Commissioners Present: Gabby Ciuffreda, Chair; Piet van Loon, Tim Arsenault, Greg Brown, Steven Lembke, Jack Cunningham, Bobbi Kilburn, Carolyn Partridge, Lew Sorenson

Absent: None.

Members Participating by Phone: None.

Staff Present: Chris Campany, Executive Director

Public/Guests: Karen Astley, Commissioner-Putney, Lise Fortin, Commissioner-Wardsboro

Presenter: None.

Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 5:56 p.m. She thanked Commissioners for their willingness to move the meeting up a week to be updated on, and discuss, continuity of operations following the death of Finance Manager, Mike Shaughnessy.

Additions/Changes to Agenda: None

Administrative Reports:

Secretary’s Report: The minutes of the July 9, 2019 meeting were reviewed. Lew Sorenson said he should be noted as absent. With that amendment, the minutes were approved on a motion by Commissioner Arsenault, seconded by Commissioner Cunningham.

Treasurer’s Report: Treasurer Kilburn deferred her report to be encompassed by the next agenda item.

Program:

Finance Management Continuity of Operations: Executive Director Campany explained what measures had been put in place following the unexpected death of Finance Manager, Mike Shaughnessy, on July 11th. He explained the following actions had been taken:

- Bank account authorizations have been updated with People’s United Bank. This remains to be done at Brattleboro Savings and Loan.
- Secured interim bookkeeping services to process payroll, taxes and accounts payable (Sandy Pinger).
- Have a handle on invoicing backlog, related primarily to backlog of data entry from timesheets.
- Performing data entry into master Excel time spreadsheet for use in developing invoices.
- Should have first quarter payment from ACCD this week.
- Full People’s United Bank line of credit moved into checking.
- At suggestion of Chair and Treasurer, will inquire with Brattleboro Savings and Loan about more robust line of credit.
- Agreement to manage the finances of Brattleboro Senior Meals has ended and the hand-off to Pieciak is almost complete. A 15-day notice of termination of agreement provided to BSM on Friday, July 19th.
• Vermont quarterly tax filing made.
• Receipt of new PIN to pay federal taxes is completed.
• Change of point of contact for employee benefit programs complete. Help has been provided to Mike’s family to access his employment benefits.
• Finance Manager job posted 7/19/19. Interviews conducted 7/30/19 including Chair Ciuffreda, Executive Board member Steve Lembke, and Finance Committee member Charlie Goodwin, with engagement of Treasurer Kilburn throughout the process. Offer made 8/1/19. Inessa Muse will start as our new Finance Manager on August 19th.

Campany expressed gratitude to the Commissioners who had provided support throughout this process. The Board similarly expressed gratitude to staff for minimizing disruption within the commission, among staff, and those we serve. It was acknowledged that the WRC would make changes to its finance management system to be more resilient, and that this would be done as a collaboration among staff and the Executive Board.

**Staffing Update:** Executive Director Campany explained that WRC will be short-staffed for a brief period beginning mid-August and continuing into mid-September. Transportation and energy planner Marion Major will begin maternity leave in mid-August and will return in November. Natural resource planner Emily Davis will be leaving the WRC after the first week of September to hike to the Mt. Everest base camp before beginning law school. We thank Emily for her good work and wish her the best on her journeys. The natural resource planner vacancy has been advertised and we hope to conduct interviews the week of August 19th. If all goes well we could have a new natural resource planner in place by the 2nd or 3rd week of September. We’ll be dividing up tasks among staff until Marion returns and until a new natural resource planner is hired. The interim staff contacts will be:
- General Transportation, Transportation Projects and Energy: Chris Campany
- Technical Transportation (inventories, Grants in Aid, counts, maps): Jeff Nugent & Lisa Donnelly
- Natural Resources: John Bennett

**Year End & Budget Development Schedule:** The Executive Board agreed that the annual business meeting that would normally be held in August should be postponed until September. The next Full Commission meeting will be held Tuesday, September 24th at 6:00 p.m. at the Newbrook Fire Department in Newfane. This will be our Annual Business Meeting where Commissioners will vote upon the FY2020 Work Program and Budget, and at which WRC officers, Executive Board members, and Citizen Interest Commissioners will be elected. Having a quorum at this meeting is absolutely essential. The Annual Business Meeting is normally held in August, but time is needed for the Executive Director and Executive Board to work with the new Finance Manager to project our year-end financial position and develop our FY2020 budget. We do not anticipate major changes to next year's budget; it should look very much like this year's. A draft FY2020 Work Program and Budget will be discussed at the September 10th meeting of the Executive Board. There was some discussion as to whether or not a face to face meeting should be held in August, but it was agreed that a letter to all commissioners explaining the reason for rescheduling the Annual Meeting, and providing them with an update on WRC operations, would suffice. The letter will be sent by both email and mail, and will go out from both the Chair and Executive Director. A concern was voiced that some Commissioners may not feel they are engaged enough in decision making. Chair Ciuffreda noted that an Executive Board subcommittee had made recommendations about how Commissioners might be more fully engaged, and that had been the focus of the Executive Board and its actions for much of the past year.
Bringing specific examples and issues to the Executive Board was suggested so the Board can take more explicit action.

**Contribution to Make-A-Wish in Memory of Mike Shaughnessy:** On a motion by Commissioner van Loon, seconded by Commissioner Cunningham, the Executive Board approved a $500 donation to the Make-A-Wish Foundation in memory of Mike Shaughnessy by a unanimous vote.

**New Appointments:** There were no new appointment requests.

**Committee Chair Updates:** Emergency Planning Committee Chair Lembke explained that the committee had met with providers of services to vulnerable communities, and that this meeting led to a tabletop exercise to be held October 1st at the Putney Fire Department from 9 a.m. until 4 p.m. This exercise will bring together service organizations, fire chiefs, emergency management directors, and others.

**Review of Action Items from Meeting:** It was noted that scheduling of trainings identified during the June meeting, and continuation of the update of the Personnel Policy, would be postponed until work on the FY2020 budget is complete.

**Adjournment:** On a motion by Commissioner Arsenault, the meeting was adjourned at approximately 7:32 p.m.

Respectfully Submitted,
Ashley Collins