sheet . HMC staff provides revised copies to Department Heads, keeps original Word and Excel files accessible on Town computer system.
APRIL HMC Meeting <i>\$ available</i>	Annual funding is received from Town Meeting. HMC completes annual update of the Mitigation Action Plan and the associated Plan Chapter and sections (CHAPTER 8) with Progress Reports #3 . HMC determines Action Plan items to pursue for this year, including \$0 cost items.
April – June	HMC staff & members present a plan for mitigation actions for the next year to the Board of Selectmen for their support to proceed. HMC members ensure Department Heads are provided with information to work on their Actions. HMC members meets with Department Heads to inform about the Action priorities and requests attention to Short Term (1-2 Years) Actions . Departments begin working on Actions.
JUNE HMC Meeting	Infrastructure projects will be underway. HMC provides a Progress Report #1 for all Actions to responsible Depts/Boards for response by beginning of July. HMC reviews Annual Evaluation of the Plan (CHAPTER 9) . HMC works with the CIP Committee to get certain projects placed into CIP. Depts to begin placement of next year’s high-cost Action Plan items into the CIP.

Meeting or Activity Month	Preliminary HMC Interim Meeting Agenda Items and Activities
<i>Infrastructure projects underway</i>	
August - December	HMC assists Department Heads with their budget requests to include Action Plan items, and to determine which Actions should have warrant articles. HMC staff continues assistance to Departments for Action Plan items. HMC staff begins to update the Action Status Tracking Sheet . HMC staff & members ensure Haz Mit Actions are added into the CIP.
SEPTEMBER HMC Meeting	HMC will identify projects to accomplish (including \$0) for the upcoming year. HMC attends Board of Selectmen budget meetings and suggests warrant articles for Action Plan items. HMC attends Budget Committee meetings scheduled through January to champion Action item funding.

Sources: Allenstown Hazard Mitigation Committee

Annually and independent of the Town’s budget cycle, a simpler listing of the Hazard Mitigation Committee’s tasks should include:

-  **Document New Hazard Events that Occurred in Town**
 - Hazard Identification and Risk Assessment (**CHAPTER 4** table)
 - Local and Area History of Disaster and Hazard Events (**CHAPTER 4** table)
-  **Coordinate Completion of Annual Mitigation Actions by Assigning to Departments**
 - Appendix B Mitigation Action **Progress Report**
-  **Seek and Help Departments Acquire Funding for Actions & Fill in Tracking File**
 - Appendix B Mitigation **Action/Project Status Tracking**
-  **Evaluate Effectiveness of the Plan and Its Actions Yearly**
 - Appendix B Plan **Evaluation Worksheet**
-  **Obtain Semi-Annual Progress Reports from Departments & Update Tracking File**
 - Appendix B Mitigation **Action/Project Status Tracking**
-  **Update & Reprioritize Mitigation Action Plan and Update Supporting Plan Document Sections**
 - Mitigation Action Plan (**CHAPTER 8** table)
 - Enhanced STAPLEE Prioritization (**CHAPTER 8** table)
 - **Hazard Mitigation Plan Update 2021** sections as needed
 - Make note of the new information added/changed for the **2025 Plan** update!
 - Remember to invite the Stakeholders and public to all meetings and take minutes
-  **Repeat**

Continued Public Involvement

On behalf of the Hazard Mitigation Committee, the Emergency Management Director and the Staff Coordinator, under direction of the Town Administration, will be responsible for ensuring that Town Departments and the public have adequate opportunity to participate in the planning process. Administrative staff may be utilized to assist with the public involvement process.

For each interim meeting in the annual update process, and for the 5-year update process procedures that will be utilized for public involvement include:

- Provide personal invitations to Town volunteer Board and Committee Chairs, Budget Advisory Committee members, and Town Department heads;
- Provide personal invitations to abutting community emergency management directors of neighboring Towns;
- Provide personal invitations to the businesses, agencies, neighborhoods, non-profits, and other entities listed previously in **9 ANNUAL IMPLEMENTATION AND EVALUATION**;
- Post public meeting notice flyers and press releases on the Town's website at www.allenstownnh.gov, on the Town's online calendar on the same site, and place agendas and meeting materials on the new Hazard Mitigation Committee webpage.
- Post meeting notices in the Allenstown Town Hall, outside on the Town Bulletin Board, at the Post Office, Community Center, Fire Station, and at local business(es);
- Submit media releases to the Concord Monitor (a paid, regional daily newspaper serving over 40 communities around the Concord area) and The Hooksett Banner (a free, regional weekly newspaper serving about 9 Central NH region and western NH communities).

In addition to previous suggestions for invitations to Hazard Mitigation Committee update meetings, review **APPENDIX A Critical and Community Facilities Vulnerability Assessment** Tables: Vulnerable Populations, Economic Assets and Recreational and Gathering Sites for further stakeholder opportunities. The NH Homeland Security and Emergency Management Field Representative for Allenstown will be invited. The Town will provide the Central NH Regional Planning Commission with Agendas, Minutes and other materials for archiving, to be used when the 5-year update again becomes necessary (email to salexander@cnhrpc.org). Any State, regional or federal interest in Allenstown should be considered for direct invitation for MITIGATION, which is a transparent process. EMERGENCY OPERATIONS planning should have a more selective working group.

The new section of the Town website dedicated to Hazard Mitigation Committee activities and the **2021 Plan** should be kept updated with meeting notices and materials used by the Hazard Mitigation Committee. This online location would be an optimal place to post the final **2021 Plan** and its *Maps* and *Appendices* and to continue adding materials for annual Plan updates. Additional pages should be added