



Town of Sutton, New Hampshire  
Emergency Management  
PO Box 487  
93 Main Street  
Sutton NH 03260  
603-927-4416

*FOR IMMEDIATE RELEASE*

March 8, 2013

Contact: Elly Phillips, 927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com)

**Sutton Hazard Mitigation Plan Update 2013**

**SUTTON:** A Hazard Mitigation Committee has formed to update the Town's adopted Hazard Mitigation Plan 2008. Its update will enable the Town of Sutton to retain eligibility for federal reimbursable recovery and pre-disaster funding. Natural, technological, and human hazards will be reviewed and documented. Community leaders will identify existing strategies and develop actions for reducing the impact of these hazards to Sutton's people, buildings, and land.

The Hazard Mitigation Committee will hold their first meeting on **Wednesday, March 20, 2013 from 4:00 – 6:00 PM at the Sutton Town Hall** on 93 Main Street in Sutton. Additional meetings will be scheduled at this time. All are invited to attend and participate. The draft Hazard Mitigation Plan Update is anticipated to be completed in fall 2013.

For more information, please contact Elly Phillips, Hazard Mitigation Plan Coordinator, at 927-4416.

###

*What disasters have occurred in Sutton?*

*Where are floods likely to occur?*

*Where are the critical facilities and emergency shelters located?*

*What actions can the Town undertake to make us safer from disasters?*



# BE INVOLVED WITH HAZARD MITIGATION!

Interested? Join the Town's Hazard Mitigation Committee for discussion and add your input into the updated all-hazard

## Sutton Hazard Mitigation Plan Update 2013

### Hazard Mitigation Committee Meeting Dates at the Sutton Town Hall, 93 Main Street

Wednesday, March 20, 2013	4:00 PM	Committee Meeting 1
TBD		Work Session 1
TBD		Committee Meeting 2
TBD		Work Session 2
TBD		Committee Meeting 3
TBD		Work Session 3
TBD		Committee Meeting 4
TBD		Work Session 4
TBD		<b>Public Information Meeting</b>

*Meeting dates and times are subject to change. All are invited to attend and participate.*

For more information, please contact Elly Phillips at 927-4416.



NH HOMELAND SECURITY and  
EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

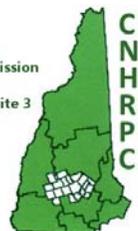


FEDERAL EMERGENCY MANAGEMENT  
AGENCY  
[www.fema.gov](http://www.fema.gov)

Central New Hampshire  
Regional Planning Commission

28 Commercial Street, Suite 3  
Concord, NH 03301

603.226.6020  
[www.cnhrpc.org](http://www.cnhrpc.org)





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Emergency Management  
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93 Main Street  
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## Invitation to Participate in the Sutton Hazard Mitigation Plan Update 2013

Robert DeFelice Vernondale Store  
Dave Krumenachker, Country Club of NH

Muster Field Farm Museum  
Sutton Historical Society

Wendy Grimes for KRSD

Thomas Scully, Wilmot EMD  
Chad Denning, New London EMD  
Edward Mical, Warner EMD  
Wayne Whitford, Newbury EMD  
Bruce Edwards, Bradford EMD

Charles Whittemore  
Pete Thompson  
Nancy Evans  
Steven Enroth

From: Elly Phillips, Sutton Town Administrator

Date: March 8, 2013

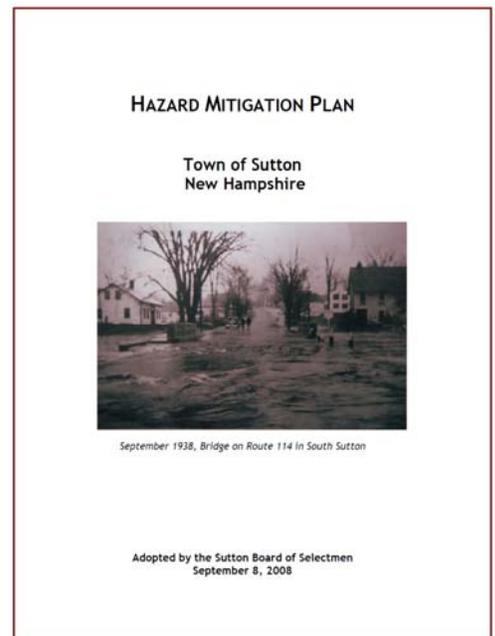
RE: **Sutton Hazard Mitigation Plan Update 2013**

A Hazard Mitigation Committee has formed in Sutton to update the Town's FEMA-approved Hazard Mitigation Plan 2008. Its update is required to enable the Town of Sutton to retain eligibility for federal reimbursable recovery and pre-disaster funding. Natural, technological, and human hazards will be closely reviewed, discussed, and prioritized. Key sites in the community will be reviewed and mapped. We will identify existing strategies and develop actions for reducing the impact of these hazards to Sutton's people, buildings, and land.

You are cordially invited to attend and participate in the **Sutton Hazard Mitigation Committee meetings**. We appreciate the value you could bring to our Plan. **The Committee will hold its first meeting on Wednesday, March 20, 2013 at 4:00 PM at the Sutton Town Hall on 93 Main Street in Sutton.** Additional meetings will be scheduled at this time, including three more Committee Meetings, four Work Sessions, and a Public Information Meeting over the next several months.

The meetings are open to the public. We expect the draft Hazard Mitigation Plan update to be completed in fall 2013. We would appreciate your input into our new Plan!

For more information or to accept this opportunity to participate in the process, please contact me at 927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com).





## *Parklands Primer by Don Davis*

*Supervisor, New Hampshire State Parks West Region (retired)*

*will return next week*



## Sutton forms committee to update Hazard Mitigation Plan

SUTTON – A Hazard Mitigation Committee has formed in Sutton to update the town's adopted Hazard Mitigation Plan 2008. The update will enable the Town of Sutton to retain eligibility for federal reimbursable recovery and pre-disaster funding.

Natural, technological, and human hazards will be reviewed and docu-

mented. Community leaders will identify existing strategies and develop actions for reducing the impact of these hazards to Sutton's people, buildings, and land.

The committee will hold the first meeting on Wednesday, March 20, from 4 - 6 p.m. at the Sutton Town Hall, 93 Main St., in Sutton Mills. Ad-

ditional meetings will be scheduled at that time. All are invited to attend and participate. The draft Hazard Mitigation Plan Update is anticipated to be completed in the fall of 2013.

For more information, please contact Elly Phillips, Hazard Mitigation Plan Coordinator, at 927-4416.

Town of Sutton, NH  
**Hazard Mitigation Committee**

Meeting 1

Wednesday, March 20, 2013 • 4:00 - 6:00 PM

Town Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Complete Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Discuss Process and Schedule of Tasks for Hazard Mitigation Plan Update (:10)
- Plan expires February 2014
  - Review guideline changes
  - Review project schedule
  - Review match in-kind hour tracking (Individual vs. Meeting Match Timesheets)
- 4:15 3. Review Cover, Acknowledgements, and Chapter 1, Introduction (:20)
- Submit new photos for cover, Appendix!
  - Identify new meeting participants
  - Overview of changes & add new hazard events
  - Begin review and update
- 4:35 4. Review Chapter 2, Hazard Identification (:35)
- Overview of changes & new hazard events
  - Begin review and update
  - Begin Hazard Vulnerability Assessment rating for the 39 hazards
- 5:10 5. Review Chapter 3, Asset Identification (:20)
- Begin review and update
  - Complete *Hazard the Site is Most Susceptible to* column with 2-3 specific hazards (of 39)
- 5:30 6. Review the Revision Instructions for Maps 1-3 (:10)
- 5:40 7. Schedule Remaining Meetings of the Haz Mit Plan Update 2013 (:10)
- 5:50 8. Next Steps (:10)
- Verify Recruitment and Publicity - Invitations to School, Abutting Towns, Businesses, Nonprofits, etc., where was Press Release sent and Poster Flyer posted
  - Review **Work Session 1** Tasks [date TBD]
  - Coordinator to email Stephanie completed **Work Session 1** files by 6AM of 5<sup>th</sup> business day after **WS1**

Next meeting: Work Session 1 [date TBD]

- 1) Complete Chapter 2 revisions and its accompanying Hazard Vulnerability ratings
- 2) Complete Chapter 3 revisions
- 3) Revise Maps 1, 2, and 3
- 4) Anything not completed needs another Work Session before the next Committee meeting!



