

DRAFT

**Appendix D**

**Executive Steering Committee Meeting Summaries**

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Kick-Off Meeting Summary

Meeting Date: October 3, 2023

Location: via Zoom

Attendees:

*Albany County*

Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Health and Mental Health Policy Analyst, Office of the County Executive  
Brian Wood, Emergency Management, Albany County Sheriff's Office  
Sergeant David Poole, Albany County Sheriff's Office

*Barton & Loguidice*

Jayne Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner  
Danielle Pottinger, Community Planner

*NYS Division of Homeland Security and Emergency Services*

Beth O'Reilly, Planning Manager, Hazard Mitigation  
Kevin Clapp, Supervisor, Hazard Mitigation

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The County kick-off meeting served as the first meeting between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L") since the contract between the entities was executed. The purpose of the kick-off meeting was to establish an approach to the project, assign roles and responsibilities, and brainstorm strategies to garner municipal and stakeholder participation.

## Meeting Agenda

1. Welcome & Introductions
2. Committees
3. Review of Data Needs
4. County Mitigation Action Roundtable
5. Jurisdictional Meetings
6. Public Information Meetings

## Committees

Jayne inquired about invoicing procedures. Patrick said invoices can be sent to the County Executive's Office. He will be sending a claims notice for B&L to complete. Patrick is also handling the quarterly reporting for FEMA/DHSES.

Jayne clarified that today's kickoff meeting is for the Executive Steering Committee and everyone on the call is part of the Committee. These meetings will be held monthly. The November meeting was rescheduled to November 6<sup>th</sup>, due to offices being closed November 7<sup>th</sup> for Election Day. A Key Stakeholders Committee can be established as an extension of the Executive Steering Committee. The Project Team includes the Executive Steering Committee and elected officials from the municipalities being represented in the HMP.

Patrick said that the County has a government sustainability collaborative that serves as an idea sharing platform for municipal mitigation actions. He can reach out to this group and other municipalities to gain more participation.

## Review of Data Needs

Patrick will connect with Ken Galluccio, who is the new GIS coordinator, as well as Liz King (consultant for the County Climate Resiliency Plan), and Laura DeGaetano to get the appropriate GIS data needed for the HMP.

Patrick will reach out to CDRPC to see if they conduct a Regional Land Use Monitoring Report (for building permit data) and with the County Department of Economic Development, Conservation and Planning about 239 County Referrals.

In order to receive NFIP data from FEMA, the County will have to complete an Information Sharing Access Agreement (ISAA). Beth stated that she sent this over to the County. Patrick will complete this form and have B&L assist in filling it out. He will send this out to FEMA as soon as possible.

## County Mitigation Action Roundtable / Jurisdictional Meetings

Jayne asked Patrick if municipalities are leaning toward in-person meetings or virtual meetings. Patrick and Dave expressed that more rural municipalities will probably want to meet in-person. Jayne suggested putting a survey together to gauge how municipalities want to meet. Patrick supported this idea. Brian suggested that municipalities can meet at the County's Public Safety Building and have hybrid meetings if necessary.

In terms of other stakeholders and County departments, Patrick has a few departments that he feels should be involved in the HMP, he will put together a list for B&L to review. The preliminary plan is to meet with departments and stakeholders through a County Mitigation Action Roundtable before heading into the municipalities. This will better prepare B&L and the County for the municipal facilitation meetings.

## Public Information Meetings

There was discussion about whether Public Information Meetings should be in-person or virtual. Jayme also suggested having an online survey set up to maximize public participation. Patrick said it may be good to meet with municipalities before putting a survey out to the public. There could also be a press release. Brian and Dave stated that there are local emergency managers meetings a few times a year; they would be a good host for a public information meeting.

Jayme mentioned that as we work through the planning process, if there other committees we have to get in front of, this would be a good way to get representation from underrepresented populations.

## Next Steps

### **B&L**

- Put together an in-person/zoom survey for jurisdictional interviews

### **Office of the County Executive**

- Patrick to coordinate GIS data collection meeting
- Patrick will send over the list of municipal contacts
- Patrick will complete ISAA form, send to B&L for review
- Patrick will reach out to CDRPC to see if they conduct a Regional Land Use Monitoring Report (for building permit data) and with the County Department of Economic Development, Conservation and Planning about 239 County Referrals
- Patrick will brainstorm list of County Departments for Key Stakeholders Committee and County Mitigation Action Roundtable

### **Emergency Management Office**

- Brian will look to schedule a meeting for B&L to present on the HMP to local emergency managers

### **Next Meeting**

- November 6<sup>th</sup> @11am via Zoom

### **Notes from DHSES:**

- During the last plan, we held meetings at the County EOC and some of the local FD's.
- Some best practices for public engagement - sandwich boards with meeting info & QR Codes. Doing both press releases and getting on local tv to talk about it. Getting into the local underserved communities.
- Press Release: [link](#)

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #2 Summary

Meeting Date: November 6, 2023

Location: via Zoom

Attendees:

*Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Health and Mental Health Policy Analyst, Office of the County Executive  
Sergeant David Poole, Albany County Sheriff's Office  
Brent Meredith, Highway Superintendent  
Scott Duncan, Deputy Commissioner, Department of Public Works

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner  
Danielle Pottinger, Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Beth O'Reilly, Planning Manager, Hazard Mitigation  
Kevin Clapp, Supervisor, Hazard Mitigation

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #2 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the kick-off meeting was to revisit items from the last meeting and progress the Plan forward.

