Members Present: Gabby Ciuffreda, Chair; Lew Sorenson, Jack Cunningham, Piet van Loon, Greg Brown, and Steve Lembke

Members Participating by Phone: None.

Absent: Bobbi Kilburn, Tim Arsenault, and Carolyn Partridge

Staff Present: John Bennett, Associate Director; Mike Shaughnessy, Finance Manager

Public: None

Presenter: Laura Sibilia, Brattleboro Development Credit Corporation, by telephone.

Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 6:00 p.m.

Additions/Changes to Agenda: None

Administrative Reports:

Secretary’s Report: On a motion by Lew, seconded by Jack, the Board approved the March 12, 2019 Minutes by a unanimous vote with the exceptions of Jack and Steve who abstained. On a motion by Jack, seconded by Piet, the Board approved the February 14, 2019 Minutes by a unanimous vote.

Treasurer’s Report: Treasurer’s report was provided by Mike. We continue to operate in a positive position. Deficit for the month was based on furniture and equipment renovation expenses. On a motion by Jack, seconded by Lew, the Board voted unanimously to approve the Treasurer’s Report.

Program:

Review for Recommendation of Acceptance by Full Commission of Southern Vermont Comprehensive Economic Development Strategy, Laura Sibilia, Brattleboro Development Credit Corporation (by phone): Laura described how the 2019 Southern Vermont CEDS includes Bennington County, whereas the prior 2014 CEDS did not. She reported that BDCC had voted to submit the new CEDS to the EDA and requested that WRC provide written support for work to implement the Southern Vermont CEDS. On a motion by Steve, seconded by Jack, the Board voted unanimously to recommend the WRC accept the Southern Vermont CEDS.

Review and Approval of Amended WRC Commissioner Job Description and Handbook for Action by Full Commission: Regarding the Job Description, following up on discussion of prior topics, the Board agreed to revise the Responsibilities list to move reporting back to the town up from #5 to #2 to reflect its importance, and to augment the item by adding town meetings and other gatherings. It was noted, also, that Citizen Interest Commissioners are elected, not appointed. Finally, the Board agreed that “-appointed” should be deleted from the phrase Town-appointed Commissioners. On a motion by Lew, seconded by Jack the Board voted unanimously to recommend WRC approval of the Job Description.
Regarding the Handbook, discussion included the timing and frequency of orientations and the location of WRC meetings. On a motion by Lew, seconded by Greg, the Board voted unanimously to recommend WRC approval of the Handbook.

**Newfane Town Plan Approval and Planning Process Confirmation**: On a motion by Jack, seconded by Lew, the Board voted unanimously, with the exceptions of Greg who abstained and Piet who recused himself, to recommend WRC approval of the plan and confirmation of the town’s planning process.

**Commissioner Engagement Strategies**: The Board discussed numerous possible means of enhancing Commissioner engagement, including orientation sessions and having Committee Chairs and staff reach out to new Commissioners to provide personal introductions to the WRC and Committee(s).

**April Full Commission Agenda Proposal**: The location is TBD and the agenda will include support of the Southern VT CEDS and review and approval of amended documents.

**Staff Update**: John noted that Emily Davis’ presentation about the Confluence Project kicking off the recent Leahy Summit was very well received. The project was creative watershed placemaking. He also noted that some VAPDA Directors were pushing back against DHCD task creep for the next contract.

**New Appointments**: None

**Committee Chair Updates**: Gabby noted that Lew was resigning from the WRC effective as soon as Dummerston had a replacement. She expressed gratitude from the whole organization for his years of service. Gabby then noted that Greg was resigning as Citizen Interest Commissioner as of the annual meeting. She expressed gratitude from the whole organization for his years of service. Steve noted that there is a newly formed Emergency Planning Committee that he will Chair.

**Review of Action Items from Meeting**: No actions were reviewed.

**Adjournment**: On a motion by Jack, the meeting was adjourned at approximately 8:00 p.m.

Respectfully Submitted,
Ashley Collins