

# Village of Baxter Estates Annex

This document presents the Village of Baxter Estates’s annex to the *Nassau County Multi-Jurisdictional Hazard Mitigation Plan*.

## Hazard Mitigation Plan Points of Contact

The individuals below have been identified as this jurisdiction’s points of contact for the hazard mitigation plan. These individuals are members of the Planning Committee that met regularly for the update of this plan and will continue to meet in the years ahead to implement it.

Primary Point of Contact	Alternate Point of Contact
Nora Haagenon, Mayor Village of Baxter Estates 315 Main Street Port Washington, NY 11050 mayor@baxterestates.org 516-767-0096	Chrissy Kiernan, Village Clerk-Treasurer Village of Baxter Estates 315 Main Street Port Washington, NY 11050 clerk@baxterestates.org 516-767-0096

## Profile

The Village of Baxter Estates covers approximately 0.18 square miles<sup>1</sup> and has a total population of 1,018 according to the American Community Survey 5-year 2018 Estimates. Some of the demographics of the Village of Baxter Estates are summarized in Table 1. This information supported the development of mitigation actions that account for the needs of the most vulnerable individuals in the community.

Table 1: Village of Baxter Estates Demographic Information

Demographic		Demographic	
Below 5 Years Old	4.3%	Black or African American alone	1.2%
Above 65 Years Old	19.0%	American Indian and Alaska Native alone	0.1%
Individuals with Disabilities	Information not provided	Asian alone	6.0%
Persons in Poverty	10.4%	Native Hawaiian and other Pacific Islander alone	0.0%
Renters	32.0%	Two or More Races	1.4%
Without a High School Diploma	7.4%	White alone, not Hispanic or Latino, percent	74.4%
Without Access to Broadband Internet	0.0%	Hispanic or Latino	16.8%

<sup>1</sup> This is inclusive of land area only.

The Village of Baxter Estates occupies a small commercial development with no undeveloped land. Despite stagnate development, the Village has seen many property renovations to existing residences. By understanding these development trends and how they intersect with hazard-prone areas, this allows for current and future vulnerabilities to be planned for and avoided.

Refer to the **County Profile** section of this plan for additional information related to current and future conditions of the County’s vulnerable population and the natural environment. This information provides important context for understanding hazard mitigation planning.

## Hazard Vulnerability

This section summarizes how the natural hazards profiled in Section 4 of this plan impact the Village of Baxter Estates. The jurisdiction identified coastal hazards, flooding, hurricane, and wind as the natural hazards that most impact the community. Table 2 shows the sectors of the community that are most likely to be impacted by each hazard. The categories that were considered included the community, economy, health and social services, housing, infrastructure, natural and cultural resources, or no impact. No impact indicates that the jurisdiction did not identify a noticeable impact from the hazard over the past five years, even if the hazard occurs. This information was used to develop a relevant and effective mitigation strategy for the jurisdiction. Detailed hazard event histories, critical facility exposure, and additional vulnerability information can be found in each hazard profile in Section 4 of this plan.

The hazards that most impact the Village of Baxter Estates include: **Coastal Hazards, Flooding, Hurricane, and Wind.**

Table 2: Village of Baxter Estates Hazard Impacts

Hazard	Impact Categories
Coastal Hazards	Natural and Cultural Resources
Drought	No Impact
Extreme Temperatures	No Impact
Flooding	No Impact
Ground Failure	No Impact
Hurricane and Tropical Storms	Economy, Natural and Cultural Resources
Hail	No Impact
Lightning	No Impact
Severe Winter Weather	No Impact
Tornados	No Impact
Wind	Natural Cultural Resources

## Capability Assessment

This section summarizes the capabilities that the Village of Baxter Estates has in place that can support hazard mitigation. These capabilities include plans, ordinances, staff, financial resources,

and program participation. This Capability Assessment was used to help drive the identification and development of the projects presented in the Mitigation Strategy to make sure that they are appropriate in scope and achievable to implement.