### Meeting Agenda

1. Review In-Person/Zoom Survey for Jurisdictional Interviews
2. GIS Data Collection
3. Municipal Contact List
4. ISAA Form
5. 239 County Referrals
6. Key Stakeholders Committee / County Mitigation Action Roundtable
7. Local Emergency Managers Meeting
8. Hazard Identification Planning Process Review
9. Updated Critical Facilities Requirements

## Barton & Loguidice Action Items

- **In-Person / Zoom Survey for Jurisdictional Interviews**
  - Dan (B&L) shared his screen and showed the jurisdictional sign-up form for scheduling facilitation meetings with individual municipalities in Albany County. The form requested the meeting format (zoom or in-person), ideal time frames, best days of the week, and a spot for the municipal contact. Since B&L and the County already have the municipality's main contacts, it was suggested to change the last question to additional municipal contact.
  - There was discussion about 'hill' towns most likely wanting to meet in-person. The Village of Voorheesville is the only municipality that hasn't designated a contact. Dan said he would talk with the Village Mayor (Rich Straut) on who the best contact would be.

## Office of the County Executive Action Items

- **GIS Data Collection**
  - Patrick (County), Liz King (Highland), and Ken (County) were able to get all of the GIS information over to B&L. Patrick stated that if B&L needs anything else they can reach out to him.
- **Municipal Contact List**
  - Patrick sent this information over to Jayme (B&L)
- **ISAA Form**
  - The form was sent to Jayme for review before it was forwarded to FEMA. FEMA will let the county know if there is anything missing or incorrect on the form.
  - DHSES indicated that they were not cc'd on the email and requested to have the email forwarded to them for confirmation.
- **239 County Referrals**
  - Patrick has been in touch with County Planning and Land Use. The County needs clarification on the 239 referrals request. Patrick will follow up.
  - Patrick will also follow up with CDRPC on building permit data and schedule a meeting, if necessary.
- **Key Stakeholders Committee / County Mitigation Action Roundtable**
  - Patrick has been in touch with representatives from the Health Department, Water and Purification Department, Soil and Water Conservation (in a leadership transition phase). He will reach out to County Parks and Recreation.

- Jayme suggested reaching out to Department of Social Services. Patrick will follow up with them and put the complete list together once everyone is confirmed.

## Emergency Management Action Items

- **B&L's Presentation to Local Emergency Managers**
  - The emergency managers meeting was held a couple of weeks ago, a date for a meeting with B&L has not been set yet. Sergeant Poole said he will have that on the agenda for the next meeting. Jayme suggested coming up with a list of potential dates to figure out the one that works for everyone.

## New Items

- **Review of Hazard Identification Planning Process (B&L)**
  - B&L shared a slide show for the meeting with the Executive Steering Committee and key stakeholders from Patrick's list. The meeting will be presented as an interactive workshop and walk through the hazards profiled in 2018; look at data sources and priorities the county wants B&L to look into; and investigate climate projections.
  - Danielle (B&L) shared the different resources that will be used to examine hazards. These resources include: Mitigate NY; FEMA's National Risk Index; and the County CEPA ranking.
  - The Climate Mapping for Resilience and Adaption (CMRA) and Climate and Hazard Mitigation Planning (CHaMP) Tools will be used for climate projections and focus on future hazard prioritization.
- **Critical Facility Updates**
  - The County Roundtable meeting will review the vision and goals of the mitigation plan and update it accordingly for the new plan. Another element of the County Roundtable will be reviewing critical facilities.
  - Jayme asked Beth to outline DHSES/FEMA regulatory updates regarding critical facilities. Beth stated that any critical facility located in the SFHA/500-year floodplain must be protected against that event, or previous worst occurrence. Kevin added that new federal government guidelines require critical facilities to be protected if an entity requests federal monies for facility upgrades (e.g. Wastewater Treatment Plant).
  - Jayme mentioned that many communities do not know whether their facilities are protected to the flooding event/previous worst occurrence and asked Patrick if he knows where the County stands. Patrick stated that he would check internally to locate the appropriate resources.

- Beth (DHSES) provided some potential mitigation actions regarding critical facilities: an action for privately-owned critical facilities that have experienced repetitive loss/previous worst occurrence could be reaching out to the owner and suggesting a mitigation action such as relocation. Another action could be an engineering assessment or study of the critical facility to determine its level of protection, if unknown.
- If a critical facility is identified but there are jurisdictional issues on ownership, Beth suggested reaching out to DHSES to figure out the best way forward in meeting the requirement.

## Next Steps

### **B&L**

- Update jurisdictional interview sign-up form
- Get a contact for the Village of Voorheesville

### **Office of the County Executive**

- Follow up with Planning on 239 referrals request
- Follow up with CDRPC on building permit data/potential meeting
- Confirm Parks and Recreation and Department of Social Services participation as Key Stakeholders
- Propose some dates for Key Stakeholders to participate in the Hazard Identification Planning Process

### **Emergency Management Office**

- Come up with list of potential dates for the Local Emergency Managers to meet with B&L at the next Emergency Managers meeting

### **Next Meeting**

- December 5<sup>th</sup> @11am via Zoom



# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #3 Summary

Meeting Date: December 5, 2023

Location: via Zoom

Attendees:

*Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Health and Mental Health Policy Analyst, Office of the County Executive  
Sergeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office  
Scott Duncan, Deputy Commissioner, Department of Public Works

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner  
Danielle Pottinger, Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Kevin Clapp, Supervisor, Hazard Mitigation  
Roland Paperman  
Michael Taraoff

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #3 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the meeting was to revisit items from the last meeting and progress the Plan forward toward the County Roundtable Meeting.

### Meeting Agenda

1. Jurisdictional Sign-Up Form Review
2. 239 County Referral Status
3. Building Permit Data from CDRPC
4. Key Stakeholder Statuses
5. Local Emergency Managers Meeting
6. County Roundtable Meeting
7. Critical Facilities Review

## Barton & Loguidice Action Items

- Jurisdictional Sign-Up Form Review
  - The jurisdictional sign-up form is set up on Survey Monkey and ready to be shared with municipalities.
  - Jayme suggests having a few county meetings before sending the sign-up form out. This way, the plan can start to develop and background information can be gathered before meeting with the individual municipalities.
  - Jayme, Kevin, and Patrick agreed on sending the sign-up form out in the beginning of next year (January 2024).
- Doug Miller was confirmed as the municipal contact for the Village of Voorheesville.

