

# STEERING COMMITTEE

## COASTAL RISKS AND HAZARDS COMMISSION

Friday, June 5, 2015

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

### DRAFT MINUTES

**Attending:** Chairman Cliff Sinnott, Julie LaBranche (RPC), Senator David Watters, Representative Fred Rice, Kirsten Howard (NHDES), Steve Couture (NHDES, left at 3pm), Jennifer Gilbert (NHOEP)

#### 1. Call to order

Commission Chair Cliff Sinnott began the meeting at 2:33pm.

#### 2. Approval of Minutes from May 8<sup>th</sup>, 2015 Meetings

A motion by Senator Watters was made to approve the minutes of May 8<sup>th</sup>, 2015. The motion was seconded by Jennifer Gilbert. Representative Rice abstained as did Steve Couture (NHDES alternate for Sherry Godlewski). Remainder approved.

#### 3. Planning Communication & Outreach discussion for June 12<sup>th</sup> –Kirsten Howard

Cliff updated everyone regarding the editing team's recommendation to delay inviting municipal officials to provide input on the draft recommendations until the July Commission meeting. Several reasons for the delay were given, including that it is felt one more edit is needed by Commission members and time should be spent discussing a more comprehensive outreach plan first. Additionally, the municipal subset of the recommendations is not yet selected and the close timing of the June 12 meeting was a concern.

Cliff explained that, instead, the group will be able to have a more detailed discussion about the Strategic Communications Plan and have a strong draft outlined by the end of the June 12 meeting.

Kirsten Howard presented the proposed activity (along with an accompanying handout) for the June 12 meeting, to be facilitated by her and Roger Stephenson. Kirsten explained the basic breakdown of the 2-hour activity:

- Introduction and discussion of Commission communication goals

- Activity focused on identifying important audiences and objectives for them
- Outline developed and handed to Roger and Kirsten to complete a short draft Strategic Communications Plan for Commission review in July

Senator Watters suggested that it will be very important to prime the facilitators of the activity and to explain that the activity is a test run—it won't produce anything concrete.

Watters also suggested adding “regional” to the municipal government category. Other Committee members agreed informally to this suggestion.

Discussion followed to adjust the planned activity slightly. Some possible audiences were suggested, including legislative committees. Representative Rice suggested combining question 1 and 2.

Sinnott and LaBranche agreed that time should be spent at the beginning discussing the rollout of the draft recommendations to occur in 2015. Then the group can move on to spend time on the outreach around the final report. Senator Watters agreed and suggested that the draft rollout be a soft launch with two public hearings—one focused inland and one on the coast. This part of the activity can also focus on how the Commission will seek and respond to public comments.

Representative Rice said that a key component of the outreach is to have a succinct 20 minute presentation to explain the recommendations and the reasons behind them. He explained this is especially important for State Legislature and Municipal Governments.

Members discussed how many iterations of the draft recommendations should be completed before they are finalized. No consensus was arrived at, but there was general agreement that the draft should go out for public comment, be edited, and then finalized.

Representative Rice and Jennifer Gilbert both mentioned processes they'd been part of where the public comments were organized and the decision to either incorporate or not incorporate the comment was clearly explained.

Julie LaBranche referenced a process where they set up a specific comment email address. Comments were also received as written comments or by phone.

The Committee agreed that the facilitators for the breakout activity on June 12 should be Cliff (legislature), Julie (municipal and regional), Kirsten (state agencies), and Roger (private institutions).

**Action items:**

- Kirsten & Roger will make suggested edits to activity and add a short presentation about the rollout of the draft recommendations and input process
- Kirsten will send draft activity to facilitators prior to Friday meeting

#### **4. Discussion about Rolling out municipal-focused recommendations in July**

Cliff stated that he still thinks the Commission should show the draft recommendations to municipal representatives in July. The purpose would be for the Commission to check if the recommendations are on target and to better understand how communities may perceive and respond to the recommendations when the public comment period opens.

Senator Watters asked if the municipal representatives need the context within the draft report before they can comment in detail on the recommendations.

Cliff acknowledged a recurring challenge about the order of presentation—that stakeholders need to see a clear presentation of the vulnerability assessment before they can respond in an informed way to the recommendations. However the draft report will not be ready in July. Cliff suggested that we call the initial July outreach a “focus group.”

Watters suggested that we invite around 10 people to test the recommendations and present the informal context to them first. Cliff agreed but suggested that the group can be open-ended—others can join if they’re interested.

