

SECTION 3. PLANNING PROCESS

3. Multi-Jurisdictional Planning Participation	
Requirement §201.6(a)(3): Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process. Statewide plans will not be accepted as multi-jurisdictional plans.	
Elements	A. Does the new or updated plan describe how each jurisdiction participated in the plan’s development?
	B. Does the updated plan identify all participating jurisdictions, including new, continuing, and the jurisdictions that no longer participate in the plan?

A. Description of Local Participation

The jurisdictions in Sagadahoc County participated in the preparation of this Plan in a variety of ways. While meeting attendance provides a solid measure of local interest and support, not all local officials have the time and resources to attend them. Meeting participation is also hampered by the fact that many local officials have full-time jobs in addition to their municipal responsibilities. Accordingly, participation in the preparation of this Plan has been construed to include many venues including meeting attendance, town visits to meet with staff and officials, telephone conversations, email correspondence and inclusion of one or more projects in the Plan.

The table below documents how each jurisdiction participated in the preparation of this Plan, while the following acronyms indicate who verified the projects for each community:

DPW (Director of Public Works), **RC** (Road Commissioner), **S** (Board of Selectmen), **P** (Planner), **M** (Manager), **FC** (Fire Chief), **E** (Emergency Management Director)

Summary of Local 2016 Participation				
Jurisdiction	Meeting Attendance	Telephone Conversations	E-mails	Project Verification
Arrowsic	X	X	X	RC
Bath	X	X	X	FC, P, DPW, M,
Bowdoin	X	X	X	E
Bowdoinham	X	X	X	M, P
Georgetown	X	X	X	E, RC
Phippsburg	X	X	X	M, RC, S
Richmond	X	X	X	P DPW
Topsham	X	X	X	FC, P
Unorganized (Perkins Township)	X	X	X	E
West Bath	X	X	X	M, RC
Woolwich	X	X	X	RC, M

Note: See also the participation table on page 3-2

B. Status of Local Participation

The table on the next page documents the participation of jurisdictions in the preparation of the 2006, 2011 and 2016 plans.

Summary of Local Plan Participation: 2006, 2011 and 2016			
Jurisdiction	2006 Participation	2011 Participation	2016 Participation
Arrowsic	X	X	X
Bath	X	X	X
Bowdoin	X	X	X
Bowdoinham	X	X	X
Georgetown	X	X	X
Phippsburg	X	X	X
Richmond	X	X	X
Topsham	X	X	X
Unorganized (Perkins Township)	X	X	X
West Bath	X	X	X
Woolwich	X	X	X

4. Documentation of the Planning Process	
Requirement §201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:	
(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval; (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.	
Requirement §201.6(c)(1): (The plan shall document) the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.	
Elements	A. Does the plan provide a narrative description of the process followed to prepare the new or updated plan? B. Does the new or updated plan indicate who was involved in the current planning process? (For example, who led the development at the staff level and were there any external contributors such as contractors? Who participated in the plan committee, provided information, reviewed drafts, etc.). C. Does the new or updated plan indicate how the public was involved? (Was the public provided an opportunity to comment on the plan during the drafting stage prior to the plan approval)? D. Does the new or updated plan discuss the opportunity for neighboring communities, agencies, businesses, academia, nonprofits and other interested parties to be involved in the process?

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	E. Does the planning process describe the review and incorporation, if appropriate, of existing plans, studies, reports, and technical information?
	F. Does the updated plan document how the planning team reviewed and analyzed each section of the plan and whether each section was revised as part of the update process?

A. Narrative Description

The Sagadahoc County Hazard Mitigation Plan is a multi-jurisdictional plan and therefore participants were neighboring communities, businesses and other interested parties – see list on pages 3-4 and 3-5. It was prepared in 2006, 2011 and 2016 by a Hazard Mitigation Planning Team hosted by the Sagadahoc County Emergency Management Agency with representatives from county and municipal governments, private, volunteer, and business sectors.

