WINDHAM
REGIONAL
COMMISSION

Executive Board Minutes
May 12, 2026

Location: Remote meeting via Zoom.
Members Present: Gabby Ciuffreda, Chair; Bonnie North, Rick Cowan, Bill Dunkel, Steve Lembke, Gretchen Havreluk, Jim Pinkerton Jr.
Absent: Stephan Chait, Ann Golob
Staff present: Chris Campany, Executive Director, Inessa Muse, Finance Manager
Public/Guests: None.
Presenter: None.
Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 6:02 p.m.
Additions/Changes to Agenda: None.

Secretary's Reports:
On a motion by Commissioner Lembke, seconded by Commissioner North, the April 14, 2026 minutes were **approved unanimously**.

Brookline Town Plan Approval & Planning Confirmation
It was suggested that the plan adoption date be on the front cover of the plan. The Board commended quality of writing of plan and were impressed with the survey and response rate. Commissioner Pinkerton moved that the plan be approved, seconded by C.I. Commissioner Havreluk. The motion was **approved** by a unanimous vote. Commissioner North moved, seconded by Commissioner Dunkel, that the Brookline planning process be confirmed. The motion was **approved** by a unanimous vote.

FY2025 Audit & Quarterly Financial Report
Quarterly Financial Report: Finance Manager, Inessa Muse explained that it looks like we're on track for mid-year. Executive Director Chris Campany noted that there had been an approximate $10,000 recission from the FY2026 DHCD contract amount, and that we're anticipating a small increase in the FY2027 contract. EMPG funding may be provided before the fiscal year end but still on hold for moment.
FY2025 Audit & Report: Chair Ciuffreda commended Finance Manager, Inessa Muse on a very good audit report. Noted that auditor found that financial information is being presented fairly. Inessa noted the indirect rate proposal is being reviewed by VTrans. Commissioner North moved that audit be accepted, seconded by C.I. Commissioner Havreluk. There was a **unanimous** vote in favor of **accepting**.

Chronic Full Commission Absenteeism
The Board was provided with the Full Commission attendance record going back to January 2023 as background information for their discussion about what, if any, approach should be taken to address attendance at Full Commission meetings by those Commissioners who have attended very few, if any, meetings over the last 2 years. At issue is the ability to meet quorum requirements when voting on the regional plan, as well as concern about information related to the WRC and its services not getting back to towns. The goal is not to chastise but to encourage participation, and that this should be a commissioner-to-commissioner engagement. It was decided that it would be best to begin with a conversation directly with the absent commissioners before reaching out to towns. A letter will be sent to those commissioners that have attended 5 or fewer meetings since January 2023. This will exclude the Somerset town supervisor. The letter will draw from newly-updated Commissioner handbook before direct outreach to see if it can elicit a response. Commissioner Lembke volunteered to draft letter for review by Chair Ciuffreda and comments will be solicited from all Board members. Once a final draft is ready, staff will send on behalf of the Exec Board under signature of Chair.

Committee Appointments: None.

Executive Director's Report: Chris provided an update on the hiring process, noting that a majority of the position applicants had worked with the WRC through service-learning projects over the past year. He also provided an update on the regional plan update, describing attendance and engagement at the recent in-person public meeting and reminding the Board that the next public meeting is fully remote on May 20th at 6 p.m. He asked the Board about June meeting topic possibilities. The Board decided that it would give the Commission the summer off, with the goal of holding the August annual business meeting, a September meeting if needed to address comments on the regional plan update, an October in-person meeting with a guest speaker as has been the approach over the last few years, and a meeting in November or early December to vote on regional plan adoption. Chris will invite Linda Dunlavy with the Franklin Regional Council of Governments to be the October guest speaker about how they support intermunicipal cooperation. Chris provided an update on UVM service-learning projects related to councils of government research and the development of a municipal flood buyout property reuse guide. It appears the Emergency Management Performance Grant funding may be released for the current fiscal year. There is no pressing business for the Board so there will be no June meeting. Commissioners will be polled for availability for the November/December Full Commission meeting.

Committee Chair Reports: Chair Pinkerton explained the Project Review Committee met on May 5th to discuss two projects with no regional significance but comments were offered. He thanked Alyssa Sabetto for her years of support of the committee.

Public Comments: None.

Review of Action Items: Commissioner Lembke will draft a letter to be sent to absentee Commissioners.

Adjournment: On a motion by Commissioner Pinkerton, seconded by Commissioner Lembke, the meeting was adjourned at approximately 7:23 p.m. by a unanimous vote.