

Plainfield Flood Recovery Grants Planning Group
Meeting Notes
August 17, 2024

In Attendance:

Karen Hatcher, Plainfield Grants Administrator;
Michael Zahner, Plainfield Assistant Grants Administrator;
Gary Smith, Public Assistance Coordinator;
Karl Bissex, Town Selectman

Agenda:

I. **Mission**

The mission of this group is to identify, explore and secure resources for the town benefit.

II. **Roles/Talents**

Karen: organization, ability to see the entire picture and manage pieces, administrative functions, setting up meetings with key resources, keeping the group on task

Michael: research, assembling information, technical and scientific data, help with damage assessment, contacts at state government

Gary: administration, funding, budgeting, strategic planning, project management, good with numbers, computer technology, highly detailed

Karl: enjoys people, big picture thinking, forward looking, connection to the Select Board, calm, visionary, good communication, knows the history of the town and its people

III. **Process**

- The group will meet weekly on Monday mornings from 10-12 in the Select Board room at the Town Offices.
- Using a centralized task tracker and calendar to mark progress in between meetings

IV. **Priorities**

The first priority is to create a complete Damage Inventory for the purposes of FEMA application and for use in other grants.

V. Tasks

Michael

- Send Karen the task tracker template used in the past
- Schedule time to drive town roads with Gary (week of 8/19) and walk the Great Brook with Gary and Karl (week of 8/26)
- Research FEMA Hazard Mitigation Grant to deal with homes at risk of falling in the brook and possibly re-routing water lines to new upper village development
- Contact Agency of Transportation regarding bridge experts, inspectors
- Contact Tristan about water/waste water damage

Gary

- Continue work entering data on Damage Inventory
- Schedule time to drive town roads with Michael (week of 8/19) and walk the Great Brook with Michael and Karl (week of 8/26)
- Support Karen with finessing the task tracking template
- Contact Michael Bingham about inspectors
- Create bridge and culvert inventory list

Karen

- Contact Denise Wheeler regarding joining team
- Set up Group Calendar
- Send out Group Contact List
- Set up Task Tracker
- Investigate what FEMA IA covers and doesn't cover

Karl:

- Contact Bram regarding Paul's role, need for IA Consultant
- Confirm we can use the Select Board as our "War Room"
- Talk to Bram about his photos, where they are organized, labeled
- Walk the Great Brook with Gary and Michael (week of 8/26)