**6.3 Plan Monitoring and Maintenance Process**

Plan Monitoring Process

With the Town Manager as lead responsible party, the HMPT will be monitoring this plan as outlined below, to ensure that progress is made and identified mitigation actions are implemented as resources or opportunities become available. The Town will work with its regional partners, including MARC, to identify funding opportunities and for assistance with funding applications.

New to this plan update is an effort to formalize a method for monitoring and evaluating the Town’s progress on action items and to improve local hazard data collection and public awareness and participation. The monitoring process has been identified as an action item to be implemented annually (at a minimum) over the plan period and will include a noticed annual meeting of the Hazard Mitigation Planning Team, to review and track the following:

* progress on **Mitigation/Preparedness Strategies and Actions** listed in **Table 6.2-1**;
* changes or improvements in effectiveness of **Capabilities and Resources** in **Table 4.3-2**;
* updates to local, regional, or State hazard data occurrences and extent;
* changes in prioritization of identified hazards;
* consistency with other Town Plan goals, policies, and recommendations, and
* whether stated goals and objectives are being met

This new method for monitoring and evaluating plan progress will be implemented gradually over the plan period. Once fully established, it will include an annual review to be conducted by the HMPT prior to the Town’s annual budgeting process each fall with the completion of **Hazard Mitigation Plan Monitoring Form** in **Appendix F.** Monitoringforms will be completed identifying any progress made for each action and plans for the coming year. Completed formswill become part of this plan and distributed to the appropriate boards and commissions and made available for public viewing on the Town website. Following the review meeting by the Team, an update on plan progress is to be reported once each year at a scheduled spring Selectboard meeting prior to Town Meeting Day, which is publicly noticed with an agenda. The Town Manager will evaluate the plan by reviewing the completed Hazard Mitigation Plan Monitoring Form with relevant town staff (i.e. Highway Foreman), and determining whether the plan goals and objectives are being met each year.

For these scheduled public meetings, representatives of the Planning Commission, Emergency Management, Fire and Highway Departments, and interested members of the public will be encouraged to attend. Participants will be asked during these review periods to express their concerns and experiences with natural hazards, identify new vulnerabilities and suggest additional mitigating measures. All public input during the annual plan monitoring process will be noted.

During the monitoring process, the Town and Village will consider and incorporate appropriate hazard mitigation actions from **Table 6.2-1** as part of the budgeting process each year in the fall and as part of the planning process for updates to the Town Plan, Flood Hazard Area Regulations, Access Permits, and any other related planning, as well as for future community development projects, as appropriate. The HMPT will also be responsible for ensuring proposed mitigation actions remain in line with current town goals, strategies, and policies.

Plan Maintenance Process

The Town will apply for grant funding to update the LHMP in 2025 and reconvene the Hazard Mitigation Planning Team at the direction of the Town Manager by the 2nd quarter of 2026 to kick-off the update process and secure consultant services for assistance in the planning process. The Town Manager will again reach out to the community for additional volunteers to participate as members of the Hazard Mitigation Planning Team for the new plan period.

The Town will review the prior plan progress and monitoring forms. The Team will conduct the planning activities as outlined in the Process Flow Chart **(Appendix B**) and incorporate the plan monitoring information gathered during the annual reviews, updated hazard data, town and regional plans, and new relevant reports and studies. All public meetings will be warned following town protocols.

A preliminary draft plan will be made available for public comment on the town and regional websites, on the Ludlow Community Facebook page and hard copies will be available at the town office. A second publicly warned meeting will be held in the 3rd quarter of 2027, during which any substantial revisions gathered during the public input period will be discussed. All final edits and revisions will be made, and a final draft will be provided to the Hazard Mitigation Planning Team for final review by the end of 2027.

Subsequently, the plan will be sent to Vermont Emergency Management for review, approval, and referral to FEMA for Approval Pending Adoption (APA) to be completed by the 2nd quarter 2028. Following the receipt of APA, the Ludlow Town Selectboard and Village Board of Trustees may then adopt the updated Local Hazard Mitigation Plan and forward a copy of the adoption resolution to FEMA to complete the plan approval and adoption process before this plan expires at the end of 2028.