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Central New Hampshire Regional Planning Commission  
28 Commercial Street, Suite 3, Concord, NH 03301 ❖ [www.cnhrpc.org](http://www.cnhrpc.org) ❖ 226-6020  
Project Manager: Stephanie Alexander, email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)

**Meeting 1 of the Hazard Mitigation Committee**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 March 20, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
	Elly Phillips				
	Bob DeFelic	PB + LB	N. Sutton	491-1489	vernondalestore@gmail.com
	STEVE ETRIOH		N. SUTTON	927-4569	SteveEtrioh@gmail.com
	Chris Rowe	Fire	N Sutton	927-4316	becsrowe@comcast.com
	Math Grimes	E.M.P	N Sutton	731-6273	mgrimes@mettebeam.com
	Wendy Grimes	with Meow	N Sutton	927-4321	wyrimose@pearsall.org
	Jonathan Kurbet	Sutton PD	N. Sutton	927-4143	suttonpd@tds.net
	Carole O'Connell	Sutton Historical Soc.	S. Sutton	566-9800	cocwine@tds.net
	PAUL PARKER	HIGHWAY	N. SUTTON	927-4411	
	Laurie Hayward	Planning & Zoning	N. SUTTON	927-4535	suttonlanduse@tds.net
	RICIA McMAHON	BOS	N Sutton	927-4705	msrteia@yahoo.com
SA	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	salexander@cnhrpc.org
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	Nancy.StLaurent@dos.nh.gov

Meeting #1  
Hazard Mitigation Committee  
March 20, 2013  
4:00-6:00 p.m.

The meeting was called to order at 4:00 p.m. Stephanie Alexander, CNHRPC, was present to facilitate the meeting. Present at the meeting was, Matt Grimes, EMD, Robert DeFelice, Planning Board; Steve Enroth, Citizen, Chris Rowe, Fire Chief, Wendy Grimes, Sutton Rescue and KRSD Representative, Jon Korbet, Sutton Police Chief, Carole O'Connell, Sutton Historical Society, Paul Parker Road Agent, Laurie Hayward, Sutton Land Use Coordinator and Elly Phillips, Town Administrator.

The committee received Copies of the Agenda, recommended meeting schedule, Chapters 1, 2,3 and hazard vulnerability assessment sheet s were distributed.

Ms. Alexander had Committee Members introduce themselves and familiarized the members with the required attendance and meeting match timesheets.

The Process and Schedule of Tasks for Hazard Mitigation Plan Update was discussed. It was noted that the plan town plan expires February 2014. Sutton is currently working on an update. The changes in guidelines for the project were discussed and the project schedule was reviewed.

Ms. Alexander requested that the committee members submit photos for the cover and appendix. Participants new to the committee were identified. The committee commenced with the review and update. The group worked on Chapter 1 which included the introduction, background, community demographics, recent hazard events in Sutton and the structure and methodology of the Hazard Mitigation Plan update.

The Committee began the hazard vulnerability assessment rating for the 39 hazards. The committee completed the site most susceptible to column for 2-3 specific hazards. The committee received instructions for revision of Maps 1-3.

The Committee scheduled the remaining meetings for the Haz Mit Plan update. The committee reviewed Work Session 1 tasks as follows:

- 1) Complete Chapter 2 revisions and its accompanying Hazard Vulnerability ratings
- 2) Complete Chapter 3 revisions
- 3) Revise Maps 1, 2, and 3
- 4) Anything not completed needs another Work Session before the next Committee meeting!

There being no further business the meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Elly Phillips



# PUBLIC NOTICE OF MEETINGS

## Town of Sutton

04-30-13

*What disasters have occurred in Sutton?*

*Where are floods likely to occur?*

*Where are the critical facilities and emergency shelters located?*

*What actions can the Town undertake to make us safer from disasters?*

## BE INVOLVED WITH HAZARD MITIGATION!

Interested? Join the Town's Hazard Mitigation Committee for discussion and add your input into the updated all-hazard

## Sutton Hazard Mitigation Plan Update 2013

### Hazard Mitigation Committee Meeting Dates\* at the Sutton Town Hall, 93 Main Street

Wednesday, March 20, 2013	4:00 PM	Committee Meeting 1
Wednesday, April 10	4:00 PM	Work Session 1
Tuesday, April 30	4:00 PM	Committee Meeting 2
Wednesday, May 15	4:00 PM	Work Session 2
Wednesday, May 29	4:00 PM	Committee Meeting 3
Wednesday, June 12	4:00 PM	Work Session 3
Wednesday, June 26	4:00 PM	Committee Meeting 4
Wednesday, July 10	4:00 PM	Work Session 4
Wednesday, July 31 (tentative)	7:00 PM	Public Information Meeting

*All are invited to attend and participate.*

*\* Meeting Dates and times are subject to change.*

For more information, please contact Elly Phillips, Coordinator, at 927-4416.



NH HOMELAND SECURITY and  
EMERGENCY MANAGEMENT  
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CENTRAL NH REGIONAL PLANNING COMMISSION  
[www.cnhrpc.org](http://www.cnhrpc.org)

Town of Sutton, NH  
**Hazard Mitigation Committee**  
Work Session 1  
Wednesday, April 10, 2013 • 4:00 - 6:00 PM  
Sutton Town Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Complete Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Review and Update Chapter 2. Hazard Identification (:50)
- Attachments for this task are the **Hazard Vulnerability Assessment** and **Chapters 2-3** files.
  - See the Instruction Box in the Chapter pages. These are the tasks we began to complete at our previous Meeting 1.
- 4:55 3. Review and Update Chapter 3. Asset Identification (:35)
- Attachment for this task are the **Chapters 2-3** file and **Maps 1-2-3**.
  - See the Instruction Box in the Chapter pages. These are the tasks we began to complete at our previous Meeting 1.
  - **Tables** can be emailed to members in Word format for updating, if desired.
  - The *Hazards the Site is Most Susceptible to* is rated highly by FEMA and needs 2-3 SPECIFIC hazards identified (of the 39 evaluated).
- 5:30 4. Review and Update Maps 1 (Potential Hazards), 2 (Past Hazards), and 3 (Assets & Risks) (:20)
- Attachments for this task are **Maps 1-2-3** provided to Coordinator and **Chapter 3**.
  - Write updates directly onto the maps, clearly in blue or colored pen. (No black pen, or pencils, or markers, please. This makes the changes difficult to identify and/or read).
  - Correlate the **Map 3** updates with the **Chapter 3** site **Tables 2-12** so they match!
- 5:50 5. Next Steps (:10)
- Updated **Meeting Calendar for Sutton Haz Mit** has been provided with scheduled dates.
  - Schedule & continue Work Session 1 ASAP if needed to complete this Agenda.
  - Verify Recruitment and Publicity: ensure new **Press Release** was sent to paper(s) and updated **Poster Flyer** (with all dates) was posted, previously provided to Coordinator.
  - Coordinator to email the completed Word & Excel files of Hazard Vulnerability Assessment & Chapters 2-3 and a Meeting Summary to Stephanie by 1 WEEK after the WS1 (deadline 6AM 04-17) to allow time for materials to be incorporated. 04-30 Meeting 2 Agenda will be different - we need to leave Chapters 2 & 3 behind us and move forward.
  - **Maps** may be kept to continue revisions. Stephanie will pick them up at Meeting 2 04-30.

**IMPORTANT: Email your disaster photos with date, event, location, and photo credit to Stephanie Alexander at [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)**

Next meeting: Meeting 2 on April 30



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Central New Hampshire Regional Planning Commission  
28 Commercial Street, Suite 3, Concord, NH 03301 ❖ [www.cnhrpc.org](http://www.cnhrpc.org) ❖ 226-6020  
Project Manager: Stephanie Alexander, email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)