## Legal and Regulatory Capability Assessment

Table 3 lists the assessment of existing legal and regulatory tools for the Village of Baxter Estates. The Village of Baxter Estates maintains several key administrative and technical capabilities to support mitigation, including building codes, emergency response plans, site review requirements, stormwater management plans, subdivision ordinances, and zoning ordinances. These capabilities are critical to consider as tools in developing and implementing mitigation strategies. To further enhance their mitigation capabilities, the Village can consider the capabilities in the table below that the Village currently does not have. These additional capabilities would either support creating a legal framework or strategy for implementing a diversity of mitigation actions.

*Table 3: Village of Baxter Estates Existing Legal and Regulatory Capabilities*

Regulatory Tool	Yes / No	Citation (if applicable)
Access and Functional Needs Plan	No	
Building Code	Yes	Village of Baxter Estates Village Code
Capital Improvement Plan	No	
Climate Action Plan	No	
Community Development Plan	No	
Comprehensive Plan / Master Plan	No	
Economic Development Plan(s)	No	
Emergency Response Plan(s)	Yes	Comprehensive Emergency Management Plan
Floodplain Management Plan(s)	No	
Growth Management Plan(s)	No	
NFIP Flood Damage Prevention Ordinance(s)	No	
Open Space Plan(s)	No	
Post Disaster Recovery Ordinance(s)	No	
Post Disaster Recovery Plan(s)	No	
Real Estate Disclosure Requirements	No	
Resilience Plan(s)	No	
Site Plan Review Requirement(s)	Yes	Village of Baxter Estates Village Code
Small Area Development Plan(s)	No	
Special Purpose Ordinance(s)	No	
Stormwater Management Plan(s)	Yes	Village MS4 Annual Report
Subdivision Ordinance(s)	Yes	Village of Baxter Estates Village Code

Regulatory Tool	Yes / No	Citation (if applicable)
Transportation Plan(s)	No	
Zoning Ordinance(s)	Yes	Village of Baxter Estates Village Code

## Administrative and Technical Capability Assessment

Table 4 lists the assessment of existing administrative and technical tools for the Village of Baxter Estates. The Village of Baxter Estates' primary administrative and technical capabilities include an emergency manager and a construction practices personnel. The Village can bolster their capabilities in this category by identifying individuals with expertise in land use and natural hazards (specifically related to flooding).

Table 4: Village of Baxter Estates Existing Staff / Personnel Resource

Staff / Personnel Resource	Yes / No	Details
Emergency Manager(s)	Yes	Nora Haagenson, Mayor; Alice Peckelis, Trustee
Engineer(s) trained in construction practices related to buildings/infrastructure	No	
Engineer(s) with an understanding of natural and/or human caused hazards	No	
Engineer(s) with knowledge of land development and land management practices	No	
Grant Writers	No	
Personnel skilled or trained in Geographic Information Systems	No	
Personnel trained in construction practices related to buildings/infrastructure	Yes	Robert Barbach, RA, Superintendent of Buildings; Joshua Speisman, Code Enforcement Officer
Planner(s) with an understanding of natural hazards	No	
Planner(s) with knowledge of land development and land management practices	No	
Scientist(s) familiar with natural hazards	No	
Surveyors	No	

## Fiscal Capability Assessment

Table 5 lists the assessment of existing fiscal tools for the Village of Baxter Estates. Funding is often the biggest barrier when implementing mitigation programs. The Village is primarily able to fund mitigation programs by incurring debt through general obligation bonds and special tax bonds, levying taxes for specific purposes, withholding expenditures in hazard prone areas, CDBG programs, and state mitigation grant programs. Village of Baxter Estates should consider exploring additional fiscal capabilities in order to gain access to additional funding for mitigation.

