



Stephanie Magnan

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March 14, 2024

Greetings,

Attached you will find SEAM Solutions' proposal for the Town of East Montpelier's Local Hazard Mitigation Plan update along with the project schedule and resume for your consideration.

My name is Stephanie Magnan, President and owner of SEAM Solutions, a Vermont based, certified woman owned business enterprise (DBE). SEAM Solutions specializes in Safety, Emergency Management, and Asset Management that can offer customizable, economical solutions to meet your organization's emergency planning and infrastructure needs.

I have a degree in Civil Engineering and have more than 25 years of experience within state government, most of which at the Vermont Agency of Transportation (VTrans). I was truly fortunate to have had the opportunity to diversify my skill sets while with VTrans, which included: bridge and culvert design, building and utilizing GIS and asset management systems. I became especially interested in emergency management during Tropical Storm Irene response and recovery efforts where I gained extensive experience in the field of emergency management along with the year's following as VTrans' lead representative and liaison to Vermont Emergency Management (VEM) and the State Emergency Operations Center (SEOC). As the State Support Function (SSF) for Transportation I was given the authority to make decisions for the Agency during activations along with planning activities to prepare for emergencies.

For 5 years, I worked with VEM updating the State Hazard Mitigation Plan along with the State Emergency Operations Plan, Continuity of Operations, Community Points of Distribution, and developed VTrans' own Emergency Operations Plan. Since starting SEAM Solutions, I have worked with numerous Towns throughout Vermont to update their local hazard mitigation plans. Identifying hazards and their risk, extent, probability and potential damage impact to life, infrastructure, and economy within the community. Identifying capabilities and vulnerabilities to then assess the most effective mitigation actions that will aid in making their community more resilient to the next natural disaster. Towns include Hancock, Morristown, Middlebury, West Windsor, Landgrove, Walden and Topsham.

While I understand you have many consulting options when it comes to hazard mitigation planning services, please know that SEAM Solutions has the knowledge and expertise to produce the highest quality FEMA approved plan for your community.

Best Regards,

A handwritten signature in black ink, appearing to read "Stephanie Magnan", with a long horizontal flourish extending to the right.



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# Town of East Montpelier , Vermont Local Hazard Mitigation Plan Proposal

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### **Assumptions Taken:**

- Start date of project is approximately May 1, 2024
- Vermont Emergency Management initial review can take up to 45 days and final reviews can take up to 60 days to complete
- Each revision from the VEM/FEMA reviews should take no more than ten days to complete.
- Typically meetings can be held virtually, I recommended that a minimum of two in person meetings occur, pricing included in the final project cost and can be adjusted accordingly (Step 5 & 6)

### **Pricing Flexibility:**

- Pricing can be adjusted based on level of responsibility the Town wishes to take on

### **Additional No Cost Service:**

- SEAM can offer to track Town's in-kind hours and wages in order to offset the percentage of financial responsibility as outlined in the proposal



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**Step 1 Assemble planning team and meet with consultant to review the planning process and confirm outreach strategy**

**Consultant Responsibilities**

- Assist in identifying planning team members
- Assist in identifying focus teams/committees and members as Town sees necessary
- Schedule and announce kick-off meeting conference call
- Assist in developing outreach plan
  - Announcements
  - Surveys
  - Other outreach as identified
- Facilitate all meetings and calls

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Identify potential planning team members
  - Optional - contact potential members
- Identify, as necessary, the need for focus teams
- Optional - Schedule and announce kick off meeting
- Assist in developing outreach plan
- Participate in kick-off meeting
- Assign note taker/records manager and post documents including meeting minutes to the Town's website

**Step 1 Deliverables**

- Identify and assemble Planning Team
- Establish Call/Meeting Schedule
- Kick off meeting