**Work Session 1 of the Hazard Mitigation Committee**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 April 10, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
✓	Elly Phillips	Town Administrator	PO Box 487, 03260	927-4416	<a href="mailto:townofsutton@mcctelecom.com">townofsutton@mcctelecom.com</a>
✓	Ricia McMahon	Board of Selectmen		927-4705	<a href="mailto:msrncia@yahoo.com">msrncia@yahoo.com</a>
✓	Matt Grimes	EMD		731-6273	<a href="mailto:mgrimes@mcctelecom.com">mgrimes@mcctelecom.com</a>
✓	Wendy Grimes	Rescue/KRSD		927-4321	<a href="mailto:wgrimes@kearsarge.org">wgrimes@kearsarge.org</a>
✓	Paul Parker	Road Agent		927-4411	
✓	Chris Rowe	Fire Chief		927-4316	<a href="mailto:beccsrowe@conknet.com">beccsrowe@conknet.com</a>
✓	Jonathan Korbet	Police Chief		927-4422	<a href="mailto:suttonpd@tds.net">suttonpd@tds.net</a>
✓	Laurie Hayward	Planning/Zoning		927-4115 / 2555	<a href="mailto:suttonlanduse@tds.net">suttonlanduse@tds.net</a>
	David Burnham	Health Officer			
	Garrett Evans	Con Comm			
	Robert DeFelice	Business/Plan Board		491-1489	<a href="mailto:verdondalestore@gmail.com">verdondalestore@gmail.com</a>
	Dave Krumenacher	Business			
✓	Carole O'Connell	Historical Society		566-9800	<a href="mailto:cocwine@tds.net">cocwine@tds.net</a>
✓	Steven Enroth	Citizen		927-4569	<a href="mailto:steveenroth@gmail.com">steveenroth@gmail.com</a>
	Musterfield Farm	Non Profit			
	Charles Whittemore	Citizen			
	Nancy Evans	Citizen			
✓	Pete Thompson	Citizen			
✓	<i>Mary Thompson</i>	<i>Citizen</i>			<i>martamp@mcctelecom.com</i>
	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy.StLaurent@dos.nh.gov">Nancy.StLaurent@dos.nh.gov</a>

Work Session 1  
Hazard Mitigation Committee  
Pillsbury Memorial Hall  
April 10, 2013

The meeting was called to order at 4:00 p.m. Present at the meeting was: Elly Phillips, Town Administrator; Patricia McMahon, Selectwoman; Matt Grimes, Emergency Management Director; Wendy Grimes, Sutton Rescue Chief and Kearsarge Regional High School Representative; Paul Parker, Road Agent, Chris Rowe, Fire Chief, Jonathan Korbet Police Chief; Laurie Hayward, Planning and Zoning; Carole O'Connell, Historical Society, Steven Enroth, Citizen; Pete Thompson, Citizen; and Marne Thompson, Citizen.

Initially the group spent some time attempting to get the projection equipment to work correctly. This was to no avail. Those with assignments from the previous meeting submitted their work for update of Chapters 2 and 3. The group reviewed and updated the Hazard Vulnerability assessment spreadsheets and came to a consensus regarding Hazard Vulnerability Levels. This turned out to be a very time intensive task. Therefore, at 6:25 p.m., it was determined that the meeting would be continued to April 24 so that a subcommittee could complete Chapters 2 and 3. The subcommittee was comprised of Matt Grimes, EMD; Wendy Grimes, Rescue and Kearsarge Regional School District; Laurie Hayward, Planning and Zoning and Elly Phillips, Town Administrator. The subcommittee completed Chapter 3 Asset Identification during a four-hour work session from 10:30-2:30 on April 24. The projection equipment really facilitated participation. The subcommittee would like the Regional Planning Commission to look at the maps to make sure that everything is on there. There was concern about getting the culvert locations correctly. This will need to be done by the Road Agent.

The next meeting of the Hazard Mitigation Committee will be conducted on March 30,2013.

Respectfully submitted,

Elly Phillips, Scribe

Town of Sutton, NH  
**Hazard Mitigation Committee**  
Meeting 2

Tuesday, April 30, 2013 • 4:00 – 6:00 PM  
Sutton Town Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Complete Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Update Chapter 7. Local Hazard Mitigation Objectives (:20)
- Review and revise Objectives as needed
- 4:25 3. Update Chapter 8. Existing Mitigation Support Strategies (:40)
- Review changes from 2008 Plan
  - Revise existing **Tables 22A-G** information as needed
    - Add **Progress Since Last Plan** (new) to all Support Strategies
    - Revise or add **Future Improvements** for each Support Strategy
    - “None” or “Not at this time” or “Update as needed”, etc. responses not permitted
  - Add new Support Strategies by Department
- 5:05 4. Update Chapter 9. Newly Identified Mitigation Actions (:45)
- Review changes from 2008 Plan
  - Revise existing **Tables 23A-E** information as needed
    - Identify COMPLETED Actions, note Month & Year completed (*but do not remove from Table*)
    - Identify DELETED Actions (*but do not remove from Table*)
  - Add NEW Actions, considering vulnerable sites from **CHAPTERS 2 & 3**, **CHAPTER 7 Objectives**, **CHAPTER 8 Future Improvements**, etc. completing all columns
- 5:50 5. Next Steps (:10)
- Review **Work Session 2** Tasks for **05-15** (see Instruction Boxes within Plan):
    - Complete the update to **CHAPTER 8. EXISTING MITIGATION SUPPORT STRATEGIES**
    - Complete the update to **CHAPTER 9. NEWLY IDENTIFIED MITIGATION ACTIONS**
  - Provide revised, completed Maps to Stephanie at **Meeting 2 04-30**
  - Submit COMPLETED Files to Stephanie within 1 week of ALL Meetings/Work Sessions: DEADLINE - 6AM, Wed 05-01 to [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)
    - *Why?* Meetings are only 2 weeks apart. **1.** There are new assignments every two weeks, and if we don't keep on top of them, there will be too many to complete on schedule. **2.** Completed files returned are incorporated into the master Haz Mit document and typically sent back to the Committee for the next meeting. **3.** Missing data from earlier Chapters impacts later Chapters. Meeting delays (= schedule delays) will occur if certain Work Session files or other files are returned late. **4.** Sometimes an extra

HAZARD MITIGATION PLAN UPDATE 2013



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Town of Sutton  
Hazard Mitigation Committee  
Meeting 2  
April 30-2013 4:00 – 6:00 p.m.

The meeting was called to order at 4:00 p.m. Stephanie Alexander, CNHRPC, was present to facilitate the meeting. Present at the meeting were, Matt Grimes, EMD, Steve Enroth, Citizen, Charlie Whittemore, Citizen, Pete Thompson, Citizen, David Burnham, Health Officer Chris Rowe, Fire Chief, Wendy Grimes, Sutton Rescue and KRSD Representative, Jon Korbet, Sutton Police Chief, Carole O’Connell, Sutton Historical Society, Paul Parker Road Agent, Laurie Hayward, Sutton Land Use Coordinator and Elly Phillips, Town Administrator.

The committee began the to update Chapter 8. Existing Mitigation Support Strategies The Committee reviewed changes from 2008 Plan. The Committee revised existing Tables 22A-G information as needed. The committee added Progress Since Last Plan to all Support Strategies. The Committee revised or added future improvements for each support strategy. It was noted that responses such as none or not at this time or update as needed were not permitted.

The Committee reviewed Chapter 9. Newly Identified Mitigation and discussed changes from the 2008 Plan. The Committee revised existing Tables 23A-E information as needed and identified Completed Actions noting the date and month and identified deleted actions. In addition, New Actions, considering vulnerable sites from Chapters 2 & 3, and Chapter 7 Objectives.

Chapter 8 Future Improvements were added in order to complete all columns

The Committee discussed the next steps for work session 2 which were to complete the update to Chapter 8. Existing Mitigation Support Strategies and complete the update to Chapter 9 Newly Identified Mitigation Actions.

Ms. Alexander advised the committee that they needed to Provide revised, completed Maps to Stephanie. Ms. Alexander also requested that completed files be submitted within one week of all meetings/work sessions.

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully submitted,

Elly Phillips

Town of Sutton, NH  
**Hazard Mitigation Committee**

Work Session 2

Wednesday, May 15, 2013 • 4:00 - 6:00 PM

Pillsbury Memorial Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Initial Attendance Sheet AND Sign Meeting Match Timesheet (:05)
- 4:05 2. Complete the Update to Chapter 8. Existing Mitigation Support Strategies (:45)
- Follow instructions in Chapter 8 to complete the Chapter update from 04-30 Meeting
  - Include new **Progress Since Last Plan** and develop **Future Improvements**
- 4:50 3. Complete the Update to Chapter 9. Newly Identified Mitigation Actions (:55)
- Follow instructions in Chapter 9 to complete the Chapter update from 04-30 Meeting
  - Include the **Name of Potential Action** and a detailed **Description of Potential Action**
  - Choose the important **Future Improvements** from Chapter 8 and place into **Potential Mitigation Actions** tables.

- 5:45 4. Next Steps (:15)
- Continue **Work Session 2** within 3 business days if needed to complete this Agenda.
  - Submit the Following COMPLETED Files to Stephanie within 1 week of Work Session:  
**DEADLINE - 6AM, Wed 05-22** to [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org).
    - Chapters 8-9 Word file
    - Police Department Word Tables in Chapter 8-9 Word file
    - Culvert/Highway Department information in Chapter 8-9 Word file

Chapter 10 Action Plan is based on the Chapter 8 Improvements & Chapter 9 Actions. If Chapters 8-9 (including the other two items listed) are provided **later than 05-22** or if Chapters are incomplete, the **05-29 Meeting 3** may need to be delayed until **06-26** because Chapter 10 cannot be prepared without this information provided by this date.