## Office of the County Executive Action Items

- 239 County Referrals
  - Patrick has been in touch with County Planning who has been slow in returning requests. He will follow up with them again this month.
- Building Permit Data from CDRPC
  - Patrick will reach out to CDRPC contact to set up a meeting and request any additional building permit data. Data sources received to date as follows:
    - <https://cdrpc.org/data/housing>
    - <https://public.tableau.com/app/profile/cdrpc/vizzes>
    - <https://storymaps.arcgis.com/stories/16834ab0f564478aa953d1aee43388f1>
    - [Tableau Page](#) for regional data
    - [2020 Census Webpage/2020 Regional Atlas](#)
- ISAA Form
  - The form was sent to FEMA last month. FEMA will let the County know if there is anything missing or incorrect on the form.
- Key Stakeholders
  - Patrick sent an email to Jayme with a list of Key Stakeholders. B&L is compiling this list internally and will share it when it is complete.
  - Patrick is in touch with the Soil and Water Conservation District, they are currently in a leadership transition phase.
  - When all of the Key Stakeholders are determined there will be a Hazard Identification meeting. The meeting will consist of the Executive Steering Committee and the Key Stakeholders.

## Emergency Management Action Items

- **B&L's Presentation to Local Emergency Managers**
  - Jayme inquired about dates that B&L can present to local emergency managers. Brian said they do these types of meetings twice a year, and the next one is anticipated to be around March (but could be done earlier). The meeting is typically in-person. Jayme said it is not urgent and March could work. She'll follow up on a date that works best.

## Other Items

- **County Critical Facilities**
  - B&L compiled a list of County-owned Critical Facilities using various GIS datasets. Jayme will send the list to Patrick for follow up with appropriate County resources.
  - Patrick will review list and 2022 Planning Standards, then determine exposure to floodplains/flood events.
  - Sgt. Poole would like the critical facilities list sent to him so he can compare it to the National Grid list that they have.
- **Floodplain Roundtable**
  - Kevin asked if there is a list of local floodplain administrators. Jayme stated that they are most likely the code enforcement officers, and B&L can compile this list.
  - Kevin suggested bringing in FEMA or DEC to help the floodplain administrators make sure they are meeting all their certifications and requirements. Jayme suggested a Floodplain Roundtable and Kevin agreed that it would be a good way to get the administrators up to speed on the latest rules and regulations.

## Next Steps

### **B&L**

- Send County Critical Facilities list to Exec. Steering Committee for review and follow up
- Compile list of Floodplain Administrators to plan/schedule Floodplain Roundtable

### **Office of the County Executive**

- Follow up with County Planning on 239 Referrals
- Reach out to CDRPC for additional meeting, if necessary
- Determine a date in January to send out Jurisdictional Sign-Up Form (Survey Monkey)

### **Next Meeting**

- January 2<sup>nd</sup> @11am via Zoom

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #4 Summary

Meeting Date: January 2, 2024

Location: via Zoom

Attendees:

*Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Sergeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office  
Brent Meredith, Department of Public Works (sitting in for Scott Duncan)

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner  
Danielle Pottinger, Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Beth O'Reilly, Planning Manager, Hazard Mitigation  
Kevin Clapp, Supervisor, Hazard Mitigation

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #4 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the meeting was to revisit items from the last meeting and progress the Plan forward toward the County Roundtable Meeting.

### Meeting Agenda

1. Floodplain Roundtable
2. 239 Referrals
3. Jurisdictional Sign-Up Form
4. Key Stakeholders / Hazard Identification Process
5. Critical Facilities List
6. Next Steps

## Barton & Loguidice Action Items

- **Floodplain Roundtable**
  - B&L compiled a list of floodplain administrators in order to schedule the Floodplain Roundtable with DEC and DHSES. B&L is waiting on next steps from DHSES.
  - DHSES requests that B&L put together a list of questions related to NFIP prior to the meeting.
  - DHSES explains that part of the meeting is intended to have DEC educate floodplain managers on their duties as well as review flood mapping.

## Office of the County Executive Action Items

- **239 County Referrals**
  - Patrick has been in touch with County Planning and Zoning to discuss 239 Referrals. He would like to set up a meeting with them and B&L to discuss exactly what is needed.
  - Jayme will send B&L's availability for the meeting.
- **Jurisdictional Sign-Up Form**
  - Dan shared his screen to show the jurisdictional sign-up form on SurveyMonkey.
  - Brian emphasized that he wanted to make sure the emergency manager / emergency preparedness coordinators are invited so they can have a better understanding of their role, since some of them may have been recently appointed.
  - Jayme suggested adding an introductory paragraph to the form so users can have more background about the project and the types of representatives that should join the meetings.
  - It was agreed that the sign-up form can be sent out to municipal representatives this month, once it is finalized.
- **Key Stakeholders / Hazard Identification Process**
  - Danielle shared her screen to show the stakeholders list. B&L wanted to confirm if two stakeholders responded: Tricia Bulatao and Angelo Gaudio.
  - Patrick stated that Tricia confirmed her attendance while Angelo has been harder to get ahold of. But Patrick is confident Angelo will join the meeting.

## Other Items

- **Critical Facilities List**
  - Jayme distributed the list of critical facilities after the last executive committee meeting. The list was compiled using the previous Hazard Mitigation Plan, the recently completed County Climate Resiliency Plan, and the County's open source GIS data.
  - Patrick is planning on meeting with the Director of Operations and a few other County representatives to review the list of critical facilities.

