

APPENDIX A

Core Team Meeting Materials



Town of Shelburne, MA

Municipal Vulnerability Preparedness Planning Grant Project

Core Team Meeting #1 Agenda

Microsoft Teams

Thursday, July 27, 2023

11:00 am – 12:00 am

| | |
|---|------------|
| Introductions | 5 minutes |
| Project Overview | 5 minutes |
| Core Team Role | 5 minutes |
| Community Resilience Building Workshop Overview | 30 minutes |
| Data Sources | 5 minutes |
| Wrap Up and Next Steps | 5 minutes |



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Thursday, July 27, 2023

11:00 am – 12:00 am

Attendees

- Tricia Yacovone-Biagi (Shelburne)
- Will Flanders (Shelburne)
- Sylvia Smith (Shelburne)
- Jacqui Goodman (Shelburne)
- John Taylor (Shelburne)
- Tom Williams (Shelburne)

- Doris Jenkins (Weston & Sampson)
- Joanna Nadeau (Weston & Sampson)

Core Team Role

- Provide input on specific workshop goals
- Help prepare materials for the workshop and provide feedback on drafts
- Provide local expertise that will help the project run smoothly

Community Resilience Building Workshop Overview

- Review and select climate hazards for the workshop
- Help identify community assets and review the maps
- Help to identify invite list that is representative of Shelburne's community

Data Sources

- Make sure all town documents are included, such as existing action items included in the HMP
 - o Hazard Mitigation Plan 2021 (FRCOG, 2021)
 - o Comprehensive Economic Development Strategy Performance Report (2023)
 - o Open Space and Recreation Plan (2014, update coming 2024)
 - o Town of Shelburne Capital Management Plan (FRCOG, 2017)
 - o State Climate Projections
 - o Demographics

Wrap Up and Next Steps

- Schedule next core team meeting
- Send out invite for the CRB workshop
- Advertisement options for the CRB workshop such as Facebook, Greenfield Recorder, mailer



TOWN OF SHELBURNE

Core Team Meeting #1

July 27, 2023

WELCOME CORE TEAM

Weston & Sampson Team

- Indrani Ghosh, PhD, Project Manager
- Doris Jenkins, Resiliency Engineer
- Joanna Nadeau, Resiliency Planner

Shelburne, MA Team

- Tricia Yacovone-Biagi, Town MVP Liaison, Rural Resident
- Will Flanders, Town Official, Village Resident
- Tom Williams, Shelburne Emergency Management Director, Rural Resident
- John Taylor, Shelburne Fire Chief, Rural Resident
- Sylvia Smith, former Town Moderator, Rural Resident
- Jacqui Goodman, former Teacher, Village Resident

WELCOME CORE TEAM

ROLE – *MORE ON THIS LATER*

- Confirm framework for process
- Provide data and local expertise
- Participate in and promote the CRB workshop
- Finalize priority actions for the final report

TODAY'S OBJECTIVES

- Review Process
- Discuss Goals & Plan for CRB Workshop
- Identify top climate hazards

MA CLIMATE PROJECTIONS

By end of century:

Changes in precipitation

- 18% increase in consecutive dry days
- 57% increase in days with > 1 in. rainfall
- 7.3 inches additional annual rainfall
- Increase in flooding

Rising temperatures

- 10.8°F increase in average annual temperature
- 42% decrease in days/year with min. temperatures < 32°F
- 1,280% increase in 90-degree days/year