- Submit Administrative Items - Email **05-15** Meeting Match Timesheet and Attendance Sheet (.pdf) scans **by 05-22** & provide originals to Stephanie at **05-29 Meeting 3**.
  - Email Meeting Summaries for 03-20, 04-30 **by 05-22**, email continuing Press Releases sent out & Public Notice Poster Flyers posted in Town **by 05-22**. Provide original press clippings to Stephanie at **05-29 Meeting 3**
  - Email Chapter 4 and 5 data spreadsheet (Coordinator or designee) **by 05-24**.
- Email MORE Sutton Disaster Photos - for Cover and Photographic Disaster History - **due ASAP! We have only PD's 2008 Ice Storm, a few historic photos, & 1 building fire.** More variety would add much value to the Plan. Include date, event, location, and who photo credit belongs to.

Next meeting:  
**Meeting 3 on May 29**

HAZARD MITIGATION PLAN UPDATE 2013



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immediate Work Session could be needed to complete an Agenda to stay on schedule, or a 3-hour regular Work Session could be needed instead.

- o CHAPTER 2 & CHAPTER 3 Word file and Hazard Vulnerability Assessment Excel file
- o Administrative items - Meeting Summaries for 03-20, 04-10, 04-30, continuing Press Releases sent out & Public Notice Poster Flyers posted in Town, press clippings, etc.
- o Sutton disaster photos - for Cover and Photographic Disaster History - **due ASAP**

**IMPORTANT: Email your disaster photos with date, event, location, and photo credit to Stephanie Alexander at [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)**

Next meeting: Work Session 2 on May 15



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)



FEDERAL EMERGENCY MANAGEMENT AGENCY  
[www.fema.gov](http://www.fema.gov)

**Work Session 2 of the Hazard Mitigation Committee**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 May 15, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
EP	Elly Phillips	Town Administrator	PO Box 487, 03260	927-4416	<a href="mailto:townofsutton@mcttelecom.com">townofsutton@mcttelecom.com</a>
RM	Ricia McMahon	Board of Selectmen		927-4705	<a href="mailto:msricia@yahoo.com">msricia@yahoo.com</a>
MG	Matt Grimes	EMD		731-6273	<a href="mailto:mgrimes@mcttelecom.com">mgrimes@mcttelecom.com</a>
WG	Wendy Grimes	Rescue/KRSD		927-4321	<a href="mailto:wgrimes@kearsarge.org">wgrimes@kearsarge.org</a>
	Paul Parker	Road Agent		927-4411	
CR	Chris Rowe	Fire Chief		927-4316	<a href="mailto:beccsrowe@conknet.com">beccsrowe@conknet.com</a>
JK	Jonathan Korbet	Police Chief		927-4422	<a href="mailto:suttonpd@tds.net">suttonpd@tds.net</a>
	Laurie Hayward	Planning/Zoning		927-4115 / 2555	<a href="mailto:suttonlanduse@tds.net">suttonlanduse@tds.net</a>
	David Burnham	Health Officer			
	Garrett Evans	Con Comm			
	Robert DeFelice	Business/Plan Board		491-1489	<a href="mailto:verdondalestore@gmail.com">verdondalestore@gmail.com</a>
	Dave Krumenachker	Business			
	Carole O'Connell	Historical Society		566-9800	<a href="mailto:cocwine@tds.net">cocwine@tds.net</a>
SE	Steven Enroth	Citizen		927-4569	<a href="mailto:steveenroth@gmail.com">steveenroth@gmail.com</a>
	Musterfield Farm	Non Profit			
CM	Charles Whittemore	Citizen			
	Nancy Evans	Citizen			
PT	Pete Thompson	Citizen			
	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy_StLaurent@dos.nh.gov">Nancy_StLaurent@dos.nh.gov</a>

Town of Sutton  
Hazard Mitigation Committee  
Work Session 2  
May 15, 2013 4:00 – 6:00 p.m.

The meeting was called to order at 4:00 p.m. Present at the meeting were, Matt Grimes, EMD, Steve Enroth, Citizen, Patricia McMahon, Selectwoman, Pete Thompson, Citizen, Charles Whittemore, Citizen, Chris Rowe, Fire Chief, Wendy Grimes, Sutton Rescue, and KRSD Representative, Jon Korbet, Sutton Police Chief, and Elly Phillips, Town Administrator.

Complete the Update to Chapter 8. Existing Mitigation Support Strategies (:45)  
The Committed complited the update to Chapter 8 Existing Mitigation Support Strateges from the April 30, 2013 Meeting. New progress since the last plan were added and future improvements were developed

Chapter 9. Newly Identified Mitigation Actions were completed from the April 30, 2013 Meeting. The name of potential actions and a detailed description of potential actions were derived. Important future improvements were chosen from Chapter 8 and placed into potential mitigation action tables. All completed files were to be submitted to Stephanie by Elly within 1 week of the meeting.

The following items which needed further action were assigned.

Chapters 8-9 Word file

Police Department Word Tables in Chapter 8-9 Word file

Culvert/Highway Department information in Chapter 8-9 Word file

A timetable for submitting administrative items and Chapter 8 and 9 updates was identified. It was noted that if work was not complete the 5-29 meeting would need to be re-scheduled. In addition the Chapter 4 and 5 data spreadsheet needed to be completed by the coordinator or designee by May 24, 2013. It was also noted that more disaster photos would add value to the plan. The date of the event location and photo credit were required.

There being no further business the work session was adjourned at 6:00 p.m.

Respectfully submitted,

Elly Phillips

Town of Sutton, NH  
**Hazard Mitigation Committee**  
Meeting 3

Wednesday, May 29, 2013 • 4:00 – 6:00 PM  
Pillsbury Memorial Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Initial Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Develop and Update Chapter 10. Evaluation and Implementation of Actions (:70)
- Review changes from 2008 Plan
  - Select explanations for **DELETED** Actions
  - Revise “ongoing” to specific date or date range 2013-2018
  - Select explanations for **DEFERRED** Actions
  - Update **DEFERRED** Actions’ *Responsibility, Date, Cost, Budget, and Project & Cost Rationales*
  - Develop **NEW** Actions in the appropriate **Tables**
  - Develop *Responsibility, Date, Cost, Budget, and Project & Cost Rationales* for new Actions
- 5:15 3. Update Chapter 11. Plan Monitoring, Updating and Maintenance (:40)
- Review changes from 2008 Plan
  - Review Administrator, Board of Selectmen, Emergency Management Director commitments
  - Review **Future Meeting Schedule**
  - Review annual and five-year update responsibilities
  - Complete new *Progress in Implementation...* and *How This Was Accomplished* sections
- 5:55 4. Next Steps (:05)
- Review **Work Session 3** Tasks for 06-12 (probably 2.5 hrs, 4-6:30 PM):
    - Complete the update to Chapter 10. Evaluation and Implementation of Actions
    - Complete STAPLEE Prioritization of Actions
    - Complete the update to Chapter 11. Plan Monitoring, Updating and Maintenance
    - **Coordinator:** Email completed Work Session 3 Chapter 10 & 11 & Action Prioritization files to Stephanie **by 06-19 by 6AM (1 week)**

HAZARD MITIGATION PLAN UPDATE 2013

Next meeting:

**Work Session 3**  
Wed  
June 12



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)



FEDERAL EMERGENCY MANAGEMENT AGENCY  
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Meeting 3 of the Hazard Mitigation Committee  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
May 29, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
	Elly Phillips				
BM	Riccia McMahon	Board of Selectm	1511 Route 114	603 927 9705	msriccia@yahoo.com
SE	STEVE ENROTH	FD	222 KEYSER	927-4569	slawemoth@gmail.com
MCG	McH Grimes	EMD	262 Keassee Valley Rd	927-4321	mgrimes@mttelecom.com
WG	Wendy Grimes	Sutton Preserve	262 Keassee Valley Rd	927-4321	
SH	Laurie Hayward	Planning Zoning	26 Grant Mill St	927-4115	suttonlandmark@tds.net
COL	Carole O'Connell	Historical Society	655 Pt 114	927-6023	caroline@tds.net
	PAUL PARKER	HIGHWAY		927-4411	
CSR	Chris Rowe	Fire	PO Box 96 400 Sutton	927-4311	Cell 393-9714
FW	CHARLES WHITBREAD	AFFRY	PO Box 447 Sutton	927-9970	NA
JK	Jonathan Kibbutz	Sutton (P)	PO Box 17 Sutton	927-4122	suttonpost.net
SA	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy.StLaurent@dos.nh.gov">Nancy.StLaurent@dos.nh.gov</a>

Town of Sutton  
Hazard Mitigation Committee  
Meeting 3  
May 29, 2013 4:00 – 6:00 p.m.

