Members Present: Gabby Ciuffreda, Chair; Jack Cunningham, Piet van Loon, Tom Consolino, Tim Arsenault, Lew Sorenson, Greg Brown
Absent: Bobbi Kilburn, Carolyn Partridge
Public: None
Presenter: None
Staff Present: Chris Campany, Executive Director
Convened: 6:03PM

Administrative Reports:
Secretary’s Report: September’s minutes were approved by a unanimous vote on a motion by Tim, seconded by Jack.
Treasurer’s Report: Executive Director Chris Campany conveyed that Finance Manager Mike Shaughnessy was still processing the month- and year-end financials, but that it appeared the actual would exceed the projected year-end balance. Chair Gabby Ciuffreda noted that she and Treasurer Bobbi Kilburn had met with Mike to go over the WRC’s finances and related processes. The Treasurer’s Report was approved by a unanimous vote on a motion by Jack, seconded by Piet.

Discussion of Executive Board Responsibility for Commissioner Recruitment and Orientation: Chair Gabby Ciuffreda asked which WRC committee should undertake and execute goals relating to commissioner recruitment and orientation. Should this be overseen by the organization’s leadership - the Executive Board? She suggested it should. It was agreed that the Executive Board was the best group to perform this function if it could rise to the challenge. Commissioner Greg Brown suggested the Executive Board should assume this responsibility but give itself some time, evaluating its progress after a year’s trial. Gabby agreed to lead the effort. Commissioner Lew Sorenson made a motion that the Executive Board take on the task of commissioner recruitment and that the effort be evaluated after 1 year. Greg seconded the motion. Commissioner Tom Consolino asked if the Executive Board had reviewed the recommendations from the committee tasked with examining commissioner engagement. Gabby stated that the recommendations were reviewed in depth at the September meeting. Commissioner Jack Cunningham noted that these matters had been discussed numerous times before and that specific actions needed to be identified. Gabby said she would add that to the November Executive Board agenda. The motion was approved by a unanimous vote. Gabby asked if the Executive Board should take responsibility for orientation. Greg felt that staff did a good job organizing and running orientation, but that a one-pager “marketing” brochure prepared by the Executive Board could be useful. It was suggested that committee chairs use orientation as an opportunity to describe the work of their committees to recruit new members and to introduce their purpose. Lew stated that the last orientation was one of the best he’d seen. Jack made a motion that responsibility for new commissioner orientation rests with the Executive Board and that it continue

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going forward with what has worked well. Commissioner Tim Arsenault seconded the motion. It was suggested that when there is a cluster of 4-6 new commissioners that an additional orientation session be held in addition to the one held annually in the May-June timeframe (which allows towns time to appoint commissioners). The motion passed by a unanimous vote.

**Strategy for Reviewing the WRC Mission Statement, Commissioner Job Description, and Commissioner Handbook:** Chair Gabby Ciuffreda explained this item relates to discussing and deciding on an approach for revising the aforementioned documents. The goal is to discuss the revision process and not discuss at this meeting the contents or revisions of the documents themselves. Commissioner Lew Sorenson suggested the focus be on making the commissioner manual available electronically so it could remain up-to-date. It could be supplemented by paper copies if necessary. Commissioner Jack Cunningham suggested the Executive Board review one document per meeting to spread the work and maintain focus. Gabby stated that she would work with staff to revise the drafts for consideration by the Executive Board, and that this would be done by January. It was agreed that this was a good approach. The suggestion was made that membership of each committee be posted to the website, and that photos and a biography be provided for each commissioner. Executive Director Chris Campany provided an overview of previous conversations about these subjects and suggested the Executive Board bring suggestions to the Full Commission. Gabby stated that this discussion could be added to the agenda of a future meeting.

**Process for Review of Committee Purpose and Objectives (P&O) Statements:** Chair Gabby Ciuffreda explained the goal was to discuss the strategy by which P&Os could be updated as some had not been revisited for several years. She also noted that the P&Os were to be updated on an annual basis per the bylaws. It was agreed that the committees would revisit and revise as necessary their P&Os by the end of February, to be reviewed by the Executive Board in March.

**Westminster Energy Plan Determination of Energy Compliance:** Energy Committee Chair Greg Brown explained that the Energy Committee recommended approval of the Westminster town plan energy element. On a motion by Greg, seconded by Commissioner Jack Cunningham, the plan was granted a Determination of Energy Compliance.

**New Appointments:** On a motion by Commissioner Tim Arsenault, seconded by Commissioner Tom Consolino, the following appointments were approved by a unanimous vote:

- Joel Bluming, Commissioner, Jamaica: Transportation and Community Development
- Jim Pinkerton, Jr., Commissioner, Vernon: Planning Coordination and Natural Resources
- Sarah Shippee, Commissioner, Dover: Per her request, removed from Community Development and placed on the Energy Committee.

**Executive Director’s Report:**

Chris Campany explained the following:

- October Full Commission meeting will be Tuesday, October 30th at the Brattleboro Museum and Arts Center with guest speaker Julie Moore, Secretary of Natural Resources.
- The Governor’s Capital for a Day will be October 23rd. WRC staff may be asked to arrange meetings with an for cabinet-level officials related to the work of the WRC.
- The joint meeting of the Rockingham and Walpole Planning Commissions was well-attended and they have agreed to continue meeting.
• The WRC’s Village Sanitation Pilot Study kick-off meetings in Westminster West and West Dummerston have been held.
• The Nuclear Regulatory Commission is expected to make a decision soon about the transfer of ownership of Vermont Yankee from Entergy to NorthStar. The Public Utilities Commission would make a decision thereafter, and the Conservation Law Foundation may appeal.

Committee Reports:

Community Development – Communications will be an important element in the regional plan update.

Energy – Translating the energy plan into the regional plan will be important. The visit to the wind installation in Searsburg and Readsboro was valuable for those who participated, and perhaps changed some previously-held perceptions or assumptions.

Planning Coordination – The town plan review process was discussed. Numerous town plans will be coming to the WRC for approval.

Project Review – Magic Mountain and Stratton discussed their respective projects and how they related to their own planning intentions.

Commissioner Piet van Loon asked that the Personnel Committee be added to the Committee report list contained within the Executive Board packet.

The Committee Reports were approved.

Other Business: Commissioner Lew Sorenson agreed to reach out to the Putney Town Manager about serving as a commissioner for Putney. Commissioner Piet van Loon asked if staff could meet more frequently with the Executive Board to get to know them and the work they do. There was discussion as to whether or not the Full Commission might be a more effective venue. Executive Director Chris Campany asked that staff be asked to attend meetings when there is a specific issue or topic do be deliberated so as to make effective use of their time. He suggested that the committee chairs make staff attendance recommendations.

Adjournment: On a motion by Tim, the meeting was adjourned at approximately 7:27 p.m.

Respectfully Submitted,
Ashley Collins