Winter weather

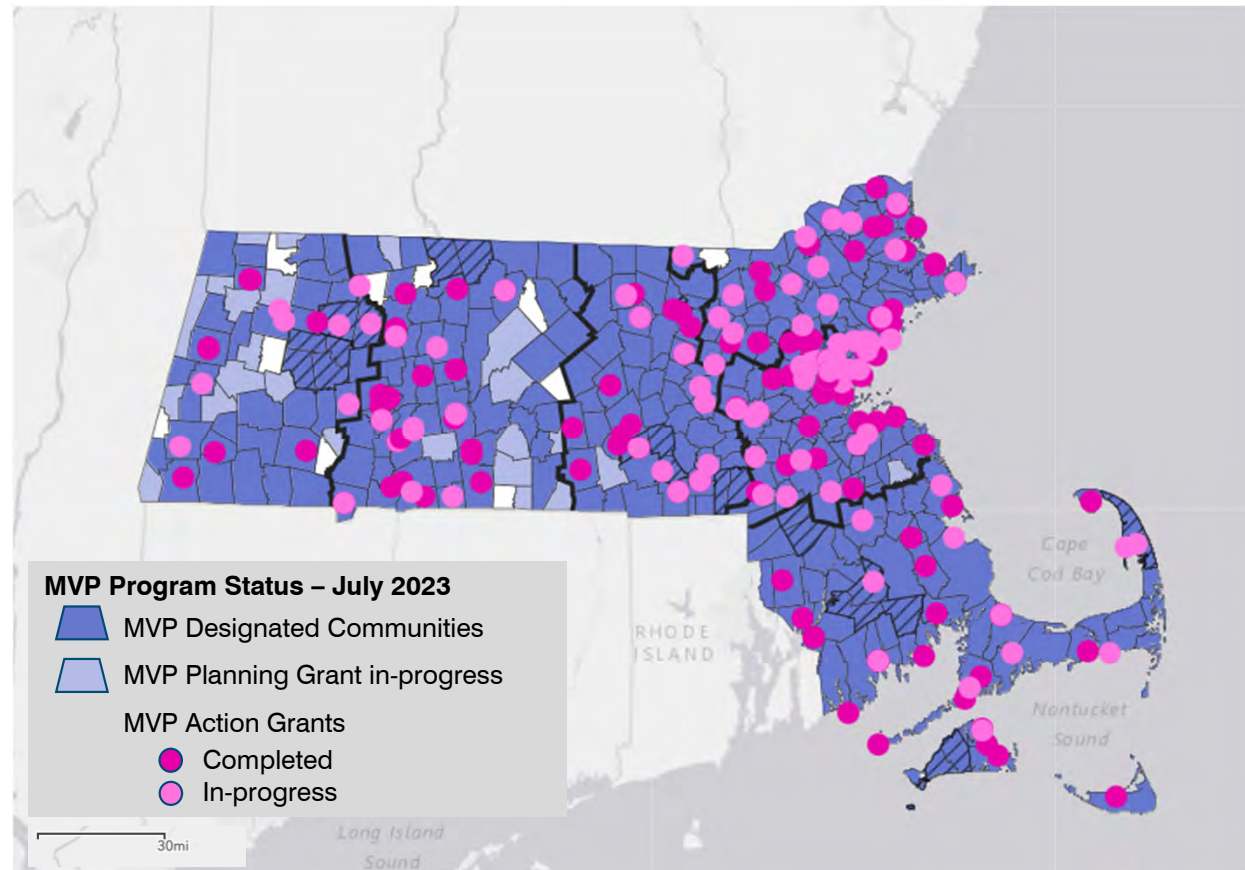
- Overall a decrease in annual snowfall
- Likely to have fewer events with a lot of snow
- Freeze –thaw cycle to change

Regional changes

- Increase in frequency and magnitude of hurricanes and nor'easters
- 4-10.5 feet of sea level rise

MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM

- Improved resilience and preparedness
- Collaboration with stakeholders
- Increased education, planning, and implementation
- Funding for resilience-related actions



Source: ResilientMA

MVP PROGRAM

1. MVP Planning Grant

- Define climate hazards
- Identify community vulnerabilities and strengths
- Develop and prioritize adaptation actions
- Receive MVP designation

2. MVP Action Grant

- Implement priority adaptation actions identified during the planning process



MVP CORE PRINCIPLES



What Can the MVP Action Grant Fund?



Assessments



Outreach & Education



Management
Measures



Redesign & Retrofit



Nature-Based
Solutions



Ecological
Restoration



Water Quality &
Infiltration



Flood Protection



Extreme Heat
Mitigation



Drought Mitigation



Energy Resilience



Chemical Safety



Land Acquisition



Housing



Mosquito Control

CORE TEAM INVOLVEMENT



Virtual engagement options include webinars, videos, surveys, social media campaigns, and more!

