

**Washington County All-Hazard Mitigation Plan Meeting Minutes**  
October 30, 2006

**Call to Order:**

The meeting was called to order by Dr. Tom Phelan at 9:00 a.m. in Second Floor Classroom at the Washington County Municipal Building B, Fort Edward, New York.

**Attendance (13):**

Kyle Vandewater	Washington County DPW, Mitigation
Dr. Tom Phelan	Strategic Teaching Associates, Inc., President
Chris Rieben	Town of White Creek, Highway Supt.
Sean Carney	Town of Jackson, Highway Supt.
Joseph Childs	Village of Salem, Trustee
Bruce Jordan	NYSEMO
Francis Baker	Town of Hampton
Leon Clark	Supervisor, Town of Hampton
Sharon Tefft Bozovsky	Reporter, Main Street News

**Introductions:**

Each attendee introduced himself/herself and stated his jurisdiction or position.

**Approval of the Minutes:**

The minutes of the July 10, 2006, meeting were distributed and unanimously approved. .

**Treasurer's Report:**

Dr. Phelan stated that this space on each agenda would be used to distribute and discuss the Quarterly Report to SEMO as required under the terms of the grant. The most recent reports, due July 30 and September 30, 2006, were available for review.

**Committee Reports:**

Chris Rieben from the sub-committee to research highway and infrastructure damage and to conduct outreach with municipal highway superintendents reported they had conducted meetings at the highway garages in some of the towns and would continue to reach out to the others. They still had a couple scheduled. Representatives were reporting that they wanted support from their town supervisors and assistance with completing the Worksheets required by the grant program. Dr. Phelan agreed to attend the Board of Supervisors Public Works committee meeting on October 31 and to attend the County Highway Superintendents' meeting on November 2 in Cambridge to enlist their support. Copies of a memo and a Worksheet will be presented to each meeting by Dr. Phelan.

There was no report from Brian Brockway and Floyd Pratt whose sub-committee will conduct outreach to fire chiefs throughout the county.

Following up on our press release and meeting announcement, Sharon Tefft Bozovsky , a reporter for the Main Street News attended this meeting.

**Old Business:**

Joe Childs has further updated a report (in progress) regarding flooding in the Village of Salem. Kyle Vandewater reported that progress was being made on posting Task Force meeting minutes on the County's website. This remains an open issue.

**New Business:**

Communication received from State and Federal agencies in response to Dr. Phelan's request for information were reviewed. The information provided will be analyzed and included in the plan.

**Program/Discussion:**

The discussion centered on Dr. Phelan's attending the two upcoming meetings with the Public Works Committee and the Highway Superintendents.

**All-Hazard Mitigation Planning Task Force:**

All-Hazard Mitigation Planning Task Force Members

Robert W. Humiston	Town of Argyle
Hugh Dewey	Town of Greenwich
Floyd Pratt	Town of Hebron
Ken Talkington	Hebron
Doug Brownell	Easton Volunteer Fire Company
William H. Cook	Washington County Public Safety
Chris Rieben	Town of White Creek
Sean Carney	Town of Jackson
Ray Rathbun	Telescope Casual Furniture
Joseph Childs	Village of Salem
Maureen Van Buren	Ft. Ann Central School
John Boyce	Fort Hudson Nursing Center
Willy Grimmke	Washington County DPW
Kyle Vandewater	Washington County DPW
Dr. Thomas D. Phelan	Strategic Teaching Associates, Inc.

**Next Meeting:**

The next meeting will be scheduled following a presentation to the Board of Supervisors and response from each town supervisor and village mayor regarding attending their fall meetings.

**Adjournment:**

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,  
Thomas D. Phelan, Ed.D.

Attachments:

Memo to the Public Works Committee  
Memo to the Highway Superintendents



Washington County All-Hazard Mitigation Planning Task Force

Meeting of the Public Works Committee of the Board of Supervisors  
October 31, 2006

Items for Consideration

The All-Hazard Mitigation Planning Task Force was formed on April 13, 2006, shortly following the action by the Board of Supervisors to participate in the state and Federal program to provide funding for the preparation of the plan (FEMA-1564-DR-NY, HMPG Project #1564-001 Washington County by letter of approval dated December 16, 2005 from FEMA).

Several meetings have been held at which Town Highway Superintendents and others have presented information required by the rules for creating such a plan. To date, only a few towns and villages have participated directly in the planning process.

The Task Force is requesting your support in gaining broader participation to make the plan complete and useful to all towns and villages within the County. Specifically we need the following support:

1. A representative from each town and village to assist the Task Force in gathering information about past natural hazards and the damage caused.
2. Records, including maps of the affected areas, types of structures or agricultural assets damaged, and estimated cost of damage.
3. Once hazards and affected assets have been identified, we will seek suggestions and recommended actions for mitigating the impact of such natural hazards going forward.
4. An opportunity for public input and review is required.
5. Formal adoption of the completed plan by resolution of each municipality is also requested. Towns and villages seeking funds for mitigation projects in the future must participate in and formally adopt the completed plan.

As the consultant assisting with the plan, I would be happy to meet with each town or village representative to discuss the best way to gather the required information to complete the plan.

Respectfully,

Dr. Tom Phelan, President

Strategic Teaching Associates, Inc.

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Washington County All-Hazard Mitigation Planning Task Force

Meeting of the Highway Superintendents  
November 2, 2006

Information is needed to complete the All-Hazard Mitigation Plan.

You can help by providing the following information:

1. Where are the spots in your town or village which have been damaged by natural disasters (high winds, flooding, ice storms, forest fires, dam failures, and so forth)?
2. Can you help us by marking the spots on the County Map.
3. On a separate sheet, describe each spot and the damage. If possible, include the year and the cost of the repair.

Number on Map	Road and Location	Description of Damage	Year	Cost
1				
2				
3				
4				

With this information, we can begin to complete the damage assessment portion of the plan. Your assistance is extremely valuable to this planning process. All of your information can be handed to Kyle Vandewater who will forward it to the Task Force.

Is there someone you know in your town or village that we should contact for more information? Please give us their contact information.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address or Phone: \_\_\_\_\_

Respectfully,

Dr. Tom Phelan, President  
Strategic Teaching Associates, Inc.

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