The meeting was called to order at 4:00 p.m. Present at the meeting were, Stephanie Alexander, CNHRPC, Matt Grimes, EMD, Steve Enroth, Citizen, Patricia McMahon, Selectwoman, Charles Whittemore, Citizen, Chris Rowe, Fire Chief, Wendy Grimes, Sutton Rescue and KRSD Representative, Jon Korbet, Sutton Police Chief, Carole O'Connell, Sutton Historical Society, and Laurie Hayward, Land Use Coordinator

The Committee met and completed the following tasks:

Developed and Updated Chapter 10. Evaluation and Implementation of Actions:  
Reviewed changes from 2008 Plan; Selected explanations for Deleted Actions; Revised “ongoing” to specific date or date range 2013-2018; Selected explanations for Deferred Actions; Updated Deferred Actions’ *Responsibility, Date, Cost, Budget, and Project & Cost Rationales*; Developed New Actions in the appropriate Tables; Develop *Responsibility, Date, Cost, Budget, and Project & Cost Rationales* for new Actions.

Updated Chapter 11. Plan Monitoring, Updating and Maintenance  
Reviewed changes from 2008 Plan; Review Administrator, Board of Selectmen, Emergency Management Director commitments; Reviewed Future Meeting Schedule; Reviewed annual and five-year update responsibilities; Completed new *Progress in Implementation...and How This Was Accomplished* sections

The Committee discussed Next Steps as follows:

Complete the update to Chapter 10. Evaluation and Implementation of Actions  
Complete STAPLEE Prioritization of Actions  
Complete the update to Chapter 11. Plan Monitoring, Updating and Maintenance

Respectfully transcribed for the Hazard Mitigation Committee,

Elly Phillips

Town of Sutton, NH  
**Hazard Mitigation Committee**  
Work Session 3

Wednesday, June 12, 2013 • 4:00 – 6:30 PM  
Pillsbury Memorial Hall • 93 Main Street

**AGENDA**

- 4:00 1. Introductions, Initial Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Complete Chapter 10. Evaluation and Implementation of Actions (:90)
- See the three (3) **Instruction Boxes** reviewed at the 05-29 **Meeting 3**
  - Identify and select explanations for **DELETED** Actions
  - Identify any **COMPLETED** Actions and indicate date/month of completion
  - Revise any “Ongoing” to specific date or date range 2013-2018\* and note \* in Project **Rationale**
  - Select explanations for **DEFERRED** Actions
  - Complete **green** highlights as indicated
  - Update DEFERRED Actions' Responsibility, Date, Cost, Budget, and Project & Cost Rationales
  - Develop Responsibility, Date, Cost, Budget, and Project & Cost Rationales for NEW Actions
- 5:35 3. Complete STAPLEE Prioritization (:45)
- Use the STAPLEE spreadsheet to complete the prioritization of each Action based on the ranking system:  
1 (**NO**) 2 (**PARTLY/MAYBE**) 3 (**YES**)
  - Add any newly identified Actions from today to the list and prioritize
- 6:20 5. Next Steps (:10)
- Email today's submissions to Stephanie ([salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)) by **6AM, 06-19**:
    - Completed **Word** file of Chapters 10, with “Track Changes” used
    - Completed **Excel** file of STAPLEE Prioritization
  - Submit all Outstanding Assignments to Stephanie by the same deadline.
  - At **Meeting 4** on June 26, we'll view & review the entire Plan and see what we still have to complete.

Next meeting:  
**Meeting 4**  
Wed  
June 26



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
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**Work Session 3 of the Hazard Mitigation Committee**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 June 12, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
EP	Elly Phillips	Town Administrator	PO Box 487, 03260	927-4416	<a href="mailto:townofsutton@mcttelecom.com">townofsutton@mcttelecom.com</a>
RM	Ricia McMahon	Board of Selectmen		927-4705	<a href="mailto:msricia@yahoo.com">msricia@yahoo.com</a>
MG	Matt Grimes	EMD		731-6273	<a href="mailto:mgrimes@mcttelecom.com">mgrimes@mcttelecom.com</a>
WG	Wendy Grimes	Rescue/KRSD		927-4321	<a href="mailto:wgrimes@kearsarge.org">wgrimes@kearsarge.org</a>
	Paul Parker	Road Agent		927-4411	
CR	Chris Rowe	Fire Chief		927-4316	<a href="mailto:beccsrowe@conknet.com">beccsrowe@conknet.com</a>
JK	Jonathan Korbet	Police Chief		927-4422	<a href="mailto:suttonpd@tds.net">suttonpd@tds.net</a>
	Laurie Hayward	Planning/Zoning		927-4115 / 2555	<a href="mailto:suttonlanduse@tds.net">suttonlanduse@tds.net</a>
	David Burnham	Health Officer			
	Garrett Evans	Con Comm			
	Robert DeFelice	Business/Plan Board		491-1489	<a href="mailto:verdondalestore@gmail.com">verdondalestore@gmail.com</a>
	Dave Krumenachker	Business			
CO	Carole O'Connell	Historical Society		566-9800	<a href="mailto:cocwine@tds.net">cocwine@tds.net</a>
SE	Steven Enroth	Citizen		927-4569	<a href="mailto:steveenroth@gmail.com">steveenroth@gmail.com</a>
	Musterfield Farm	Non Profit			
CM	Charles Whittemore	Citizen			
	Nancy Evans	Citizen			
	Pete Thompson	Citizen			
	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy_StLaurent@dos.nh.gov">Nancy_StLaurent@dos.nh.gov</a>

Work Session 3  
Hazard Mitigation Committee  
Pillsbury Memorial Hall  
June 12, 2013

The meeting was called to order at 4:00 p.m. Present at the meeting was: Elly Phillips, Town Administrator; Patricia McMahon, Selectwoman; Matt Grimes, Emergency Management Director; Wendy Grimes, Sutton Rescue Chief and Kearsarge Regional High School Representative; Chris Rowe, Fire Chief, Jonathan Korbet Police Chief; Carole O'Connell, Historical Society, Steven Enroth, Citizen; Charles Whittemore, Citizen.

The group selected deleted and ongoing action descriptors for tables. If an action was deleted, the group noted why based on the following reasons

- It was no longer necessary or a priority to the Town
- It was not relevant to the Town's situation/objectives
- It could not be realistically undertaken
- It was not financially feasible
- It was modified and incorporated into another Action.

If an action was deleted a reason was selected based on the following statements:

- It was no longer necessary or a priority to the Town
- It was not relevant to the Town's situation/objectives
- It could realistically not be undertaken.
- It was not financially feasible
- It was modified and incorporated into another Action.
- It duplicates existing efforts.

Dates on tables 24-24A that were ongoing were replaced with a month and year of completion. The Board reviewed the actions that Sutton can undertake and these were identified and prioritized. For recurring actions the date range and frequency were determined.

The action plan and STAPLEE Prioritizing was completed through consensus of the group. Wending grimes added the 1-2-3 numbers into each cell of the Excel Prioritization spreadsheet for each action. The actions were tabulated to order numerically from the highest to lowest priorities.

The next meeting of the Hazard Mitigation Committee is scheduled for June 26, 2013. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Elly Phillips, Scribe

Town of Sutton, NH  
Hazard Mitigation Committee

~Meeting 4~

Wednesday, July 17, 2013 • 4:00 - 6:00 PM

Pillsbury Memorial Hall • 93 Main Street

AGENDA

- 4:00 1. Introductions, Initial Attendance Sheet AND Sign Meeting Match Timesheet (:05)
- 4:05 2. Review Updated Chapter 4 - Potential Losses (:15)
- Review changes from 2008 Plan, new info
- 4:20 3. Review Updated Chapter 5 - Development Trends (:15)
- Review changes from 2008 Plan, new info
- 4:35 4. Review Updated Chapter 6 - Floodplain Management (:10)
- Review changes from 2008 Plan, new info
- 4:45 5. Review Draft Hazard Mitigation Plan 07-17-13 (:30)
- Finalize Acknowledgements
  - Review Missing/Incomplete Item Boxes: Winter Storm, Relation to Natural Hazards, Tables 11,12, 25C Roads & Culverts
- 5:15 6. Prepare for Distribution of the Plan to Town Departments (:15)
- Distribute about one month prior to Public Information Meeting (PIM)
    - Support Letter and Plan to be distributed by - **2 week after Meeting 4: 07-31**
  - Written support of Plan requested of Town Departments/Boards/Committees
    - Signed Support Letter back to ELLY by the **date of Public Info Mtg 4 weeks after distribution: TBD week of Aug 26?**
- 5:30 7. Prepare for Public Information Meeting (PIM) - **Date TBD for 7:00 PM at Town Hall** (:15)
- Presentation responsibilities
  - Publicity: Press Release and Flyers
- 5:45 8. TBD Board of Selectmen Public Hearing (:05)
- Presentation of the Plan several months later (after FEMA conditional approval (APA))
    - Who will present?
  - Publicity: Press Release and Flyers
  - Normal meeting nights / times
- 5:50 9. Next Steps (:10)
- Distribute Support Letters and Department Review/PIM Public Review Plan Copies
  - Prepare for and attend Public Information Meeting, collect Support Letters
  - Submit Final Files to Stephanie: Meeting Summaries for several meetings held, Meetings press/publicity, PIM publicity, Letters of Support

Next meeting:

Public Info Mtg  
?

