Executive Board  
March 8, 2011  
WRC Conference Room

Commissioners Present: Melinda Bussino, John Whitman, Jodi French, Fred Bullock, Elaine Beckwith, Corky Elwell, John Kristensen, Tom Buchanan  
Excused: Carolyn Partridge, Norm Wright  
Staff Present: Chris Campany, Mike Shaughnessy, Ashley Collins  
Convened: 7:13pm

Administrative Reports:
Secretary’s Report: On a motion by Jodi seconded by John W. the February 8th minutes were approved.  
Treasurers Report: On a motion by Fred, seconded by Jodi the Treasurer’s Report was approved.

Executive Director’s Report
The Board was provided with a first-look at a comprehensive WRC website redesign. The purpose of the website is to bring it up to date in terms of both format and content, and to make a site that is more easily updateable. Board members made some suggestions, including the development of a website development plan, layout hierarchy, and priority information.

Chris explained that he is in the process of developing a performance evaluation tool. His intent is to have a draft for review staff by the end of March. The tool will consist of multiple objective performance ranking criteria, supplemented by subjective ranking criteria that will be developed in consultation with the staff person being evaluated. The tool will also be used to identify individual training and professional development needs. A formal evaluation will be performed on an annual basis, which will be preceded by a less-formal mid-year review.

On March 18th, the WRC, in collaboration with Youth Services, will convene a meeting of supervisory union superintendents, school bus service providers, and public transit service providers to discuss what opportunities might exist to coordinate services to better get youth to and from the places they need to go (school, work, gathering places, medical services, etc.). Chris further explained that neither the WRC nor Youth Services were at all interested in becoming involved in negotiations between the schools and bus service providers. These discussions will contribute to a proposal to the Jeffords Center to explore how better coordination among the full range of transportation service providers in the region might improve mobility for everyone.

Chris has been asked to serve on a task force of the Windham Workforce Investment Board.
The Board was provided with an update on the creation of an ad hoc committee to advise the WRC on issues related to the eventual closure of the Vermont Yankee nuclear power station. He proposed that the committee be composed of the following:

- A representative from the Town of Vernon, preferably from the Planning Commission.
- A representative from the Town of Brattleboro; Rod Francis has been suggested.
- Someone knowledgeable about municipal finance and management; Corky Elwell has been suggested.
- Someone familiar with real estate trends in the region; Bill Murray has been suggested.
- Someone familiar with Nuclear Regulatory Commission processes; Peter Bradford has been suggested.
- Someone familiar with non-profit social service providers and philanthropy in the region.
- Someone familiar with water and hydrology, and the regulation thereof; David Deen has been suggested.

Initial reports from the survey of Regional Planning Commissions by the National Association of Development Agencies indicate that the WRC is leading responses by a substantial margin.

**Committee Reports:**

**Brownfields:** The last meeting was held on February 14th, at which time they reviewed the finances. There are still funds available for petroleum project use. Brief updates of ongoing projects were given. The committee also discussed workforce development opportunities around Brownfields remediation, and will be working on updating criteria for new site evaluations.

**Community Development:** At the last meeting held on February 17th, Chris Campany facilitated a discussion on asset mapping, and discussed the assets that are unique to the Windham Region. The committee also discussed the Purpose and Objective Statement. It was suggested by the committee that staff provide them with current legislative issues related to Community Development for the committee to review and then pass along to the PPLC. Susan McMahon spoke about a regional planning grant that may be available.

**Energy:**

**EECBG Funding Update:** All projects are on schedule and moving forward. There was also additional funding approved for projects in Rockingham and Putney, the Courthouse project, and the audit for the Sheriff’s Department. The State has established a deadline of June 30th, by which time at least half of the funding must be spent.

**Vermont Yankee:** A reply brief was sent in response to filings following the technical hearing. There was a meeting of the Vermont State Nuclear Advisory Panel (VSNAP). Former WRC Executive Director Jim Matteau has been appointed to VSNAP by the Governor.

