Draft 7.10.18 Windham Regional Commission Executive Board Minutes

Members Present: Jodi French, Chair; Jack Cunningham, Tom Consolino, Piet van Loon, Greg Brown, Gabby Ciufredda, Lew Sorenson, Tim Arseneault

Absent: Carolyn Partridge

Staff present: Chris Campany, Executive Director; Mike Shaughnessy, Finance Manager

Public: None

Presenter: None

Meeting convened at 6 p.m.

Secretary’s Report: Minutes were approved on a motion by Tim, seconded by Jack, by a unanimous vote.

Treasurer’s Report: Finance Manager Mike Shaughnessy provided a report. He explained that the financial position for the current fiscal year continues to be very positive. He did note that the accounts receivable has grown to a substantial amount and that we are waiting for multiple state agencies to begin processing invoices once they complete their normal end of fiscal year pause in processing. On a motion by Piet, seconded by Tim, the Treasurer’s report was approved by a unanimous vote. Also discussed was the formulation of the FY 2019 budget. The Personnel Committee has met to provide compensation recommendations for consideration by the Finance Committee. The Finance Committee will meet before the end of the month. It was agreed that the Executive Board meeting for August should be rescheduled to accommodate staff and commissioner absences, including election day ballot counting. The Executive Board will meet on Tuesday, August 21st to develop a budget and work program recommendation ahead of the August 28th Full Commission and Annual Business meeting. The decision to move the Executive Board meeting to August 21st was approved by a unanimous vote on a motion by Tom, seconded by Lew.

Review of Committee Membership, Membership Maintenance and Recruitment: Executive Director Chris Campany asked the Executive Board to review the current committee membership, whether or not there were issues related to membership and committee function that should be addressed (including quorum and capacity issues), and how membership might inform Executive Board, Officer and Citizen Interest Commissioner nominations ahead of the August Business Meeting. Brownfields, Finance, and Personnel would benefit from more members. During the course of the discussion the Chair appointed Commissioner Steve Lembke to the Natural Resources Committee and Commissioner Bobbi Kilburn to the Personnel Committee. Commissioner Lew Sorenson also asked to be appointed to the Personnel Committee. The Executive Board endorsed these appointments.

Dummerston Town Plan Approval and Confirmation: Planning Coordination Committee Chair Piet van Loon explained that Jenepher Brunnel chaired the Committee in his absence. Piet reviewed the plan review process and noted that the plan was well-done. On a motion by Piet, seconded by Tim, the Dummerston Town Plan was approved by a unanimous vote with Greg Brown abstaining. Piet moved that the Dummerston planning process be confirmed, with a second by Tom. The vote for planning process confirmation was approved by a unanimous vote with Greg Brown abstaining.

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Citizen Interest Commissioner, Executive Board and Officer Nomination Considerations: Executive Director Chris Campany updated the Board about the vacancies of which he was aware, and which Commissioners had expressed interest in serving in leadership roles. Chair Jodi French noted that she is running unopposed for Windham County Probate Court Judge and that if she wins that seat, she will no longer be able to serve as a Commissioner. Jodi noted that she had spoken with Board member, Natural Resources Committee Chair, and Brownfields Subcommittee Chair, Gabby Ciufredda, about being nominated as Chair and Commissioner Ciufredda is interested. Commissioner Bobbi Kilburn has expressed an interest in being nominated to serve as Treasurer, and if elected would join the Executive Board. Citizen Interest Commissioner positions were also reviewed. Recommendations will be sent to the Nominating Committee chaired by Commissioner Carolyn Partridge.

Sister Region Subcommittee: The Community Development Committee recommended that a subcommittee comprised of 6-8 people representing civic, business, international business, government, and academia sectors be established to further explore the establishment of a sister region relationship. The idea is to explore a long-term relationship with a region in another country that shares characteristics and strengths similar to the Windham Region. Conversations have begun with Hassleholm Municipality in Sweden, which is inland, forested, hilly, with some large lakes and which is about 1-2 hours from much larger urban centers. Relationships with regions on other continents have also been discussed. Chair Jodi French endorsed the Committee’s recommendation. On a motion by Lew, seconded by Tim, the creation of the subcommittee was approved by a unanimous vote.

Consideration of Executive Director Chris Campany as Possible Candidate for Nuclear Decommissioning Citizen Advisory Panel Chair (NDCAP): Executive Director Chris Campany explained that a leadership change is underway as current and long-serving chair Kate O’Connor steps down. This is happening as many other community member appointees are not seeking reappointment. This is creating something of an institutional memory gap. Chris had been approached by multiple NDCAP members to see if he was willing to serve as Chair. He expressed to NDCAP at its June meeting that he was willing, but would need the support of the WRC Executive Board. He also asked Public Service Commissioner and current NDCAP Chair O’Connor to write notes to the Executive Board explaining why they thought his service as Chair was appropriate at this time, and that the WRC would not be expected to assume any NDCAP support functions. Chris was asked how much time he has typically contributed to the Panel. He explained that he thought the number of meetings per year could be reduced to the statutorily required four per year, and that his intent would be to serve as chair until another appointee from the local community was ready to serve as Chair. On a motion by Tim, seconded by Jack, the Board voted unanimously to allow Chris to be nominated to serve as Chair of NDCAP.

New Appointments: As was noted above, the Chair appointed Commissioner Steve Lembke to the Natural Resources Committee and Commissioner Bobbi Kilburn to the Personnel Committee. Commissioner Lew Sorenson also asked to be appointed to the Personnel Committee. The Executive Board endorsed these appointments.

Executive Director Report: Chris noted that he had been informed by Commissioner Jack Cunningham that former long-serving Commissioner for Guilford, John Kristensen, had passed away. It was suggested that a moment of silence be offered for John at the next Full Commission meeting.

Committee Reports:

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Brownfields – Will meet this coming Friday.

Community Development – Had a panel discussion on housing and will continue that discussion.

Energy – They have begun reviewing the current regional plan.

Transportation – Dave Pelletier from VTrans was present to discuss the Long Range Transportation Plan. Lew suggested there be guidance to manage public comment.

On a motion by Jack, seconded by Tim, the Committee Reports were approved by a unanimous vote.

**Other Business:** None.

**Adjournment:** On a motion by Tim, the meeting was adjourned.