Table 5: Village of Baxter Estates Existing Fiscal Capabilities

Resources	Yes / No	Additional Details
Ability to incur debt through general obligation bonds	Yes	
Ability to incur debt through private activity bonds	No	
Ability to incur debt through special tax bonds	Yes	
Authority to levy taxes for specific purposes	Yes	
Authority to utilize user fees for utility services	No	
Authority to withhold public expenditures in hazard prone areas	Yes	
Capital improvements project funding	No	
Community Development Block Grants (CDBG)	Yes	
Impact fees for home buyers and/or developers	No	
State mitigation grant programs	Yes	

## Community Classification Assessment

Table 6 lists the assessment of existing community classifications for the Village of Baxter Estates. Exploring gaining one or more community classifications will guide the Village's mitigation programs and support capacity building.

Table 6: Village of Baxter Estates Community Classifications

Classification	Yes/No (or Status)
Building Code Effectiveness Grading Schedule (BCEGS)	No
Public Protection Classification Program	No
Community Rating System (CRS)	No
Other Classifications	No

## National Flood Insurance Program Summary

Flood-prone areas include those located along Baxter Beach and Shore Road. This section provides a summary of the floodplain management capabilities for Village of Baxter Estates and how the jurisdiction is meeting the requirements of the National Flood Insurance Program (NFIP).

The Village's Superintendent of Buildings is responsible for floodplain management. The Village did not note any current barriers to running a successful NFIP program. The flood maps for this jurisdiction accurately portray the current flood risk. There are currently no RiskMAP projects ongoing in this jurisdiction.

The Village of Baxter Estates is in good standing with the NFIP. Based on documentation received from NYSDEC, the Village had its last Community Assistance Contact on 03/25/2020 and its last Community Assistance Visit on 08/04/2010. There are no NFIP compliance violations that need to be addressed in this jurisdiction.

To mitigate future damage to flood-prone properties, the Village worked with Nassau County to fund a Conceptual Shoreline Study of the Village's beach. As part of this study, the Village has a plan to stop erosion of the beach, shore up Shore Road, and create pedestrian connectivity. The Flood Damage Prevention Ordinance was last amended 7/2/2009 and can be referenced in L.L. No. 1-2009.

## Mitigation Strategy

The following section provides an overview of the mitigation strategy for Village of Baxter Estates. It provides an overview of the jurisdiction’s previous mitigation actions, proposed actions, and the NYS mitigation worksheets.

### Previous Mitigation Actions

This jurisdiction did not participate in the 2014 hazard mitigation plan.

### Proposed Mitigation Actions

Project Number	VBE_1	VBE_2	VBE_3
Project Name	Implementation of Continuity of Operations Plan	Shoreline Stabilization of Baxter Beach	Hazard Risk Awareness Outreach and Education Program
Goal being met	2	1, 3, 5	4
Hazards to be mitigated	All hazards	Flooding, Coastal Erosion	Tropical storms, nor’easters, high winds, and other hazards that cause power outages
Priority Ranking	High	High	High
Description of the Problem	During Covid-19, the Village Office was unable to continue its operations fully.	The erosion has diminished the natural habitat of the beach which is home to plant and marine life. It has also begun to undermine the pedestrian sidewalk and will eventually cause Shore Road, a Nassau County roadway on which 8,000 people travel daily, to collapse.	Tropical storms, nor’easters, high winds and other natural hazards threaten residential structures, some of which occur every year (e.g., wind). Even as recently as August 2020, Tropical Storm Isaias caused significant damage to properties in Baxter Estates. Residents and business owners could benefit from better understanding of hazard-resistance building materials and non-structural retrofits that could be completed. As many families in Baxter Estates have moved from NYC and are first-time homebuyers, several are not very knowledgeable about building codes.
Description of the Solution	The Village of Baxter Estates is seeking to create a Continuity of Operations Plan so that when there is an event that prohibits staff to be physically present, that a system is in place to continue village operations	The Village of Baxter Estates is seeking to address coastal erosion along a portion of Shore Road abutting Manhasset Bay, as well as providing a multi-use walk extending up to the southern end of the Bay Walk Park path. Shore Road is a Nassau County roadway which is utilized by 8,000+ cars daily and serves as one of two emergency evacuation routes for the Port Washington peninsula	Establish outreach and education program to raise awareness amongst residents and business-owners about disaster-resilience construction practices and non-structural retrofits. The program can discuss recent disasters, the damage that they caused and which types of damage could have been mitigated. New homebuyers could be provided targeted information.

