



**TOWN OF MIDDLEBURY**  
**Planning & Zoning**  
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**DATE:** 7/5/2022  
**TO:** SELECTBOARD  
**FROM:** JENNIFER MURRAY, DIRECTOR OF PLANNING & ZONING  
**SUBJECT:** RECOMMENDATION FOR CONSULTING SERVICES (SEAM SOLUTIONS) FOR UPDATING HAZARD MITIGATION PLAN

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The Town of Middlebury has received a \$7,612.50 grant from FEMA to perform an update to our Local Hazard Mitigation Plan (LHMP). This grant includes a \$2,537.50 local match that can be satisfied with in-kind labor.

A request for proposals (RFP) was sent on 5/17, and three responses were received – SEAM Solutions (Barre, VT), Addison County Regional Planning Commission (ACRPC) and a consultant from California with no experience preparing LHMPs. Having reviewed the RFP responses, I recommend that the Selectboard award the contract for the LHMP update to SEAM Solutions, at total cost of \$7,425.

The qualifications that made SEAM stand out for me:

- The principal, Stephanie Magnan interviewed well and has over 25 years of experience performing this type of work in the public sector, including 5 years updating the State’s Hazard Mitigation Plan and other State-level emergency operations plans. She has also worked with several Towns like Middlebury on their Local Hazard Mitigation Plans. SEAM is available to begin on July 15. Stephanie anticipates accessing most of the data through state and public databases. SEAM may need to contact ACRPC for certain items.
- SEAM is a woman-owned business enterprise; these Federal grant funds would support a young entrepreneur.

The final Hazard Mitigation Plan will contain recommendations that will help guide Town policy on floodplains, stream corridors, etc. ACRPC’s Emergency Management Coordinator, Andrew L’Roe, also chairs Middlebury’s Conservation Commission, and the Town could benefit from the natural synergies created by these relationships, as the LHMP update process moves forward.