Commissioners Present: Maggie Bartenhagen, Elaine Beckwith, Tom Buchanan, Melinda Bussino, Tom Consolino, Corky Elwell, Jodi French, John Kristensen, Alan LaCombe, Norm Wright
Excused: Carolyn Partridge
Staff Present: Chris Campany, Ashley Collins, Susan McMahon
Convened: 7:03pm

Revolving Loan Fund (RLF) Implementation Manual Draft:
Susan McMahon gave a brief description of the RLF Draft Plan, and the application process. While the RLF Subcommittee of the Brownfields Committee will make recommendations, final approval of loans or grants will be left to the Executive Board. Jodi made a motion to approve the RLF Draft Plan as presented, and Tom B. seconded the motion. The motion was approved by a unanimous vote.

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

Executive Director’s Report & Other Business:
1. Planner Search Update – Personnel Committee and Staff have begun interviewing candidates, and will continue to conduct interviews this week. More than 60 applications have been received to date.
2. Technical Assistance to Towns
   a. Regional
   b. December Meeting – Emergency Planning Committee? More involvement for Commissioners
3. It had previously been discussed that the WRC should convene its legislators to review the findings of the NADO evaluation, and the strengths and weaknesses of the RPCs. It was decided that such a convening was not necessary. It was also decided that in general, if it is necessary to convene our legislators, it might be easier to do so in Montpelier during a legislative session. There will be no meeting of the Public Policy and Legislative Committee ahead of the legislative session. Chris will begin the legislator invitation process with PPLC meetings to begin in January.
4. It was agreed by all Board members not to hold a December Full Commission meeting. There was a consensus that the location of the remaining winter meetings should be held within the I-91 corridor throughout the region for easier access for the majority of Commissioners.
Committee Reports:
Brownfields: The Committee minutes were distributed for review; there was no discussion regarding the minutes.

Community Development: The Committee minutes were distributed for review, after which Norm briefly outlined Dinah Reed’s presentation on Broadband availability to the Committee, and the broadband adoption strategy being developed through the WRC.

Energy: The Committee minutes were distributed for review; with Tom B. making a grammatical correction to Item H. The Energy Committee meeting scheduled for Thursday, November 10th has been cancelled because there is no pressing business at this time. The next meeting will take place on December 15th.

LEPC: The Committee minutes were distributed for review, after which Corky gave a brief overview of the most recent meeting. Andrea Hatch of the Department of Homeland Security facilitated an After Action Review of activities related to the response to Tropical Storm Irene. Over fifty people were in attendance. Small groups were formed, and each was given questions which asked what was done well, and what could be done better, based upon the response to Irene.

Natural Resources: Maggie gave a brief overview of the October 19th meeting. The next meeting is scheduled to take place on November 16th in conjunction with a meeting of the Road Foremen. The topic of the meeting will be fluvial erosion.

Project Review: The last meeting was held on November 1st where most of the meeting was spent finishing up work on the revisions to the Committee’s Purpose and Objectives Statement. The PRC is hoping to have this complete and submitted to the Executive Board for approval for the January meeting.

Transportation: The Committee minutes were distributed for review; there were no questions or discussion regarding the minutes. The next meeting will be held on November 14th.

Finance:
Nominating:
Planning Coordination: No Meetings
Public Policy & Legislative:

On a motion by Norm, seconded by Jodi the Committee reports were accepted.

Other Business:
1. Basin Farm Motion To Intervene & Comments: After some discussion regarding the contents of the Motion, there was a motion by Corky, seconded by Tom B. to approve the Basin Farm Motion to Intervene & Comments. Motion was unanimously approved.
2. Nature Conservancy Letter of Support:
   a. There was discussion about, and agreement, that Chris could sign off on letters of support without bringing them in front of the Board, as long as the letters follow
regional plan guidelines and it does not result in conflicts among towns.

Norm moved to adjourn the meeting and move into Executive/Personnel Session; seconded by Jodi. Motion was approved. The purpose of the session was to discuss personnel and staffing issues.

Executive Session began at 8:25 p.m., and ended at approximately 8:45 p.m.

Respectfully Submitted,
Ashley Collins