Executive Board  
July 12, 2011  
WRC Conference Room

Commissioners Present: Elaine Beckwith, Tom Buchanan, Fred Bullock, Melinda Bussino, Jodi French, John Kristensen, Carolyn Partridge (participated through conference call), John Whitman, Norm Wright  
Excused: Corky Elwell  
Staff Present: Chris Campany, Mike Shaughnessy, Ashley Collins  
Convened: 7:08pm

Administrative Reports:  
Secretary’s Report: On a motion by Fred, seconded by Jodi the minutes from the June meeting were approved.  
Treasurers’ Report: On a motion by Norm, seconded by Fred the Treasurers’ report was approved.

Executive Director’s Report & Other Business:  
- VAPDA Retreat: Chris reported that the VAPDA retreat focused largely upon the findings of the National Association of Development Organizations in its review of the collective performance of the Regional Planning Commissions. NADO will be issuing the final report in late-July/early-August. VAPDA is preparing a response to the findings. One of those responses will be a strategic planning effort to improve consistency of product and leadership among all RPCs.  
- Brownfields Grants: Governor Shumlin will be visiting Algiers Village in Guilford on July 22nd to highlight the work of Brownfields around the State, and present the WRC with the revolving loan fund checks totaling $1.4 Million.  
- National Endowment for the Arts (NEA): Marlboro College has asked the WRC for assistance with an application to the NEA Art Works Design program. This program provides funding to assist with community visioning and design of places. Chris stipulated that we could serve as the applicant, provided the WRC was made whole for its time, that we be active and equal participants in the project, and that any project be located within the Windham Region.  
- Staff Performance Evaluations: Chris plans to conduct performance evaluations of all staff by the end of July or early August. He requested that his performance evaluation be evaluated as well. Melinda has agreed to bring this up with the Personnel Committee. The Personnel Committee will solicit input from Executive Board members and Staff about Chris’ performance.

Committee Reports:
**Brownfields:** Committee minutes were distributed for review. The majority of discussion was around the establishment of the Revolving Loan Fund (RLF). There is considerable work to be done with the $1 million grant from the U.S. EPA to establish the fund, possibly including legal and professional advice about the application forms and process. A subcommittee may be established to address the establishment and effective management of the RLF.

**Community Development:** The committee considered the possibility of sponsoring a public screening of “Blood in This Town”; a documentary about Rutland’s drive to revitalize during the economic crisis. Norm gave brief updates on current projects within the region. The Community Development Committee (CDC) Purpose and Objective Statement has been approved by the Committee and submitted to Executive Board for approval. On a motion by Jodi, seconded by Tom, the CDC’s Purpose and Objective Statement was approved as presented.

**Energy:** There was no recent meeting of the Energy Committee, but Tom gave brief updates on some key projects. Tom attended a public outreach meeting related to the development of the State Comprehensive Energy Plan at the end of June. The WRC’s comments on the 2008 energy plan were re-submitted, and the Committee hopes to provide additional comments later this year. The EECBG funds are almost fully utilized. Chris has volunteered Kate McCarthy to serve on the VAPDA Energy Committee. The Post VY Planning Committee will host John Mullin from UMass Amherst to discuss his research related to the closure of nuclear plants such as Yankee Rowe.

**Finance:** Mike Shaughnessy was present to discuss the current year’s finances, the budget assumptions for FY 2012, and implications of the budget for staff benefits. He explained that policy has been that if the WRC was to run a deficit in a given year, as is likely to be the case in FY 2011, that the budget for the following year must bring the WRC into a non-deficit situation. The proposed budget would do that, but would necessitate changes to employee benefits. Chris and Mike will propose to the Personnel Committee that the WRC move to a high-deductible medical benefits plan. They have discussed this proposal with staff, who thus far understand the circumstances and are supportive. It appears that this change in medical benefits will result in substantial savings, thereby negating the need to eliminate other benefits such as long-term disability and life insurance coverage. The Vermont League of Cities and Towns (VLCT) will now offer plans that are available statewide through three providers (Cigna, Blue Cross/Blue Shield, and MVP), and the WRC signed a letter indicating it would pursue its insurance through VLCT.

**LEPC:** The committee minutes were distributed for review; there were no questions or discussion regarding the minutes.

**Natural Resources:** There was no recent meeting of the Natural Resources Committee. Their next meeting will be held on July 13th. John Whitman mentioned that there will be three guest speakers at the August meeting, and is hoping that meeting will be well-attended.

**Nominating:**
- Carolyn participated via conference call. After contacting all members of the Executive Board to see who would like to continue their term, it was determined that John Whitman and Fred Bullock would like to resign their positions at the end of this term. Chris mentioned that he was attempting to recruit commissioners to serve on the Executive Board, and that
Rockingham Commissioner, Alan LaCombe, was interested. Carolyn has been actively recruiting new members as well.

- Carolyn has contacted most of the Citizen Interest (CI) Commissioners in an effort to see who would like to continue their term. So far all that have responded indicated they would like to continue their participation as CI Commissioners. She is still waiting to hear responses from a few CI Commissioners. Chris mentioned that during his tenure solid waste had not arisen as a major issue for the WRC, presumably because the Windham Solid Waste Management District is serving that need. He suggested that the CI Solid Waste position be replaced with a CI Young Professional position. He explained that this group is underrepresented in the Commission, and that a new generation of leaders needs to be developed. The Commissioners in attendance agreed this was a worthwhile approach. Carolyn was going to follow up with potential CI Young Professional candidate.

Fred **moved** to accept the committee reports, seconded by Jodi; committee reports were **accepted**.

On a **motion** by Fred, seconded by Elaine, the meeting was **adjourned**.

**Meeting Adjourned: 8:54pm**

Respectfully Submitted,
Ashley Collins