Executive Board  
August 13, 2013  
WRC Conference Room

Commissioners Present: Jodi French (Chair), Maggie Bartenhagen, Heath Boyer, Tom Buchanan, Tom Consolino, Corky Elwell, Carolyn Partridge, Denis Pinkernell, Piet van Loon, Lew Sorenson, Norm Wright  
Excused: Jack Cunningham,  
Staff Present: Chris Campany  
Convened: 7:00PM

Administrative Reports:
Secretary’s Report: On a motion by Tom C., seconded by Carolyn, the minutes from the June meeting were approved.  
Treasurer’s Report: On a motion by Norm, seconded by Tom B., the Treasurer’s report was approved.

Fiscal Year 2014 Work Program and Budget: Executive Director Chris Campany presented the draft FY 2014 Work Program and Treasurer/Finance Committee Chair Norm Wright presented the FY 2014 Budget. Chris explained the changes in work program categories necessitated by the new contract with the Department of Housing and Community Development (DHCD) and the reporting requirements and format associated with that contract. The primary change is the structure of the spending categories; the new structure lines up with the contract. Tom C. asked that language be added to the work program narrative explaining that the basis for the budget allocations are based on prior years’ actual expenditures. Tom C. also asked that the Municipal Services Policy be added to the work program package. Norm explained that the Finance Committee had approved the proposed FY 2014 budget during its meeting held at 5 p.m., and that it is a balanced budget. On a motion by Tom B., seconded by Carolyn, the FY 2014 Work Program and Budget were approved by a unanimous vote to be presented to the Full Commission at its annual meeting in August. Tom C. asked about a suggestion made during the June Executive Board meeting that the Finance and Personnel committees be combined into one joint committee. The motivating factor behind the suggestion is that it’s been difficult to recruit Commissioners to serve on the Personnel Committee, and the principal personnel issue over the last few years has been compensation within the context of the budget. The possibility of forming a joint committee with Finance was made with expediency in mind, though the preferred path would be a personnel committee with a robust membership. The Executive Board asked Chris to develop recommendations for the next meeting, and asked Jodi to ask during the Annual Meeting for Commissioner to serve on the Personnel Committee. Jodi asked that a letter from the Executive Board be given to Mike Shaughnessy expressing the Commission’s appreciation for excellent job managing the WRC’s complex finances and his dedication to the WRC. There was unanimous support for Jodi’s suggestion.
Committee Chair Appointments: Chair Jodi French suggested the following slate of committee chairs to serve for the remainder of the 2013 Fiscal Year:

- Exec Board: Jodi French
- Full Commission: Jodi French
- Brownfields: Norm Wright
- Community Development: Norm Wright
- Emergency Planning: Jodi French
- Energy: Heath Boyer
- Finance: Norm Wright
- LEPC: Corky Elwell
- Natural Resources: Maggie Bartenhagen
- Nominating: Carolyn Partridge
- Personnel: Denis Pinkernell
- Planning Coordination: Piet van Loon
- Project Review: Jack Cunningham
- Public Policy & Legislative: Tom Consolino
- Regional Plan Update: Vacant
- Transportation: Lew Sorenson
- VY Study: Tom Buchanan

Upon a motion by Carolyn, seconded by Tom B., the slate of officers was approved.

Confirmation of Executive Board Member Willingness to Serve During FY 2014: Chair Jodi French asked the Executive Board members if they intended to serve for FY 2014. All agreed that they would, though Tom B. indicated that he may step down in March, 2014.

WRC Coordination of Multi-RPC Effort to Assist Municipalities with Applications for CDBG-DR Second Round: Chris explained that the WRC has been asked by DHCD to manage an effort by the Regional Planning Commissions (RPCs) with towns in Windham, Windsor and Washington Counties to assist municipalities with their applications for funding of projects through the 2nd round of Community Development Block Grant-Disaster Recovery (CDBG-DR) funds. If the U.S. Department of Housing and Urban Development accepts the state's proposal, approximately $5 million will be available for municipal infrastructure projects. These could include moving of town buildings that flooded during Irene, bridges and culverts that still need to be replaced, or a number of other similar projects. The CDBG-DR applications are rather involved, so DHCD is asking the RPCs to develop applications for towns that don’t have staff capacity to develop them on their own. WRC will manage the overall effort, develop applications for our towns in Windham and Windsor counties, and establish subcontracts with three other RPCs to develop applications for their towns. We will receive funding for our project management responsibilities. There is no match required for us to do this work. This CDBG-DR funding has to be spent within two years. This is a short turnaround time for capital projects, and a reason why DHCD wants RPC help with the applications. WRC needs to bring on additional help to get these applications done, and to that end Chris hired Jim Matteau as a part-time employee to help with this effort. Jim is familiar with the CDBG program, he knows our towns and his FEMA experience has given him experience with town infrastructure recovery and hazard mitigation. FEMA programs and CDBG-DR are different, but the level of documentation needed is similar. Jim will start Monday, August 12th.
Review and Discussion of Entergy VY PSB Docket 7862 Initial Brief: Tom B. reviewed the final draft of the Initial Brief that the VY Study Committee has asked to be filed in this docket. Tom was commended on his thorough and good work. The history and summary of past dockets was particularly appreciated. There was some discussion about what constitutes reliability, and what evidence could and should be put forth to predict future reliability. On a motion by Norm, seconded by Tom C., there was unanimous approval that Chris should, at his discretion; file the brief on Friday, August 16th after technical edits had been made that met the spirit of the Executive Board discussion.

Executive Director's Report & Other Business:
Chris Campany updated the Executive Board on the following items:

- The National Endowment for the Arts-funded project in Londonderry in support of the revisioning of the use of buyout properties.
- He has been asked by the Public Service Department to participate in the Total Energy Study.
- He submitted two proposals for inclusion in the Comprehensive Economic Development Strategy; one is the development of a plan and feasibility analysis for community water and sewer in villages without it, and the other was a residential real estate market analysis to explore market conditions related to housing supply (both new and existing) and affordability in the region.
- Lack of information about proposed Ball Mountain Dam emergency drill that would supposedly involve only one or two towns.
- Summary of Institute for Sustainable Communities (ISC) meeting with region’s local officials. The ISC is developing a resiliency plan for the state.
- He may step down as a member of the Connecticut River Joint Commissions Executive Committee if the organization does not become better organized, especially in its work related to the FERC dam relicensing.
- Future Full Commission Meetings: August – Forrest Hammond on Black Bears in the Region; September – Community Development in Readsboro; October – Village Community Water and Sewer at meeting to be held in Londonderry; November or December – Carolyn will reach out to House Speaker Shap Smith to see if he will serve as the Commission’s guest speaker.

Committee Reports:
Finance: The Committee met just prior to the Board’s meeting to discuss the FY2014 Budget.

Nominating: Carolyn needs contact information for Citizens' Interest Commissioners to determine whether or not they’re willing to continue to serve.

Public Policy and Legislative Committee: Will meet on Monday, September 9th to review Purpose and Objectives Statement, and what can be done to make the Committee and its meeting with legislators more effective.

Brownfields:
Community Development:
Emergency Planning:
Energy: No Meeting / Nothing to Report
Natural Resources:
Project Review:
Norm moved adjournment, seconded by Tom C.
Meeting Adjourned: 9:05 PM

Respectfully Submitted,
Chris Campany