

**New Hampshire Coastal Risks and Hazards Commission (RSA 483-E)
Meeting Minutes**

NHDES Portsmouth Regional Office
Pease International Tradeport, 222 International Drive, Suite 175
Portsmouth, NH

June 12, 2015
9:00 AM – 11:30 PM

| Name | Representation | In Attendance |
|---------------------|--|----------------------|
| Arcieri, Bill | Town of Newmarket | X |
| Bird, Steve | City of Dover | X |
| Borden, Rep. David | Town of New Castle | X |
| Bowman, Peter | Alternate, NH DRED – Division of Forests and Lands | |
| Caron, David | NH Municipal Association | |
| Carroll, Patrick | Town of Rollinsford | |
| Cormier, Robert | Homebuilders and Remodelers Association of NH | |
| Couture, Steve | Alternate, Department of Environmental Services | X |
| Cushing, Rep. Renny | Representative, NH District 21 | |
| Feighner, Edna | NH Division of Historical Resources | |
| Fitzgerald, Brian | Alternate, Town of Rye | X |
| Gilbert, Jennifer | NH Office of Energy and Planning | X |
| Godlewski, Sherry | NH Department of Environmental Services | X |
| Hawkins, Don | Town of Seabrook | |
| Houle, Jamie | Town of Durham | X |
| Huber, Richard | Alternate, Town of Exeter | X |
| Kinner, Peter | Town Greenland | X |
| Kipp, Jonathan | NH Public Risk Management Exchange (Primex) | |
| Kirshen, Dr. Paul | University of NH | X |
| Kroner, Shep | Town of North Hampton | |
| Kupper, Theodore | NH DAS – Bureau of Public Works, Design & Construction | |
| Melanson, Paul | Town of Hampton Falls | X |
| Miller, Steve | City of Portsmouth | X |
| Morgan, Thomas | Town of Newington | |
| Nyhan, Kevin | NH Department of Transportation | X |
| O’Sullivan, Michael | Town of Madbury | |
| Pennock, Jonathan | UNH Marine Program & NH Sea Grant Program | |
| Pimental, Kyle | Strafford Regional Planning Commission | X |
| Rice, Rep. Fred | Representative, NH District 21 | |
| Rice, John | Seacoast Board of Realtors | X |

| Name | Representation | In Attendance |
|---------------------|--|---------------|
| Riley, Cory | NH Fish & Game, Great Bay NERR | X |
| Ryan, Mary Kate | Alternate, NH Division of Historical Resources | X |
| Scholz, Ann | Alternate, NH Department of Transportation | |
| Sinnott, Cliff | Rockingham Planning Commission | X |
| Stanwood, Sabrina | NH DRED – Division of Forests and Lands | X |
| Stephenson, Roger | Town of Stratham | X |
| Stiles, Sen. Nancy | Senator, NH District 24 | X |
| Watters, Sen. David | Senator, NH District 4 | X |
| Winslow, Phil | Town of Rye | X |
| Wolek, Gail | NH DRED – Division of Parks and Recreation | X |
| Wood, Rep. David | Town of Hampton | |

Others in Attendance

| Name | Representation | In Attendance |
|------------------|---|---------------|
| Howard, Kirsten | NH Coastal Program - Department of Environmental Services | X |
| LaBranche, Julie | Rockingham Planning Commission | X |

1. Welcome/Introductions

Chairman Cliff Sinnott started the meeting at 9:09 AM and welcomed everyone.

2. Approval of Draft Minutes of April 17, 2015

A motion by John Rice was made to accept the minutes of April 17, 2015. The motion was seconded by Senator Nancy Stiles. Minutes approved. None opposed. Bill Arcieri abstained.

3. Membership Update

Vicki Quiram of NHDES has resigned due to new appointment as the Commissioner of the Department of Administrative Services. Sherry Godlewski has been appointed to replace her. Steve Couture will serve as NHDES alternate.

4. Appointment of Commission Clerk

Jennifer Gilbert of NHOEP has resigned as Commission Clerk.

Senator Nancy Stiles moved to appoint Sherry Godlewski of NHDES as the new Commission Clerk with the delegation of note-taking and other clerkship duties passed to Kirsten Howard of the NHDES Coastal Program. Phil Winslow seconded. No Discussion. No opposed. Motion approved.

Commission members thanked Jennifer for her hard work as Clerk for 15 months.