Representative Sarah Edwards was present at the most recent meeting on March 3rd to discuss legislation currently moving through her committee. Much of the lively conversation focused on the PACE Program. This Bill would allow municipalities to loan money to homeowners for energy efficiency improvements to their homes.

The next meeting has been replaced with the “Regional Energy Roundtable” Event on April 14th at the Bellows Falls Middle School.
Finance: Mike Shaughnessy was present to discuss the committee’s meeting, and budget. The latest meeting was held on March 7th. The audit was completed on January 21st. The only major change was to expense the audit when service was provided rather than at the end of the fiscal year being audited, as had been done previously. Items of note from the audit: Segregation and Duties - As always mentioned there could be greater segregation of duties, but it’s understood that in a small office that is not possible. For balance sheet purposes only, there are a few items that need to be “renamed”. Fund Balance accounts need to follow new categories of type as determined by latest audit rules for governments. On a motion to accept the audit was moved by Fred, seconded by Jodi; motion was approved, and the audit was accepted. The Finance Committee will soon begin work on the budget for the next fiscal year.

LEPC: The last meeting took place on February 15th. Vermont Emergency Management was present with their new director Mike O’Neil, former Chief of the Burlington Fire Department. The State Police informed the committee that they will now be involved with all the drills statewide. The Vermont Department of Health is involved with ingestion pathway drills around the state. FEMA is scheduled to do a spot visit in May to all childcare providers to ensure that the potassium iodide on hand has not expired. The committee invited John Muse to discuss loan processes, and Rob Schrell to discuss process communication. It was suggested by Dinah Reed that the bylaws be reviewed and updated.

Natural Resources: The last meeting was held February 16th. The committee discussed ways to contribute to the regional plan update. There were four reference points that were identified to guide natural resource planning. Each point will be addressed by a different committee member: forestry, soils, agriculture, and wildlife. There was a brief discussion about how to monitor project impacts. At the next meeting to be held on March 16th, Joan Weir will serve as guest speaker to address the importance of land trust.

Nominating: No meeting; nothing to report.

Planning Coordination: The Town of Brookline has withdrawn its request for Commission approval. They did ask for comments on the plan from the review panel, and the panel is in the process of preparing those comments. The Halifax Town Plan was approved at the February 22nd Full Commission meeting. The Rockingham Town Plan is underway. The public hearing will be held on March 16th at the Rockingham Town Office. The committee has approved the Purpose and Objective Statement and submitted it to Executive Board for approval. On a motion by Tom, seconded by Fred the PCC Purpose and Objective Statement was approved. Susan will be reviewing the “chart of duties” with staff and may have suggested edits by the next PCC meeting on March 23rd.

Project Review: The meeting was held immediately prior to Executive Board. Mount Snow Master Plan: The majority of the meeting was spent discussing the Mt Snow Master Plan application and working through the Comments that the committee would like to file on the issues. The deadline for Comments to be filed is March 15th, and the PRC hopes to meet this deadline.

Blue Heron Hydro: Filed a Motion to Intervene and Comments.

Deerfield Wind: Comments on the Supplemental Draft Environmental Impact Statement has been filed. This document will be sent to the members of Executive Board to review.
AT&T: The committee has produced a draft telecommunications tower letter regarding issues associated with the new generation of cell towers within this project. This letter has been distributed to all PRC members to draft comments; at which time a revised final draft will be sent to all municipalities. This letter will be presented to Executive Board in the final draft stage.

Public Policy & Legislative: Meetings cancelled due to weather.

Transportation: The committee last met on February 14th where they discussed various legislative issues related to “Complete Streets”. Staff also informed the committee about H.118. This is a bill that would permit municipalities more authority over speed limits in school zones. The committee will be working on prioritizing regional transportation projects, and staying informed about the status of other projects such as: bridge replacement updates, paving along Route 30 in Jamaica and Winhall, Guns Corner in Dover, and the scoring of the Putney Road reconstruction project.

On a motion by Jodi, seconded by Fred the committee reports were accepted.

Fred moved to adjourn the meeting, seconded by all present.

Meeting Adjourned: 8:55pm

Respectfully Submitted,
Ashley Collins