HAZARD MITIGATION PLAN UPDATE 2013



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)



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**Meeting 4 of the Hazard Mitigation Committee**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 July 17, 2013 at 4:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
<i>EP</i>	Elly Phillips	Town Administrator	PO Box 487, 03260	927-4416	<a href="mailto:townofsutton@mcctelecom.com">townofsutton@mcctelecom.com</a>
<i>LM</i>	Ricia McMahon	Board of Selectmen		927-4705	<a href="mailto:msricia@yahoo.com">msricia@yahoo.com</a>
<i>MG</i>	Matt Grimes	EMD	P.O. Box 174	731-6273	<a href="mailto:mgrimes@mcctelecom.com">mgrimes@mcctelecom.com</a>
<i>WG</i>	Wendy Grimes	Rescue/KRSD	P.O. Box 174	927-4321	<a href="mailto:wgrimes@kearsarge.org">wgrimes@kearsarge.org</a>
	Paul Parker	Road Agent		927-4411	
<i>CR</i>	Chris Rowe	Fire Chief	P.O. Box 96	927-4316	<a href="mailto:beccsrowe@conknet.com">beccsrowe@conknet.com</a>
<i>JV</i>	Jonathan Korbet	Police Chief	P.O. Box 177	927-4422	<a href="mailto:suttonpd@tds.net">suttonpd@tds.net</a>
<i>HL</i>	Laurie Hayward	Planning/Zoning		927-4115 / 2555	<a href="mailto:suttonlanduse@tds.net">suttonlanduse@tds.net</a>
	David Burnham	Health Officer			
	Garrett Evans	Con Comm			
	Robert DeFelice	Business/Plan Board		491-1489	<a href="mailto:vernondalestore@gmail.com">vernondalestore@gmail.com</a>
	Dave Krumenacher	Business			
<i>CO</i>	Carole O'Connell	Historical Society	P.O. Box 481 03273	566-9800	<a href="mailto:cocwine@tds.net">cocwine@tds.net</a>
<i>SE</i>	Steven Enroth	Citizen	P.O. 159	927-4569	<a href="mailto:steveenroth@gmail.com">steveenroth@gmail.com</a>
	Musterfield Farm	Non Profit			
	Charles Whittemore	Citizen			
	Nancy Evans	Citizen			
	Pete Thompson	Citizen			
<i>SA</i>	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy.StLaurent@dos.nh.gov">Nancy.StLaurent@dos.nh.gov</a>

Town of Sutton  
Hazard Mitigation Committee  
Meeting 4  
July 17, 2013 4:00 – 6:00 p.m.

The meeting was called to order at 4:00 p.m. Present at the meeting were, Stephanie Alexander, CNHRPC, Matt Grimes, EMD, Steve Enroth, Citizen, Patricia McMahon, Selectwoman, Charles Whittemore, Citizen, Chris Rowe, Fire Chief, Wendy Grimes, Sutton Rescue and KRSD Representative, Jon Korbet, Sutton Police Chief, Paul Parker, Road Agent Carole O'Connell and Laurie Hayward, Land Use Coordinator and Elly Phillips, Town Administrator.

The Committee reviewed updated Chapter 4 – Potential Losses; Updated Chapter 5 – Development Trends; Updated Chapter 6 – Floodplain Management and noted changes from the 2008 plan. The committee reviewed the Draft Hazard Mitigation Plan as developed.

Acknowledgements for the plan were finalized.

All the Missing/Incomplete Item Boxes: Winter Storm, Relation to Natural Hazards, Tables 11,12, 25C Roads & Culverts were completed.

A schedule for distribution of the plan to town departments was discussed as well as dissemination of the Support letter. The Support letter will need to be returned by the date of the public meeting on August 26, 2013 at 7:00 p.m.

Presentation responsibilities were reviewed.

1. Introduction and Overview: Elly Phillips

What is a Haz Mit Plan?

- Why did the Town update the Plan?
- What was the process used to update?
- Review Haz Mit Committee and its members, Committee Meetings/Work Sessions
- Discuss publicity – who did you invite?

2. Chapters of the Plan: Matt and Wendy Grimes

- Highlight Ch 2 some hazards that have impacted Sutton (particularly since 2008)
- Identify Ch 2 hazards that might occur in Sutton based on overall risk
- Discuss Ch 3 Town assets, critical facilities, hazardous sites, vulnerable sites identified
- Mention Ch 4 potential losses - provide examples
- Mention Ch 5 population/housing increasing
- Mention Ch 6 some floodplain management concerns
- Review Ch 7 some objectives

- Discuss Ch 8 a few current programs/activities in place
- Review Ch 10 Action Plan – give examples

3. How to Put the Plan to Use *Patricia McMahon or Carole O'Connell as backup*

- Discuss some first Actions to undertake
- Establish permanent Hazard Mitigation Committee to oversee Plan & meet quarterly
- Bring forth items to Annual Town Meeting for funding
- Revise Chap 10 Action Plan yearly - add new/remove completed Action items to schedule
- Next steps: FEMA conditional approval, Board of Selectman adoption, FEMA final approval
- Reiterate goal of Plan: reduce effects of disaster events, life safety, and retain ability to apply for FEMA pre- and post- disaster funds and mitigation project funds

4. Comments on Plan and Maps/General Question and Answer Session -- Committee

The following Next Steps were discussed:

Distribute Support Letters and Department Review/PIM Public Review Plan Copies

Prepare for and attend Public Information Meeting, collect Support Letters

Submit Final Files to Stephanie

There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Elly Phillips



# PUBLIC NOTICE OF MEETINGS

## Town of Sutton

07-31-13

# BE INVOLVED WITH HAZARD MITIGATION!

Join us for a

# Public Information Meeting

to discuss Sutton's updated

# HAZARD MITIGATION PLAN 2013

Sponsored by the Sutton Hazard Mitigation Committee

## SUTTON HAZARD MITIGATION PLAN UPDATE 2013 Public Information Meeting

Monday, August 26, 2013 at 7:00 PM  
in the Pillsbury Memorial Town Hall  
93 Main Street, Sutton

All are invited to attend.

*Plans and maps will be available for review at the Town Hall after July 31.*

For more information, contact Elly Phillips, 927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com).



NH HOMELAND SECURITY and  
EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

Central New Hampshire  
Regional Planning Commission

28 Commercial Street  
Concord, NH 03301

603.226.6020  
[www.cnhrpc.org](http://www.cnhrpc.org)



FEMA

FEDERAL EMERGENCY MANAGEMENT AGENCY  
[www.fema.gov](http://www.fema.gov)





Town of Sutton, New Hampshire  
Emergency Management  
PO Box 487  
93 Main Street  
Sutton NH 03260  
603-927-4416

*FOR IMMEDIATE RELEASE*

July 31, 2013

Contact: Elly Phillips, 927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com)

**Sutton Hazard Mitigation Plan Update 2013 Public Information Meeting, August 26**

**SUTTON:** Local community leaders are taking steps to reduce the effects of Sutton's next natural, technological, or human disaster event. A Hazard Mitigation Committee, comprised of Town Departments, Boards, emergency personnel, and citizens has completed development of the Town's updated final draft Hazard Mitigation Plan 2013. This updated Plan is required for continued eligibility for Federal Emergency Management Agency (FEMA) disaster and project funding.

A Public Information Meeting will be held on **Monday, August 26 at 7:00 PM** in the Sutton Pillsbury Memorial Town Hall on 93 Main Street in Sutton to discuss the Plan and to solicit public feedback on the document. All are invited to attend and participate.

