

Waterbury Natural Disaster Preparedness Committee
Meeting Minutes
05/18/2026

Opening: The meeting was held in the Steele Community Room, Waterbury Municipal Center. The meeting was called to order at 5:05 p.m.

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

Approval of Minutes: John moved the committee approve the minutes. Matt seconded. Minutes were approved at 5:05 p.m.

Approval of Agenda:

Business from Previous Meeting:

New Business: John began the meeting by opening a discussion about committee roles and asking if anyone would care to stand for committee chair. The committee agreed that unless John wished to vacate the position, the status quo was satisfactory.

The committee discussed the second volunteer training, which had taken place the previous Friday. **Matt said he would write up a standard introduction to the trainings** for use going forward, the reason being that it became clear in the training that being clear about the roles of the NDPC and CReW was important.

The committee offered feedback on the training. Everyone was pleased with the attendance and with Nora Miller's presentation. Stacey would like to see slides used in all trainings.

John would like to see Bill Woodruff, acting town manager, at NDPC meetings so that we can get clarity on inventory and other response matters.

Emily feels there is a "lack of urgency" around flood response and is concerned that there is "no one in charge" in the event of a disaster.

John will be at the June 2 Select Board meeting to inquire about the filling the position of response coordinator.

Emily expressed that the committee needs to "connect all the dots" regarding a new coordinator. She added that a town committee is perhaps not the way to stand up a disaster response and suggested that this might be a role for CReW. She would like to see the committee communicate with the Select Board about how to be more effective. John drew the distinction between short-term (NDPC) and long-term response (CReW) roles as well as the different areas the organizations cover.

There was discussion about how the committee interacts with the response coordinator during an emergency. Matt talked about the committee's job being to stand up the Volunteer Corps and the coordinator's job being to identify lieutenants and leaders who could fill key volunteer roles during an event response.

Stacey suggested that the committee should write the coordinator's job description. There was general agreement.

The committee agreed that the \$10,000/year salary was not sufficient and that the committee could make suggestions about how the coordinator could use most of this for recovery response. The concern was to not take advantage of the coordinator by asking for too many hours outside of an emergency response situation.

The committee tabled the discussion of the job description until later in the meeting, time allowing.

The committee then took up the issue of inventory. Getting a list of current supplies together and possibly using the allocated budget to buy more would be a way to assist the future response coordinator. Matt mentioned the possibility of using the Municipal Building's space (the area with a higher ceiling). John said that moving inventory to the armory downtown was possible, although space would need to be cleared.

Matt suggested that step one could be to move all current inventory to the outer room and record it. Emily suggested we move and inventory the supplies as a first step. **John said he'd talk with Bill Woodruff about the possibility of using the Municipal Building as the armory may be a political issue for the next year. The committee said they'd go see the space.**

Stacey offered that she would be happy to organize supplies. Matt said that spending a couple hundred dollars on shelving and boxes is a possibility. The committee decided to view the inventory separately. John offered that he would be there on Wed. at 10:00 if anyone wished to join him.

The committee next discussed the upcoming training. The proposed speakers at this point are Tessa, Mike, John, and Matt. John suggested July 24 as the date of the training in hopes that the new response coordinator may be on board by then. The committee did not settle on a date; this will be of course dependent on the availability of the trainers. Fridays in the Steele Room are generally available because other meetings are not scheduled for those evenings.

Emily volunteered to create a list of dates the committee is available through the end of July with the idea of using this list to schedule the trainers.

There was discussion about promotion of the next training. **John said he would work with WDEV. Emily will handle the email list. Stacey will work on the posters (Matt will supply copy).**

We will consider tabling at the Concerts in the Park this summer, with John providing promotional support from the stage, the purpose of which is to recruit volunteers.

Matt said that he should be sending press releases to the Waterbury Roundabout for each training. John will forward photos of the previous training to Matt and he will put together the press release.

Vote to Adjourn: As the Select Board came into the room at 6:25, the meeting was called to a quick halt. Matt motioned to adjourn the meeting. Bette seconded. All were in favor.

Minutes Submitted By: Matt Dugan