

# Meeting Notes

## Middlebury LHMP Kick Off Meeting

### August 18, 2022 at 11am

#### Participants:

(Present in bold)

LHMP Planning Team

**Jennifer Murray, Planning and Zoning**

Tom Hanley, Police

**Tom Scanlon, Health Officer/ Zoning Assistant/ representing police chief**

Kathleen Ramsey, Town Manager

**David Shaw, Fire Chief**

**Bill Kernan, Public Works**

**Andrew L'Roe, Addison County Regional Planning Commission**

**Stephanie Magnan, SEAM Solutions**

#### Agenda Items:

- Identify and assemble Planning Team
- Establish Call/Meeting Schedule
- Kick off meeting
- Work plan
- Timeline
- Document public outreach strategy

#### Action Items and Tasks:

Stephanie

- Send questions to Jennifer
- Send out packet for next meeting
- Outline of plan

#### Further meeting discussion:

Hold monthly meetings for now, but may need to increase frequency to meet the deadline

Outreach Strategy

- Announce the plan update to the community, surrounding towns and other stake holders (Vtrans, river/flood corridor) has been sent out
- 2 public meetings
- Email outreach to communities/ FPF

#### Future Meetings:

**Thursday September 15 at 11**

Next Team meeting

Review hazards and make changes

Identify Data sources

Identify critical facilities

Start updating plan sections

Purpose

Introduction

Community Profile

## **Standard Local Hazard Mitigation Plan Outline**

1. Introduction
2. Purpose
3. Community Profile
4. Planning Process
5. Hazard Identification and Risk Assessment
6. Hazard Mitigation Strategy
7. Plan Maintenance

## **2016 Town of Middlebury LHMP Outline**

1. Introduction
  - a. Purpose
  - b. Background and Scope
  - c. Plan Organization
2. Community Profile
3. Planning Process
4. Risk Assessment
  - a. Identifying Hazards
  - b. Profiling Hazards and Assessing Vulnerability
5. Mitigation Strategy
6. Plan Adoption
7. Plan Implementation and Maintenance