



**Executive Board Minutes  
May 9, 2023**

**Location:** Remote meeting via Zoom.

**Members Present:** Gabby Ciuffreda, Chair; Ann Golob, Steve Lembke, Bonnie North, Jim Pinkerton, Tim Arsenault, Stephan Chait, Jack Cunningham, Carolyn Partridge

**Absent:** none

**Staff present:** Chris Company, Executive Director; Susan Westa, Associate Director

**Public/Guests:** none

**Presenter:** none

**Call to Order:** Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 6:04 p.m.

**Additions/Changes to Agenda:** none

**Secretary's Report:** On a motion by Commissioner Arsenault, seconded by Commissioner Golob, the April 11, 2023 minutes and the February 20, 2023 minutes were approved by a unanimous vote.

**Intermunicipal Shared Services Discussion:** Commissioners Ann Golob and Bonnie North presented an overview of the meetings and interviews they held with Town Managers and Administrator in the Windham Region about Intermunicipal Shared Agreements. Fellow Executive Board members thanked them and commended them for their work. Chris Company noted that there is a real challenge helping local leaders come to a decision point. Ann and Bonnie interviewed seven communities of varying sizes and locations throughout the region. They found that everyone is interested in talking more about shared services, although this is not a new topic. They learned about sharing that's already happening with animal control and the BiTown Economic Development Committee. They found that everyone wants help with grant writing. Towns are also having trouble finding planning and zoning help and health officers. Overall towns were not as interested in shared purchasing because they felt it was too complicated to coordinate. Next steps – Ann and Bonnie suggested that we find out more about what other RPCs in Vermont are doing. They would like to reach out to FRCOG to learn more about their experiences. They would also like help from WRC staff developing a survey.

**Vermont Planning Association Spring Workshop Sponsor Request:** Associate Director Susan Westa explained that the VPA was requesting a donation in support of its spring workshop, and that his workshop benefitted WRC planners and planners from throughout the state. When asked if other RPCs

contributed, it was noted that Mount Ascutney and Two Rivers had both made contributions. It was suggested that sponsorships be added as a line item in future WRC budgets. On a motion by Commissioner North, seconded by Commissioner Cunningham, the Board voted unanimously to make a \$300 contribution to the VPA Spring Workshop.

**FY2022 Audit Review:** Secretary/Treasurer Arsenault explained that the Finance Committee had reviewed the audit and recommended its acceptance by the Executive Board. He further commended staff for its work and Chair Ciuffreda commended the Finance Committee for its support of staff. On a motion by Commissioner Cunningham, seconded by Commissioner Partridge, the decision to accept the audit was unanimous.

**Computer Disposal Policy:** Executive Director Company presented a proposal prepared by Senior GIS Planner, Jeff Nugent, for computer disposal options once they're at or approaching the end of their usefulness. Chris noted he would like the Board to adopt a formal policy that would be followed going forward. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Board adopted a policy by unanimous vote to defer to staff, who may confer with a consultant when helpful, as to when information technology equipment was approaching the end of its useful life, and to give staff the option of either clearing hard drives and recycling the equipment or clearing hard drives and donating equipment to non-profit organizations and/or schools. Chris will write up a formal policy for WRC records.

**Appointments:** Commissioner Katrina Hamilton (Westminster) was appointed to the Natural Resources and Emergency Committees.

**Executive Director's Report:** Chris provided an overview of what he knew about the legislature's budgetary decisions and that if the proposed budget passed, the WRC would be in a good position to expand its capacity to support town needs.

**Committee Chair Updates:** Commissioner Arsenault noted that some Commissioners would benefit from reminders about open meeting law and how it applied to committee communications. The Project Review Committee was commended for hosting the Natural Resources Board and its staff to make a presentation on how Act 250 works.

**Review of Action Items:** Commissioner Partridge noted that she would like to get the FY2024 nominations process underway.

**Public Comments:** None.

**Adjournment:** On a motion by Commissioner Arsenault, seconded by Commissioner Golob, the meeting was adjourned at approximately 7:25.