

VTWARN Steering Committee Meeting Minutes
Thursday, February 18, 2010
Stowe Town Hall, Stowe, Vermont

Present: Richard Pratt, Paul Tice, Mike Mandigo, Heather Campbell, Peter Coffey, Phil Acebo, Shaun Fielder, Bill Woodruff, Allen Ross, John Tilton, Don Waterhouse, Marty Fizzell, Rick Kenney

1. **Call to Order:** Shaun called the meeting to order at 10:03 AM.
2. **Introduction of Guests:** Shaun welcomed guests from Hyde Park Water System and Morrisville Water & Light.
3. **Approval of January 26, 2010 meeting minutes:** Motion by Paul Tice to approve VTWARN Steering Committee Meeting Minutes of January 26, 2010. Second by Phil Acebo. Passed unanimously.
4. **Review of task items from previous meeting minute & goals for membership 2010:** Gained three systems in District D (SE quadrant), but need to focus on increasing membership in District B (NE quadrant). Richard noted that once the district leadership is established, it will be minimal commitment to be a district representative.
5. **Website Update:** GMWEA will be contributing funding (\$200) towards the website maintenance. There was discussion regarding who would be updating the website-both externally/internally. It was agreed that website committee would look into the cost of PowerShift doing the update work. Phil will contact PowerShift. Committee discussed issues regarding associate member sponsorship for website, which includes private businesses. Shaun mentioned we may need to look into applying for 501 (c) status. Paul said that he been discussing with vendors about advertising on website. Subcommittee will meet before the steering committee meeting in March.
6. **Membership Promotion:** Dick announced Vermont Natural Water is the VTWARN utility member #27. Potential for interested website sponsors to “present themselves” at VTWARN steering committee meeting. Rick Kenney reported that he is still having difficulty to get Hartford to sign the Mutual Aid Agreement, and asked if VLCT had reviewed the VTWARN. Shaun said that he will ask VLCT to review the document. It was mentioned that Lynn Gilleland could write a letter regarding the extensive legal review done on both the state and national levels. Bill Woodruff mentioned that Waterbury Village did have a lawyer do a cursory review, and found no problems. Phil Acebo distributed list of VTWARN training attendees from all VRWA courses. The steering committee agreed this would be a great outreach opportunity. Shaun mentioned VRWA will have a booth at the upcoming VLCT Town Officers’ Meeting, and will be able to promote VTWARN.

7. **Communication Options:** Communication method is in our Operations Manual. It would be a good idea to have an end of year tracking.
8. **VRWA-INFLO training approach for next VTWARN meeting:** Shaun mentioned that VRWA will utilize the INFLO method for an upcoming VTWARN meeting, perhaps in the evening, for a larger attendance.
9. **VTWARN Steering Committee Meeting Schedule for 2010:**
(all meetings start at 10 AM)
March 18- Champlain Water District,
April 22-Island Pond
10. **Future VTWARN Training:** Shaun mentioned there will be a VTWARN training at the upcoming VRWA annual conference in Mary,

Meeting adjourned at 11:32 AM.

Submitted by Heather Campbell, March 1, 2010.