The final draft **Sutton Hazard Mitigation Plan Update 2013** and the associated Maps of the Plan will be available for review at the Sutton Town Hall after July 31.

For more information, please contact Elly Phillips, Hazard Mitigation Plan Coordinator, at 927-4416.

9

**Town of Sutton, NH**  
**Hazard Mitigation Committee**  
**Public Information Meeting**  
August 26, 2013 • 7:00 PM  
Pillsbury Memorial Hall • 93 Main Street

**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**

**COMMITTEE MEMBER AGENDA**  
with Talking Points

HAZARD MITIGATION PLAN UPDATE 2013

7:00 1. Introduction and Overview (:05) Eily Phillips

Review Chapter 1 & Acknowledgements

- What is a Haz Mit Plan?
- Why did the Town update the Plan?
- What was the process used to update?
- Review Haz Mit Committee and its members, Committee Meetings/Work Sessions
- Discuss publicity - who did you invite?

7:05 2. Chapters of the Plan (:10) Selectwoman, Patricia McMahon

Skim through Chapters 2-10

- Highlight Ch 2 some hazards that have impacted Sutton (particularly since 2008)
- Identify Ch 2 hazards that might occur in Sutton based on overall risk
- Discuss Ch 3 Town assets, critical facilities, hazardous sites, vulnerable sites identified
- Mention Ch 4 potential losses - provide examples
- Mention Ch 5 population/housing increasing
- Mention Ch 6 some floodplain management concerns
- Review Ch 7 some objectives
- Discuss Ch 8 a few current programs/activities in place
- Review Ch 10 Action Plan - give examples

7:15 3. How to Put the Plan to Use (:05) *Matthew Grimes, Emergency Management Director*  
*Wendy Grimes, Chief, Sutton Rescue Squad*

Review Chapters 11-12

- Discuss some first Actions to undertake
- Establish permanent Hazard Mitigation Committee to oversee Plan & meet quarterly
- Bring forth items to Annual Town Meeting for funding
- Revise Chap 10 Action Plan yearly - add new/remove completed Action items to schedule
- Next steps: FEMA conditional approval, Board of Selectman adoption, FEMA final approval
- Reiterate goal of Plan: reduce effects of disaster events, life safety, and retain ability to apply for FEMA pre- and post- disaster funds and mitigation project funds

7:20 4. Comments on Plan and Maps/General Question and Answer Session



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)



FEDERAL EMERGENCY MANAGEMENT AGENCY  
[www.fema.gov](http://www.fema.gov)

Town of Sutton, NH  
**Hazard Mitigation Committee**  
Public Information Meeting  
\_\_\_\_\_, 2013 • 7:00 PM  
Pillsbury Memorial Hall • 93 Main Street

**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**

AGENDA

- 7:30 1. Introduction and Overview (:05) Elly Phillips, Town Administrator
- 7:05 2. Chapters of the Plan (:10) Selectwoman Patricia McMahon
- 7:15 3. How to Put the Plan to Use (:05) *Matthew Grimes, Emergency Management Director*  
*Wendy Grimes, Chief, Sutton Rescue Squad*
- 7:20 4. Comments on Plan and Maps/General Question and Answer Session



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**Public Information Meeting**  
**SUTTON HAZARD MITIGATION PLAN UPDATE 2013**  
 August 26, 2013 at 7:00 PM, Sutton Town Hall

**COMMITTEE ATTENDANCE SHEET**

Present (initial)	Name	Affiliation	Address	Phone	Email
erp	Elly Phillips	Town Administrator	PO Box 487, 03260	927-4416	<a href="mailto:townofsutton@mcttelecom.com">townofsutton@mcttelecom.com</a>
RM	Ricia McMahon	Board of Selectmen		927-4705	<a href="mailto:msricia@yahoo.com">msricia@yahoo.com</a>
MG	Matt Grimes	EMD		731-6273	<a href="mailto:mgrimes@mcttelecom.com">mgrimes@mcttelecom.com</a>
WG	Wendy Grimes	Rescue/KRSD		927-4321	<a href="mailto:wgrimes@kearsarge.org">wgrimes@kearsarge.org</a>
	Paul Parker	Road Agent		927-4411	
CR	Chris Rowe	Fire Chief		927-4316	<a href="mailto:beccsrowe@conknet.com">beccsrowe@conknet.com</a>
JK	Jonathan Korbet	Police Chief		927-4422	<a href="mailto:suttonpd@tds.net">suttonpd@tds.net</a>
	Laurie Hayward	Planning/Zoning		927-4115 / 2555	<a href="mailto:suttonlanduse@tds.net">suttonlanduse@tds.net</a>
	David Burnham	Health Officer			
	Garrett Evans	Con Comm			
	Robert DeFelice	Business/Plan Board		491-1489	<a href="mailto:vermondalestore@gmail.com">vermondalestore@gmail.com</a>
	Dave Krumenachker	Business			
CO	Carole O'Connell	Historical Society		566-9800	<a href="mailto:cocwine@tds.net">cocwine@tds.net</a>
SE	Steven Enroth	Citizen		927-4569	<a href="mailto:steveenroth@gmail.com">steveenroth@gmail.com</a>
CW	Charles Whittemore	Citizen			
	Nancy Evans	Citizen			
	Pete Thompson	Citizen			
	Stephanie Alexander	CNHRPC	28 Commercial Street, Concord	226-6020	<a href="mailto:salexander@cnhrpc.org">salexander@cnhrpc.org</a>
	Nancy St. Laurent	NH HSEM	110 Smokey Bear Blvd, Concord	223-3625	<a href="mailto:Nancy_StLaurent@dos.nh.gov">Nancy_StLaurent@dos.nh.gov</a>

**Town of Sutton, NH**  
**Hazard Mitigation Committee**  
**Public Information Meeting**  
August 26, 2013 • 7:00 PM  
Pillsbury Memorial Hall • 93 Main Street

The Hazard Mitigation Committee Public Information Meeting was opened at 7:00 PM by Elly Phillips. Present at the meeting was Walter Baker, Jr., Select Board Chair; Patricia McMahon, Selectwoman; Daniel Sundquist, Selectman/Ex-Officio Planning Board Member; State Representative, Thomas Schamberg; Selectman; Chris Rowe, Fire Chief; Jonathan Korbet, Police Chief; Charles Whittemore, Muster Field Farm Museum and citizen representative; Matt Grimes, Emergency Management Director/Building Inspector; Wendy Grimes, Rescue Chief/KRSD Representative; Carole O'Connell Sutton Historical Society, Stephen Enroth, Sutton Fire Department/citizen representative and Elly Phillips, Town Administrator.

Elly Phillips provided the introduction to the Plan noting that the purpose of the plan is to provide information in the event of a natural disaster, raise awareness of the vulnerability of facilities and structures and to provide measures to help offset damages from a future disaster. She noted that the Hazard Mitigation Committee reformed to incorporate changes required by FEMA and additions to the plan over the last five years. Ms. Phillips noted that the plan had been updated in accordance with the Disaster mitigation Act of 200 and the FEMA local Mitigation Plan Review Guide. The plan was updated through at a series of meetings. In between meetings, staff, volunteers and CNHRPC staff researched and collected information for the plan. The Hazard Mitigation Committee met on March 20, April 30, May 29 and July 17. They also held work sessions on April 10, May 15 and June 12. Ms. Phillips discussed the composition of the committee, recognized the members and attendees individually.

Selectwoman Patricia McMahon reviewed Chapters 2-10 of the Plan. Ms. McMahon highlighted some of the hazards that have impacted Sutton particularly since 2008. She then identified hazards that might occur in Sutton based on overall risk. Ms. McMahon reviewed the Town's assets, critical facilities, hazardous sites and vulnerable sites identified by the committee. In addition, she talked about potential losses. She discussed demographic information and future development and paid particular attention to floodplain management concerns. Ms. McMahon reviewed future objectives. She then provided examples of current programs and activities in place. She also discussed the action plan.

Wendy and Matt Grimes described how to put the plan to use. They discussed some of the first actions to occur. They talked about the methodology for the Hazard Mitigation Committee to oversee the plan and noted that the Committee needed to meet to add new or remove completed action items. Ms. Grimes advised that the next steps were for FEMA to give conditional approval to the plan. After that the Board of Selectmen will adopt the plan, and it goes to FEMA for final approval. Ms. Grimes reiterated the goals of the plan: to reduce the effects of disaster events, life, safety and to retain the ability to apply for funding for pre and post disaster fund and mitigation project funds. Ms. Grimes gave examples of how a neighboring town was able to obtain funds because it was part of the plan.

