The meeting was called to order by Chair Gabby Ciuffreda at approximately 6:05 p.m.
Instructions in the use of the Zoom remote meeting platform were provided by WRC Planner Margo Ghia.
There were no changes to the agenda.

Administrative Items:
Approval of January 28, 2020 Meeting Minutes: On a motion by Commissioner Snelling, seconded by Commissioner Burnell, the minutes were approved with amendments by a roll call vote. There were 22 votes in favor of approval of the minutes with 3 abstentions.

Approval of Treasurer’s Report: Secretary-Treasurer Kilburn reported that the FY2019 audit and single audit had been completed, and the indirect rate had been submitted. The Finance Committee is now meeting monthly, and all minutes and financial reports are posted to the committee’s webpage. Audits from the last three fiscal years are also posted. She noted that the finance report provided to the Full Commission is intentionally 1 ½ months behind. This allows the Finance
Manager to close out the books for the prior reported month. Commissioner Mosakowski explained that he had researched Robert’s Rules of Order and that it advised that finance reports should not be approved, but rather accepted or acknowledged. He asked what the basis was for approving the finance reports. Chair Gabby Ciuffreda explained this is what has been done for many years and that the Executive Board can look into the topic, and she asked that approval of the Treasurer’s Report be tabled.

**Adoption of WRC Finance Management Procedures:** Treasurer Bobbi Kilburn explained that upon the passing of the former Finance Manager, it was realized that the WRC did not have written finance management procedures or formal controls. In response, the WRC solicited examples of procedures from other regional planning commissions in the state to explore best practices that might be adapted to WRC’s structure and capacity. The procedures provided to the Full Commission for adoption were developed by staff, the Finance Committee, and the Executive Board. They were also provided to the WRC’s auditor, though they were not reviewed as part of the audit. On a motion by Treasurer Kilburn, seconded by Commissioner Koyne, the Finance Management Procedures were adopted by roll call vote. 24 Commissioners voted in the affirmative, with one commissioner abstaining.

**Election of Jack Cunningham as Vice Chair for Remainder of FY2020:** Chair Ciuffreda explained that former Vice Chair Piet van Loon was not reappointed to serve by the Town of Newfane. The Executive Board voted to have Commissioner Jack Cunningham serve as acting Vice Chair until action could be taken by the Full Commission. On a motion by Commissioner Bluming, seconded by Commissioner Fortin, Commissioner Cunningham was elected to serve as Vice Chair for the remainder of the 2020 Fiscal Year by a unanimous roll call vote.

**Resolution in Recognition of the Service of Commissioner Piet van Loon of Newfane:** Chair Ciuffreda read the following resolution to honor the service of long-serving Commissioner Piet van Loon of Newfane.

WHEREAS Piet van Loon served as a Commissioner of the Windham Regional Commission from 1975 until 2020;
WHEREAS he served as Chair and Vice Chair for many years during his tenure;
WHEREAS he served as Chair of many committees, most recently Planning Coordination and Personnel;
WHEREAS he served as Chair of the Vermont Association of Planning and Development Agencies;
WHEREAS he has been extraordinarily committed to the mission and purpose of the Windham Regional Commission, and maintaining the integrity of planning at the regional and municipal levels;
WHEREAS he has been a strong advocate for the importance of the role of Commissioners in all aspects of the Commission;
THEREFORE, BE IT NOW RESOLVED, that the Windham Regional Commission expresses its appreciation and gratitude to Piet van Loon for his 45 years of service to the Town of Newfane and the Commission.
Signed on this Twenty-Third day of June, Two-Thousand and Twenty
Gabrielle Ciuffreda, Chair
Windham Regional Commission

On a motion by Commissioner Turner, seconded by Commissioner Shakespeare, the resolution was passed by a unanimous roll call vote. The resolution will be sent to both former Commissioner van Loon and the Selectboard of the Town of Newfane.

**Windham Regional Plan Readoption Process:** Executive Director Campany explained that the current regional plan will expire in September, 2022. He had proposed to the Executive Board that the WRC pursue a readoption strategy, the purpose of which will be to create the time and space necessary for a major regional plan update. The focus of the major update will be to reinforce policies and actions to achieve compact settlement, climate and flood resilience, and habitat integrity and connectivity. He noted that readoption and moving forward with updating the plan are not mutually exclusive. Readoption now will also allow the WRC to make progress during a period when circumstances created by the pandemic make public engagement challenging for what will likely be months to come. By updating information and evaluating plan policies through the readoption process, the Commission will be well-positioned to embark upon the major update when conditions for robust, fair, and equitable public engagement will be more favorable.

**Executive Director’s Report:** Executive Director Campany described the WRC role in disaster response and recovery, especially in serving as a resource for towns and serving as a liaison between the towns and the state. He directed Commissioners to the WRC website where they can find resources for both towns and individuals, and summaries of WRC activities and actions. He explained that WRC staff continue to work primarily from home. While no more than four staff can work from the office at any given time, in practice there are seldom more than two staff in the office at a time. Priority is given to those staff who need to be in the office to perform their jobs. The staff is open to staff only, and any necessary service providers (i.e., cleaners, maintenance). It is not open to the public. He noted that the state fiscal year is concluding and there have been no cuts to date. He anticipates level funding through the first quarter of the 2021 state fiscal year, and hopes that when the legislature returns to pass a budget for the entire fiscal year they will continue to support level funding of the contract with the Agency of Commerce and Community Development. He believes the WRC can fill the vacant transportation planner position. Lastly, he explained that the feasibility study conducted as part of the Windham Regional Broadband Project was complete, and recommended the creation of one Communications Union District (CUD) to serve the region as a whole. He commended the organizers of the Deerfield Valley CUD for their excellent job in pulling the CUD together, and explained that despite the name this will be the CUD for the entire Windham Region. The development of a business plan for the CUD is now underway.

**Chair’s Report:** Chair Ciuffreda said the next Full Commission meeting will be held in August, which will also be the annual business meeting at which the FY2021 work program and budget would be voted upon, and elections will be held for officers, Executive Board and Citizen Interest
Commissioners. She said Commissioners should expect the meeting to be held by remote means, and expressed her appreciation for their engagement in tonight’s meeting in spite of some occasional technical difficulties.

**Public Comment:** None was offered.

**Adjournment:** The meeting was adjourned at approximately 7:07 p.m. on a motion by Commissioner Astley, seconded by Commissioner Koyne.

Respectfully submitted,
Chris Campany