



**Executive Board Minutes
August 8, 2023**

Location: Remote meeting via Zoom.

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

Absent: Jim Pinkerton, Tim Arsenault

Staff present: Chris Company, Executive Director; Inessa Muse, Finance Manager

Public/Guests: none

Presenter: none

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

Additions/Changes to Agenda: Chris asked that the Board be informed of a pension plan discussion that will be on the September agenda. This was added under Executive Director Report. Commissioner Partridge asked that she be able to update the Board on the nominations process. This was added under the Committee Chair Reports.

Secretary's Report: On a motion by Commissioner Cunningham, seconded by Commissioner Golob, the May 9, 2023 minutes were approved by a unanimous vote.

FY2024 Work Program and Budget Proposal: Chris and Inessa presented the proposed FY2024 Work Program and Budget, noting that the Finance Committee had reviewed the proposed budget and recommended its adoption. Chris reviewed the principal changes to the work program, highlighting the Municipal Technical Assistance Program and the Municipal Energy Resilience Program. Inessa reviewed the proposed budget, reviewing both revenue and expense assumptions. She noted that she had separated out retirement as an expense to better track its cost as the Board will be asked to consider a change to the group in which the WRC participates through the Vermont Municipal Employee Retirement System (VMERS). A question was asked about the anticipated FY2024 end of year "surplus." It was explained that this was based upon our current year balance as determined by the most recent audit. On a motion by Commissioner Cunningham, seconded by Commissioner Partridge, the Board unanimously approved the proposed FY2024 Work Program and Budget for consideration by the Full Commission at its annual meeting on Tuesday, August 29th.

Executive Director's Report: Inessa provided an overview of a possible change to the WRC's retirement plan offering through VMERS that the Board will be asked to consider at its meeting in September. Chris reviewed the WRC's role in disaster response and recovery and the actions staff have taken as a in response to the July flooding event. This work included municipal damage reporting to the State Emergency Operations Center (SEOC), keeping towns up to speed on the state and federal disaster assistance program process, staffing the SEOC, expediting the update of the Local Hazard Mitigation Plan for Halifax, and assisting towns with meeting with National Flood Insurance Program requirements.

Committee Chair Updates: Commissioner Partridge reviewed the Nominating Committee's process to determine which officers, Executive Board members, and Citizen Interest Commissioners (CIC) are interested in continuing to serve in their roles. All but the CIC for conservation wanted to retain their positions. There is currently a vacancy in the Healthy Communities CIC position. She solicited recommendations to fill these vacancies and will reach out to those people.

Review of Action Items: The intermunicipal services outreach will resume when capacity currently consumed by disaster response and recovery abates. The Personnel Committee will convene in autumn if necessary.

Public Comments: None.

Adjournment: On a motion by Commissioner Partridge, seconded by Commissioner Cunningham, the meeting was adjourned at 7:00 p.m.