Members Present: Gabby Ciuffreda, Chair; Piet van Loon, Tim Arsenault, Greg Brown, Jack Cunningham, Lew Sorenson

Absent: Steven Lembke, Bobbi Kilburn, Carolyn Partridge

Members Participating by Phone: None.

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 5:58 p.m. She thanked Commissioners for their willingness to move the meeting back a week to allow more time for the development of the FY 2020 Work Program and Budget.

Introductions were made.

Additions/Changes to Agenda: None.

Administrative Reports:

Secretary’s Report: The minutes of the August 6, 2019 meeting were approved on a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, by a unanimous vote.

Treasurer’s Report: Finance Manager Inessa Muse introduced herself and provided a recap of what she’d been working on since her employment beginning August 19, 2019. She described the challenges associated with response to the FY 2018 audit, but that she’d made progress. She also explained her suggestion that WRC transition away from the Sage finance management software platform to QuickBooks as soon as possible.

Program:

Review of Draft FY2020 Work Program and Budget: Finance Manager Muse and Executive Director, Chris Campany, explained the proposed work program and budget. They noted that because much of Inessa’s time has been consumed by audit response, and because staff were still catching up on invoicing, it was not possible to develop a reliable FY 2019 end of year projection. For that reason, an end of year projection was not included as part of the budget as would usually be the case. Chris explained that he had run this issue by Treasurer Kilburn and she was fine with the presentation of the FY 2020 budget without an FY 2019-year end projection. Commissioner Fortin expressed her concern that the budget made no accommodation for staff salary increases. Commissioner Arsenault suggested the budget be amended to accommodate a 2.5% cost of living increase for all staff. On a motion by Commissioner Cunningham, seconded by Commissioner Arsenault, the Executive Board recommended adoption of the Work Program and Budget by the Full Commission at its September 24, 2019 meeting. The motion was approved by a unanimous vote.
**Brattleboro Savings and Loan Signature/Account Authorizations:** Executive Director Chris Campany asked that the Board approve the addition of the following authorizations and signatures on accounts related to the WRC Brownfields Revolving Loan Fund held by Brattleboro Savings and Loan: Chris Campany, Inessa Muse, Susan Westa. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Board approved by a unanimous vote the addition of the aforementioned WRC staff to the Brattleboro Savings and Loan accounts.

**Readsboro Support Letter for Environmental Mitigation Grant:** The Town of Readsboro requested a letter of support for its grant to replace an undersized culvert in the village that causes frequent flooding, especially during winter. On a motion by Commissioner Cunningham, seconded by Commissioner Arsenault, the Board approved by a unanimous vote the proposed letter of support.

**New Appointments:** Windham and Windsor Housing Trust Executive Director Elizabeth Bridgewater was appointed to the WRC Brownfields Committee.

**Executive Director Report:** Executive Director Campany explained that recent staff transitions have gone remarkably smoothly and that he anticipated staffing could be more stable going forward. He provided an overview of a recent public meeting regarding new funding for broadband feasibility analysis and business plan development held in Wilmington, and noted that the WRC would need to define its role in the effort. He felt the ideal situation would be for the WRC to collaborate with a technical service expert to provide advice about business models and technology, while the WRC could facilitate communication with and among towns. He asked if the Board felt the Commission should meet in October, and that he invite someone to present the Staying Connected Initiative wildlife habitat concept. There was agreement that this was a good approach, and it was noted that the Commission would not be convened in November or December unless necessary.

**Committee Chair Updates:** None.

**Public Comments:** Commissioner Lew Sorenson announced that this would be his last Executive Board meeting as a Commissioner. Those present expressed their appreciation for Lew’s decades of service first as Executive Director, followed by service as a Commissioner, Executive Board member and officer.

**Review of Action Items from Meeting:** None.

**Adjournment:** On a motion by Commissioner Arsenault, the meeting was adjourned at approximately 7:50 p.m.

Respectfully Submitted,
Ashley Collins