Project Number	VBE_1	VBE_2	VBE_3
	that will be applicable to all staff.	including the Villages of Port Washington North, Manorhaven, and Sands Point. The erosion concerns include failing gabion units, undermining of the existing sidewalk and roadway, soil loss, reduction of vegetation, and reduction of natural beach area. The multi-use walk will serve as a continuation of the Bay Walk Park walk to serve residents and non-residents of Baxter Estates and to provide connectivity to the downtown Port Washington businesses. We have just completed a Conceptual Phase Study of the beach in which we engaged Cameron Engineering.	
<b>Critical Facility</b>	No	No	No
<b>EHP Issues</b>	No	Yes	Unknown
<b>Estimated Timeline</b>	1 Year	2 Years from time of securing funds	36 Months
<b>Lead Agency</b>	Clerk's Office	Village of Baxter Estates Capital Projects	Village of Baxter Estates
<b>Estimated Costs</b>	\$1,000	\$3,000,000	\$10,000 - \$25,000
<b>Estimated Benefits</b>	By implementing a continuity of operations plan, we are maintaining the health and safety of Village personnel, visitors, and residents. The ability to continue operations without disruption also has financial savings. We will avoid wasting village taxpayer dollars by avoiding disrupting or closing services.	Loss of property (homes along Shore Road) loss of the roadway (Shore Road), loss of the natural habitat which is home to marine and plant life.	Reduction in hazard damages resulting from individual-level mitigation activities and resilient building practices.
<b>Potential Funding Sources</b>	VBE General Fund	State and Federal	HMGP + Village Staff and/or Volunteer Time



## Mitigation Action Worksheets

The following pages contain mitigation action worksheets that provide additional detail some of the jurisdiction's proposed mitigation actions.

## Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Baxter Estates

NYS DHSES Action Worksheet			
Project Name:	Hazard Risk Awareness Outreach and Education Program		
Project Number:	VBE_3		
Risk / Vulnerability			
Hazard of Concern:	Tropical storms, nor'easters, high winds, and other hazards that cause power outages		
Description of the Problem:	Tropical storms, nor'easters, high winds and other natural hazards threaten residential structures, some of which occur every year (e.g., wind). Even as recently as August 2020, Tropical Storm Isaias caused significant damage to properties in Baxter Estates. Residents and business owners could benefit from better understanding of hazard-resistance building materials and non-structural retrofits that could be completed. As many families in Baxter Estates have moved from NYC and are first-time homebuyers, several are not very knowledgeable about building codes.		
Action or Project Intended for Implementation			
Description of the Solution:	Establish outreach and education program to raise awareness amongst residents and business-owners about disaster-resilience construction practices and non-structural retrofits. The program can discuss recent disasters, the damage that they caused and which types of damage could have been mitigated. New homebuyers could be provided targeted information.		
Is this project related to a Critical Facility?		Yes	No <input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	N/A (Outreach)	Estimated Benefits (losses avoided):	Reduction in hazard damages resulting from individual-level mitigation activities and resilient building practices.
Useful Life:	3-5 years		
Estimated Cost:	\$10,000-\$25,000		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	Beginning within one year.
Estimated Time Required for Project Implementation:	36 Months	Potential Funding Sources:	HMGP + Village Staff and/or Volunteer Time
Responsible Organization:	Village of Baxter Estates	Local Planning Mechanisms to be Used in Implementation, if any:	
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Require residents and/or businesses to adopt hazard-resistant building practices.	Unknown	Not politically feasible
Establish grant program to subsidize non-structural retrofits.	Unknown	No known appropriate/scalable funding mechanisms to support this type of program.	
Progress Report (for plan maintenance)			
Date of Status Report:			
Report of Progress:			
Update Evaluation of the Problem and/or Solution:			

## Instructions

(Name of Jurisdiction)

