Local Leadership, Outreach and Process Questionnaire Summary for the Town of Gardiner Prepared by Cornell Cooperative Extensions

This questionnaire summary will be used to form the working organizational structure as well as the community outreach and engagement strategy for the Climate Vulnerability Survey. It is intended to establish the leadership team and identify the key stakeholder group that will be involved in the process. The leadership team will work with CCE facilitators and will be responsible for coordinating the planning process. This summary will serve to document identified stakeholders' contact information and facilitate direct outreach to these participants. Additionally, this summary will help to inform the analysis of existing plans and methods to be used for input gathering.

Town of Gardiner

1. SURVEY TAKERS INFORMATION

Name	
Email	
Phone	
Role in Municipality	

2. MUNICIPAL STAFF STAKEHOLDER GROUP (fire, police, transportation, etc)

The municipal staff stakeholder group includes people that will be involved in the analysis of plans and policies (a 2-hour municipal meeting and follow-up communications) and 1-2 workshops.

Stakeholder Group	**Name**	**Email**	**Phone**	**Title**
Town Supervisor				
Emergency Services/EMT/Ambulance				
Highway Department/Public Works				
Fire Department				
Police Department				
Code Enforcement Officer				

3. COMMUNITY STAKEHOLDER GROUP

The community stakeholder group includes a diverse set of people from a broad cross section of your community. They could include business leaders, school/library representatives, minority leaders, impacted neighborhood representatives, farmer representatives, etc. This is a group of stakeholders that may participate in workshops and will receive direct outreach regarding development of the plan.

Name	**Email**	**Phone**	**Role in Community**

4. LOCAL PLAN KNOWLEDGE

Each municipality will be assigned a CCE team member who will analyze the plans and begin filling out the climate smart resiliency planning tool used to identify strengths and gaps. The leadership team and knowledgeable municipal representatives will then meet with CCE to provide the local input needed to complete the tool.

Plan Name	**Aware of Having this Plan**	**Local or County Plan**	**Link**	**Notes**
1. Municipal Master Plan				
2. Zoning Ordinance				
3. Subdivision Ordinance				
4. Open Space Plan				
5. Natural Resources				

Conservation Plan/Inventory				
6. Stormwater Management Plan				
7. Coastal Plan or Element in Other Plan				
8. Shoreline Restoration Plan				
9. Floodplain Management Plan				
10. Flood Damage Prevention Ordinance				
11. Evacuation Plan				
12. Emergency Response & Short-term Recovery Plan				
13. Continuity of Operations Plan				
14. Disaster Recovery Plan				
15. Long-term Recovery Plan				
16. Economic Development Plan/Strategy				
17. Capital Improvements Plan				
18. Metropolitan Transportation Plan				
19. Historic Preservation Plan				
20. Local Waterfront Revitalization Plan				
21. Climate Action Plan				

5. DISTRIBUTION METHOD IDEAS FOR UPCOMING PUBLIC SURVEY

The public survey will be to gather information about local conditions, story of place and vulnerability.

The CCE team will develop the survey and analyze results. However, distribution of the surveys using approaches listed in the next section will be the responsibility of each municipality.

Type of Distribution	**Coordinated and Completed by Municipality**	**Notes on Approach Specifics**
1. Paper Survey		
2. Events		
3. Direct Canvasing		
4. Website		
5. Social Media		
6. Email		
7. Public Meetings		
8. Over the Phone		
9. App / QR code		
10. Mail		