

**Chittenden County Multi-Jurisdictional
All Hazards Mitigation Plan (MJAHMP) Update Committee**

Hybrid (in-person & virtual) April 5, 2022, 10 a.m EDT **Draft Meeting Minutes**

meeting materials & recording posted at:

<https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/#2021-committee>

Jurisdictions represented (committee members noted in bold)		
Name	Jurisdiction	Title/Position
Garret Mott	CCRPC	Board representative
Brad Holden	Town of Underhill	Town Administrator
Darlene Palola	Town of Huntington	Volunteer
Barbara Elliott	Town of Huntington	Town Administrator
Michaela Foody	Town of Milton	Public Safety Director
Ravi Venkataraman	Town of Richmond	Town Planner
Josh Arneson	Town of Richmond	Town Administrator
Amy Grover	Town of Bolton	Town Clerk
Bob Lake	Town of Shelburne	Town EMD
Kate Lalley	Town of Westford	Zoning Administrator
Derek Libby	City of Burlington	Fire Department, Lieutenant
Norm Baldwin	City of Burlington	City Engineer
Caroline Massa	VT Emergency Management	State Hazard Mitigation Planner
Staci Pomeroy	VT DEC Rivers Program	River Scientist
Support staff members in attendance		
Dan Albrecht	Chittenden County Regional Planning Commission	Senior Planner
Charlie Baker	CCRPC	Executive Director
Christine Forde	CCRPC	Senior Planner
Leroy Thompson	IEM (Consultant)	Senior Planner/ Project Lead
Nancy Freeman	IEM (Consultant)	Senior Planner
Barbara Spaulding	IEM (Consultant)	Mitigation Specialist
Elizabeth Burnett	IEM (Consultant)	Jr. Planner

1. Call to Order, Introductions and Changes to the Agenda

The meeting was called to order at 10:05 a.m. Dan Albrecht facilitated the meeting. He introduced attendees. No changes to the agenda were made.

2. Public comments on items not on the Agenda

None.

3. Review & action on minutes of 10/13/21, 12/15/21 & 12/16/2021

Albrecht noted the minutes were posted on the Committee webpage.

Motion made by Holden to approve the 10/13/21 minutes, seconded by Foody. Minor correction to have "F-14" read "F-35." Motion carried unanimously with Mott abstaining.

Motion made by Foody to approve the 12/15/21 minutes, seconded by Venkataraman. Motion carried unanimously with Mott abstaining.

Motion made by Palola to approve the 12/16/21 minutes, seconded by Baldwin. Motion carried unanimously with Mott abstaining.

4. **Review 3/23 draft of Multi-Jurisdictional All-Hazards Mitigation Plan (AHMP)**

Leroy Thompson and Nancy Freeman, IEM Contractors, provided a detailed review of the Draft MHAHMP, highlighting the format, content and data analysis. The 2022 update consists of the section-section Base Plan and individual annexes for 18 municipalities (Colchester is not participating in the current update.) The Draft Plan has been posted for review and input by all jurisdictions, stakeholders and the public. The next steps include:

- a. Input received during the review period will be incorporated, as appropriate, in the Plan to prepare the Plan.
- b. The Plan will be submitted to the Vermont Emergency Management (VEM) for their review and approval.
- c. The Draft Plan will be submitted to FEMA for their review. If revisions are required by FEMA, IEM will address these and resubmit the Plan to FEMA for their determination that the Plan is approvable pending adoption.
- d. Each jurisdiction will adopt the plan and receive FEMA's approval letter for the Final Plan.

Dan Albrecht described how the proposed regional strategies are essentially a continuation of those from the 2017 Plan. As was the case in 2017, the Regional Strategies for this 2022 Plan dovetail with discrete tasks in CCRPC's Unified Planning Work Program. He asked for comments. None were made

5. **Status of development of municipal local AHMPs**

IEM staff reported that the various municipal AHMPs (which are annexes of the larger Multijurisdictional Plan) will be submitted in the coming weeks. Several jurisdictions provided input related to their annexes and the IEM project staff noted these recommended changes.

6. **Update on planned review by State of Vermont & FEMA**

Caroline Massa, Virginia Emergency Management, discussed the process and timeline related to the Plan review, which includes each jurisdiction annex.

7. **Receive public comments on Multi-Jurisdictional AHMP**

No members of the public were present. No oral comments received.

8. **Adjourn**

The meeting adjourned at 11:25 a.m.