

Municipality:

Project ID:

Worksheet #2

Evaluate Your Planning Team

step 3

When gearing up for the plan evaluation, the planning team should reassess its composition and ask the following questions:

	YES	NO
Have there been local staffing changes that would warrant inviting different members to the planning team?		
Comments/Proposed Action:		
Are there organizations that have been invaluable to the planning process or to project implementation that should be represented on the planning team?		
Comments/Proposed Action:		
Are there any representatives of essential organizations who have not fully participated in the planning and implementation of actions? If so, can someone else from this organization commit to the planning team?		
Comments/Proposed Action:		
Are there procedures (e.g., signing of MOAs, commenting on submitted progress reports, distributing meeting minutes, etc.) that can be done more efficiently?		
Comments/Proposed Action:		
Are there ways to gain more diverse and widespread cooperation?		
Comments/Proposed Action:		
Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?		
Comments/Proposed Action:		

If the planning team determines the answer to any of these questions is “yes,” some changes may be necessary.

When gearing up for the plan evaluation, the planning team should reassess its composition and ask the following questions:	YES	NO
Have there been local staffing changes that would warrant inviting different members to the planning team?		✓
Comments/Proposed Action: NA		
Are there organizations that have been invaluable to the planning process or to project implementation that should be represented on the planning team?	✓	
Comments/Proposed Action: Hazardville Habitat for Humanity has been invaluable in assisting the relocation of former Ragging River Views Park residents. The organization should be invited to participate in THORR.		
Are there any representatives of essential organizations who have not fully participated in the planning and implementation of actions? If so, can someone else from this organization commit to the planning team?	✓	
Comments/Proposed Action: It is essential that the Department of Public Works be represented at each meeting because so many mitigation actions involve them. However, representatives from the department have been unable to attend meetings consistently since the development of the plan. THORR will work with the department's director to find consistent, active representation.		
Are there procedures (e.g., signing of MOAs, commenting on submitted progress reports, distributing meeting minutes, etc.) that can be done more efficiently?	✓	
Comments/Proposed Action: Again, the Department of Public Works has been unable to provide timely progress reports of its mitigation actions. Administrative duties and paperwork have fallen through the cracks since the department has been assigned numerous new duties to Hazardville's mitigation efforts. Perhaps the department, in partnership with THORR, should approach the Town Council for funding for more department staff.		
Are there ways to gain more diverse and widespread cooperation?	✓	
Comments/Proposed Action: THORR members believe that better publicity about mitigation actions will garner more interest from the public, affected/interested organizations, and state agencies.		
Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?	✓	
Comments/Proposed Action: THORR has learned about new PDM funding. The state has asked that local jurisdictions submit applications for brick and mortar projects and risk assessments studies.		

If the planning team determines the answer to any of these questions is "yes," some changes may be necessary.