The Committee agreed to hold a separate “Municipal Focus Group” session with invited participants in July instead of the monthly Commission meeting. A mix of different municipal departments and geographies should be represented. It’s possible there could be two focus groups—one inland and one coastal. At the June meeting, Commission members will be asked to write down a couple suggested invitees for the Focus Group. Julie suggested Wednesday or Thursday would be good days and that invitees should self-select. Committee agreed the Focus Group should include lunch, if possible.

Cliff emphasized that the Commission won’t be asking participants to respond or react officially. Rather the Focus Group will be to get a sense of how other community members will respond and identify some potential complications. Cliff suggested asking CAW to help facilitate—Julie agreed, but suggested that enough CAW members are already involved in CRHC and we can just ask for their help.

#### **Action items:**

- Cliff will formalize the Focus Group plan and ask Commission permission for the change of plans on June 12*
- Cliff will ask Commission members on June 12<sup>th</sup> to provide names of possible invitees*
- Julie will edit the draft recommendations and begin creating a version for municipal officials*
- RPC will organize the Focus Group session for July and design the presentation and activity*
- RPC will ask CRHC CAW members for help facilitating*

#### **5. Draft Report—Continued Discussion:**

##### **a. Content agenda—revised**

Cliff circulated a draft outline of the report.

Rep. Rice suggested starting with the vulnerability assessment and putting the STAP report in the Appendix.

Cliff agreed and suggested the Commission extract the pieces of the STAP report that are critical for people to know to include in the report chapter (focused on 2-pager content).

Watters suggested including the Coastal Viewer in the report.

Committee agreed to change Chapter 7 to “Findings and Vulnerability Assessment.” Chapter 8 will be “Recommendations”

The Committee agreed that they like the title.

Watters suggested that much of the report is already written, with 6 as the STAP report, 5 as the summary of all Commission meetings (Annual reports), and 7 as the vulnerability assessments.

Cliff agreed. He also observed that 8 will be a narrative section that explains some of the major recommendations. Bullets will be included.

Watters said that the Commission needs to spend time thinking about whether the recommendations are comprehensive enough. Cliff agreed, stating that the vulnerability assessments may trigger some additional recommendations about specific infrastructure and sites.

Rice suggested waiting to draft section 8 until the other sections are written.

#### **b. Drafting team assignments**

- Steering Committee will work on draft report in July and August
- The drafting team will consist of:
  - Kirsten (master editor)
  - Julie LaBranche
  - Cliff Sinnott
  - Jennifer Gilbert
  - Sherry Godlewski
  - Cory Riley (add?)

#### **Action items:**

*-Cliff to share updated outline with Commission on June 12*

*-Kirsten to coordinate drafting team*

#### **c. Timeline**

Cliff explained that the goal is to finish a draft by late September.

## **6. Transitioning Clerk responsibilities**

Cliff mentioned that Kirsten Howard offered to take over Clerk duties from Jennifer Gilbert. Committee members agreed that a Commission vote should take place June 12.

### **Action item:**

*-Cliff propose a vote to change Commission Clerk on June 12*

*-Kirsten: update website, write minutes*

## **7. Other Business**

### **a. June & July Commission agendas**

#### **Action item:**

*-Cliff will send draft agenda for June meeting ahead of time.*

### **b. Further discussion—Coastal Walking tour in September**

Members agreed that while a Coastal Walking tour would be welcome, it is too hard to coordinate given the amount of work the Commission has to do.

### **c. Other**

Tides to Storms update: Julie updated Committee members, she has scheduled meetings with several coastal towns. Much outreach will be done by the July meeting through this effort.

FEMA Flood Insurance Rate Maps update: Jennifer explained that Strafford County will adopt the new maps on September 30, 2015. There is a public meeting on June 24<sup>th</sup> in the Durham Public Library. These maps affect Dover, Durham, Madbury, and Rollinsford. The Rockingham maps are on hold.

#### **Action item:**

*-Kirsten will invite Rick Chormann and Neil Olsen to present NHGS data on shoreline change in August along with Tides to Storms*

*-Kirsten, Steve, and Roger will draft talking points for Senators Stiles and Watters for June 19 Climate Summit*

## **8. Public comment**

None.

## **9. Adjourn**

The meeting adjourned at 4:08pm.

Meeting notes prepared by:

Kirsten Howard, acting Commission Clerk