**Anticipated Completion Date: May 7, 2024**  
(assuming start date of May 1, 2024)

<b>Consultant Hours: 4</b>	<b>Rate: \$75</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 1: \$300</b>
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<b>Step 2 Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities</b>			
<b>Consultant Responsibilities</b>			
<input type="checkbox"/> Assist in developing Work Plan <input type="checkbox"/> Make revisions to plans based planning team feedback <input type="checkbox"/> Assist in developing agendas for all meetings and calls <input type="checkbox"/> Assist in scheduling all meetings and regular call schedule as determined by planning team <input type="checkbox"/> Assist in discussion for determining optional responsibilities to the Town of East Montpelier to determine clear roles and responsibilities			
<b>Town of East Montpelier Responsibilities, including optional additional responsibilities</b>			
<input type="checkbox"/> Assist in developing Work Plan <input type="checkbox"/> Provide feedback on the Work Plan <input type="checkbox"/> Assist in developing agendas for all meetings and calls <input type="checkbox"/> Optional - Assist in scheduling all meetings and regular call schedule as determined by planning team <input type="checkbox"/> Assist in discussion for determining optional responsibilities to the Town of East Montpelier to determine clear roles and responsibilities			
<b>Step 2 Deliverables</b>			
<input type="checkbox"/> Work plan <input type="checkbox"/> Timeline <input type="checkbox"/> Documented public outreach strategy			
<b>Anticipated Completion Date: May 15, 2024</b> (assuming start date of May 1, 2024)			
<b>Consultant Hours: 4</b>	<b>Rate: \$75</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 2: \$300</b>



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**Step 3 Review information on hazards based on best available data**

**Consultant Responsibilities**

- Assist in developing list of data needs
- Assist in Identifying data sources
- Gather and store (direct expense) the most up to data, accurate data available
  - Includes GIS data and necessary mapping needs
- Identify data gaps for plan development
- Collect data to fill any gaps

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Assist in developing list of data needs
- Identify contacts with potential data
- Optional - store data needed \*but electronic access will need to be granted to SEAM
- Assist in identifying data gaps for plan development
- Optional - Assist with data collection for any data gaps identified

**Step 3 Deliverables**

- Updated list of prioritized natural and man-made hazards
- Updated data for study
- Updated list critical facilities
- Update Plan Sections
  - Purpose
  - Introduction
  - Community Profile

**Anticipated Completion Date: June 21, 2024**  
(assuming start date of May 1, 2024)

<b>Consultant Hours: 18</b>	<b>Rate: \$100</b>	<b>Direct Expenses: \$200</b>	<b>Cost of Step 3: \$2,000</b>
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**Step 4 Review hazard data in one public meeting**

**Consultant Responsibilities**

- Assist in developing outreach materials examples include:
  - Public Preparedness Survey
  - Press Release
  - Flyer
- Develop presentation for public meeting
- Facilitate meeting
- Update hazard data based on team and public feedback

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Optional - Assist in developing outreach materials including
- Assist with scheduling meeting location and logistics including
  - Print and/or post meeting materials developed by consultant
  - Appropriate public warning of meeting
- Distribute Public Preparedness Survey
- Document meeting for reviewing and modifying based on public feedback

**Step 4 Deliverables**

- Public notification of plan update
- Public Preparedness Survey
- Document public feedback

**Anticipated Completion Date: July 15, 2024**  
 (assuming start date of May 1, 2024)

**Consultant Hours: 6**

**Rate: \$75**

**Direct Expenses:\$0**

**Cost of Step 4: \$450**



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**Step 5 Complete vulnerability assessment to quantify the extent of each hazard**

**Consultant Responsibilities**

- Facilitate review of
  - Hazard ranking
  - Area of concern maps
- Develop risk and vulnerability assessment for each of the hazards identified
- Complete vulnerability assessment for all identified hazards
  - Ensuring that all state and FEMA requirements are met
- Map the location of each area of concern identified by Town

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Provide feedback on hazard ranking
- Assist in developing risk and vulnerability assessment for each of the hazards identified
- Provide information on local land use and trends

**Step 5 Deliverables**

- Complete Community Hazard Risk Assessment that meets VEM and FEMA requirements

**Anticipated Completion Date: August 31, 2024**  
(assuming start date of May 1, 2024)

<b>Consultant Hours: 15</b>	<b>Rate: \$100</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 5: \$1,500</b>
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**Step 6 Identify mitigation strategies**

**Consultant Responsibilities**

- Assist in developing a capability assessment that clearly indicates the Town's pre and post disaster capabilities
- Assist in develop and prioritize viable mitigation actions using
  - Risk assessment capability assessment results
  - Research
  - Public participation
- Assist with mapping of mitigation actions

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Assist in developing a capability assessment that clearly indicates the Town's pre and post disaster capabilities
- Provide additional mitigation actions and feedback on those identified with the consultant
- Work with local and state agencies to determine if cost estimate is available for identified mitigation actions

**Step 6 Deliverables**

- Identify Community Capabilities
- Update Existing Strategies
- Mitigation actions identified and prioritized

