Executive Board
August 14, 2012
WRC Conference Room

Commissioners Present: Elaine Beckwith, Dora Bouboulis, Tom Buchanan, Tom Consolino, Corky Elwell, Jodi French, Alan LaCombe, Carolyn Partridge, Piet van Loon, Norm Wright
Staff Present: Chris Campany, Mike Shaughnessy
Convened: 7:00pm

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

FY 2013 Work Program and Budget
Norm summarized the decisions made by the Finance Committee, which last met on August 7th. The Finance Committee agreed to a request by Chris and Mike that an amount of up to $12,800 from the FY 2012 surplus be used for staff bonuses. These bonuses would not increase the salary base of staff going forward. The Finance Committee also voted to approve the proposed FY 2013 budget in support of a work program, but felt the approval of the substance of the work program itself was appropriately within the purview of the Executive Board. Included in the FY 2013 budget is an across the board salary increase of 2.5 percent to reflect increases in the cost of living. Norm made a motion that the Work Program be approved. Tom B. seconded the motion. Mike and Chris described the process used to develop the work program, including the allocation of staff resources, was discussed. Norm explained that he felt some Commissioners did not understand how the work program and budget were formulated, and that the Executive Board members should be prepared to explain this to Commissioners. All members present voted to approve the FY 2013 Work Program. Norm made a motion that the FY 2013 budget be approved, and Tom B. seconded the motion. Norm then noted that the approval of the use of a portion of the FY 2012 surplus for staff bonuses would need to be voted upon separately. There were questions about when staff last received an across the board increase, the WRC merit raise process, and whether or not the Commission was in the financial position to offer bonuses or base salary increases. On a motion by Tom C., seconded by Tom B., all members present voted to approve up to $12,800 for staff bonuses from FY 2012 funds. Discussion about the FY 2013 budget resumed. The revenue assumptions underlying the budget were explained, as well as the success of measures put in place last year to ensure the WRC managed its programs within its financial means. All members present voted to approve the FY 2013 budget as presented.

Executive Director’s Report & Other Business:
1. **August Full Commission Meeting Rescheduled** – Conflicting events have prompted the rescheduling of the August 28th Full Commission meeting to September 11th. The 28th is primary day, as well as the anniversary of Tropical Storm Irene, and a number of Commissioners will be involved in activities associated with both. The September 11th Full Commission meeting, which will be held in the Wilmington Town Hall beginning at 7:30 p.m., will be held in lieu of both the September Executive Board meeting, as well as a September Full Commission meeting on the last Tuesday of the month. The guest speakers will be from the Farm to Plate initiative.

2. **Change in Regular Full Commission Meeting Time** – Chris asked if moving the regular time of the Full Commission meeting from 7:30 p.m. to 7:00 p.m. on the last Tuesday of the month might result in better attendance. Tom B. made a motion that the regular Full Commission meeting time be changed to 7 p.m., pending approval by a vote of the Full Commission. Norm seconded the motion. All members present voted to approve the motion. If approved by the Full Commission, the time change would take effect with the first Full Commission meeting in FY 2013.

3. **Committee Appointments** – Commissioner Jane Morano (Rockingham) requested that she join the Transportation Committee per her town’s preference. On a motion by Carolyn, seconded by Corky, the transfer from Natural Resources Committee to Transportation Committee was approved. Piet was asked to serve as Chair of the Personnel Committee, and he subsequently accepted. On a motion by Tom B., seconded by Norm, Piet’s appointment as Chair of the Personnel Committee was approved. Alan LaCombe asked to be appointed to the Finance Committee. On a motion by Norm, seconded by Carolyn, Alan’s appointment to the Finance Committee was approved.

4. **DEHCD Budget Submission Format** – Chris explained that the Department of Economic, Housing and Community Development, with whom the WRC has a performance-based contract for its core funding, has asked that RPCs submit a budget that is more directly tied to the discrete performance measures in the contracts. RPCs are working with DEHCD to develop a future budget format that meets the agency’s needs because at present each RPC develops its budget in a different way, has different indirect rate formulas, and uses the core funding in different ways to leverage other RPC programs (i.e., transportation, emergency planning).

