Executive Board  
October 10, 2017  
WRC Conference Room

Commissioners Present: Jodi French (Chair), Piet van Loon, Norm Wright, Tom Consolino, Greg Brown, Jack Cunningham, Lew Sorenson, Alan LaCombe, Gabby Ciuffreda  
Excused: Carolyn Partridge  
Staff Present: Chris Campany, Susan McMahon, Mike Shaughnessy  
Convened: 6:00PM

Administrative Reports:  
Secretary’s Report: On a motion by T. Consolino, seconded by J. Cunningham the minutes from the September meeting were approved.  
Treasurer’s Report: Mike Shaughnessy was present to provide an oral financial report as other office tasks, most notably challenges associated with new computers, had caused a delay in pulling a written report together. He noted that we ended the FY 2017 fiscal year in a stronger position than had been projected. On a motion by J. Cunningham, seconded by T. Consolino, the financial report was approved.

Brownfield Grant and Loan Requests - Susan McMahon presented the recommendations of the Brownfields Subcommittee. The recommendations are as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Applicant</th>
<th>Loan Request</th>
<th>Grant Request</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saxtons River Park</td>
<td>Village of Saxtons River</td>
<td>$0.00</td>
<td>$71,511</td>
<td>$50,000 Grant</td>
</tr>
<tr>
<td>56 Elm Street (Livery), Brattleboro</td>
<td>New England Youth Theatre</td>
<td>$0.00</td>
<td>$25,000</td>
<td>$25,000 Grant</td>
</tr>
<tr>
<td>Robertson Paper Mill, Bellows Falls</td>
<td>Bellows Falls Area Development Corp dba as Island Holdings</td>
<td>$100,000</td>
<td>$200,000</td>
<td>$100,000 loan and $200,000 grant</td>
</tr>
</tbody>
</table>

Susan answered questions about the brownfields revolving loan fund use to date. Norm reviewed the committee membership and selection process. On a motion by Norm, seconded by Lew, the recommendations of the Brownfields Subcommittee were approved, with Commissioner Alan LaCombe abstaining.

Sister City Concept - Susan discussed the sister city concept and the proposal by Westminster Commissioner Stephen Dotson, Ralph Meima, and the EcoVation hub to explore the possibility of partnering with the Hässleholm Municipality in Sweden. The WRC has been asked, through the Community Development Committee, to send the municipality a letter of introduction and initial
inquiry. It was explained that this committed the WRC to expending no time or resources, and that if there is interest in a possible sister city/region relationship that would come back to the Executive Board and Full Commission. It was suggested that Stephen and Ralph could present the idea and related goals to the Full Commission if there is interest on the part of Hässleholm Municipality. On a motion by Piet, seconded by Alan, the sending of a letter to the municipality was approved.

Committee Chair Appointments – Jodi consulted with each Committee Chair who is also an Executive Board member whether or not they would like to maintain their current appointment. It was advised that the Natural Resources Committee should be chaired by an Executive Board member as water quality falls within its purpose and water quality has grown into a major programmatic area and source of revenue. It was also advised that a new chair was needed for the Energy and Personnel Committees. Greg Brown agreed to chair the Energy Committee, Gabby Ciufredda agreed to chair the Natural Resources Committee, and Piet van Loon agreed to chair the Personnel Committee. Norm noted that he has told the Westminster Town Administrator that he will not seek reappointment as a Commissioner in March, and that he will continue to serve until they find a new appointment. Norm moved the slate, with a second by Jack. The slate was approved.

Executive Director’s Report:
Staff Retreat Review – Chris reviewed the purpose, process and outcomes from the staff retreat held Wednesday, September 27th. He also noted that Greg Brown facilitated the retreat, and invited him to also comment and share his insights and observations. The underlying reason for the retreat was the change in staff, the number of new staff, and changes in funding and programming. Included in the outcomes was support of commissioners and relationships with commissioners. There was considerable discussion around three items including gender and diversity training, more committee involvement in Full Commission meeting programs, and more regular updating of commissioner profiles and handbooks. It was suggested that a programmatic calendar be developed to establish for commissioners the “rhythms” of WRC activities that occur during the fiscal year.

Committee Reports: Jack provided an overview of the Project Review Committee’s meeting with VTrans Director of Planning, Joe Segale. VTrans had recently levied a fee against an Act 250 applicant (Retreat Farm) to contribute to a VTrans project, once it is built. Even though the proposed development is on Route 30, the fee would go towards improvements on Putney Road. This prompted some consternation on the part of the Project Review Committee and their subsequent invitation to Joe to attend a Project Review Committee meeting.

On a motion by Norm, the meeting was adjourned at approximately 8:07 p.m.

Respectfully Submitted,
Ashley Collins