**Anticipated Completion Date: September 30, 2024**  
 (assuming start date of May 1, 2024)

<b>Consultant Hours: 25</b>	<b>Rate: \$100</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 6: \$2,500</b>
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<b>Step 7 Review mitigation strategies in a public meeting</b>			
<b>Consultant Responsibilities</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in developing outreach materials examples include:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Public Preparedness Survey</li> <li><input type="checkbox"/> Press Release</li> <li><input type="checkbox"/> Flyer</li> </ul> </li> <li><input type="checkbox"/> Develop presentation</li> <li><input type="checkbox"/> Facilitate public meeting</li> <li><input type="checkbox"/> Document and develop Draft Mitigation Plan</li> </ul>			
<b>Town of East Montpelier Responsibilities, including optional additional responsibilities</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist with scheduling meeting location and logistics including               <ul style="list-style-type: none"> <li><input type="checkbox"/> Print and/or post meeting materials developed by consultant</li> <li><input type="checkbox"/> Appropriate public warning of meeting</li> </ul> </li> <li><input type="checkbox"/> Participate in the public meeting</li> <li><input type="checkbox"/> Provide feedback on Mitigation Plan</li> </ul>			
<b>Step 7 Deliverables</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard Mitigation Committee Meeting that includes the Public</li> <li><input type="checkbox"/> Request to review Draft Plan sent to surrounding communities and identified stakeholders</li> <li><input type="checkbox"/> Update Plan Sections               <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan Maintenance</li> <li><input type="checkbox"/> Changes since older plan</li> </ul> </li> </ul>			
<b>Anticipated Completion Date: October 15, 2024</b> (assuming start date of May 1, 2024)			
<b>Consultant Hours: 6</b>	<b>Rate: \$75</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 7: \$450</b>



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<b>Step 8 Submit plan to Vermont Emergency Management (VEM) for initial review and revise accordingly</b>			
<b>Consultant Responsibilities</b>			
<input type="checkbox"/> Make revisions based on public and planning team comments <input type="checkbox"/> Prepare Draft Mitigation Plan for Town's submittal to Vermont Emergency Management (VEM) <input type="checkbox"/> Make any necessary revisions based on VEM's feedback <input type="checkbox"/> Resubmit plan and review tool as necessary			
<b>Town of East Montpelier Responsibilities, including optional additional responsibilities</b>			
<input type="checkbox"/> Publicize draft for public review			
<b>Step 8 Deliverables</b>			
<input type="checkbox"/> Incorporate any changes based on community review <input type="checkbox"/> Draft version of plan for VEM/FEMA review			
<b>Anticipated Completion Date: November 30, 2024</b> (assuming start date of May 1, 2024)			
<b>Consultant Hours: 20</b>	<b>Rate: \$75</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 8: \$1,500</b>



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**Step 9 Submit revised plan to VEM, revise as necessary to meet the 44 CFR 201 requirements and adopt plan**

**Consultant Responsibilities**

- Provide guidance on any FEMA required revisions
- Make any FEMA required revisions based on Town’s feedback
- Submit final version of Mitigation to VEM
- Provide guidance and paperwork for local plan adoption

**Town of East Montpelier Responsibilities, including optional additional responsibilities**

- Coordinate plan adoption by the Town
- Submits adoption certificate and final APA plan to VEM

**Step 9 Deliverables**

- Incorporate any changes base on VEM review
- Plan approved by FEMA
- Digital version of approved plan to be delivered to the Town
- Copy will be provided to RPC upon request

**Anticipated Completion Date: January 31, 2024**  
(assuming start date of May 1, 2024)

<b>Consultant Hours: 8</b>	<b>Rate: \$75</b>	<b>Direct Expenses: \$0</b>	<b>Cost of Step 9: \$600</b>
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<b>TOTAL PROJECT COST:</b>	<b>\$9,600</b>
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# STEPHANIE L MAGNAN

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## CAREER SUMMARY

Working with communities to respond to, recover from and mitigate future damage from disasters. Diverse experience working with municipalities in capacities such as developing capital improvement plans, grant writing and management of state and federal grants including FEMA PA and FHWA ER, creating and updating Local Hazard Mitigation Plans that includes data gathering and mapping, along with specific emergency action plans. Years of state government experience including emergency and asset management, transportation design, and Geographic Information Systems (GIS)

