Emergency Planning Committee  
November 26, 2012 meeting  
Minutes

Attendance  
Commissioners: Chair-Piet Van Loon, Roger Turner  
Staff: Dinah Reed.  
Guests: Glenn Herrin, Marlboro EMD

The Chair called the meeting to order at 6:30 P.M.

Minutes – The October 2012 minutes were approved as written.

Emergency Planning Website – Marlboro Capstone Project  
- Roger re-capped purpose of website – that there is so much emergency information “out there” but it is not presented in a user friendly way for towns to capture and easily retrieve what they need. The emphasis of the website would be on emergency preparation and planning vs. response and recovery. WRC’s purpose is to help towns with land use planning. This website would fit into that purpose.
- Glenn Herrin offered valuable advice, having a communications and website background. He felt the matrix Roger had put together with lists of portals and content was well thought out and would be a great resource for a student.
- Glenn also mentioned the Keene Mutual Aid portal map that is being developed that will cover parts of Vermont, but that we are not sure how much of our region will be covered. The map will be real time/active – showing emergency situations such as road closures due to fallen trees, wash-outs, bridge repair, structure emergency incidents, etc.
- Roger stated that he willing to put time into help with the website – such as; meeting with the student(s) to learn what questions they have, and report back to our Committee.
- It was pointed out that the first phase of the website should be the fundamental structure, and that should be reviewed before adding all the content. We want to ensure it is in fact user friendly, easy to navigate, graphically appealing, etc.
- Recommendation that the front page of the website would have updated information quarterly, but other pages might be static for longer periods of time.
- Recommendation that it would be a totally different webpage from the WRC webpage, would linked from that page, but would have a different look so users are not confused as to which site they are viewing.
Roger offered to write the draft proposal for the Capstone Project, to be sent to Marlboro College in mid-December. Since the draft is due before the Committee meets again, he will circulate via email to the Committee for any comments. Roger will also talk to Peter at Marlboro Grad Center to get feedback while putting the proposal together. The Committee will vote at the January meeting to ratify the proposal.

January Agenda
- Results of Marlboro Capstone Project proposal
- Discussion to get all Committee members up to speed

Next Meeting
- Dinah will do a “doodle” poll to find out the best date per month/and location.

The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Dinah Reed