

Amherst Hazard Mitigation Plan Update  
Meeting 1 Minutes  
2/14/22 4pm-6pm  
Amherst Fire Rescue Station 1  
177 Amherst Street  
Amherst, NH 03031

**Attendees:**

Matt Conley	Fire Chief/EMD
Scott Tenney	Building Official/Health Officer
Nic Strong	Community Development Director
Eric Slosek	DPW Director
John Marcel	Hazard Mitigation Planner NH HSEM
Liz Gilboy	Senior Field Representative NH HSEM
John O'Connor	Senior Emergency Preparedness Specialist Eversource
Justin Kates	Decision Aid LLC (Consultant)

Meeting convened at 4:00pm

1. Review the planning process
  - a. [Review Local Mitigation Plan Review Guide](#)
  - b. [Review Local Mitigation Planning Handbook](#)
  - c. [Review Mitigation Ideas Guide](#)
2. Determine who to invite to participate on the planning team not currently present
  - a. Neighboring communities
    - i. Justin will send out email to neighboring communities
  - b. Local and regional agencies involved in hazard mitigation
    - i. Local: Invited local departments with planning, code enforcement, or engineering roles
    - ii. Regional: Invited NRPC and Souhegan River Local Advisory Committee
  - c. Agencies with authority to regulate development
  - d. Others?
3. Determine how to involve members of the public
  - a. Invitations/press releases about meetings
    - i. Sent emails direct to all listed here:  
[Amherst HMP Project Stakeholders](#)
  - b. Legal notices
    - i. Agenda was posted at Library and Town Hall
  - c. Flyers
  - d. Surveys
    - i. Likely won't be used until later in the plan development

- e. Other methods?
    - i. Community TV
    - ii. Social Media
      - 1. Fire, Communications, and DPW. Will send those departments short messages for posting to their pages.
    - iii. Website
      - 1. Send web content for website to Building Official/Health Officer Scott Tenney and he will be able to post
4. Determine what existing plans, documents, and reports to review and incorporate into the update
- a. [Rules and Regulations](#)
    - i. [2020 Amherst Zoning Ordinance](#)
    - ii. [2021 Amherst Stormwater Regulations](#)
  - b. [2022-2027 Amherst Capital Improvements Plan](#)
    - i. Check to see what applicable projects may exist:
      - 1. Bridge Replacements/Repairs?
      - 2. Maintaining existing facilities
      - 3. Fuel pumps
  - c. [2023 Strategic Departmental Plans](#)
  - d. [2010 Master Plan](#)
    - i. [Envision Amherst Update](#) - July of 2022
      - 1. Existing conditions are included
      - 2. Status: Started visioning and implementing actions
      - 3. Heavy emphasis on preservation and water resources (definitely include in the plan)
      - 4. 1800 responses in survey, Nic will send a copy of the results over to search for anything that may be useful to include in plan
  - e. [2015 Village Strategic Plan](#)
    - i. Probably not useful, hasn't been updated for a while
  - f. [2019 Stormwater Management Program Plan](#)
    - i. Needs to be updated
  - g. [2020 Annual Town Report](#)
  - h. Amherst Emergency Operations Plan
    - i. Justin will coordinate with Fire to make sure risk assessment and facilities sections are synchronized
  - i. [2018 State of NH Multi-Hazard Mitigation Plan](#)
    - i. This will be useful for the hazard info for the last five years
  - j. FEMA Flood Insurance Rate Maps
    - i. What's the status of the update for the RiskMAP updates?
      - 1. Page 3  
<https://www.nh.gov/osi/planning/programs/fmp/documents/flood-lin-es-2022-winter.pdf>

- ii. Wilton Dam?
  - k. Eversource plans for vegetation management
    - i. Lots of distribution hardening over the last few years. John O'Connor will look to see if there's anything useful to include in this section of the plan.
  
- 5. Determine Amherst's existing authorities, policies, programs, and resources related to hazard mitigation and its ability to expand and improve on these.
  - a. Planning and Regulatory
    - i. Strategic Planning/Budget Process - changes every year, not significant changes
    - ii. Floodplain Conservation District - no changes
    - iii. Wetland and Watershed Conservation District - no changes
    - iv. Aquifer Conservation and Wellhead Protection District - no changes
    - v. Capital Improvement Plan - changes every year
    - vi. Town of Amherst Subdivision Regulations - no changes
    - vii. Town of Amherst Non-Residential Site Plan Review Regulations - no changes
    - viii. Amherst Stormwater Regulation - changes due to MS4
    - ix. International Building Code and International Residential Code - 2015 edition, currently a bill before the house to update this
    - x. Amherst Master Plan - currently updating this
    - xi. National Flood Insurance Program - check to see if there are any updates here
    - xii. Zoning Ordinance - probably no changes that would affect this
    - xiii. DOT specifications - they have been updated in last five year
  - b. Administrative and Technical
    - i. Planning Department—GIS and mapping capabilities - GIS capabilities are not as strong as they would like, Would like to have a dedicated GIS and MS4 person
    - ii. Fire Department—mapping capabilities, Fire Chief serves as EMD - no changes
    - iii. Police Department - delete
    - iv. Department of Public Works - Could use an Engineer, also has a GIS need
    - v. Town Administrator
    - vi. Building Inspector - Could use a stormwater inspector. They are able to do building enforcement effectively
    - vii. Public Health Officer - consolidated that position into Building Inspector
    - viii. Board of Selectmen - no changes
    - ix. Planning Board - big focus on stormwater management
    - x. Ways and Means Committee - advisory, not decisionmaking
    - xi. CIP Committee - advisory to selectmen, not decisionmaking
    - xii. There's a town planner position now

- c. Financial
    - i. Congestion Mitigation and Air Quality (CMAQ) Program - check on this to see if it's applicable to Amherst
    - ii. FEMA Hazard Mitigation Grant Program - applicable after disaster declarations
    - iii. FEMA Pre-Disaster Mitigation Program - now known as BRIC
    - iv. Community Development Block Grant Program - maybe not in Amherst, check for applicability
    - v. Capital Improvements Plan - check on applicability
    - vi. 1-Year Appropriation - one time items
    - vii. Capital Reserve - bridges and water crossings
    - viii. Bonding is not typical
      - 1. Baboosic Lake Septic was bonded
    - ix. EMPG - used for generators
  - d. Education and Outreach
    - i. Will check to see if there are links to the flood insurance program on the website
    - ii. Eversource - vegetation management outreach
    - iii. "DPW and You" program being proposed, keeping driveway culverts open to prevent flooding
    - iv. MS4 outreach program
6. Discuss homework and set the next meeting date.
- a. Send out capability surveys to key stakeholders
    - i. [Worksheet 4.1](#)
    - ii. [Worksheet 4.2](#)
    - iii. [Worksheet 4.3](#)
  - b. Next meeting will review the Risk Assessment
    - i. March 14th 2-4pm at Amherst Fire Station

Meeting concluded at 5:30pm