1. Core Team Kickoff | *Thanks for coming!*
2. Existing Plans and Stakeholder List | *Seeking input today*
3. Critical Facilities List and Hazard Map | *August (tbd)*
4. Review Goals | *August (tbd)*
5. Community Resilience Building Workshop | *September (tbd)*
6. Finalize Priorities | *October (tbd)*
7. Public Listening Session and Input | *November (tbd)*
8. Report | *December 2023*

Note: Project timeline was set to allow for Shelburne to apply for an MVP Action Grant in FY24

ENGAGEMENT SCHEDULE



**JULY
2023**

Core Team
Kickoff



**AUGUST
2023**

Core Team
Meeting #2



**SEPTEMBER
2023**

CRB Workshop



**OCTOBER
2023**

Core Team
Meeting #3



**NOVEMBER
2023**

Listening
Session



**DECEMBER
2023**

Core Team
Meeting #4

CRB WORKSHOP OUTLINE

WORKSHOP OBJECTIVES:

- Identify vulnerabilities and strengths
- Brainstorm projects or action items
- Prioritize projects or action items

TODAY'S DISCUSSION:

- Identify Goals
- Date, Time, Invite List
- Identify Hazards

Photos: Town of Egremont

Recommended workshop
topic areas include:

Weston & Sampson



INFRASTRUCTURE



NATURAL RESOURCES



COMMUNITY

RISK MATRIX

Survey with Core Team prior to CRB

| Community Resilience Building Risk Matrix | | | | | www.CommunityResilienceBuilding.com | | | | |
|--|----------|-----------|--------|--|--|--|------|-----------|--------------------|
| <p>H-M-L priority for action over the Short or Long term (and Ongoing) V = Vulnerability S = Strength</p> | | | | | Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.) | | | | |
| | | | | | Priority | | Time | | |
| Features | Location | Ownership | V or S | | | | | H - M - L | Short Long Ongoing |
| Infrastructural | | | | | | | | | |
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CLIMATE HAZARDS IN SHELBURNE

Pick 4 for the CRB Workshop



Flooding



Extreme
Temperatures



Drought



Winter weather
(Nor'easters, ice storms,
snowstorms, blizzards)



Wind events
(thunderstorms,
hurricanes, tornadoes)



Brushfires/Wildfires

STAKEHOLDER LIST

Local

| Invitee | Title | Organization |
|-----------------------------------|---|--------------------------------------|
| Joe Judd | Town Clerk (replaces Media Director) | Town of Shelburne |
| Terry Narkewicz | Town Administrator | Town of Shelburne |
| Norm Davenport | Conservation Commission, Chair | Town of Shelburne |
| Tom Johnson or Jeff Boetner | Energy Committee | Town of Shelburne |
| Mark Shippee | Highway Department | Town of Shelburne |
| Sylvia Smith | Council on Aging | Town of Shelburne |
| Andrew Baker or Matt Marchese | Sewer Commissioner | Town of Shelburne |
| Seth Wilschutz | Master Planning Committee | Town of Shelburne |
| John Wheeler | Planning Board, Chair | Town of Shelburne |
| Joseph Palmeri | Zoning Board of Appeals, Chair | Town of Shelburne |
| Jay Readinger | Capital Asset Management Committee, School Committee | Town of Shelburne |
| Terri Mitchell, Todd Dubreuil | Finance Committee, Chair | Town of Shelburne |
| Carolyn Wheeler | Agricultural Committee (replaces Sustainability Comm) | Town of Shelburne |
| David Schochet OR Larry Flaccus | Open Space Committee | Town of Shelburne |
| Deb Coutinho | Emergency Management Committee Member | Town of Shelburne |
| Norm Beebe or Diana Hardina or... | Recreation Committee | Town of Shelburne |
| Sheryl Stanton | Superintendent of Schools | MTRSD |
| Juli Moreno | Senior Center Director | Shelburne Senior Center |
| Christopher Demars | Veteran's Agent | Shelburne Office of Veteran Services |
| Faith Williams | Housing Authority | Shelburne Housing Authority |
| Laurie Wheeler | Library Director | Arms Public Library |
| Elizabeth Antaya | Shelburne Center Library Director | Shelburne Center Library |