## Next Steps

### **B&L**

- Jayme will send her availability to Patrick to schedule the following meetings:
  - County Planning and Zoning Department regarding 239 referrals; and
  - Hazard Identification process with Key Stakeholders
- Update the municipal sign-up form on SurveyMonkey
- Compile a list of questions for the Floodplain Roundtable

### **Office of the County Executive**

- Submitting quarterly report (due 1/15)
- Internal meeting to review critical facilities list

### **Next Meeting**

- Tuesday, February 6<sup>th</sup> @11:30am via Zoom

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #5 Summary

Meeting Date: February 6, 2024

Location: via Zoom

Attendees:

*Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Office of the County Executive  
Sergeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Beth O'Reilly, Planning Manager, Hazard Mitigation  
Kevin Clapp, Supervisor, Hazard Mitigation

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #5 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the meeting was to revisit items from the last meeting and progress the Plan forward toward the County Roundtable Meeting, the Floodplain Roundtable, and the Municipal Interviews.

### Meeting Agenda

1. 239 Referrals
2. Hazard Identification Process
3. Municipal Sign-up Form
4. Floodplain Roundtable
5. Critical Facilities
6. ISAA Form / FEMA Data Request
7. County Roundtable
  - a. Hazard Identification, Critical Facilities, Goals/Objectives, Planning Mechanisms and Capabilities, County Mitigation Action Review
8. Next Steps

## Barton & Loguidice Action Items

- **239 Referrals**
  - Dan and Patrick met with Gopika Muddappa (County Planning) on January 23<sup>rd</sup> to discuss 239 Referrals.
  - Gopika will send a list of 239 referrals in Excel format, organized by year, by the end of the week (2/9).
- **Municipal Sign-up Form**
  - Thirteen (13) municipalities have signed up while six (6) still need to sign up for their municipal interviews.
  - Dan will send Patrick the list of remaining municipalities that need to sign up for an interview.
- **Floodplain Roundtable Questions**
  - Jayme will send a list of local laws, contacts, and questions pertaining to the Floodplain Roundtable for DHSES to review.

Jayme noted that she invited Erin Stachewicz (Deputy Commissioner at the Department of Social Services) and Tricia Bulatao (Director of Public Health Emergency Preparedness and Performance Management) to the next Committee Meeting as they have valuable insight in reaching vulnerable populations in the County. Jayme has also sent the Community Engagement Plan to them for review.

## Office of the County Executive Action Items

- **Critical Facilities Review**
  - Patrick met with the Director of Operations to review the County Critical Facilities list. He and the Director made a few revisions to the list regarding addresses and some facilities no longer in use. He will send this to B&L.
  - Jayme stated that the list was based on the 2018 plan while also incorporating facilities identified in the Open Source GIS data and Climate Resiliency Plan. Patrick confirmed that it was good to pull facilities from those resources.

## Other Items

- **ISAA Form / FEMA Data Request**
  - The County has not received the data request from FEMA yet.
  - Beth stated that if it takes too long to receive the data B&L may have to use data from the previous plan and note that. Beth and Jayme don't think that will be the case and it may just take some time to receive the data from FEMA.



- Kevin asked if the updated form that FEMA sent on 12/5 was completed and sent back to FEMA. Patrick stated that he was unsure but will complete it and return it to FEMA if he has not already.
- **County Roundtable Meeting**
  - Jayme recommends a zoom format for the County Roundtable. Patrick stated that he can help set up this meeting.
  - The purpose of the meeting is to review the identified hazards in the County, review the County Critical Facilities, and review the Goals and Objectives.
  - The next component of the meeting is reviewing the Planning Mechanisms and Capabilities. This is a big component but would be more efficient to complete at the meeting since different department heads will be there.
  - Finally, the County's old mitigation actions will be reviewed and updated along with new actions will be created.

## Next Steps

### **B&L**

- Monitor the municipal sign-up form on SurveyMonkey and begin scheduling interviews
- Send Floodplain Roundtable questions to DHSES
- Start preparing for County Roundtable Meeting
  - Send follow-up to Key Stakeholders for input on Goals and Objectives

### **Office of the County Executive**

- Reach out to remaining municipalities to sign-up for interviews and reminder Key Stakeholders to complete the Hazard Ranking
- Send updated FEMA data request form
- Send revised Critical Facility list to B&L

### **Next Meeting**

- Tuesday, March 5<sup>th</sup>, 2024 @11:30am via Zoom

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #6 Summary

Meeting Date: March 4, 2024

Location: via Zoom

Attendees: *Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Office of the County Executive  
Sergeant David Poole, Albany County Sheriff's Office  
Tricia Bulatao, Director of Public Health Emergency Preparedness and Performance Management

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner  
Danielle Pottinger, Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Beth O'Reilly, Planning Manager, Hazard Mitigation

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #6 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the meeting was to revisit items from the last meeting and progress the Plan forward toward the County Roundtable Meeting and the Floodplain Roundtable. There were also discussions regarding the completed and upcoming Municipal Interviews.

### Meeting Agenda

1. Municipal Interviews
2. County Roundtable Preparation
  - a. Hazard Identification, Critical Facilities, Goals/Objectives, Planning Mechanisms and Capabilities, County Mitigation Action Review
3. Departments of Health/Social Services Involvement
4. ISAA Form / FEMA Data Request
5. Other
6. Next Steps

## Barton & Loguidice Action Items

- **Municipal Interviews**
  - Municipal interviews started in February. All remaining interviews are scheduled except for two (2): City of Cohoes and Town of Guilderland.
  - Patrick will work with B&L in scheduling the last interviews.
  
