Full Commission Meeting  
April 30, 2019  
Austine Campus, Brattleboro, VT

Commissioners Present in Person: Gabby Ciuffreda, Chair; Stephan Chait, John Whitman, Everett Wilson, Steve Lembke, Jack Cunningham, Joel Bluming, Jim Pinkerton, Tim Arsenault, Piet van Loon, Tom Mosakowski, Karen Astley, Jessica Tobey, Kevin Stine, Edie Mas, Greg Brown, Eric Stevens

Commissioners Participating via Conference Call: None.


Guest Speaker: Adam Grinold, Sarah Lang – Brattleboro Development Credit Corporation

Guests: Travis Dobson (Winhall),

Staff: Chris Campany, Executive Director

The meeting was called to order by Chair Gabby Ciuffreda at approximately 6:05 p.m.

Everyone in attendance was asked to introduce themselves.

There were no changes to the agenda.

Approval of February 26, 2018 Meeting Minutes: On a motion by Commissioner Whitman, seconded by Commissioner Arsenault, the minutes were approved. Commissioner Cunningham noted that he’d been elected to serve as Secretary rather than Treasurer.

Approval of Treasurer’s Report: Executive Director Campany explained that the budget continues to be on-track for the current fiscal year. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Treasurer’s Report was approved.
**Southern Vermont Comprehensive Economic Development Strategy (CEDS) Acceptance:** Brattleboro Development Credit Corporation (BDCC) Executive Director Adam Grinold and Sarah Lang were on hand to explain the purpose of the CEDS, and its development and adoption process. They also explained the relationship between the BDCC and the Southeast Vermont Economic Development Strategies (SeVEDS). Executive Director Campany suggested that the WRC consider how to more fully engage Windham Region towns in discussions about economic development, and that this might be led by the Community Development Committee. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Southern Vermont CEDS was accepted.

**Amended Bylaws Introduction:** Chair Ciuffreda introduced the proposed bylaw amendments, explaining that the Executive Board had reviewed them over the past two months in an effort to bring them up to date. Commissioner Arsenault made a motion to bring the proposed amendments to the Full Commission for a vote in June, seconded by Commissioner Whitman. The motion carried by a unanimous vote.

**WRC Operating Procedures:** Chair Ciuffreda introduced the proposed WRC Rules of Procedure, and explained that these would supplant the current Committee Procedures and would guide the operation of all meetings of the WRC, with the exception of circumstances where the Bylaws control. She noted the Executive Board had deliberated upon these procedures for two months. On a motion by Commissioner Whitman, seconded by Commissioner Lembke, the WRC Rules of Procedure were approved by a unanimous vote.

**WRC Mission Statement:** Chair Ciuffreda introduced the Mission Statement, explaining that it would supplant the current lengthy document. The proposed revised Mission Statement was read in full. On a motion by Commissioner Arsenault, seconded by Commissioner Mas, the Mission Statement was approved by a unanimous vote.

**Commissioner Job Description:** Chair Ciuffreda introduced the revised Commissioner Job Description, explaining that it had been reviewed by the Executive Board for two months in an effort to make it current. On a motion by Commissioner Cunningham, seconded by Commissioner Arsenault, the Commissioner Job Description was approved.

**Commissioner Handbook:** Chair Ciuffreda introduced the revised Commissioner Handbook, noting that it had been edited by the Executive Board over two months to make it current, more concise, and more readable. This is a temporary update to get the Commission through the upcoming June new commissioner orientation. Commissioner Lembke has offered to lead an update of the handbook over the next year. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Commissioner Handbook was approved.

**Chair’s Report:** Chair Ciuffreda noted that Dummerston Commissioner Lew Sorenson had resigned, and Citizen Interest Commissioner Greg Brown would resign at the end of his term which runs
through September. She expressed deep appreciation for their long service to the Commission in numerous roles. She reminded Commissioners to note their attendance on the sign-in sheet, otherwise their attendance would likely not be recorded in the minutes. She explained the purpose of the monthly Staff Summaries is for Commissioners to share the information with selectboards and others in their respective towns to generate ideas and understand how WRC services are used by towns. She noted that there will be a new commissioner orientation held ahead of the June Full Commission meeting.

**Executive Directors' Report:** Executive Director Campany reviewed his participation in the inaugural meeting of the Nuclear Decommissioning Collaborative in Washington, DC, noting that the WRC is a leader in planning ahead of time for the eventual closure of a nuclear plant. He noted the Executive Board will want to discuss how much time to give to this effort as the path forward for the Collaborative becomes more clear. He reviewed the WRC's engagement in the regional and statewide response to the Easter weekend flooding, including the deployment of staff to the State Emergency Operations Center and outreach to towns throughout that weekend.

**Adjournment:** The meeting was adjourned at approximately 8:00 p.m. on a motion by Commissioner Lembke.

Respectfully submitted,

Ashley Collins