The Sagadahoc County EMA Director contracted with a hazard mitigation planner, William Najpauer from Midcoast Council of Governments to assist in the development and execution of a regional solution to mitigation planning. The plan development used other Maine county plans as models and the State Mitigation Plan as a resource.

Steps taken in the preparation of this 2016 Hazard Mitigation Plan include:

Meetings

July 7, 2015: Kick-off Meeting with EMA Directors

July 2015: Surveys distributed to Local EMA Directors

August 20, 2015: Public meeting with EMA Directors, Fire Chiefs and interested persons to discuss Plan update and to solicit ideas and suggestions

Summary of Meetings with Municipalities to Discuss Projects and Plan Updates				
Town	Date	Meeting Type	Municipal Participants	Meeting Summary
Arrowsic		E-mail	EMA	
Bath		In Person	Planner, Fire Chief, Public Works	Update projects, discuss flooding
Bowdoin		E-mail	EMA	
Bowdoinham	12/21/15	E-mail/Phone	Town Manager	Update projects
Georgetown		In Person	EMA Directors	Update projects, discuss local plans
Phippsburg		In Person	Town Manager Road Commissioner	Update projects
Richmond		In Person	Planner	Update projects
Topsham		In Person	Fire Chief	Update projects
West Bath		In Person	Town Manager Road Commissioner	Update projects, identify deficient culverts
Woolwich		Phone/e-mail	Road Commissioner	Identify deficient culverts

Website Outreach

Postings on the Sagadahoc County website, EMA section, included:

- A press release describing the plan preparation process and seeking input (see appendix)
- A copy of the 2011 Plan
- Draft copies of sections of the 2016 Plan
- A public risk assessment ratings questionnaire/survey. Information provided in the surveys was included in the plan and also included municipal project updates and new projects, and recommendations for the following: to address improvements to cell phone service; to conduct wildfire pre-planning; to encourage adequate tree trimming; and to apply for the Maine Department of Environmental Protection’s culvert grant program.

B. People Who Were Involved in the Planning Process

Staff Level and consultant service: The County EMA Director led the development of this plan at the staff level, assisted by a consultant, William Najpauer, who helped draft the revisions.

Hazard Mitigation Planning Team: The Hazard Mitigation Planning Team consisted of representatives from state, county, health, local businesses, and municipal governments. Technical assistance was provided by structural engineers, directors of public works, fire chiefs, local contractors, public health consultants, cultural and historical organizations, and interested citizens. Team members are shown in the following table.

2016 Update – Municipal Hazard Mitigation Planning Participants		
Name	Municipal Position	Municipality or Entity
Brian Carlton	EMA Director	Town of Arrowsic
Andrew Deci	Town Planner	Town of Bath
Lawrence Renaud	Fire Chief / EMA Director	Town of Bath
Peter Owen	Director of Public Works	Town of Bath
Tom Garrepy	Fire Chief / EMA Director	Town of Bowdoin
William Post	Town Manager	Town of Bowdoinham
Nicole Briand	Planner	Town of Bowdoinham
Jerome Gamache	EMA Director	Town of Georgetown
Karin Gamache	EMA Director	Town of Georgetown
Mike Young	Town Administrator	Town of Phippsburg
Andrew Hart	Fire Chief	Town of Phippsburg
Curtis Doughty	Road Commissioner	Town of Phippsburg
Alan Moeller	Public Works Director	Town of Richmond
Scott McMaster	Police Chief / EMA Director	Town of Richmond
Victoria Boundy	Planner	Town of Richmond
Mike Labbe	EMA Director / EMS Deputy Chief	Town of Topsham
Dennis Cox	Public Works	Town of Topsham
Rod Melanson	Planner	Town of Topsham
Adam Garland	Town Administrator	Town of West Bath
Steve Reno	Road Commissioner	Town of West Bath
Jack Shaw	Road Commissioner	Town of Woolwich

