

Waterbury Natural Disaster Preparedness Committee

Meeting Minutes

6/15/26:

Opening: The meeting was held in the Steele Community Room, Waterbury Municipal Center. The meeting was called to order at 5:17 PM.

Present: John Malter, Bette Lewicke, Stacey Schwarz

Absent: Matt Dugan

Approval of Minutes: Motion from Bette to approve minutes. Stacey seconded.

Approval of Agenda:

Business from Previous Meeting:

John reported that Matt is focusing on the upcoming (third) training session. He has spoken with Tessa, CReW, and others. They are all available on August 7. Stacey will need updated text for the flyer that will be sent out.

John noted there will be a rotation of the three training segments.

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At the second training John will cover communications with restaurants, handling garbage, and hazardous waste. The third training will cover inventory control with a presentation by Tessa and Matt discussing communications related to inventory control. This will include distributing information and food to different locations. The instruction is expected to take around 40 minutes, with the remainder devoted to give- and -take with the trainees.

John will get pizza, paper plates, napkins, and paper towels. Stacey will purchase drinks. Bette will reach out to potential volunteers directly by email, including those who have participated in previous trainings. She will submit public notices about the training to Front Porch Forum, the town website, and the Roundabout. The list of potential volunteers is available in Google Docs.

John noted that we need to encourage potential team leaders from among the volunteer group. It will be helpful to establish a hierarchy of team leaders. Team leaders will be responsible for taking groups out to work at specific identified sites.

Bette noted that some may be out of the area when flooding occurs. For that reason, we will need a group of team leaders who are familiar with leading teams and using materials such as inventory sheets. John noted the team leaders should be familiar with the manual, so they understand all aspects. Parts can be printed and taken out on calls on a clipboard. Volunteers will need to know how to access the WNDP manual, which is available on the town website.

There was discussion about the introduction to future training courses. For example, CReW should be identified for those not familiar with it.

Flyers should be placed in different locations around town such as the market, the Woodstock Farmers Market, the two post offices, town hall, and the library. Stacey will place flyers at the Woodstock Farmers Market. John will place flyers at other locations such as KC's and add the training to station WDEV's calendar of events.

Because July 10 is coming, John the water gauge on the Winooski River in Waterbury is currently at 412. The "action level" is 417.

John noted that it would be helpful to have a table at the Rotary concerts this summer. He recommended that a good location would be next to the food and ice cream booth. CReW will have a table set up at the Arts Festival. John will be there also and will set up a table there

At the June 2 Select Board meeting John discussed the activities of NDPC and the need for the Natural Disaster Response Coordinator position.

John noted that the draft of the Natural Disaster Response Coordinator position announcement that was created by the town and saved to the town website needs to be updated, such as indicating that it is a paid, not volunteer position, and providing a deadline for applying. John will investigate getting revisions made to the position announcement.

There was discussion that the \$10,000 allotted in the town budget would cover the coordinator's regular activities, but not "on-duty pay" if there were a flood.

John recommended that we take a close look at the supplies we will need. However, before that, we need to identify a place where they can be stored. He would like to involve committee members and our trainees in moving the supplies.

John asked Stacey if she would work on a system to organize and track our supply inventory. It would be helpful to know, for example, the locations of dehumidifiers. John identified the order in which supplies would be needed, with personal protective gear first,

along with the checklist to obtain assessment information and notes about what will be needed at each location.

Bette asked about using QR codes. Stacey mentioned that the system may use bar codes. A system will be helpful to identify when items need to be purchased and a system for organizing where supplies needed early in the flooding response should be stored. The system would include a process to make sure that equipment works. Color-coding could be used for different stages, such as red for initial personal protective gear and the assessment checklist to determine what is needed at each location, and progressing to yellow for mucking-out equipment, and green for dehumidifiers and wet/ dry vacuums needed later. Air Tags could also be used to help locate materials.

Bette recommended that, in the event of a flood, an initial set of supplies should be brought to the Steele Room and distributed to the team leaders there. The team leaders would receive the supplies and distribute them to their teams.

The inventory of supplies would then be updated. Supplies for the Steele room would then be re-stocked from the basement storage area as needed.

New Business: John reported that Emily Gilde resigned from the committee. John said that we will need to recruit a new member.

Bette asked if the committee would be interested in meeting with the two Vermont Red Cross Community Program Managers. They would discuss services available from the Red Cross such as sheltering, immediate financial assistance to individuals, as well as medical, (e.g. replace medications lost in a flood), mental health, and spiritual care services.

John suggested that the WNBC could host a meeting and invite the Select Board and CReW. John suggested 10/19/26 for the meeting. Bette will reach out to the Red Cross program managers for Vermont.

Vote to Adjourn:

Adjournment: 6:15 PM

Minutes Submitted By: Bette Lewicke