Executive Board  
September 12, 2017  
WRC Conference Room

Commissioners Present: Piet van Loon (Acting Chair), Norm Wright, Tom Consolino, Carolyn Partridge, Jack Cunningham, Lew Sorenson, Alan LaCombe  
Excused: Jodi French, Denis Pinkernell, Greg Brown  
Staff Present: Chris Campany, Executive Director; Mike Shaughnessy, Finance Director  
Convened: 6:00PM

Administrative Reports:
Secretary’s Report: On a motion by C. Partridge, seconded by T. Consolino the minutes from the July meeting were approved by a unanimous vote.  
Treasurer’s Report: Report was deferred for approval until discussion during meeting program.

Program:
End of FY 2017 budget plan: Executive Director, Chris Campany and Finance Manager, Mike Shaughnessy discussed the expenditure plan and budget outlook for the end of FY 2017. They had met with the Personnel Committee, which recommended staff bonuses be taken from the end of year surplus. Mike also explained that this was a good time to replace staff computers, most of which were approaching 5 years in age. Chris explained that some office furnishings, including some staff chairs, were many years old and not particularly comfortable and that the chairs in the conference room and in the waiting area would be replaced. Also, the waiting area would be reconfigured to be more welcoming to guests and more conducive to sharing information about the Commission and its work.  
On a motion by Lew, seconded by Carolyn, the proposed FY 2017 end of year expenditures were approved.

FY 2018 Work Program and budget: Chris and Mike explained the proposed FY 2018 WRC Work Program and Budget. The work program and related revenue streams are very similar to those of FY 2017, and the financial outlook for the coming fiscal year was very positive. The primary increase was to the personnel line. This takes into account base salary increases as recommended by the Personnel Committee, an approximately 13 percent increase in the cost of health insurance, and increased use of WRC-provided benefits among staff and their families. There was discussion about the convening of the Finance and Personnel Committees ahead of the Executive Board discussion, which was intended to double as the Finance Committee discussion given the substantial overlap of members. Chris committed that in future years there would be no deviation from schedule or process unless direction comes from the Executive Board. Piet van Loon noted some grammatical errors in the Work Program and suggested some clarifying language. On a motion by Norm, seconded by Carolyn, the FY 2018 budget and work program, as amended, passed on a unanimous vote.
Adoption of Procurement Procedures: On a motion by Norm, seconded by Jack, the updated Procurement Procedures were adopted on a unanimous vote. These procedures are consistent with the model procedures now required by VTrans, which incorporate both state and federal requirements.

Regional Energy Plan and Regional Plan Update Status: Chris provided an update on the Regional Energy Plan and the update of the Regional Plan. He explained that the timing of the Regional Energy Plan public comment and adoption process, complicated by a delay in the receipt of comments on the draft plan by the Public Service Department, was not conducive to a concurrent update of the regional plan at this time. He suggested instead that in 2018 the Transportation Plan be updated concurrently with an update of the regional plan, at which time the regional energy plan could be incorporated by reference.

Susan 25th Year Work Anniversary Resolution: Chris suggested that a 25th work anniversary resolution be presented to Associate Director, Susan McMahon at the October Full Commission meeting. There was strong support for this recommendation.

Executive Director’s Report:
Chris explained that a staff retreat would be held on September 27th and that it would be facilitated by Greg Brown. The goal of the retreat was for staff to discuss what is working well and what could be improved, especially given the change in staff and new and evolving initiatives.
Chris noted that staff were beginning a process of reviewing what was in the various bookshelves, file cabinets and boxes in the office with a goal of understanding what we have, keeping what is useful, and disposing of that which is not.

Committee Reports:
• Lew Sorenson mentioned that the Transportation Committee had met the previous day and agreed to change the regular meeting time to the 3rd Tuesday of each month at 4:30 p.m. They will begin to meet in different towns to learn about different projects within those towns. The October meeting will be held in Bellows Falls.

• Nominating Committee Chair Carolyn Partridge announced the proposed slate of officers, Executive Board members, and Citizen Interest Commissioners. Norm noted that he would be telling the Town of Westminster that he would no longer serve after a new Commissioner is appointed after town meeting in 2018.

Meeting Adjourned:
Respectfully Submitted,
Ashley Collins