Full Commission Meeting  
October 27, 2015  
Townshend Town Hall  

Commissioners Present: Jodi French (Chair), Andrew Toepfer, Lew Sorenson, Roger Turner, Eric Stevens, Maggie Bartenhagen, Nick Bartenhagen, Barbara Ferguson, Edith Mas, Jack Cunningham, Norman Wright, Kristine Sweeter, Jenepher Burnell, Tom Consolino, Robin Howe  
Citizen Interest Commissioners Present: Greg Brown  
Staff Present: Chris Campany, Ashley Collins, Susan McMahon  
Introductions: There was a not a quorum with only 11 towns present.  
Convened: 7:00PM

Administrative Items & Reports:  
Secretary’s Report: On a motion by N. Wright, seconded by J. Cunningham the minutes from the August meeting were approved; subject to ratification.  
Financial Report: On a motion by L. Sorenson, seconded by T. Consolino the Finance Report was approved; subject to ratification.

Windham Region Brownfield’s Reuse Initiative (WRBRI) Presentation: Windham Regional Commission’s Associate Director, Susan McMahon was present to discuss the Brownfield’s program and it’s applicability across all towns within the Windham Region. Brownfield’s is about the redevelopment of contaminated sites. WRBRI was established in 2000 to confront land use challenges, and was funded through Environmental Protection Agency (EPA) programs. WRBRI helps with the hiring process for consultants to work with the sites. The funds are available through the Revolving Loan Fund (RLF) application process. There are three major steps to the process:

1. Redevelopment planning,
2. Site assessment, which includes Phase I assessment environmental conditions, and Phase II which tests the quality of the water, soil and/or air.
3. Final steps: corrective action plan and clean up
The WRBRI has received $3.65 Million in program funding, and has helped with the redevelopment of stores, garages with old gas pumps, mills along the Connecticut River, Algiers Village in Guilford, New England Youth Theater, and Main Street Arts. WRBRI has applied for additional funding to continue assisting with the redevelopment of projects in the region.

**Executive Board Commission Recommendations:** The Executive Board presented the Commission with recommendations that were based upon feedback from Commissioners. There were several topics with varying opinions among Commissioners, and the Executive Board tried to respond as a whole with the proposed recommendations which include: reducing the number of meetings from twelve to six per year, keeping the meeting duration to no more than 2 hours, holding meetings in a central location, offer more trainings and orientations, enabling participation via conference phone or video conferencing.

**Full Commission Start Time Discussion:** There was an extended discussion regarding the start time of the Commission meetings and if it should be changed from 7pm to 6pm. There were many factors considered in the discussion including, time of year, location of the meeting, travel time, if teleconference options would be available for the meetings, and Commissioner attendance. The consensus was to poll the Commissioners and send the results to the Executive Board to make a recommendation for the next Commission meeting in January.

**Executive Director’s Report:**
- Executive Director Chris Campany was invited to participate in an environmental sciences meeting where they discussed post nuclear shutdown and decommissioning.
- Chris gave a brief overview of the annual report and mentioned that the annual town report letters would be going out to towns in early November. There was some discussion on if WRC should send the full report to towns or if Commissioners could provide their respective towns with the reports, and the general consensus was that Commissioners were provide their select board’s with WRC’s annual report.
- WRC was asked to participate in a national economic development webinar; where they discussed comprehensive economic development strategies for southern Vermont.

N. Wright moved adjournment.

**Meeting adjourned at 9:04PM**

Respectfully submitted,

Ashley Collins