5. **CDBG-DR Funding Update** – Chris explained that WRC staff would attend a training meeting organized by DEHCD on August 20th in Montpelier to learn what the agency is thinking about the role of RPCs assisting municipalities with competitive grant applications. Chris explained that he has been asked if the WRC will assist businesses with their applications. The WRC does not have the staff resources, expertise or experience to assist businesses, but Chris will ask DEHCD what their plan is to provide businesses with technical assistance to develop CDBG-DR applications. Associate Director Susan McMahon will assist municipalities with their applications, and Assistant Planner Dinah Reed will be assisting with applications to provide the 25 percent match required for Hazard Mitigation Grant Program buyouts.

6. **I-91 Bridge Design Criteria Outreach** – Chris explained that VTrans responded positively to the WRC’s request that the public be given an opportunity to comment on design and aesthetic characteristics of the bridge that will replace I-91 Bridge 9 over the West River/Route 30. The WRC has organized a public forum to be held August 16th to solicit input on the bridge design. The WRC is to have design criteria submitted to VTrans by August 22nd. VTrans will decide which criteria will become a part of the RFP, which is to be released during the first week of September.
7. **Healthy Communities Project in the Deerfield Valley with Bennington County Regional Commission** - Chris explained that the WRC has been asked to participate in a healthy community evaluation of towns within the Deerfield Valley if funded by a grant applied for by Southwest Vermont Health Care. This would be in collaboration with BCRC, which has already begun a similar project in their region. The work of the WRC would be funded through the grant.

**Committee Reports:** The following is a summary of issues not reflected in Committee Minutes that were raised by Committee Chairs.

**Nominating:** Carolyn provided a report on the status of nominations ahead of the next Full Commission meeting, which is the Annual Business Meeting. The current slate of officers will again be nominated, as will the current Exec Board members with the exception of Elaine Beckwith. Elaine has asked to step down from the Exec Board and as a Commissioner representing Jamaica at the end of this fiscal year. Commissioner Jack Cunningham (Wardsboro) has indicated an interest in serving on the Exec Board, and will be nominated to fill the at-large Exec Board position being vacated by Elaine. Two Citizen Interest Commissioners will be replaced; Young Professional and Conservation. Nominees for these positions are being solicited. Carolyn is confirming that the other Citizen Interest Commissioners are willing to continue their service.

**VY Study Committee:** Tom explained that the request by the WRC for reimbursement for participation in VY dockets was denied by the PSB. The committee agreed that the commission must budget its time carefully. Discovery questions have been submitted to Entergy in Docket 7862, but the WRC will not participate in hearings. Tom and Chris met with staff from the Department of Public Service on August 14th to discuss in what areas the WRC and DPS interests were aligned. While the DPS now shares many of the same positions as the WRC, it will likely not be able to act as a surrogate for the WRC in matters of regional interest. The matter of using the WRC website as a repository for VY-related docket information was raised. The need has arisen because the PSB does not have an effective website and document tracking system of its own. Chris had concerns about managing the large quantity of documents in a manner that explained to the general public what they were reading. It was suggested that Chris ask the Vermont Law School if they might create a site.

**Project Review:** The Committee asked staff to write a letter in response to the Atlantic Wind application to install met towers in the towns of Grafton and Windham. The purpose of the letter is to explain WRC concerns that town and regional plans are not given due deference in Section 246 and 248 processes, and the tendency for plan policies to be interpreted in a manner that would require them to have a similar level of specificity and guidance as zoning bylaws. The Exec Board reviewed a draft prepared by staff, and suggested a change that made it clear that the concerns were with the PSB’s execution of the process and not the PSB itself. On a motion by Piet, seconded by Corky, all in attendance approved the letter and asked that it be sent under the Executive Director’s signature.

On a motion by Norm, seconded by Tom B, the Committee Reports were accepted.

**Meeting Adjourned: 9:02pm**

Respectfully Submitted,

Chris Campany