

## **VTWARN Steering Committee Meeting Minutes**

**Friday, December 4, 2009**

**Water Supply Division Conference Room, Waterbury State Office Complex**

**Attendees:** Shaun Fielder, Heather Young, Phil Acebo, Mike Mandigo, via conference call  
Paul Tice and Dick Pratt.

**Handouts:** Meeting agenda, unapproved minutes from November 13, 2009 meeting

### **1. Call to Order**

Meeting called to order by Shaun at 10:05 AM.

### **2. Approval of VTWARN Meeting Minutes of November 13, 2009.**

Motion by Mike to approve minutes as presented. Second by Paul. Passed unanimously.  
Heather will post approved version on Water Supply Division website in the near future.

### **3. Website Update**

Phil provided detailed overview of the live version of the VTWARN website. The website subcommittee will be receiving administrative training via, "Go To Meeting" by Powershift on December 21st. Shaun mentioned that VRWA has invoiced Powershift and total grant amount has been expensed on behalf of VTWARN. Group discussed adding link to the EMAC on the VTWARN website. Discussion on copying various VTWARN Steering Committee members for email inquiries, currently Heather is the only one receiving this information. Further discussion on the website member list not functioning properly, members can be accessed via the "map section" on the website. Following administrative training various edits will be processed. This will include adding the link to the EPA generator brochure and AWWA resource typing manual.

### **4. Membership Development**

At the Lake Champlain Coalition of Water Suppliers Meeting on Dec. 3<sup>rd</sup>, Richard Pratt gave a detailed presentation on the VTWARN system and benefits to be involved and also mentioned the website is active. He also noted Swanton will resend their MAA (not clear if the original sent out by the system– all other VTWARN Steering committee members verified they had not received this item from Swanton). There was continued discussion on recruitment with goal to gain at least 6 VTWARN members in each of the four districts by fall of 2010. Training opportunities will be good option to get new members on board, Some discussion on future structure of VTWARN Steering Committee, shifting from development phase to function phase.

Discussed the following goals for the first half of 2010 –

- April 1, 2010, targeting to have three systems in each of the state districts. Phil will send out the *VTWARN recruitment tracking* excel file by the end of December. If you previously agreed to be in contact with a system listed, follow through with the contact.
- By June 15, 2010, determine VTWARN system representatives who will serve on the committee for a minimum of a two year assignment. A number of detail items were discussed related to committee functions including; terms, process to determine district leaders, assignment period and process to find replacements following service. More details to be outlined at the next committee meeting.
- Some discussion on Chair assignment, Shaun agreed to serve in the role at least through the first half of 2010.

Phil provided reported on VRWA's upcoming VTWARN trainings (will be combined with other trainings offered around the state in first quarter 2010). Dates and locations include:

January 20 - Waterbury

January 22 - Swanton

February 10 - Rutland

February 11 - Springfield

Information provided to the group by Shaun on total Vermont population served by VTWARN. Currently 36% of the State's population is served by those systems who are members of VTWARN. (This info has been provided to AWWA as part of national warn data tracking).

**5. VTWARN Steering Committee Meeting Schedule for 2010 (all meetings to start 10 AM):**  
(moving meetings around to given districts in order to have VTWARN members take part if able)

January 21 -Hartford Town Offices  
February 18 - Stowe  
March 18 - Champlain Water District  
April 22 - Island Pond

Shaun suggested all on the steering committee put a call out to other committee members in advance of given meetings just as a reminder. Given schedule, travel and budget constraints the conference call option will continue to be made available to all for given meetings.

**Meeting adjourned at 11:05 AM.**

**Submitted by Heather Campbell December 21, 2009**