There was a ½ hour informal question and answer session. Dan Sundquist asked about how funding was going to be arrived at. Ms. Grimes noted that some of the items did not require funding. Others would be part of a Departmental operating budget and some would require warrant articles. It was noted that there was a timetable associated with achieving objectives so that a mini-CIP spreadsheet could be developed to track goals by year. Steve Enroth strongly supported the mini-CIP. Existing staff could develop this for the Committee and Departments. Priorities were discussed and strong interest and support for the Committee was expressed. Selectman Baker expressed an interest and willingness to join the committee.

There being no further business, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

For the Hazard Mitigation Committee

Elly Phillips, Town Administrator

# PUBLIC NOTICE OF MEETINGS

## Town of Sutton

02-05-14



# Board of Selectmen Meeting

## to adopt the completed

# HAZARD MITIGATION PLAN UPDATE 2014

Sponsored by the Sutton Hazard Mitigation Committee

## SUTTON HAZARD MITIGATION PLAN UPDATE 2014

### Public Meeting for Adoption

Monday, February 24, 2014 at 6:00 PM  
in the Pillsbury Memorial Town Hall  
93 Main Street, Sutton

All are invited to attend.

*Plan and maps will be available for review at Town Hall & Library after 02-05.*

For more information, contact Elly Phillips, 927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com).



NH HOMELAND SECURITY and  
EMERGENCY MANAGEMENT  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

Central New Hampshire  
Regional Planning Commission

28 Commercial Street  
Concord, NH 03301

603.226.6020  
[www.cnhrpc.org](http://www.cnhrpc.org)



**FEMA**

FEDERAL EMERGENCY MANAGEMENT AGENCY  
[www.fema.gov](http://www.fema.gov)





Town of Sutton, New Hampshire  
Town Administration  
Emergency Management  
PO Box 487  
93 Main Street  
Sutton NH 03260  
603-927-4416

## Press Release

February 5, 2014

For more information contact:

Elly Phillips, Hazard Mitigation Coordinator, at  
927-4416 or [townofsutton@mcttelecom.com](mailto:townofsutton@mcttelecom.com)

**FOR IMMEDIATE RELEASE**

## PUBLIC MEETING NOTICE

### **Sutton Hazard Mitigation Plan Update 2014 Adoption Meeting**

**SUTTON, February 5, 2014** - The Sutton Board of Selectmen will hold a duly-noticed public meeting on **Monday, February 24, 2014 at 6:00 PM in the Sutton Pillsbury Memorial Town Hall** on 93 Main Street in Sutton, NH to adopt the Sutton Hazard Mitigation Plan Update 2014 developed by the Hazard Mitigation Committee with the assistance of the Central NH Regional Planning Commission. The Plan's update, required by the Federal Emergency Management Agency (FEMA) every five years, will enable the Town of Sutton to retain eligibility for federal reimbursable recovery and pre-disaster funding. Natural, technological, and human hazards were reviewed and documented in the Plan. Objectives and actions for reducing the impact of these hazards to Sutton's people, buildings, and land were identified.

Copies of the Sutton Hazard Mitigation Plan Update 2014 and its maps will be available for viewing at the Town Hall and Library by February 5.

For more information, please contact Elly Phillips, Hazard Mitigation Plan Coordinator, at 927-4416.

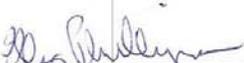
###

Town of Sutton Department/Board Heads or Emergency Responders  
Support Letter for the  
Sutton Hazard Mitigation Plan Update 2013  
July 2013

I, (check your name)

- Walter Baker, Jr., Board of Selectmen
- Patricia McMahon, Board of Selectmen
- Daniel Sundquist, Board of Selectmen
- Elly Phillips, Town Administrator
- Matthew Grimes, Emergency Management Director
- Matthew Grimes, Building Inspector/Code Enforcement Officer
- Jonathan Korbet, Police Chief
- Christopher Rowe, Fire Chief
- Wendy Grimes, Rescue Chief
- Paul Parker, Road Agent
- Betsy Forsham, Conservation Commission Chair
- Carrie Thomas/David Burnham, Planning Board Co-Chairs
- William Hallahan, Zoning Board Chair
- Wendy Grimes, School District Representative

On behalf of my Department/Board/Committee, I have read and support the  
**Sutton Hazard Mitigation Plan Update 2013**  
developed by the Sutton Hazard Mitigation Committee in 2013.

  
Signature

8-19-2013  
Date

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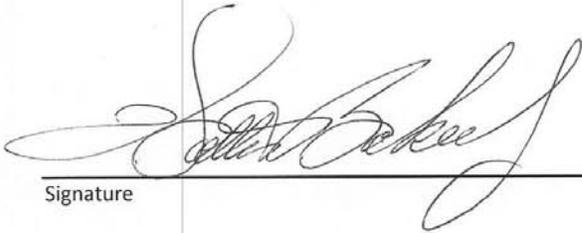
8/22/13  
Date

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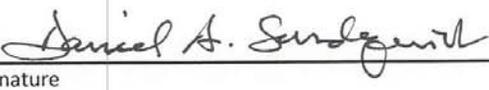
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8/26/2013  
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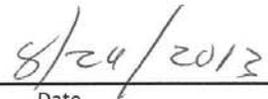
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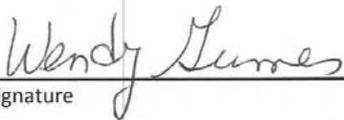


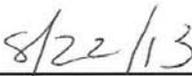
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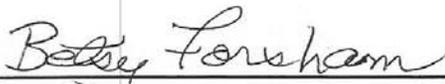
Thank you for your prompt attention to and continued support of this critical Town document. Feel free to contact me at 927-4416 with questions.

**Town of Sutton Department/Board Heads or Emergency Responders  
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July 2013**

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Signature

8-22-2013  
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On behalf of my Department/Board/Committee, I have read and support the  
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*Carrie Thomas*  
Signature

*8/21/13*  
Date

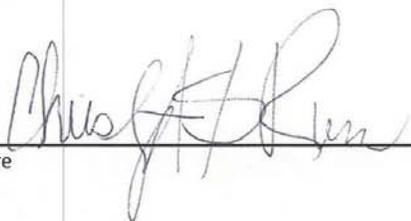
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Date

8/14/13

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Signature

Date

8/26/13

**Town of Sutton Department/Board Heads or Emergency Responders**  
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*July 2013*

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\_\_\_\_\_  
Signature

*10/18/13*  
\_\_\_\_\_  
Date

## Stephanie Alexander

---

**From:** Hilliard, Marilyn [Marilyn.Hilliard@fema.dhs.gov]  
**Sent:** Thursday, January 23, 2014 4:08 PM  
**To:** townofsutton@mcttelecom.com; salexander@cnhrpc.org  
**Cc:** Peck, Elizabeth; NH MIT Plans; Ndikum-Nyada, Brigitte; Johnson, Nan; Lavallee, Denise  
**Subject:** Sutton, NH Approval Pending Adoption

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Haz Mit/PDM/EMPG

Congratulations!

FEMA Region I has completed its review of the Sutton, NH Multi-Hazard Mitigation Plan and found it approvable pending adoption. With this approval, the jurisdiction meets the local mitigation planning requirements under 44 CFR 201 **pending FEMA's receipt of the adoption documentation and an electronic copy of the final plan.** These items should be provided to your state's mitigation planning point of contact who will ensure they are forwarded to FEMA. Acceptable electronic formats include Word or PDF files and may be submitted to us via email at [fema-r1-mitigationplans@fema.dhs.gov](mailto:fema-r1-mitigationplans@fema.dhs.gov). Upon FEMA's receipt of these documents, a formal letter of approval will be issued, along with the final FEMA Checklist and Assessment.

The FEMA letter of formal approval will confirm the jurisdiction's eligibility to apply for Mitigation grants administered by FEMA and identify related issues affecting eligibility, if any. If the plan is not adopted within one calendar year of FEMA's Approval Pending Adoption, the jurisdiction must update the entire plan and resubmit it for FEMA review. If you have questions or wish to discuss this determination further, please contact me at [marilyn.hilliard@fema.gov](mailto:marilyn.hilliard@fema.gov) or 617-956-7536.

Thank you for submitting Sutton's Multi-Hazard Mitigation Plan and congratulations again on your successful community planning efforts.

[marilyn.hilliard@fema.dhs.gov](mailto:marilyn.hilliard@fema.dhs.gov)  
Mitigation Division, FEMA Region I  
99 High St., 6th fl., Boston, MA 02110  
617-956-7536 phone  
617-956-7574 fax