Executive Board  
November 13, 2012  
WRC Conference Room  

Commissioners Present: Maggie Bartenhagen, Dora Bouboulis, Tom Consolino, Jack Cunningham, Corky Elwell, Alan LaCombe, Norm Wright  
Excused: Tom Buchanan, Jodi French, Carolyn Partridge, Piet van Loon  
Staff Present: Chris Campany, Jeff Nugent, Ashley Collins  
Convened: 7:09pm  

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

Undeveloped Waters in Southeastern Vermont: WRC Senior Planner, Jeff Nugent presented the Board with a study on Undeveloped Waters in Southeastern Vermont, a project administered by WRC to identify undeveloped lakes, ponds, streams, and rivers in the region. Jeff explained that mapping of these undeveloped waters is done for a number of reasons including: to monitor wildlife habitat, looking at flood control options, and examining water quality. In 2009 WRC received funding from the 604b program for water quality work. WRC performed studies in 2009 and 2011 on undeveloped waters, and just recently was able to release the final results of the combined studies. Jeff mentioned that these studies will be used in the regional plan update; and will also be used in the planning process for watersheds and basin planning in the future.  

Executive Director’s Report & Other Business:  
1. Bylaw Amendment – Chris proposed that the officers would be elected from the sitting Board members; there was some discussion surrounding process and suggestions were given on ways to sequence the agenda so the officers get elected before filling any vacancies within the Board. The Board agreed that they would like to see more changes made to the proposal, and will review this at the meeting next month. The Board was in agreement to bring this to the Full Commission at its meeting on November 27th, no action was taken.  
2. VY Committee Appointments – There was some discussion surrounding the appointment of Commissioners to new committees, specifically the VY Study Committee, and how to make the appropriate selections. The Board agreed that while appointing Commissioners to new Committees there needs to be a healthy balance throughout.  
3. Due to the continual decline in attendance and interest over the last several years, the Board discussed the possibility of cancelling the annual dinner and making it more of a social mixer.
instead. There was also some discussion surrounding the frequency of Commission meetings and if meeting bi-monthly would be an option.

4. **Special Meeting Protocol** – Recently there was a letter that was emailed to the Board asking for feedback; which caused confusion among the Board as to what should be expected when emails are sent. In future emails Chris will ask that Commissioners at a minimum acknowledge receipt of the email. It was also asked that Chris send a follow-up email about what action was eventually taken.

**Committee Reports:**

**Brownfields:** Norm explained that the Southern Windsor Regional Planning Commission has made a request for $5,000 in funds from WRC for an upcoming project. WRC and SWRPC have transferred Brownfields funds over the last several years so this request will likely be granted. The Committee has encouraged Susan McMahon to apply for another $400,000 grant with the EPA.

**Energy:** The workshop with Efficiency Vermont that was scheduled for December 6th has been cancelled, and the Committee will hold a regular meeting in its place. Cullen Meves is working with Efficiency Vermont to reschedule the workshop at a later date.

**LEPC:** There was a discussion on nominations in accordance with the bylaws, and who is an official member. It was agreed that those who have attended regularly scheduled meetings for the past two years are considered voting members of the Committee.

**Planning Coordination:** Alan proposed that the Commissioner job description include language on responsibility to serving on a town plan review panel. Members of the Board suggested a presentation be made at a Full Commission meeting to outline the duties and responsibilities of serving on a panel to better educate Commissioners, and try to increase participation this way.

**VY Study:** A member of the Committee, Bob Spencer had asked to convene the Committee to recap the potential impacts of the plant’s closure, and to discuss having a conversation with Entergy in regards to the potential impacts.

**Community Development:**
**Emergency Planning:**
**Finance:**
**Natural Resources:**
**Nominating:**
**Project Review:**
**Public Policy & Legislative:**
**Transportation:**

Norm moved to adjourn the meeting.

**Meeting Adjourned:** 8:45PM

Respectfully Submitted,
Ashley Collins