- **County Roundtable Preparation (Hazard Identification, Critical Facilities, Goals/Objectives, Planning Mechanisms and Capabilities, County Mitigation Action Review)**
  - Socially vulnerable populations were added to the goals/objectives per Patrick's suggestion. There has not been any additional feedback from the key stakeholders. This section is ready to be integrated into the plan. This is an important piece of the plan as new mitigation actions have to be tied back to the goals and objectives.
  - 239 referral information was sent over by Gopika. The data just has to be organized into a complete excel file.
    - In preparation of the County annex, B&L will send the planning and capabilities section to Gopika so she can start completing and sharing with appropriate departments.
  
- **Social Services Involvement**
  - Jayme introduced Tricia Bulatao to the Steering Committee. Jayme reviewed the community engagement plan and inquired on engaging vulnerable populations.
  - Tricia suggested that B&L get in touch with the Albany County Strategic Alliance for Health (they meet quarterly), this group has similar goals with the Citizen Core Council group. Tricia suggested that B&L could present the HMP project at the next meeting and share a survey for members to complete. The next meeting is in March. Tricia will follow up with Jayme on seeing if she can get B&L on the agenda.
  
- **ISAA Form / FEMA Data Request**
  - Jayme asked Beth and Patrick the status of the FEMA data request form. Beth stated that DHSES received the form from Patrick but it hadn't been forwarded to FEMA. Beth forwarded the form to FEMA.

## Other Items

- Patrick stated that there was an article in the Altamont Enterprise about dams. The Helderberg Lake group has been trying to talk to Albany County regarding Dam repair for a while. It is complicated because this dam is on a private lake. Patrick will send the article to B&L to consider its implications of the Plan.

- Jayme summarized future steps including public information meetings. There will be two (2) Public Information Meetings: the first is conducted after municipal interviews and the second occurs when the full plan is ready. In the interim, the Committee can prepare for a large public survey for hazard mitigation, in general. There is a Public input survey in draft mode on SurveyMonkey that can be shared with the group.
- There is also a Neighboring Communities survey, which satisfies a FEMA plan requirement. Jayme suggests that the Office of Emergency Management distribute this survey. Sergeant Poole said he can share this survey out.

## Next Steps

### **B&L**

- Coordinate with Patrick to schedule remaining municipal interviews
- Add the Goals / Objectives section to the Plan
- Organize 239 Referral data
- Coordinate with Tricia to schedule B&L's participation in the Albany County Strategic Alliance for Health meeting
- Coordinate with Gopika on Planning Mechanisms and Capabilities document review
- Distribute Doodle Polls to schedule review of Planning Mechanisms and Capabilities & County Mitigation Action Review with Key Stakeholders
- Share two surveys with the Committee:
  - Public Input
  - Neighboring Communities

### **OEM**

- Sergeant Poole will share the Neighboring Communities survey with county jurisdictions surrounding Albany County

### **DHSES**

- Beth will provide an update about status of DEC Floodplain Roundtable.

### **Next Meeting**

- Tuesday, April 2<sup>nd</sup>, 2024 @11:30am via Zoom

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #7 Summary

Meeting Date: April 9, 2024

Location: via Zoom

Attendees: *Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Christina Rust, Office of the County Executive  
Brian Wood, Emergency Management, Albany County Sheriff's Office

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner

*NYS Division of Homeland Security and Emergency Services*  
Beth O'Reilly, Planning Manager, Hazard Mitigation  
Kevin Clapp, Supervisor, Hazard Mitigation

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #7 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff) and Barton and Loguidice ("B&L"). The purpose of the meeting was to revisit items from the last meeting and progress the Plan forward toward the Floodplain Roundtable and Public Information Meeting.

### Meeting Agenda

1. County Roundtable & Status of Annexes
2. Goals and Objectives
3. Surveys
  - a. Public Input
  - b. Neighboring Communities
4. Albany County Strategic Alliance for Health Meeting
5. ISAA Form / FEMA data
6. DEC Floodplain Roundtable
7. First Public Information Meeting
8. Community Engagement Plan
9. Next Steps

## Action Items

### 1. COUNTY ROUNDTABLE & STATUS OF ANNEXES

- Jayme kicked off the meeting with news that B&L has completed all of their municipal interviews. Highland still has a few interviews left (should be completed at the end of April).
- The next step will be sending each municipality a draft of their annex.
- The County Roundtable was broken down into multiple meetings covering different topics of the county annex. Topics included: planning and capabilities; mitigation actions; and critical facilities.
- Dan is working with Scott Duncan (County DPW) to get a status of mitigation actions from the 2018 plan.

### 2. GOALS AND OBJECTIVES

- The Committee did not have any additional comments on the draft Goals and Objectives. The note about vulnerable populations was added to one of the goals.
- The Committee finalized the Goals and Objectives.

### 3. PUBLIC INPUT SURVEY / NEIGHBORING COMMUNITIES SURVEY

- The public input survey currently has 13 responses. Jayme inquired if we should send this out again for more feedback, the committee agreed. Brian suggests the committee send it to colleagues. Kevin suggested using social services to get the word out to vulnerable groups; seniors; and underserved communities. Patrick said he would follow up with the communications team to get the survey publicized.
- The neighboring communities survey only has two (2) responses. Jayme will follow up with Sheriff's Office and ask to redistribute.

### 4. ALBANY COUNTY STRATEGIC ALLIANCE FOR HEALTH MEETING

- Jayme presented at the Strategic Alliance for Health Meeting with Tricia Bulatao. They presented on the status of the Hazard Mitigation Plan.
- Tricia is going to do outreach with at-risk communities on preparedness and mitigation.

### 5. ISAA FORM / FEMA DATA REQUEST

- The county sent B&L the FEMA data on SRL/RL properties. The data required some organization in terms of defining the municipality where properties are located. All of the data has been processed and is being entered into the Plan.

