Full Commission Meeting  
August 28, 2018  
Newbrook Fire Department

Commissioners Present in Person: Jodi French, Chair; Stephan Chait, Bill Dunkel, John Whitman, Tim Arsenault, Gabby Ciuffreda, Steve Lembke, Denis Pinkernell, Edie Mas, Roger Turner, Greg Brown, Andy Coyne, Carolyn Partridge, Lew Sorenson, Piet van Loon, Andy Snelling, Tom Consolino, Andy Toepfer, Everett Wilson

Commissioners Participating via Conference Call: None.


Guest Speaker: None.

Guests: None.

Staff: Chris Campany (Executive Director), Mike Shaughnessy (Finance Manager)

Introductions: The meeting was called to order by Chair Jodi French at approximately 6:05 p.m. She noted that some new Commissioners were present and asked everyone in attendance to introduce themselves. Jodi asked if any guests were present and if they would like to make a public comment at that time. No guests were present.

Administrative Items & Reports:
Secretary’s Report: The June 26, 2018 minutes were approved by a unanimous vote on a motion by John Whitman, seconded by Tim Arsenault.

Financial Report: Finance Manager, Mike Shaughnessy, suggested that the finance report be rolled into the discussion of the 2019 Fiscal Year (FY) budget and Work Program, as he would be discussing end of year projections. It was agreed this was a good approach. After the discussion
of the budget and work program, the Monthly Financial Report was approved by a unanimous vote on a motion by Tim Arsenault, seconded by Jack Cunningham.

Program
Approval of the FY 2019 Work Program and Budget: At the request of Treasurer Lew Sorenson, Executive Director Chris Campany introduced the proposed Work Program and Finance Manager Mike Shaughnessy discussed the end of year projection and proposed budget. Chris explained that the work items for FY 19 are very similar to those of the previous year. He also noted that he went into more detail in the description of how the WRC is funded. A question was asked about the formula through which each regional commission’s allocation is determined by the Department of Housing and Community Development. The history of that formula and its basis was summarized. Commissioner John Whitman asked if the Work Program and budget took into account the regional plan update, including the updating of maps. Chris noted that the full scope of resources needed would be better known once the full scope of the plan update was defined, but that the updating of the maps is a top priority. Mike explained that unlike in years past when a specific hours allocation was given to each task, it is more effective under current circumstances to develop budget estimates related to an overall programmatic area, and that includes work on the regional plan. Mike reviewed the budget in considerable detail and fielded questions about specific budget items. He noted that the staff compensation recommendation had been developed first through the Personnel Committee, which was then taken to the Finance Committee and Executive Board. A typo was noted in the Work Program, which was subsequently corrected. On a motion by Commissioner Lew Sorenson, seconded by Commissioner Piet van Loon, the FY 2019 Work Program and Budget were approved by a unanimous vote.

2018/19 Election of Officers: Nominating Committee Chair Carolyn Partridge briefly described the nominating process and invited other Commissioners to join the Nominating Committee. Prior to offering the slate of officers she asked if there were any nominations from the floor. There were none. The nominees for office were Gabby Ciufredda for Chair, Piet van Loon for Vice Chair, Bobbi Kilburn for Treasurer, Tom Consolino for Secretary, and Carolyn Partridge for Representative to Council of Regional Commissions. Commissioner Tim Arsenaul moved approval of the slate of nominees as offered, which was seconded by Commissioner Jack Cunningham. The slate of nominees for WRC officers was approved by a unanimous vote. Executive Director Chris Campany noted that per the bylaws, their term of office would start with the beginning of the fiscal year, which is October 1st. Carolyn offered her thanks to Jodi French for her service as Chair and Vice Chair to a round of applause.

2018/19 Election of Executive Board Members: Nominating Committee Chair Carolyn Partridge asked for nominations from the floor, and there were none. The nominees for the Executive Board were Lew Sorenson, Tim Arsenault, Jack Cunningham, and Citizen Interest Commissioner Greg Brown. This leaves two vacancies on the Board. Commissioner Denis Pinkernell moved
the approval of the slate of nominees as offered, which was seconded by Commissioner John Whitman. The slate of nominees for Executive Board was approved by a unanimous vote.

**2018/19 Election of Citizen Interest Commissioners:** Nominating Committee Chair Carolyn Partidge offered the following slate of candidates for Citizen Interest Commissioner: Lynette Hamilton for Agriculture, Gretchen Havreluk for Community Development, Robert McBride for Arts and Culture, Linda Hecker for Conservation, Laura Sibilia for Economic Development, Prudence MacKinney for Healthy Communities, and Lynn Barrett for Tourism. Kathy Urffer, River Steward for the Connecticut River Conservancy, had been recommended to serve as Citizens Interest Commissioner for Natural Resources but Carolyn had not yet heard back from her as of meeting time. That position will remain open for the time being. Commissioner Tim Arsenault moved approval of the slate of nominees as offered, which was seconded by Commissioner Denis Pinkernell. The slate of nominees for Citizen Interest Commissioners was approved by a unanimous vote.

**Town of Londonderry Town Plan Approval:** Planning Coordination Committee (PCC) Chair Piet van Loon explained that staff had reviewed the plan and provided a report to the PCC. A hearing was held on August 20th. A typo was found in the report which was corrected. A question was asked about what it means for a draft town plan to be approved. It was explained that the approval is conditioned upon the town making no substantive changes to the draft approved by the WRC. This is allowed for by statute. The plan was approved by a unanimous vote with one abstention upon a motion by Commissioner Carolyn Partridge, seconded by Commissioner Tom Consolino.

**Town of Londonderry Town Plan Confirmation:** On a motion by PCC Chair Commissioner Piet van Loon, seconded by Commissioner Tim Arsenault, the planning process was confirmed by a unanimous vote with one abstention.

**Town of Londonderry Town Plan Enhanced Energy Element Approval:** Energy Committee Chair Greg Brown explained the process by which the recommendation for enhanced energy element approval was derived by the Energy Committee, followed by the Executive Board. The hearing was held on August 20th adjacent to the hearing on the town plan. He noted this was the first town to seek a determination of energy compliance from the WRC. On a motion by Greg, seconded by Tim, the enhanced energy element was approved by a unanimous vote.

**Executive Director’s Report:** Executive Director Chris Campany described the well-attended field trip by Commissioners to the Avangrid wind power installation in Searsburg and Readsboro. He also noted that a village wastewater forum held with representatives from the Department of Housing and Community Development, the Agency of Natural Resources, and the U.S. Department of Agriculture was well attended and that there was interest by town planning commissions and selectboards in examining the issues in their respective towns. To that end the
local attendees from that meeting have been invited to participate in a discussion about whether or not they might want to collaborate as a workgroup and possibly on grants. Chris also noted the passing of former Commissioners Eddie Rice of Winhall, and John Kristensen of Guilford.

**Other Business:** Executive Director Chris Campany asked if the Commissioners would like for their October meeting to be similar to those over the past few years, which provided time for Commissioners to better get to know one another followed by a guest speaker. They said yes.

**Adjournment:** On a motion by Tim Arsenault the meeting was adjourned at approximately 7:18 p.m.

Respectfully submitted,

Ashley Collins