Adjacent towns in MA: Buckland, Ashfield, Colrain, Greenfield, Conway, Deerfield

| | | |
|-------------------|----------------------------------|------------------|
| Heather Butler | Town Administrator | Town of Buckland |
| Herb Guyette | Director of Emergency Management | Town of Buckland |
| Paul McLatchy III | Town Administrator | Town of Ashfield |
| George Stephan | Director of Emergency Management | Town of Ashfield |
| Kevin Fox | Town Administrator | Town of Colrain |
| Jim Lyons | Director of Emergency Management | Town of Colrain |

State/Regional

| Invitee | Title | Organization |
|-------------------------|---|--|
| Paul Mark | State Senator, Franklin County | Massachusetts Senate |
| Jim McGovern | Congressperson | US House of Representatives (Noho office listed) |
| Natalie Blais | State Representative, 1st Franklin District | Massachusetts House of Representatives |
| Tara Jacobs | Governor's Council (contact Crystaleigh Briggs) | MA Governor's Council |
| Kimberly Noake-MacPhee | Environmental Planner | Franklin Regional Council of Governments |
| Unknown name | Environmental Planner Region 1 | U.S. Environmental Protection Agency |
| Michael Gorski | Western Regional Director | MA Department of Environmental Protection |
| Priscilla Geigis | Deputy Commissioner for Conservation and Resource Stewardship | DCR |
| Mark Talbot | Hazard Mitigation Unit Supervisor | MEMA |
| Natasha Sawabi | Student Intern | USDA Natural Resources Conservation Service |
| Rachael Phillips-Barnes | Assistant State Conservationist for Field Operations | USDA Natural Resources Conservation Service |
| Michael F. Kane | Eversource Community Relations Specialist | Eversource |

Community Organizations

| | | |
|-----------------------------|--|--|
| Carolyn Wheeler? | Grange | |
| Jodi Stetson? | 4-H | |
| Tom Benz? | Rod & Gun | |
| Penny Spearance | Women's Club, Senior Center | |
| Tom Benz? | Snowmobiling | |
| Marguerite Sheehan | Trinity Church | |
| John Walsh/Jodi Stetson | Meals on Wheels | |
| Peter Stevens/Laurie Benoit | Mary Lyon Foundation | |
| Jim Perry, President | Deerfield River Watershed Association | |
| TBD | Nolumbeka Project | |
| Andrew Randazzo | Mass Audubon | |
| | Trout Unlimited | |
| | Medical Reserve Corps, Shelburne Falls Business Association (former) | |
| Carmela Lanza-Weil | | |

CRB Workshop

- After Labor Day (September 4, 2023)
 - Wednesday or Thursday
- One day, 6-8 hours
- In-person, town hall?
- Weekday timing
 - Early start (8 am) or delayed (10 am)
- Lunch options
 - Local catering

Potential Dates: September 13, 14, 20, 21



CLIMATE DATA



- Massachusetts Climate Change Projections (ResilientMA, 2022)
- Climate Change Assessment (MA EEOA, 2022)
- Climate Resilient Design Standards Tool (ResilientMA, 2022)
- Massachusetts Integrated State Hazard Mitigation and Climate Adaptation Plan (2018)
- Massachusetts Climate Change Adaptation Report (MA EEA, 2011)

APPLICABLE PLANS/INFO



- Town of Shelburne Hazard Mitigation Plan (FRCOG, 2021)
- Comprehensive Economic Development Strategy Performance Report (2023)
- Open Space and Recreation Plan (2014, update coming 2024)
- Town of Shelburne Capital Management Plan (FRCOG, 2017)

Other ongoing efforts?