## New Items

### 6. DEC FLOODPLAIN ROUNDTABLE

- Jayme and Kevin discussed having a floodplain management roundtable meeting with floodplain administrators to discuss their roles and responsibilities. They expect the meeting to be two (2) hours, at most.
- Kevin is going to meet with DEC to figure out their availability. Jayme will put together a write-up on how to integrate the hazard mitigation plan into the roundtable meeting.
- Kevin would like to aim for having the meeting at the end of May. Brian stated there should be availability at the Emergency Management Office; there are a few different rooms to choose from and a lot of parking.

### 7. FIRST PUBLIC INFORMATION MEETING

- The first public information meeting will give the community an update on where the county is in the process of the hazard mitigation plan.
- Jayme inquired if the meeting should be in-person, virtual, or hybrid. Kevin suggests having a hybrid meeting. He recommends promoting it on social media, sandwich boards, variable message boards, and through municipal representatives. Kevin recommends having participation options at local libraries or municipal halls. Brian emphasized the importance of advertising this well because it will be hard to get people to participate in hazard mitigation input. Kevin agreed that advertising and getting input will be difficult.

### 8. COMMUNITY ENGAGEMENT PLAN

- Jayme suggests revisiting this plan to reference our partners and who can help us get the word out for the Public Information Meeting. Patrick stated he will discuss with the Communications teams.

## Next Steps

### B&L

- Jayme and Dan will pull local flooding issues and mitigation actions to incorporate into the floodplain management roundtable.
- B&L will send municipalities their draft annexes once they are prepared.
- Dan will follow up with Scott Duncan to get the remaining data to complete the County annex.

**County Executive Office**

- Patrick will follow up with the Communications team regarding: publicizing the public input survey and publicizing the first public information meeting.

**OEM**

- Brian will check on the availability of rooms at the Office of Emergency Management for the floodplain management roundtable.

**DHSES**

- Kevin will pull together materials for a floodplain management roundtable.

**Next Meeting**

- Tuesday, May 7<sup>th</sup>, 2024 @11:30am via Zoom

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# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #8 Summary

Meeting Date: May 7, 2024

Location: via Zoom

Attendees:

*Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Sargeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Danielle Pottinger, Community Planner I

*Highland Planning*  
Liz Podowski, Director of Planning

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #8 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff), Highland Planning, and Barton and Loguidice ("B&L"). The purpose of the meeting was to review Highland Planning's status on their Jurisdictional Annexes and discuss the level of feedback received for the various surveys circulating.

### Meeting Agenda

1. Highland Planning Introduction
2. Status of Jurisdictional Annexes
3. County Roundtable (Annex Status)
  - a. Mitigation actions Prioritization Survey
4. Surveys
  - a. Public Input
  - b. Neighboring Communities
5. Upcoming Meetings
  - a. Meeting with local emergency managers: Friday, May 10
  - b. DEC Floodplain Roundtable – TBD
  - c. First Public Information Meeting - TBD

## Action Items

### 1. HIGHLAND PLANNING INTRODUCTION & STATUS OF JURISDICTIONAL ANNEXES

- The meeting kicked off with an introduction from Liz from Highland Planning
- Currently, Highland Planning has finished almost all of its Jurisdictional Interviews. However, there has been some difficulty getting into contact with the Village of Colonie and Town of Westerlo.
  - Patrick will follow up with Colonie and Westerlo to get them into contact with Highland Planning

### 2. COUNTY ROUNDTABLE (ANNEX STATUS) - MITIGATION ACTIONS PRIORITIZATION SURVEY

- Currently, there have only been two responses to the County Mitigation Action Prioritization survey. More participation from Albany County representatives is needed to complete the mitigation action ranking.

### 3. PUBLIC INPUT SURVEY / NEIGHBORING COMMUNITIES SURVEY

- The public input survey currently has fifty-three (53) responses. The B&L team will put together a flyer for the survey, which can be distributed at public events and posted on social media.
- The neighboring communities survey only has four (4) responses. Patrick will reach out to the Soil and Water Conservation District to have the survey pushed to participating communities.

### 4. UPCOMING MEETINGS

- Jayme will attend the local emergency managers meeting this Friday (May 10<sup>th</sup>).
- B&L has not heard back from DHSES on the status of the DEC Floodplain Roundtable. Jayme will follow up with them this week.
- It was suggested to have the first public information meeting as a hybrid event, where there would be a virtual presentation and space at the Sheriff's Office for stakeholders to attend in person.
  - The meeting will be held in the week after Memorial Day.

## Next Steps

### B&L

- B&L will create the public input survey flyer for distribution
- Jayme will reach out to DHSES on the Floodplain Roundtable



**County Executive Office**

- Patrick will follow up with the Village of Colonie and Town of Westerlo
- Patrick will reach out to the Soil and Water Conservation District to distribute the Neighboring Communities survey

**Next Meeting**

- Tuesday, June 4<sup>th</sup>, 2024 @11:30am via Zoom

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# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #9 Summary

Meeting Date: July 9, 2024

Location: via Zoom

Attendees: *Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Sargeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Dan Theobald, Project Community Planner

*DHSES*  
Beth O'Reilly  
Kevin Clapp

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #9 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff), and Barton and Loguidice ("B&L"). The purpose of the meeting was to review tasks completed to date, including the status of the municipal annexes and the main document of the Hazard Mitigation Plan. There was also discussion of upcoming meetings and the implementation of the plan upon adoption.

### Meeting Agenda

1. Public and Neighboring Communities surveys
2. Jurisdictional interviews
3. Feedback on County Annex
4. Implementation Strategy / Plan Maintenance
5. DEC Floodplain Roundtable
6. Second Public Information Meeting

## Action Items

### 1. PUBLIC AND NEIGHBORING COMMUNITY SURVEYS

- There were 62 responses to the Public Community Survey and 5 responses to the Neighboring Community Survey.
- Comments from the surveys were incorporated into the plan.
- Jayme let the committee know that another survey can be launched if they feel that additional feedback is needed.
- Kevin asked if the county has a table at the Altamont County Fair. Patrick said he believes they will have a table. Kevin suggested posting the survey's QR code there, or offering some incentives to complete the survey. Jayme stated that they can add some new questions to the survey.

