



Executive Board Minutes November 12, 2025

Location: Hybrid meeting via Zoom and WRC Conference Room.

Members Present: Gabby Ciuffreda, Chair; Bonnie North, Stephan Chait, Steve Lembke, Ann Golob, Jim Pinkerton Jr., Bill Dunkel, Rick Cowan

Absent: Gretchen Havreluk

Staff present: Chris Campany, Executive Director, Matt Bachler, Senior Planner

Public/Guests: Andy Snelling, Townshend Planning Commission and WRC Commissioner

Presenter: None.

Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 8:30 a.m.

Additions/Changes to Agenda: None.

Secretary's Report: On a motion by Commissioner Lembke, seconded by Commissioner North the minutes from the September 9, 2025 meeting were **approved** unanimously.

Town of Townshend

- Town Plan Approval and Municipal Planning Process Confirmation
 - WRC Senior Planner, Matt Bachler provided an overview of the process for WRC approval of Town Plans and confirmation of the local planning process. He discussed the relevant statutes and criteria that staff considers in completing the review and recommendation.
 - Commissioner Chait recommended for the next Town Plan update that Townshend consider adding more discussion in the Transportation Chapter about Class 2 and Class 3 Town roads and consider using stronger language, such as “shall” rather than “should”, in particular in the Forest Block and Habitat Connector section of the Natural Resources Chapter.
 - *Commissioner Lembke left the meeting at approximately 8:40 a.m.*
 - Commissioner Cowan asked about parking issues at Grace Cottage Hospital and whether that was addressed in the plan. Andy Snelling noted that Grace Cottage has proposed facility renovations that should help addressing the parking issues on the property.
 - Motion by Commissioner Golob to approve the Townshend Town Plan, seconded by Commissioner Pinkerton. Motion **passed** unanimously

- Motion by Commissioner Golob to confirm Townshend's municipal planning process, second by Commissioner North. Motion **passed** unanimously
- Determination of Energy Compliance
 - Matt Bachler (WRC) provided an overview of the State requirements for the Energy Element of a Town Plan to be eligible for determination of energy compliance. He noted that WRC had worked with Townshend to develop their Enhanced Energy Plan.
 - Motion by Commissioner Pinkerton to certify that the Townshend Town Plan complies with the State energy planning requirements, second by Commissioner Golob. Motion **passed** unanimously

Committee Appointments: None.

Executive Director's Report: Executive Director Chris Campany noted that WRC has not been impacted by the federal government shutdown at this point. He provided an overview of the upcoming Vermont Evaluation of Rural Technical Assistance summit on November 13th. The goal is to develop framework for more efficient and effective provision of rural technical assistance. Chris also provided a summary on a recent meeting between RPCs and COGs in the CT River Watershed regarding municipal technical assistance and regional planning. He noted that there will likely not need to be a December Executive Board meeting and that the next regular meeting would be on January 13th.

Committee Appointments: Chair Ciuffreda notes that Commissioner Dan Toomey from Putney has requested to be appointed to the Finance Committee and the Brownfield committee. Motion by Commissioner Golob to appoint Dan Toomey to the Finance and Brownfield Committees, second by Commissioner North. Motion **passed** unanimously.

Committee Chair Reports: Commissioner Pinkerton noted that there was no Project Review Committee meeting in November due to a lack of projects.

Review of Action Items: Gabby noted there were no action items for the Board to review this month. She noted that the Board would be reviewing WRC's Bylaws next year.

Public Comments: None.

Adjournment: On a motion by Commissioner Golob, seconded by Commissioner North, the meeting was adjourned at approximately 9:03 a.m. by a unanimous vote.