THANKS FOR COMING

Next Steps:

- **Schedule next Core Team meeting (mid-August)**
- **Core team to review workshop invite list**
Send feedback by Aug. 4
- **Send invite for CRB Workshop**
WSE to share RSVP form
- **Advertise CRB Workshop to the public**

Photo: The Greenfield Recorder



Town of Shelburne, MA

Municipal Vulnerability Preparedness Planning Grant Project

Core Team Meeting #2 Agenda

Microsoft Teams

Wednesday, August 23, 2023

2:00 pm – 3:00 pm

CRB Workshop Attendees

- Review RSVPs (24 Yes as of 8/23/23)

CRB Workshop Materials

- Workshop Agenda
- CRB Matrix
 - Confirmation of Climate Hazards
 - Asset Category Grouping
- Map of Community Assets
- Overview of PowerPoint Slides
 - Optional input by September 8, 2023

CRB Workshop Preparations

- Fellowship Hall
 - Fee for use?
 - Building access at 8 am
 - Tables / Chairs
 - Print Flyer to hang on entry door
- Food / Drinks
 - Breakfast – Local business for coffee / pastries?
 - Lunch – Keystone Market (Sandwich platters, fruit platters, drinks, chips, plates / utensils)

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- Sylvia Smith (Shelburne)
- Tom Williams (Shelburne)

- Doris Jenkins (Weston & Sampson)
- Joanna Nadeau (Weston & Sampson)

CRB Workshop Attendees

- RSVPs (24 Yes as of 8/23/23) – Good representation of people at this time
 - Several Shelburne committees will be present and regional groups
- Tricia will send out follow-up email to everyone who has not responded

CRB Workshop

- We will be pre-assigning attendees to tables, will share table numbers at the sign in desk
- Break down the agenda to include the breakout discussion time specifically
 - Review PowerPoint Slides by September 8, 2023
- Include Hurricane Irene and most recent storms in July that have impacted/not impacted for Shelburne. Discuss how these storms are very localized – surrounding communities impacted but not Shelburne and vice versa
- Include high-intensity short duration storms in climate hazards

CRB Workshop Preparations

- Fellowship Hall
 - Tricia will provide building access at 8 am
 - Tricia and Sylvia will follow up on a projector to use
- Food / Drinks
 - Breakfast – Shelburne Falls Coffee Roasters
 - Lunch – Keystone Market (Sandwich platters, fruit platters, drinks, chips, plates / utensils)

Town of Shelburne, MA

Municipal Vulnerability Preparedness Planning Grant Project

Core Team Meeting #3 Agenda

Microsoft Teams

Monday, October 16, 2023

2:00 pm – 3:00 pm

Listening Session Prep

- Selectboard meeting timing and format
- Question format
- Slido poll overview
- Follow up survey format

Listening Session Advertisement

- Town Web page text
- Eblast and social media posts
- Mailer
- Greenfield Recorder

Presentation

- Agreement on priority action item language
- Where Shelburne is
- Future grant funding opportunities

Town of Shelburne, MA

Municipal Vulnerability Preparedness Planning Grant Project

Core Team Meeting #3 Meeting Notes

Microsoft Teams

Monday, October 16, 2023

2:00 pm – 3:00 pm

Attendees

- Tricia Yacovone-Biagi (Shelburne)
- Will Flanders (Shelburne)
- Jacqui Goodman (Shelburne)
- John Taylor (Shelburne)

- Doris Jenkins (Weston & Sampson)
- Joanna Nadeau (Weston & Sampson)

Listening Session Prep

- Selectboard meeting starts at 5:30. Our slot starts at 6:00
- Generally, questions are held for the end or put in the chat
- Slido polls would be great if we can get people to participate – make instructions super clear
 - o Ask for feedback on prioritization and town preparedness
- Follow up survey will be part of summary of findings review

Listening Session Advertisement

- Town Web page text
- Eblast and social media posts
 - o Shelburne falls in a nutshell FB group
- Mailer
 - o Tricia is coordinating this with a local printer
- Greenfield Recorder

Presentation

- Simplify priority action item language for the presentation, keep as full text in report
- Emphasize that Shelburne is catching up to other towns, but that we have lots of examples to follow
- Emphasize that this project is grant funded, and how other grants can be matched with in kind hours rather than exclusively capital funds