### 2. JURISDICTIONAL INTERVIEWS

- Highland Planning and B&L have completed all of the jurisdictional interviews.
- The draft annexes have been distributed to all of the municipalities for review. Comments are due back by 7/9.
- The consulting teams have been making updates to the annexes based on municipal feedback.

## Discussion Topics

### 3. FEEDBACK ON THE COUNTY ANNEX

- Jayme asked the committee if they had any additional feedback regarding the County Annex. The committee didn't have any additional feedback.
- Patrick stated that he would distribute the annex to some other internal groups for review.

### 4. IMPLEMENTATION STRATEGY / PLAN MAINTENANCE

- Jayme posed a few questions to the committee about how the plan will be implemented upon adoption.
  - Patrick stated that it involves a lot of coordination, communication, inter-municipal agreements, and awareness of funding sources. He said it'll be important to stay on top of funding opportunities as they become available and to make sure they always have this plan on hand.
- Jayme asked if there are designated people at the county who will oversee the plan's implementation or a group / committee that that will monitor and update the plan.
  - Patrick stated that in addition to himself, there are two grant administrators at the county to monitor funding sources.
  - He also stated the Planning Department and Economic Development and Conservation Department would be the main groups to oversee the

implementation of the plan. Other departments involved include DPW, DGS, as well as quasi-county organizations such as Pine Bush Preserve, Stormwater Coalition, and Soil and Water Conservation). Patrick will be the main contact on the plan.

- Kevin mentioned that the Hazard Mitigation Grant Program (4755) has announced a request for applications which are due in September.

## Upcoming Meetings

### 5. DEC FLOODPLAIN ROUNDTABLE

- Jayme stated that the invitation to the DEC Floodplain Roundtable was sent out on July 9<sup>th</sup> and the meeting is scheduled for July 18<sup>th</sup>. The meeting is at Clarksville.
- Jayme said she would share the invite with DHSES and the County Sheriff department. Kevin would like his team to be a part of the meeting and that he would share it with his contact at FEMA.
- Jayme stated that everyone designated as the floodplain admin at the municipal level is invited. She stated that Guilderland has to clarify who their floodplain administrator, currently the Town Board is designated as the admin. Patrick stated that he will follow up on this.
- The format of the meeting will be a training and a roundtable discussion.

### 6. SECOND PUBLIC INFORMATION MEETING

- The Public Information Meeting will be discussed further once the overall draft plan is more developed. At this point, B&L will continue editing the plan and incorporate some of the implementation items discussed at this meeting.

## Next Steps

### B&L

- Preparation for Floodplain Roundtable on July 18
- Creation of Altamont County Fair survey (coordinate with Patrick)
- Updates to County Annex based on department feedback
- Edits to main HMP document

### County Executive Office

- Patrick will distribute the draft County Annex to other internal groups for review
- Patrick will work with B&L on Implementation Strategy / Plan Maintenance

### Next Meeting

- Tuesday, August 6<sup>th</sup>, 2024 @11:30am via Zoom

# Albany County, NY Hazard Mitigation Plan Update

## Albany County HMP Committee Meeting #10 Summary

Meeting Date: August 6, 2024

Location: via Zoom

Attendees: *Albany County*  
Patrick Curran, Climate Policy Analyst, Office of the County Executive  
Sargeant David Poole, Albany County Sheriff's Office  
Brian Wood, Emergency Management, Albany County Sheriff's Office  
Scott Duncan, Deputy Commissioner, Department of Public Works

*Barton & Loguidice*  
Jayme Breschard, Senior Managing Community Planner  
Margaret Thurston, Community Planner I

*DHSES*  
Beth O'Reilly  
Kevin Clapp

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The following is a summary of the Albany County Hazard Mitigation Plan Update Executive Steering Committee Meeting #10 between Albany County's Office of the County Executive, Emergency Management Office (Albany County Sheriff), and Barton and Loguidice ("B&L"). The purpose of the meeting was to review tasks and meetings completed to date, provide status updates, and discuss additional potential mitigation actions, the project schedule, and the second public information meeting. High hazard potential dam requirements were also discussed.

### Meeting Agenda

1. Floodplain Roundtable
2. Altamont County Fair Survey
3. Implementation Strategy/Plan Maintenance Meeting
4. Status Updates
5. Recommended Mitigation Actions from Participatory Activities
6. Report Timeline
7. Second Public Information Meeting

## Discussion Topics

### 1. FLOODPLAIN ROUNDTABLE

- The Floodplain Roundtable went well and tied in nicely with the Capabilities Assessment part of the HMP process. Takeaways include: implementing Tier 3 training, strengthening or creating intermunicipal agreements. Patrick can send along the contact for the floodplain administrator for the Town of Guilderland.
- Intermunicipal agreements were mentioned in the meeting. David Poole clarified that the Emergency Management Office has an open-ended municipal shared service agreement with municipalities, signed by the Town Supervisors. The agreement is focused on emergency response (e.g. if one municipality has to build a dike, other municipalities can send people to help without worrying about insurances, etc.). However, for non-emergencies, intermunicipal agreements would need to be further developed.

### 2. ALTAMONT COUNTY FAIR SURVEY

- The fair runs Tuesday 8/13 through Sunday 8/18. Pat has not gotten a clear answer on whether the County could get a table, but Pat will try to get an answer to B&L this afternoon.

### 3. IMPLEMENTATION STRATEGY/PLAN MAINTENANCE MEETING

- Pat thought the summary looked good. No one had further comments.

