



**Executive Board Minutes  
August 12, 2024**

**Location:** Hybrid meeting via Zoom and WRC Conference Room.

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

**Absent:** None

**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 8:01 a.m.

**Additions/Changes to Agenda:** none

**Secretary's Report:** On a motion by Commissioner Cunningham, seconded by Commissioner Arsenault the minutes from the July 9, 2024 meeting were **approved** with one abstention.

**Review & Approval of Draft FY2025 Work Program and Budget for August Full Commission Meeting/Annual Business Meeting** Executive Director, Chris Campany & Finance Manager, Inessa Muse reviewed the draft work program and budget, noting the primary change was a 20 percent cut to the Emergency Management Planning Grant funding. While the WRC will receive additional funding to support the development of hazard mitigation grant proposals, thus making the cut budget-neutral, it is of concern as it represents a change in the role the WRC plays in supporting local emergency planning and preparedness and the staff time available to support that function. They also explained that the budget is formulated in such a way that it reflects uncertainty about sustained funding in subsequent years and thus takes a conservative approach to any further growth in staffing. A question was asked about a substantial reduction in the Telephone line item from FY24 to FY25. It was explained that those costs had moved to the Information Technology line as phone and internet service is now combined. On a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, the Board voted unanimously to **approve** the draft budget and to move it to the Full Commission for its approval at the August Full Commission and Annual Business meeting.

**Follow Up on Open Meeting Law Application to WRC Committees** Chair Ciuffreda and Executive Director, Chris Campany presented an opinion from Vermont League of Cities and Town legal counsel, reportedly developed in consultation with the Secretary of State, that says it's the function of the committee, not the body that created the committee, that determines if it is advisory or non-advisory in nature and which then triggers related open meeting law requirements. The Board agreed that within the context of the WRC, the Full Commission, Executive Board, and Brownfields Committee are advisory in nature by virtue of their budget responsibilities, and the other committees of the WRC are non-advisory.

**Dover Town Plan Approval & Plan Process Confirmation** On a motion by Chair Ciuffreda, seconded by Commissioner Pinkerton, the Dover town plan was approved and the town's planning process confirmed on a unanimous vote. Commissioner Chait commended Matt Bachler for his excellent work on the plan.

**Nominations** Chair Ciuffreda will reach out to Commissioners to fill vacancies and Chris will provide staff support as the Commission needs to rebuild its nominating committee. Chris will draft a solicitation to be sent to Commissioners under the Chairs signature.

**Committee Appointments:** On a motion by Commissioner Ciuffreda, seconded by Commissioner Arsenault, the following Commissioner committee appointments were made upon a unanimous vote.

- Erik Moses – Transportation & Finance

**Executive Director's Report:**

- Hiring of Anand Fedele as full-time Assistant Planner (was previously hired as intern).
- Representing RPCs on the County & Regional Government Stakeholder Technical Advisory Group of the Act 118 County and Regional Government Study Committee. Commissioner Arsenault noted that he would also be serving on the Advisory Group as a representative of Town Clerks.
- Serving on Executive Board and Steering Committee of the Connecticut River Watershed Partnership.

**Committee Chair Reports:** None.

**Review of Action Items**

Project Review Committee Update will be added to future Full Commission meeting agendas. Shared services will be revisited when possible. Chris will bring back to the Executive Board a discussion about how to make the Natural Resources, Energy, and Community Development Committees more efficacious of Commissioner and staff time.

**Public Comments:** None.

**Adjournment:** on a motion by Commissioner Arsenault, seconded by Commissioner Golob, the meeting was adjourned at 8:59 a.m.