



*Town of Waterfield
123 Main St.
Waterfield, MA 22222
508-555-0000
www.waterfieldma.gov*

August 21, 2018

Massachusetts Emergency Management Agency
Hazard Mitigation Unit
Attn: Sarah White
400 Worcester Road
Framingham, MA 01702

RE: Letter of Intent and Non-Federal Cost Share Commitment for 2018 Pre-Disaster Mitigation / Hazard Mitigation Planning Grant

Dear Ms. White;

Through this letter, the Town of Waterfield wishes to be considered for 2018 Mitigation Grant funding to update our Local Multi-hazard Mitigation Plan. Our current plan was approved on July 3, 2013 and expired on July 2, 2018.

In addition, we commit to providing a non-federal cost share of \$6,000 which is 25% of the total cost of the planning project we will undertake if awarded. The non-federal cost share will be comprised of town cash and staff time. A detailed budget is attached to demonstrate our proposed cost share.

Our community is committed to making our community more resilient from natural hazards and reducing our overall vulnerability. We will be addressing all of following hazards in our plan; Flood, Dam Failure, Coastal Hazards, Hurricane/ Tropical Storm, Nor'easter, Earthquake, Landslide, Severe Winter Weather, Wildland Fire, Severe Weather (thunder, lightning, high winds), Tornado, Drought, Extreme Temperatures, and Tsunami. We will focus on our hazards of greatest concern which are flooding, severe winter weather, and high winds. In our community, our greatest vulnerabilities are to our floodplain areas and the development in the flood zone, like our DPW garage and town fuel tank as well as a number of business including an office supply store and grocery store. Additionally, we are vulnerable to roof collapses or structural failure during high wind or major snow and ice events.

This fall we will be starting our Municipal Vulnerability Plan sponsored with state funding from EEA with the assistance of the Midfield Regional Planning Commission. In the past two years, the town has been conducting public outreach to businesses and residents through our Know your Zone Education Series to provide information to those living and working in the floodplain. Throughout this project our community has gained support for hazard mitigation, and momentum to continue with resilience activities.

The town of Waterfield is committed to implementing this planning process by utilizing the Waterfield Local Emergency Planning Committee (LEPC), headed up by our Emergency

Management Director and Fire Chief, Bill Smith. This existing committee include a number of town department heads, the hospital, several hazardous materials facilities (Tier 2 facilities), and the Ambulance Squad. We would also expand this group to include our neighboring communities of Highland, Lowborough, and Dryfield; the Long River Watershed Collaborative, the Friends of the Long River, Waterfield CERT, OfficeStore, and the Greater Cities Chamber of Commerce. This group will meet every other month during the 24-month planning process in the late afternoons. The meetings will be posted according to open meeting law and notes will be available on the town's website. The public will be encouraged to attend all of the planning meeting, however two briefing to the Board of Selectmen will be held to reach a broader audience.

We hope that you consider our commitment letter for our Hazard Mitigation Planning Update and include our community in the 2018 application to the Federal Emergency Management Agency for funding. We look forward to this opportunity.

Sincerely,

Michael Thomas
Chair, Board of Selectmen

CC: Bill Smith, EMD/Fire Chief
Town Administrator
Waterfield LEPC
Midfield Regional Planning Commission
City of Highland
Town of Lowborough
Town of Dryfield
Greater Cities Chamber of Commerce
File

Non-federal Cost Share Budget Example for Waterfield

Name	Job Title	Proposed Hours	Current Hourly Rate	Fringe Rate Calculation (24.87%)	Subtotal (salary + fringe)	Total Cost Share Budget
Bill Smith	EMD/Fire Chief	30	\$41.38540	\$10.29	\$51.68	\$1,550.34
Jose Ramos	Public Health Director	10	\$36.25888	\$9.02	\$45.28	\$452.76
Sally Field	DPW Commissioner	2	\$43.00259	\$10.69	\$53.70	\$107.39
Mike Estaban	Engineer I	10	\$27.45555	\$6.83	\$34.28	\$342.84
John Henry	Planner	35	\$25.39000	\$6.31	\$31.70	\$1,109.66
Mary Clark	Town Administrator	6	\$39.22547	\$9.76	\$48.98	\$293.89
Peg Quinn	School Department	6	\$42.10001	\$10.47	\$52.57	\$315.42
Meg Santos	Chamber of Commerce*	5	\$30.00000	\$0.00	\$30.00	\$150.00
Brian Wysoch	Volunteer**	30	\$25.00000	\$0.00	\$25.00	\$750.00
				Total Staff time	Cost Share	\$5,072.30
Town Cash				Total Cash		\$1,000.00
				Total Cost Share	Budget	\$6,072.30
** Rate of pay was furnished by the Great Cites Chamber of Commerce						
**volunteer rate of \$25 was established as the rate that is consistent with similar work in the town of Waterfield, such as the Planner and Staff in the DPW						
Documentation of ACTUAL hours and ACTUAL payment to the individuals listed above will be provided in accordance with 2 CFR 215.22-23						