### 4. STATUS UPDATES

- **B&L's Annexes** – B&L has completed their annexes.
- **Highland Planning's Annexes** – Highland Planning's annexes have some follow-ups to be completed. For example, the Town of Westerlo has not been very responsive. The Town of Knox and Village of Voorheesville were not interested in adding new mitigation actions. However, DHSES clarified that it is a requirement to add new mitigation actions. Brian commented that he understands the hesitation of municipalities to add new actions, because there is a focus on what funding sources will be available to municipalities to complete the actions.
- **County Annex** – For the County annex, B&L created a list of potential new mitigation actions, based on feedback from public and stakeholder participation. B&L shared this list. These will be incorporated into the County's annex and spreadsheet, taking into account the following discussion points:
  - DHSES input: Ensure that when writing actions that address more than one hazard, that you are specifically calling out the hazard in the action description, and detail how the action reduces vulnerability to that specific hazard.
  - Pat – This is a good reflection of the conversation.



- Brian – Pat & Scott will mostly handle the mitigation actions. Emergency Management will just fix the broken stuff.
- Scott Duncan – 3rd action on the proposed sheet is already happening, just a matter of documenting it. Possibly Scott could go through the projects and see if there's anything they're already doing.
- B&L will add the mitigation actions to the full spreadsheet, but can always make revisions later if requested.

#### **5. RECOMMENDED MITIGATION ACTIONS FROM PARTICIPATORY ACTIVITIES**

- See County annex notes above

#### **6. REPORT TIMELINE**

- B&L has put together a potential outline (attached). However, this schedule will likely be revised after the HHPD timeline is incorporated (see below). Pat clarified that he will work with Christina Rust to post the plan on the County's website, and that the County can put together a public comment form and distribute the link via social media. Pat is out of the country from September 9th to the 18th. Beth from DHSES said the timeline looked good, except that DHSES has not had any required revisions from FEMA in years, except for dam worksheets. B&L will revise this.

#### **7. SECOND PUBLIC INFORMATION MEETING**

- The chosen date is Wednesday 9/25 from 12-1 and 5-6, as a hybrid approach (by Zoom and in person). However, this is subject to change once the HHPD timeline is finalized. (See below). The County can try to advertise the meeting earlier, and post it on social media a lot. B&L will get a flyer to the County once the date and details are finalized.

#### **8. HIGH HAZARD POTENTIAL DAMS (HHPDs)**

- Attendees discussed requirements and previous decisions about HHPD worksheets. HHPD worksheets are an optional component of the HMP, according to FEMA and DHSES requirements. However, Beth from DHSES clarified that completing HHPD worksheets was included in the scope of work between Albany County and DHSES, and that therefore HHPDs were required to be completed for the plan update. This was not brought up in extensive previous discussions of whether or not to do HHPD worksheets, and will require adjustments to the schedule. Discussion points included:
  - Pat clarified that earlier decisions had been made not to do the worksheets, because there are a lot of private dams in the County, so the County does not have jurisdiction over the dams. Instead, they would have to have IMAs or agreement with private dams.

- Kevin clarified that HHPD funding would not be available if the worksheets would not complete.
- Brian mentioned that although they were private dams, the fallout of a potential dam failure lies on the municipalities. For example, in Rensselaerville, the town doesn't own dam, but has responsibility for having an emergency plan for the dam, and has downstream liability if a dam failed. Brian recommended the County make sure they are well-versed in pros and cons of completing vs. not completing the worksheet. A worksheet may be a small feat compared to having dams deteriorate. Also, the question of who decides (the County making a decision for the municipalities not to make this funding available) is a consideration.
- Pat said that he would revisit this, but the decision is ultimately not up to him. Pat was originally advocating to do the worksheets, but it is not his decision.
- Jayme clarified that if we offered worksheets for some municipalities, would there be a question of fairness if we don't offer them to others. She clarified that the worksheets are a new component of the plan, and can take some time because they require an engineer to complete the review, and because FEMA has had comments to address in previous plans.
- The documents that would be needed in order to complete the assessments are the Emergency Action Plan, the Engineering Assessment, and flood inundation maps (usually included in the EAP or engineering assessment) for each dam. The Sheriff's office would have all the EAPs (and possibly the 911 center as well).
- DHSES clarified that HHPDs are included in the scope of work with Albany County and DHSES. So HHPD worksheets are required to be completed for the plan update.
- Pat will follow up with Jayme offline about this. This will affect the schedule, and the scope of work. The public meeting date is now a bit tentative – everyone should hold the date until we can have discussions of HHPD worksheets.

## Upcoming Meetings

### 1. EXECUTIVE STEERING COMMITTEE MEETING #11

- Tuesday September 3, from 11:30 – 12:00 PM

### 2. SECOND PUBLIC INFORMATION MEETING

- Tentatively Wednesday, September 25 at 12 PM and 5 PM. Hybrid approach. To be confirmed after HHPD approach is finalized.



## Next Steps

### **B&L**

- Jayme and Pat will discuss HHPDs and how to proceed
- Brian, Jayme, Margaret will talk about outstanding items for Rensselaerville
- B&L will incorporate new mitigation actions into County annex
- B&L will prepare survey for Altamont County fair if requested
- B&L will put together a flyer for the Public Information Meeting #2, once the date and details are finalized.

### **County Executive Office**

- Discuss HHPD approach with B&L and others in the County
- Inform B&L about the County fair
- Provide list to B&L about plans that the previous HMP was incorporated into
- Send the contact for the floodplain administrator for the Town of Guilderland to B&L
- Coordinate with Christina Rust to post plan on website, as needed.

### **DPW**

- Scott Duncan will go through the mitigation actions for municipalities and the County, and see if there's anything they are already doing

### **Next Meeting**

- Tuesday, September 3<sup>rd</sup>, 2024 @11:30am via Zoom

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