Full Commission Meeting  
January 28, 2014  
Townshend Town Hall

Commissioners Present: Piet van Loon (Acting Chair), Maggie Bartenhagen, Nick Bartenhagen, Sam Battaglino, Heath Boyer, Tom Buchanan, Jenepher Burnell, Jack Cunningham, Rod Francis, Mary Alice Herbert, Ray Mara, Priscilla Margola, Edith Mas, Lew Sorenson, Eric Stevens, John Whitman
Citizen Interest Commissioners Present: Greg Brown, Lynette Hamilton
Guests Present: Pamela Corbett, VT Dept of Health; David Dezendorf, Townshend; Paul Fraser, Jamaica; Herb Meyer, Guilford; Candace Stoumen, Guilford; Andrea Young, VT Police Academy
Staff Present: Chris Campany, Ashley Collins, Jim Matteau, Dinah Reed,

Introductions: There was a not a quorum with only 13 towns present.
Convened: 7:05PM

Administrative Items & Reports:
Secretary’s Report: On a motion made by L. Sorenson, seconded by J. Cunningham, the minutes from the November meeting were approved; subject to ratification at the next Commission meeting.
Financial Report: On a motion made by J. Whitman, seconded by G. Brown the December Finance Report was approved; subject to ratification at the next Commission meeting.

Marlboro Town Plan: The panel reviewed the town plan and reported their findings back to the Planning Coordination Committee (PCC). The PCC recommended approval of the plan, and confirmation of the town plan and process. J. Whitman made a motion to approve the plan as presented, and was seconded by H. Boyer; motion was approved; subject to ratification at the next Commission meeting. On the confirmation of the town plan and process, T. Buchanan made a motion, seconded by J. Whitman; motion was approved; subject to ratification at the next Commission meeting.

Continuity of Operations Planning (COOP): WRC Planner, Dinah Reed and Pamela Corbett with the Vermont Department of Health were present to explain the importance of continuity of operations planning (COOP) for towns, and the new Local Emergency Operations Plan template and process. The purpose of a COOP is to enable a town to continue operations through events such as natural disasters, or pandemic influenza. The purpose of the plan is to provide town officials with a way to effectively continue vital services in a timely manner during any emergency that forces the shutdown of the workplace. The highest level of management in a town is responsible for signing the COOP, but it helps to have as many organizations involved as possible so the plan can be effective
immediately. Dinah explained the basic components of the plan including: identifying essential functions that must be continued under any circumstances, key personnel and resources, vital records and databases, and identifying alternative facilities. Pamela explained that the COOP for pandemic influenza has a similar basic outline and a lot of the same components such as: identifying essential services, workforce considerations and protective measures, ensuring availability of critical services, supplies and equipment.

Dinah outlined the new template and process for the Local Emergency Operations Plan (LEOP), which, by statute, must be updated by town selectboards annually. It is mandatory that each town have an updated LEOP on file if they are seeking hazard mitigation funding. Furthermore, the person signing the LEOP on behalf of the town must have Incident Command System Training (ICS). Dinah provided a list of training sessions that are being held around the state.

Committee Chair Report:

Transportation Committee: The most recent meeting was largely spent discussing the Vilas Bridge in the Town of Rockingham / Village of Bellows Falls. Development Director Dutch Walsh is seeking support from the WRC as they try to get the bridge restored and reopened. The Committee also responded to a request from VTrans to prioritize their re-pavement work for the upcoming year. It appeared that a number of projects have already been scheduled and in some instances project work has already begun. The Committee responded that while they agreed with the prioritization list thus far, they did not have adequate time to review everything, and if the opinion of WRC is sought in the future to allow more time to review projects before scheduling or project work begins.

VY Study Committee: Tom Buchanan explained that a Memorandum of Understanding (MOU) was filed on December 23, 2013, with the Public Service Board (PSB), which includes many of the elements of a broader Settlement Agreement also announced on December 23rd. The PSB held a status conference on January 2, 2014, and the board issued a scheduling order and questions to be answered by the signatories to the MOU. A public hearing has been scheduled, as has a technical hearing for the end of the month of January. Tom explained that the VY Study Committee met on January 8th and concluded that the MOU filed by Entergy provided limited promises with no guarantees. The Committee also reviewed the discovery questions asked by the parties of the MOU signatories. WRC will not be filing for discovery and will not be participating in the technical hearings, but will be present to witness the hearings.

Executive Director’s Report:

1. Executive Director Chris Campany testified before the House Commerce Committee and would testify before the Senate Appropriations Committee regarding the WRC’s close collaboration with the BDCC in the development of the CEDS, and that if funding from the state-Entergy MOU does materialize, that the CEDS would guide the use of those funds.

2. Chris organized a regional forum with the Vermont Telecommunications Authority on cell service and broadband which was held on January 22nd at the Newbrook Fire Station.
3. Chris mentioned that the full draft of the Regional Plan is being reviewed and will be discussed at the Executive Board meeting in February. WRC is hoping to have a full draft released to the public by the end of February.

4. Chris mentioned that he would like the Commission to organize a public forum on the nature of opiate use and addiction in the Windham Region, and that he would like to explore an annual forum in memory of Melinda Bussino that would examine the nature and structure of poverty in the Windham Region.

**Meeting adjourned at 9:10PM**

Respectfully submitted,
Ashley Collins