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Dickey Brigance	EMA Director	Town of Woolwich
Eric Sawyer	County EMA Director	Sagadahoc County
Jason Shedlock	County EMA Deputy Director	Sagadahoc County
Joel Merry	County Sheriff	Sagadahoc County
Brodie Hinckley	County Communications Director	Sagadahoc County
Michael Clarke	Largest Employer	Bath Iron Works
Lloyd Hendrix	Electric Company	Central Maine Power
JoAnn Mooney	State Hazard Mitigation Officer	MEMA
Larry French	Red Cross Representative	American Red Cross
William Najpauer	Planning Director	MCOG

C. How the Public was Given an Opportunity to be Heard

The Sagadahoc County EMA Director used a variety of techniques for obtaining public input including one-on-one meetings with town officials, the use of a press release, a website survey, and presentations to various groups (see appendix sign-in sheets) to obtain public input.

D. Opportunities for Additional Comments

Additional comments could be made to the County EMA in person at the final public review and comment meeting September 27, 2016, by telephone, email, mail, or on the County EMA website. The Sagadahoc County Mitigation Plan involves participation by each of our municipalities and the most active players include, Fire Chiefs, Road Commissioners, Town Managers, Town Planners, Public Work Directors and EMA Directors.

E. Review and Incorporation of Existing Plans and Studies

The Sagadahoc County Hazard Mitigation Planning Team reviewed the 2006 and 2011 mitigation plan, the 2013 State of Maine Hazard Mitigation Plan, and other county and community plans and incorporated information as appropriate. This plan revision may be incorporated into other plans, municipal and county budgets, and emergency operation plans once the plan revision is approved by FEMA and adopted by the communities of Sagadahoc County.

The existing risk assessment contained in the 2011 plan was reviewed and was determined to be accurate. Suggestions based upon recent experiences concerning the following items were incorporated into the 2016 mitigation strategies: to improve cell service, undertake wildfire pre-planning, encourage tree trimming, and to take advantage of culvert grant funding.

All of our communities adopted the revised FIRM Flood maps in 2015 which now provide better flood data. The new FIRM maps and the ability to access this data online will greatly improve awareness of flooding hazards for development and planning purposes. The towns of Richmond and Bowdoinham undertook, at their own expense, new comprehensive plans which include new transportation sections which encourage the adoption of capital road plans.

F. How the Planning Team Reviewed and Analyzed Each Section of the Plan Whether Each Section Was Revised

1. Cover/Table of Contents: This section was revised with repagination.
2. Overview: This section was reviewed for accuracy, additions as indicated.
3. Adoptions: This section simplified and revised in 2016 to reflect changes in Sagadahoc County EMA Office personnel.

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4. Planning Process: This section revised to reflect new Hazard Mitigation Planning Team members, team meetings and public involvement opportunities.
5. Risk Assessment: Major revisions as indicated; new text in red; deletions shown by strike-outs
6. Mitigation Strategies: Major revisions as indicated; new text in red; deletions shown by strike-outs
7. Plan Maintenance Process: This section updated with access to newer forms of media for review and maintenance of the plan in the future.

This plan update was developed with input from:

- Information obtained from municipal comprehensive plans, municipal land use ordinances, and municipal capital improvement plans completed since the 2006 plan
- Disasters declarations since the completion of the 2006 and 2011 plans
- Discussions in the planning meetings
- The Sagadahoc County 2006 and 2011 Hazard Mitigation Plan
- Discussions with surrounding counties
- The State of Maine 2010 Hazard Mitigation Plan
- Sagadahoc County Hazard Mitigation

Plan Sections All Sections

For consistency within the required sections and for the ease of review against the FEMA checklist, Maine Emergency Management Agency required in 2009 that all county plans use the same format: (As a result this latest update still follows this format.)

- Section 1 – Introduction
- Section 2 – Adoptions
- Section 3 – Planning Process
- Section 4 – Risk Assessment
- Section 5 – Strategy
- Section 6 – Maintenance