

VTWARN Steering Committee Meeting Minutes  
Friday, October 2, 2009 at 10 AM  
Water Supply Division Conference Room, Waterbury State Complex

**Attendees:** Shaun Fielder, Heather Young, Phil Acebo, Mike Mandigo, Peter Coffey, via conference call: Linda Buccuzzo, Lynn Gilleland.

**Handouts:** Meeting Agenda, unapproved minutes from August 29, 2009 meeting, VTWARN contact list, Compilation of suggested edits for Operations Plan.

**1. Call to Order**

Meeting called to order by Shaun at 10:06 AM.

**2. Approval of August 26 Meeting Minutes**

Motion by Mike to approved at present. Seconded by Phil. Passed unanimously.  
Heather will post approved version on Water Supply Division website in the near future.

**3. Membership Updates**

Shaun noted on the SERC info Peter did check in with VEM; and they have VTWARN on the distribution list (Shaun is the contact).  
At trainings, Phil has found that small systems don't see how they can help.  
Need to be proactive with systems that have shown interest.  
Lynn – EPA comments on how the small systems can benefit. She reported that EPA will soon publish a WARN small systems brochure.  
No resources to get through the town hurdle.  
Peter – smaller systems can benefit more from this.  
Mike – problems seems to be going to operators. Need to target board members, select board, and managers (i.e., VLCT). Mike suggested mailing directly to them.  
Need to check on being a part of VLCT's next round of trainings /

**4. Website Report**

PowerShift has informed Website Subcommittee that the draft is good to go.  
Next week--Phil and Heather will be going to PowerShift office to learn the process of administrative functions, like internal adjustment and database info. Eventually run via water and wastewater systems. Anticipate for website to be "live" by the end of October. PDF files need to be placed on website.

**5. Vermont Emergency Preparedness Conference Killington (November 3, 2009)**

Verify items to display and who will attend as VTWARN representatives (Erica Dodge now Bornemann is coordinating for VEM).  
Heather to track attendance.  
Heather and Phil will attend of VTWARN –free event  
At VTWARN booth-banner, poster, M.A.A., operations plan, brochure, district map, EPA generator brochure, and new WARN small systems pamphlet.  
If needed, Peter remarked that he could get us a Wireless connection at the conference for the laptop with VTWARN website.  
Another upcoming event includes: GMWEA Fall Meeting/Trade Show on Nov. 5<sup>th</sup> in South Burlington-both WSD and VRWA will feature VTWARN information at their respective booths.

**6. Operations Manual**

Report by Operations Subcommittee on version compiled following receipt of all comments.

Heather reported on comments provided back to subcommittee.

Mike commented VTWARN needs to be more in contact with LEPC in given situations.

Peter suggested trainings around state on operations procedures.

On training--Lynn asked Peter about incorporating drinking water and wastewater scenarios in state exercises.

Group discussion suggested edits.

Peter will talk about VTWARN with LEPCs at trainings.

**Comments to Heather by Friday Oct 9**

She will provide to group will run web vote by Oct. 16.

**7. Future VTWARN Steering Committee meetings**

November 13, 2009 at 10 AM

December 4, 2009 at 10 AM

All meetings will be at the Water Supply Division conference room.

**Meeting adjourned at 11:01 AM.**

**Submitted by Heather Young, October 5, 2009**