- Keen ability adapting to complex details and challenging work environments
- Experienced at performing within government structure (and non-governmental partners) at the state, federal and international level
- Ability to work effectively with all levels of the organization utilizing interpersonal skills and solid professional experience
- Strong at critical analysis, problem solving, organizational abilities, business process documentation and project management
- Effective listener, communicator and facilitator

## PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

### Municipal Management

- Working with municipalities in Florida recover from Hurricane Ian
- Developing Emergency Action Plan for municipalities
- Municipal grants management
- Developing Capital Improvement plans for municipalities

### Asset Management

- Assisted in formally implementing asset management into VTrans
- Developing policy and procedures asset management, their life cycles and building capital planning projects based these strategies
- Developing strategies for field collection and use in the district offices

### Geographic Information Systems (GIS)

- Designed, built and maintained the Department of Public Service's GIS system utilizing an economically feasible solution by partnering with Stone Environmental
- Built and maintained VTrans SDE (SQL Spatial Database Engine) server
- Performed spatial analysis on data and produced maps for both internal and public display
- Various map products utilizing and joining data sources both spatial and non-spatial
- Created, updated, maintained GIS data through various methods of collection

### Hazard Mitigation

- Working with municipalities to update Local hazard Mitigation Plans
- Identifying areas of vulnerability and aid in developing mitigation actions that will enable the municipality to be more resilient

### Emergency Management

- VAOT Lead to VEM as State Support Functions 1 and 3
  - Updates and enhancements of the Statewide Emergency Management Plan
  - Updates and enhancements of the Statewide Hazard Mitigation Plan
  - Updating Continuity of Operations Plans for both VTrans and the EOC
  - Worked in conjunction with the Vermont National Guard (VTANG) and VEM to develop the State's Community Points of Distribution (CPODS)
- Deployment to Regional Incident Command Center (RICC) during Tropical Storm Irene in the Fall of 2011; RICC was responsible for response, recovery and reconstruction across 56 towns in Vermont
  - Lead for GIS/Data/IT Unit
  - Facilitated coordination amongst Departments' of Transportation from VT, NH and ME and numerous National Guard Units and the State of Vermont tracking and closing out the Emergency Management Assistance Compacts (EMAC).
  - Detailed Damage Inspection Reports (DDIR) for Federal Highway Administration
    - Integrating with FEMA damage collection
- VAOT lead in developing, exercising and implementing the Transportation Operations Plan
- National Guard State Partnership Program (SPP)
  - Supported the National Guard SPP request for expertise in emergency management and transportation

### Project Management

- Final development and implementation plan of eCourt within the Department of Public Service
- Asset data integration between Program Development Division and Operations Division within the VAOT
- MATS (Managing Assets in Transportations Systems) time and labor component
- Implementation of (SQL Spatial Database Engine) within the VAOT
- Development and implementation of damage assessment application to track damage and costs

### Traffic Management

- Coordinate contingency planning effort among stakeholders for traffic management during events, incidents, and other foreseeable atypical traffic situations
- Organize and conduct Traffic Incident Management Training (TIMS)
- Managed a Smart Work Zone project that included multiple construction projects

### CADD/Structural Engineering

- Responsible for designing and creating construction plans for all aspects of bridge projects including
- Performed scuba diving operations for underwater bridge pier and abutment inspections
- Participated on CADD Steering and Standardization Committees

## **EMPLOYMENT HISTORY**

<u>SEAM Solutions LLC</u>	2020 - Present
● President and Owner	
<u>NICOM Coatings Corporation</u>	2019 – 2020
● Project Manager	
<u>Vermont Department of Public Service</u>	2016- 2018
● Broadband Coordinator	
<u>Vermont Agency of Transportation</u>	1990 –2016
● Emergency Manager / Transportation Technician/ IT Specialist	

## **PROFESSIONAL COMMITTEE MEMBERSHIPS**

- Chair of the Central Vermont Regional Planning Commission Transportation Advisory Committee

## **EDUCATION**

- Vermont Technical College, Associates Degree in Civil Engineering Technology 1990
- Community College of Vermont, Emergency Management, AS completed core credits

## REFERENCES

**Eric Boedtker**

Volunteer Fire Chief  
Town of West Windsor, Vermont  
[erik@boedtker.net](mailto:erik@boedtker.net)

**Debbie Messier**

Town Clerk  
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**Richard Charland**

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**Bruce Melendy**

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