



**Executive Board Minutes
February 10, 2026**

Location: Remote meeting via Zoom.

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

Absent: Rick Cowan, Gretchen Havreeluk

Staff present: Chris Campany, Executive Director

Public/Guests: None.

Presenter: None.

Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 6:01 p.m.

Additions/Changes to Agenda: None.

Secretary's Reports:

- On a motion by Commissioner Lembke, seconded by Commissioner North, the November 12, 2025 minutes were **approved** with one abstention.
- On a motion by Commissioner Lembke, seconded by Commissioner North, the January 13, 2026 minutes were **approved**.

Municipal Services Agreement Policy: Executive Director, Chris Campany explained that as revenue streams are cut or are reduced, such as the Emergency Management Performance Grant, that the WRC will need to ask towns to contribute funding to support significant town projects for which there is no revenue stream to be billed. He proposed the threshold be a project that is estimated to take 10 hours or more of staff time, and that time be billed at the billable rate of the staff persons assigned to the project. The municipal services agreement would take the form of a simple contract. Commissioner Lembke noted that the Guilford Emergency Management Committee had just signed such an agreement with the WRC and that the process was simple.

On a motion by Commissioner Golob, seconded by Commissioner Lembke that as a result of decreased funding, a municipal service agreement will be required when a project will require 10 hours or more that cannot be otherwise billed to a revenue source, and time will be charged at the billable rate of the staff persons working on the project, motion was **approved**.

Commission & Commissioner Guidance Document Updates:

Commissioner Lembke made significant proposed revisions to the Commissioner Handbook and Commissioner Job Description. His work on these was much appreciated and all agreed

the approach he took made the documents more readable and communicated effectively the most relevant information. Among the suggested edits were:

- State more clearly WRC has no regulatory authority – can't regulate or enforce. Do have ability to approve town plans at town request.
- Clarify authority section under IV.
- Clarify who can speak to what. Perhaps cross reference to Rules of Procedure.
- Work on opening to include Citizen Interest Commissioners.

Members are asked to continue to share suggested edits with Commissioner Lembke and the Handbook will be further reviewed at the next meeting. Chair Ciuffreda will relay C.I. Commissioner Havreluk's comments to Commissioner Lembke as she was unable to attend.

Chris Campany highlighted the following proposed edits to the Rules of Procedure:

- Most changes reflect the shift to fully remote or hybrid meetings. It was suggested that a remote connectivity failure on the WRC end for whatever reason before or during a publicly-warned hybrid meeting shall be treated as a structural limitation to public access and the meeting shall be postponed and rescheduled.
- Added that in the absence of the committee chair, a presiding member shall have the same powers of the chair for that meeting for the purposes of the Rules of Procedure.
- Chris asked a couple of questions for consideration by the Board related to the frequency of Purpose and Objectives statement updates, and whether or not committee chair reports should continue to be required at Full Commission meetings. These need to be resolved.
- It was added that when meeting frequency or tasks are proposed to be increased, that the Executive Director be consulted to determine the sufficiency of staff capacity.

The Board suggested that the names of committee members be listed on the committee pages on the website as we do with Full Commission and Executive Board.

Committee Appointments: None.

Executive Director's Report: Executive Director Chris Campany explained that he and Chair Ciuffreda spoke about the need for a simple one-page document that distills Act 181, especially how it relates to regional commission responsibilities, for posting to the website and for distribution to all Commissioners. Some areas of confusion were highlighted during the Full Commission meeting with Land Use Review Board Chair Janet Hurley.

He explained that he has been asked to testify about the WRC's work on transportation before the House Transportation Committee on Thursday. He noted that he will also raise his concerns that towns may not be preparing for disaster recovery in the event of no federal aid, and that the disaster declaration denial for Essex and Caledonia counties for the July 2025 flooding may provide insight into what the future holds.

Committee Chair Reports: Commissioner Pinkerton noted that the PRC reviewed a permit for a telecommunications monopole tower in Dummerston. They also reviewed an application from the Windham Foundation to increase the number of permitted events.

Review of Action Items: There will be continued revision of the Commission and Commissioner Guidance Documents.

Public Comments: None.

Adjournment: On a motion by Commissioner Golob, seconded by Commissioner North, the meeting was adjourned at approximately 7:15 p.m. by a unanimous vote.

DRAFT