



**Beth McGee**, Town Supervisor  
supervisor@townofenfield.org

# TOWN OF ENFIELD

February 14, 2020

Scott D. Doyle, AICP  
Associate Planner  
Tompkins County Department of Planning and Sustainability  
Daniel D. Tompkins Building  
121 E. Court Street  
Ithaca, NY 14850

Subject: TompkinsCountyHazard Mitigation Plan Update- Authorization and Letter of Intent to Participate  
Town of Enfield, NY, Tompkins County

Dear Mr. Doyle:

This is to confirm that the Town of Enfield is committed to participating in the Planning Partnership for the Tompkins County Resiliency and Recovery Plan - Hazard Mitigation Plan (HMP) update. By way of this letter, the Town of Enfield:

1. Authorizes the Tompkins County Department of Planning and Sustainability and the Tompkins County Hazard Mitigation Steering Committee (“Steering Committee”), comprised of a smaller group of yet-to-be selected municipal planning points of contact (POC), as described below, who have the interest and time to devote to detailed document review, to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of municipal participation (a.k.a., the Planning Partner Expectations), specifically:
  - Execute and return this “Authorization and Acknowledgement” letter to the Tompkins County Department of Planning and Sustainability, attention: Scott Doyle.
  - Identification of a municipal representative and one alternate/secondary representative to serve as the planning point of contacts. These people will be

responsible for representing your community and assuring that these participation expectations are met by your community.

- Support the Steering Committee selected to oversee the development of this plan.
  - Provide representation at municipal HMP Planning Partnership meetings where all municipal POCs would be invited to attend (~ 3 meetings over 6-8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
  - Provide data and information about your community as requested by the Steering Committee or the contract consultant, including:
    - Structure and facility inventory data
    - Identification of new development and anticipated development
    - Identification of natural hazard risk areas
    - Identification of natural hazard events and losses that have impacted your community in the last five years
    - Identification of plans, studies, reports and ordinances addressing natural hazard risk
    - Identification of mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
  - Support public outreach efforts in your community which may include:
    - Providing notices on your municipal website with links to the HMP website
    - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletters, flyers, email blasts, social media, etc.)
    - Advertising and supporting public meetings in your area
    - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
  - Assist with identifying stakeholders within your community that should be informed and potentially involved with the planning process.
  - Completing data and information collection survey forms in a timely manner.
  - Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to your community.
  - Involve your local NFIP Floodplain Administrator in the planning process.
  - Review draft Plan sections when requested and provide comment and input as appropriate.
  - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
  - Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning Committee meetings, and assuring that the other minimum

requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC: Beth McGee	Position/Department: Enfield Town Supervisor
Phone Number: 607-288-2384	Email Address: supervisor@townofenfield.org

Alternate/Secondary POC: Ellen Woods	Position/Department: Enfield Town Clerk
Phone Number: 607-273-8256	Email Address: townclerk@townofenfield.org

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA: none	Position/Department: none
Phone Number: n/a	Email Address: n/a

5. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Sincerely,

Beth McGee, Supervisor  
Town of Enfield