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
Description of the Problem:	Provide a detailed narrative of the problem. Describe the natural hazard you wish to mitigate, its impacts to the jurisdiction, past damages and loss of service, etc. Include the street address of the property/project location (if applicable), adjacent streets, and easily identified landmarks such as water bodies and well-known structures, and end with a brief description of existing conditions (topography, terrain, hydrology) of the site.		
Action or Project Intended for Implementation			
Description of the Solution:	Provide a detailed narrative of the solution. Describe the physical area (project limits) to be affected, both by direct work and by the project's effects; how the action would address the existing conditions previously identified; proposed construction methods, including any excavation and earth-moving activities; where you are in the development process (e.g., are studies and/or drawings complete), etc., the extent of any analyses or studies performed (attach any reports or studies).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	Identify the benefits that implementation of this project will provide. If dollar amounts are known, include them. If dollar amounts are unknown or are unquantifiable, describe the losses that will be avoided.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provide the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	_ <i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		

## Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Baxter Estates

NYS DHSES Action Worksheet			
Project Name:	Shoreline Stabilization of Baxter Beach		
Project Number:	VBE_2		
Risk / Vulnerability			
Hazard of Concern:	Flooding along Shore Road and coastal erosion from rainfall		
Description of the Problem:	The erosion has diminished the natural habitat of the beach which is home to plant and marine life. It has also begun to undermine the pedestrian sidewalk and will eventually cause Shore Road, a Nassau County roadway on which 8,000 people travel daily, to collapse.		
Action or Project Intended for Implementation			
Description of the Solution:	The Village of Baxter Estates is seeking to address coastal erosion along a portion of Shore Road abutting Manhasset Bay, as well as providing a multi-use walk extending up to the southern end of the Bay Walk Park path. Shore Road is a Nassau County roadway which is utilized by 8,000+ cars daily and serves as one of two emergency evacuation routes for the Port Washington peninsula including the Villages of Port Washington North, Manorhaven, and Sands Point. The erosion concerns include failing gabion units, undermining of the existing sidewalk and roadway, soil loss, reduction of vegetation, and reduction of natural beach area. The multi-use walk will serve as a continuation of the Bay Walk Park walk to serve residents and non-residents of Baxter Estates and to provide connectivity to the downtown Port Washington businesses. We have just completed a Conceptual Phase Study of the beach in which we engaged Cameron Engineering.		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	100 year flood	Estimated Benefits (losses avoided):	Loss of property (homes along Shore Road) loss of the roadway (Shore Road), loss of the natural habitat which is home to marine and plant life.
Useful Life:	To be determined		
Estimated Cost:	\$3,000,000.00		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	Two years
Estimated Time Required for Project Implementation:	Two years	Potential Funding Sources:	State and federal funding - The Village has a request through the local Assembly office to be included in an environmental bond for capital projects slated for a vote this November.
Responsible Organization:	Village of Baxter Estates Capital Project	Local Planning Mechanisms to be Used in Implementation, if any:	The Village of Baxter Estates engaged Cameron Engineering
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	Continue to work with the Port Washington Police Department and Fire Department to ensure that they are equipped to manage flooding and have the ability to redirect traffic and assist any pedestrians or vehicles caught in a flooding situation.
	Stabilization of plant life and new plant life.	To be determined	Incorporating plantings appropriate for shoreline renewal and stabilization.

	Ask Nassau County to partner and examine drainage solutions on Shore Road further.	To be determined	Examining any previous watershed analysis results could provide short-term drainage solutions to at least mitigate flooding on the roadway.
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**Progress Report (for plan maintenance)**

Date of Status Report:	
Report of Progress:	
Update Evaluation of the Problem and/or Solution:	