5. Outline & Schedule of CRHC Draft Report proposed by Steering Committee; Drafting Work Group – [Outline Attached]

Kirsten will coordinate a Subgroup to draft the report that will include the recommendations. Cliff asked Commission members to email Kirsten (kirsten.howard@des.nh.gov) if anyone is

interested in helping. Current draft team members include: Cliff Sinnott, Steve Couture, Cory Riley, Sherry Godlewski, Jennifer Gilbert, Julie LaBranche

The first drafting team meeting is set for Friday, June 26 from 9:30-11am at the NHDES Pease Office 222 International Drive, Suite 175 in Portsmouth NH. The goal will be to have a draft report ready for the Commission in late September.

Cliff explained the outline to the Commission based on the handout. Some specific discussion followed about the following sections:

Findings: impacts on coastal NH, comes from Tides to Storms project, CAPE, local work in Durham, in Dover, in Exeter.

Recommendations and Actions: Good draft exists already. Will add to it as the Commission proceeds.

Phil Winslow asked: What is the timeframe for sharing this with various communities? We talked about doing that at this meeting but we called a halt to that.

Cliff responded: Either in July or some other time. Will discuss in more detail later in the agenda.

Paul Kirshen suggested that a section focus on ongoing efforts and activities to reduce vulnerability in the coastal area, to go between findings and recommendations.

Senator David Watters suggested that be captured in Section 5 with meeting minutes. Suggested adding a small subsection in Section 6 about other reports and research in addition to the STAP.

Senator Watters suggested adding a section to discuss what big businesses in the area are doing to prepare for climate impacts, like the Seabrook Power Plan, Extera, Unitil, and others that provide services that are similar to public services. Roger Stephenson agreed and also suggested Albany International.

Cliff asked how we would do this in a consistent, fair way. Roger agreed that validation would be important. Sherry Godlewski asked if the information would be proprietary. Roger suggested not attributing names to documents.

Senator Watters mentioned a tour taken at Seabrook Power Plant. Added he doesn't think we have to be comprehensive, but would just suggest adding the section to show that others are already preparing and set context. Cliff mentioned railroads as well.

Roger suggested looking at Chris Silver's report on local businesses from 10 years ago. Cliff mentioned that under the findings of vulnerability assessments, the category of "development" could be inclusive of businesses like those discussed.

Phil Winslow mentioned that there is concern about safety issues related to gridlock following snowstorms, including getting fire trucks. This should be included. Senator Stiles agreed, referencing Hampton snow removal/pile at the State Park.

Sherry announced that a transportation workgroup is forming at UNH. First meeting end of June and presenting at CAW. Group wants participation from DOT and RPCs to serve and provide input. Paul K. elaborated, adding that Jo Daniel, Jennifer Jacobs, and others are involved. 2 year project. Grant from Sea Grant. There is also a new center at UNH on infrastructure resilience.

Steve reminded folks that the Environmental Business Council of New England had a workshop with CAW and may have good contacts. Cliff also mentioned that Jonathan Kipp can bring in the insurance industry.

Richard Huber mentioned news that insurance companies are participating in fraud to avoid paying damages after Hurricane Sandy. Highlighted a need for oversight of companies and FEMA. Jennifer responded that NH didn't have any flood insurance claims from Sandy, and she knows that FEMA is trying hard to deal with the issue.

6. Recommendations Update & Initial Municipal Presentation, Cliff Sinnott [10 min]

Cliff initially proposed a municipal focus group meeting in place of July CRHC meeting; CRHC municipal members could nominate participants(s) from their community. It was decided that July is too soon but that a focus group format to get municipal input is a good plan.

Commission needs to edit recommendations to organize by audience, including municipal audience.

Cory Riley asked what the process is to organize the focus groups and prepare. Who would facilitate? Would it be an evening meeting or daytime?

The group agreed to wait until summer is over and hold two meetings—one evening for volunteers and elected officials and one daytime for staff. The meetings would include inland and coastal representatives, but there would be an opportunity to break the coastal and inland participants into two groups during the meeting.

Julie reminded the group to focus on the purpose of the focus groups. If they're responding to draft recommendations, they may not get very specific about coastal and inland issues.

