Waterbury Natural Disaster Preparedness Committee

Meeting Minutes

1/26/2026

**Opening:** The meeting was held in the Steele Community Room, Waterbury Municipal Center. The meeting was called to order at 5:10 p.m.

**Present:** John Malter, Emily Gilde, Matt Dugan, Bette Lewicke, Stacey Schwarz

**Approval of Minutes:** Motion from Emily to approve minutes. John seconded. Minutes were approved at 5:11.

**Approval of Agenda:**

**Business from Previous Meeting:**

**New Business:** Emily updated the committee on the communication surrounding the first volunteer training. She asked the committee to review the copy for the Front Porch Forum and to let her know about possible changes in the next couple of days. There was also discussion of the press release and putting information in the Waterbury Roundabout and town newsletter, the Municipal Dispatch. A poster will be hung in local public spaces such as the Waterbury Market. Bette will be calling volunteers who are currently on the list. John volunteered to check in with Bette on her progress.

Emily said she had been in touch with CReW about posting the training information on their website.

The committee tested the QR code for the event.

Given the several issues brought up by the committee such as the QR code readability and the use of personal email addresses for NDPC business, the committee agreed that the town website should be the home for all information and that there should be a town email address that committee members can access.

John said he'd spearhead the poster printing and distribution.

Matt introduced the format of the training and asked the committee to read through the script to supply feedback and so that they can be prepared to play their parts. Matt said he'd gather mucking gear in the room and asked the committee to show up by 4:30.

The committee decided to have Zachary's deliver the pizza at 6:00, an hour into the session and ask them to deliver plates and napkins. John will make macaroons. Stacey volunteered to pick up seltzer and cooler.

Emily asked Matt if there is the possibility of producing a one-pager to give to participants. Matt said he'd try to boil the training down to a handout. Emily said she'd put some thought into boiling the document down. Both agreed that it was a bit of a task to take so much information and reduce it to a summary.

John suggested printing hats for volunteers who've come to trainings.

Matt summarized to-dos from the previous meeting. These included:

- Stacey being in charge of choosing a platform for document sharing.
- A table for Town Meeting. Matt said he could find the time to be there to represent the committee. John said this could be done.

John asked the committee to be at the Steele Room by 4:30 on Feb. 20, the training day.

The committee discussed the next trainings. April 24 and May 22 are the next two, with the hope that we can combine all remaining training modules into these two sessions.

**Vote to adjourn**: John motioned to adjourn the meeting at 5:59 p.m.

**Adjournment:** The meeting adjourned at 6:00 p.m.

**Minutes Submitted By:** Matt Dugan