

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, January 20, 2015
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Vice Chair), Chester; Joe Fromberger, Andover; Etienne Ting, Cavendish; Clayton Paronto, Windsor; Joe Wilson, Springfield; Logan Nicoll (Alt.), Ludlow; Hal Pyke, West Windsor; Tom Kenyon (Alt.), West Windsor.

Staff Present: Tom Kennedy, Jason Rasmussen, Dan Potter, Cynthia Porter, Chris Titus, Allison Hopkins, Katharine Otto.

Tom Bock opened the meeting at 12:20 PM.

1. Introductions
 - a) Tom Kennedy introduced Allie Hopkins, our new emergency planner. The Board welcomed Allie to the SWCRPC staff.
 - b) Tom Kennedy recognized Katharine Otto's work to develop the new *Connecticut River Byway Travel Guide*. It is an excellent publication. We have been getting a lot of great feedback on it. It is also available [online](#).
2. Secretary's Report
 - a. *Joe Wilson made a motion to approve the November 18, 2014 Secretary's Report as presented. Second by Joe Fromberger. Motion passed unanimously.*
3. Treasurer's Report
 - a. Discussion on the December 2014 Treasurer's Report included:
 - It was noted the format of the balance sheet was different. The explanation given by Cynthia was that the balance sheet presented is a consolidated version including both the general fund and the Brownfields Revolving Loan Fund (RLF).
 - Additional reporting materials were also included; accounts receivable aging, consultant expenses to date and the current activity of the loans in the RLF.
 - Consultant costs have been higher than budgeted for this year. However, these costs are fully reimbursable under our multi-year contract with the EPA.
 - Net income is still a deficit, but it is smaller than in the first quarter. Each year, we tend to move into positive territory in the 3rd and 4th quarters. Staff will keep an eye on this situation.
 - b. *Hal Pyke made a motion to accept the December 2014 Treasurer's Report. Second by Joe Wilson. Motion passed unanimously.*
4. Review of FY 2014 Draft Audit

- a. Tom Kennedy discussed the draft FY 2014 financial audit that was included in the agenda packet. We were required to complete a single audit this year. The Board will be asked to accept this report at the next meeting in order to give everyone another month to review it. Tom indicated that there were few adjusting entries and the management letter is positive. The Board noted that clarification is needed in terms of format and terminology. Tom Bock suggested that it would be helpful to go over a few details either before or during the next meeting.

5. Brownfields

- a. Amended Loan Agreement for 100 River Street:

Tom Kennedy reported that we were expecting a draft of the amended loan agreement before this meeting, but unfortunately we have not yet received it from our attorney. Verbally the parties have come to agreement on a repayment schedule:

- First and second years repayment will be in the amount of \$1,500/month.
- During the third and fourth years, repayment will be \$3,000/month.
- In the fifth and subsequent years, repayment will be \$4,000/month.

A few issues have not yet been determined, such as how to handle accrued interest and penalties. The Brownfields Steering Committee will meet to discuss the amended loan agreement when it becomes available and will then make a recommendation to the Board. This agreement should be available for the Board's consideration at the next RPC meeting.

- b. Corrective Action Plan for Windsor Rail Yards:

Dan Potter reported on this project. At the November meeting, the Board reviewed an RLF application to complete a Corrective Action Plan (CAP) for the Windsor Rail Yards site. This site is located by the Station restaurant and bike shop in downtown Windsor. The redevelopment plans for the site include, but not limited to:

- Redeveloping an existing building for meetings and events.
- Redeveloping another building for potential use as a café and music venue.
- Construction of a bicycling pump track.

At this time, staff is proposing to use assessment funds for this project, as opposed to the RLF program. The property owner may likely apply for RLF funds for clean up once the CAP is completed.

Clayton Paronto made a motion to approve the use of assessment funds not to exceed \$3,800 to develop a Corrective Action Plan for the Windsor Rail Yards site. Second by Hal Pyke. Motion passed unanimously.

6. Discussion of Intervener Status for New England Clean Power Link Project

- a. Tom Kennedy reviewed the project, which involves constructing an underground electric transmission line to connect Hydro Quebec to a new, expanded substation facility in Ludlow (i.e. under Lake Champlain and a network of public roadway corridors). A draft Notice of Appearance and Motion to Intervene was included in the agenda packet. The purpose of this submission is to enable the RPC to participate in the Public Service Board proceedings, if warranted. To date, staff have reviewed the project details and only have a few minor issues. Staff will meet with the Permit Review Committee to review the project details.

Logan Nicoll indicated that Ludlow is in favor of this project, but the Town has a few questions with respect to a couple proposed river crossings.

Joe Fromberger made a motion to approve the submission of the Notice of Appearance and Motion to Intervene as provided in the January agenda packet. Second by Etienne Ting. Motion passed unanimously.

7. Overview of River Corridor Program

- a. Jason Rasmussen discussed the materials provided in the agenda packet: DEC's *River Corridor Protection and Management Fact Sheet 1*, and ACCD and ANR's *Why Protect River Corridors?* graphic. There have been a lot of recent changes to State river management activities, such as:

- New State rules, procedures and river corridor maps;
- New planning requirements for local and regional plans;
- Changes to enabling statute for local regulation of floods and river corridors.

There appears to be some confusion about what all of this means and how flood hazard areas and river corridors will be regulated (i.e. under Act 250, Section 248, permits for development that is exempt from local bylaws). At the next meeting we will give a presentation on these issues in more detail.

This will also be the topic for the next ZA Roundtable meeting on February 3rd.

8. Old Business - None

9. New Business

- a. Joe Wilson explained his experience at a recent Act 250 hearing for a project at the Springfield Plaza. He suggested that town representatives may need to get involved in order to help the Environmental Commissions make good decisions and to be responsive to local needs.

10. The meeting was adjourned at 1:35 PM.