Cliff asked CAW to organize the focus groups. Steve and Sherry agreed to do that but with assistance from Commission members. Representative David Borden of New Castle, Phil Winslow of Rye, Richard Huber of Exeter, and Peter Kinner of Greenland agreed to participate, if they are available when the meeting is scheduled.

7. Facilitated development of a Communications and Outreach Strategy for the Commission – Roger Stephenson, Kirsten Howard (1 hr 45 min)

A. Kirsten explained that there are two phases of communications:

- i.** Phase 1: Draft recommendations and report focused on input and comments
 - Timeline: Draft report to be disseminated for comment Fall 2015 and finalized in early 2016
- ii.** Phase 2: Dissemination and explanation of Final Recommendations and Report
 - Timeline: finalize report in January or thereabouts
 - Timeline: Final report to be released early 2016, Commission sunset

December 1, 2016

- B.** Roger gave a short presentation explaining the components and key steps to develop a Strategic Communications Plan.
- i.** The group first spent some time outlining its goal for communicating the recommendations and report. Discussion resulted in the following draft language: *The goal of the Commission, as it relates to strategic communication, is for key audiences to understand, discuss, and act on the recommendations in order to reduce coastal risks and hazards, including storm surge, sea-level rise, and precipitation.*
 - ii.** The steps for developing a Strategic Communications Plan were outlined as follows, and should be repeated for every audience identified:
 - Identify a key audience (within the four categories of state legislature, state agencies, municipal and regional entities, and private organizations) and why they're important
 - Identify the objective for the audience: what does the Commission want them to do?
 - Identify the strategies to achieve the objective for the identified audience
 - Identify the parties responsible for carrying out those strategies
 - Identify the specific tactics, timeframe, measures of success, and resources available to carry out those strategies
 - iii.** The Commission members broke out into four subgroups to discuss the steps for each category of audiences (state legislature, state agencies, and municipal/regional, private). Notes from these discussion groups will be synthesized into a draft Strategic Communications Plan and shared when the Plan is finalized.

8. Next Meeting:

The next meeting will be Friday, July 17. Agenda items include:

- Report back from Focus Group planning team
- Report back from Report Drafting Subgroup
- Presentation by NHGS on Shoreline Change analysis (to be invited)
- Presentation by RPC on Tides to Storms
- Review of Strategic Communications Plan

9. Other Business

- A.** 2015 New Hampshire Climate Summit – June 19th, Register here: <http://nhblog.stormsmart.org/registration-is-now-open-for-the-coastal-nh-climate-summit/>
- B.** New Hampshire's comment letter on the Federal Flood Risk Management Strategy (FFRMS) [Letter as handout, submitted by NHOEP]
- C.** NHCAW and GBNERR workshop on Shoreland and Wetland Permitting, June 23 at Hugh Gregg Center in Greenland, NH
- D.** NHCAW and GBNERR workshop on Cultural and Historic Resources, June 30 at Hugh Gregg Center in Greenland, NH
- E.** Steve Miller handed out copies of the STAP 2-pager to all Commission members for distribution to respective organizations and communities

10. Public Comment

None.

11. Action Items:

- Kirsten take notes as acting Clerk for Sherry, post meeting announcements, materials, and agendas to website
- Kirsten, Sherry, and Julie to reorganize recommendations by audience.
- Kirsten to organized Draft Subgroup meeting June 26, 9-11:30am at Pease NHDES office, everyone welcome to attend—email Kirsten if interested (kirsten.howard@des.nh.gov)
 - Report Draft Subgroup will consider following report outline suggestions:
 - Capture activities already going on that address some vulnerabilities
 - Incorporate what some larger companies with public impact are doing to manage risk
- Steve Miller and Sherry Godlewski to organize a small committee to plan the focus groups for early Fall. They will invite other interested Commission members, including: Julie LaBranche, Cory Riley, Kirsten Howard, Peter Kinner, Phil Winslow, Rep. David Borden, and Richard Huber.
- Kirsten will invite Neil Olson of NHGS to present the coastal change analysis on July 17
- Kirsten and Roger to draft outline of Strategic Communications Plan based on group discussion, for review at July meeting
- Cliff to draft July 17 agenda and circulate to group
- Cliff will send an email with details (time, place) about the next Steering Committee meeting on July 24

12. Adjourn

The meeting adjourned at 12:00 PM.

Meeting Notes Prepared By:

Kirsten Howard of the NHDES Coastal Program, acting for Commission Clerk Sherry Godlewski