## Instructions

(Name of Jurisdiction) \_\_\_\_\_

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
Description of the Problem:	Provide a detailed narrative of the problem. Describe the natural hazard you wish to mitigate, its impacts to the jurisdiction, past damages and loss of service, etc. Include the street address of the property/project location (if applicable), adjacent streets, and easily identified landmarks such as water bodies and well-known structures, and end with a brief description of existing conditions (topography, terrain, hydrology) of the site.		
Action or Project Intended for Implementation			
Description of the Solution:	Provide a detailed narrative of the solution. Describe the physical area (project limits) to be affected, both by direct work and by the project's effects; how the action would address the existing conditions previously identified; proposed construction methods, including any excavation and earth-moving activities; where you are in the development process (e.g., are studies and/or drawings complete), etc., the extent of any analyses or studies performed (attach any reports or studies).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	Identify the benefits that implementation of this project will provide. If dollar amounts are known, include them. If dollar amounts are unknown or are unquantifiable, describe the losses that will be avoided.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provided the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		

## Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Baxter Estates

NYS DHSES Action Worksheet			
Project Name:	Implementation of Continuity of Operations Plan		
Project Number:	VBE_1		
Risk / Vulnerability			
Hazard of Concern:	Any event that results in the Village office staff being unable to physically be present at the Village Office.		
Description of the Problem:	During Covid-19, the Village Office was unable to continue its operations fully.		
Action or Project Intended for Implementation			
Description of the Solution:	The Village of Baxter Estates is seeking to create a Continuity of Operations Plan so that when there is an event that prohibits staff from being physically present such as a snow storm or pandemic, that a system is in place to continue Village operations that will be applicable to all staff. We plan to incorporate remote access, ensuring staff have a mobile device such as a laptop or tablet to access files remotely. We are in the process of implementing cloud-based parcel management software which will be a component of this plan. That expense is already covered by the Village's General Fund with partial reimbursement through the 2020 New York State shared services plan.		
Is this project related to a Critical Facility?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	100 year flood	Estimated Benefits (losses avoided):	By implementing a continuity of operations plan, we are maintaining the health and safety of Village personnel, visitors, and residents. The ability to continue operations without disruption also has financial savings. We will avoid wasting village taxpayer dollars by avoiding disrupting or closing services.
Useful Life:	N/A		
Estimated Cost:	\$1,000 (any additional software, cloud based remote access licensing, laptops/printers, mobile phone)		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	One year
Estimated Time Required for Project Implementation:	One year	Potential Funding Sources:	Village of Baxter Estates General Fund
Responsible Organization:	Clerk's Office	Local Planning Mechanisms to be Used in Implementation, if any:	
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No action	\$0	Taking no action would limit our ability to continue full operations, but some staff currently have the ability to work remotely or check email to perform limited functions.
	Staggering office personnel by days and hours required to be physically present in the office.	\$0	Staggering days would at least give everyone the same workload.
	Move operations to the Port Washington-Manhasset Office of Emergency Management headquarters equipped for all villages to use in the case of an emergency. Each Village would have a station to go to. It is set high enough on	Incorporated by dues paid to the Port Washington - Manhasset Office of Emergency Management.	In the event that remote operations didn't work or it was unsafe to be in the office space, the ability to utilize shared space at PWMan-OEM headquarters could be a viable option.

	a hill so that it would not be affected by flooding.		
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**Progress Report (for plan maintenance)**

Date of Status Report: |

Report of Progress: |

Update Evaluation of the Problem and/or Solution: |

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## Instructions

(Name of Jurisdiction) \_\_\_\_\_

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
Description of the Problem:	Provide a detailed narrative of the problem. Describe the natural hazard you wish to mitigate, its impacts to the jurisdiction, past damages and loss of service, etc. Include the street address of the property/project location (if applicable), adjacent streets, and easily identified landmarks such as water bodies and well-known structures, and end with a brief description of existing conditions (topography, terrain, hydrology) of the site.		
Action or Project Intended for Implementation			
Description of the Solution:	Provide a detailed narrative of the solution. Describe the physical area (project limits) to be affected, both by direct work and by the project's effects; how the action would address the existing conditions previously identified; proposed construction methods, including any excavation and earth-moving activities; where you are in the development process (e.g., are studies and/or drawings complete), etc., the extent of any analyses or studies performed (attach any reports or studies).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	Identify the benefits that implementation of this project will provide. If dollar amounts are known, include them. If dollar amounts are unknown or are unquantifiable, describe the losses that will be avoided.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provided the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		