Sunderland HMP Planning Team Meeting #1

August 20, 2026

Attendees: Todd Lawrence, Brian Hawley, Caroline Hartshorn, Dave Kiernan, Dara Zink, Callie Fishburn

- HMP timeline
    - Planning team meetings will occur monthly
    - Callie and Dara have started the review of hazard data which will be presented to the team in September or October.
        - Mostly county-level data
    - Approximately two months of community engagement
    - November: Hazard Vulnerability Assessment
        - This is where the planning team will assess all of the hazards, score them, and choose which ones to profile in the plan.
    - December: Capability Assessment for the Town
    - January/February: Review and prioritization of past hazard mitigation goals and development of new actions
    - Early Spring: Public meeting to introduce the 2027 HMP mitigation actions
    - Early Spring: Draft plan sent to planning team to review
        - Dara will be sending sections for review throughout the process
    - May/June: Present final plan to select board – get their OK to submit to VEM for their review
    - 3 months allotted for VEM review (may take less time)
    - After review, VEM will give approval for adoption (APA) at which time the select board can adopt the plan. FEMA will send an official approval letter which will be attached to the final version of the plan.
    - BCRC will provide a word document of the plan to the town
- Planning team roles and responsibilities:
    - Assist BCRC with outreach meetings
    - BCRC will do most of the writing, but the planning team will be responsible for reviewing the drafts.
    - BCRC will not be responsible for any mailings the planning team wants to do (mailings are not required). BCRC can develop a flyer with a QR code for the survey.
- Public engagement
    - BCRC will develop a survey and help distribute it widely but will rely on the planning team to help with distribution through local channels.

    - Survey should go live before October 15th to capture busy foot traffic at the town hall during tax time.
    - Community outreach meeting will be held at the beginning of October to coincide with the release of the survey (tentatively 10/12 with 10/26 as a backup).
    - Planning team recommends presenting the results of the HMP survey and engagement meeting at a public select board meeting (second SB meeting in November, 11/23)
- Stakeholders
    - The planning team reviewed the list of stakeholders and updated contact information.
    - Some of these stakeholders may be invited to select planning team meetings and others may be contacted directly for interview conversations
- Section drafts of the plan will be sent via Google Drive
- Initial discussion of the 2021 mitigation goals
    - Dara asked the planning team to review the mitigation goals from 2021 HMP and reflect on relevance and any changes that may be needed.
- Upcoming planning team meetings:
    - September meeting: September 17th at 11am
    - October meeting: October 8th at 11am (to be held if needed)