

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Tuesday, May 26, 2015  
Martin Memorial Hall, Ascutney, VT

**Commissioners Present:** Peter Daniels (Chair), Weathersfield; Tom Bock (Vice Chair), Chester; Carol Lighthall (Treasurer), Baltimore; Joe Fromberger, Andover; Etienne Ting, Cavendish; Norm Vanasse, Ludlow; Tom Kenyon (Alt.), West Windsor; Walter Martone (Alt.), Springfield.

**Staff Present:** Tom Kennedy, Jason Rasmussen, Dan Potter, Cynthia Porter, Chris Titus.

Peter Daniels opened the meeting at 12:05 PM.

1. Secretary's Report
  - a. *Tom Kenyon made a motion to approve the April 28, 2015 Secretary's Report with corrections to the meeting date and location. Second by Norm Vanasse. Motion passed unanimously.*
2. Treasurer's Report
  - a. *Tom Bock made a motion to accept the April 2015 Treasurer's Report. Second by Tom Kenyon. Motion passed unanimously.*
3. Investment Corporate Resolution
  - a. Enclosed in the agenda packet was the investment corporate resolution that the Board decided to renew on an annual basis.
  - b. *Joe Fromberger made a motion to renew the appointment of the Executive Director, Financial Administrator and Treasurer to serve as the "investment board", which is responsible for investing the funds of the SWCRPC. Second by Etienne Ting. Motion passed unanimously.*
4. Discussion of Draft FY 2016 Budget
  - a. A draft budget and budget narrative for FY2016 (July 1, 2015 through June 30, 2016) was included in the agenda packet. The Board will be asked to approve the budget at the June meeting.
  - b. Tom Kennedy and Cynthia Porter discussed the draft budget. Expenses and revenues are down this year. Tom indicated that this preliminary budget shows a \$35,000 deficit. We are conservative in budgeting for revenues. Money is getting tight; some large grants that have helped with the budget the past few years are going away (e.g. HUD, EECBG, Irene recovery). We anticipate balancing the budget with money from our fund balance. We may find additional grants to add revenue to make up for this deficit. The Board will revisit this budget after the first quarter.
5. Discussion and Approval of Brownfields Steering Committee Recommendations
  - a. **Bryant Grinder Site:** Additional funding is required in order to complete a Corrective Action Plan (CAP) and asbestos abatement at this site in Springfield.

*Walter Martone made a motion to approve spending up to \$21,821, which includes the original \$17,404 and additional \$4,417, and to amend the scope of work in order to complete a CAP and asbestos abatement at the Bryant Grinder Site as recommended by the Brownfields Steering Committee. Second by Tom Bock. Motion passed unanimously.*

- b. **Artisan Surfaces Building:** Groundwater at the site, which is the newer, “sheet metal” building located south of J&L Plant #1, is contaminated by a TCE plume. A CAP needs to be completed to outline the necessary remedial actions to deal with the TCE plume.

*Joe Fromberger made a motion to authorize hiring Stone Environmental to develop a CAP for the Artisan Surfaces Building for an amount not to exceed \$5,798 as recommended by the Brownfields Steering Committee. Second by Carol Lighthall. Motion passes unanimously.*

- c. **Jones Center:** The TCE plume from Bryant Grinder is present at the Jones Center site in Springfield. There is some evidence of a possible secondary source adding to the TCE plume on site. DEC needs additional assessment to identify or rule out the secondary source. Stone Environmental provided a proposal for this work, which costs \$10,196 but it may cost as much as \$22,555 with contingencies. It is hoped that not all contingencies will be necessary.

*Carol Lighthall made a motion to approve hiring Stone Environmental and authorize spending up to \$22,555 to complete the assessment work at the Jones Center site as recommended by the Brownfields Steering Committee. Second by Etienne Ting. Motion passed unanimously.*

- d. **One Hundred River Street:** They have started repaying the loan on a monthly basis.

6. Discussion of RFQ for Engineering Services for Member Towns

- a. Tom Kennedy indicated that an RFQ was recently released in order to establish a short list of pre-qualified consultants that can provide engineering services for towns for transportation projects or disaster recovery. The intent of this is to streamline the procurement process and allow towns an option for hiring consultants. If there is interest in serving on the selection committee, please let Tom know.

7. Program Updates:

- a. **FFY 2016 Transportation Work Program:** Jason Rasmussen reported that we are fortunate to have been essentially level-funded. This contract follows the federal fiscal year, starting on October 1, 2015 and ending September 30, 2016. The Transportation Advisory Committee (TAC) will be reviewing a draft transportation work program at their May 27<sup>th</sup> meeting. The Board will be asked to approve a work program at their next meeting.
- b. **East Central Vermont Economic Development District:** Tom Kennedy indicated that there is some confusion about this and reported on this new designation and the related economic strategy planning process:

- i. Southern Windsor County, combined with the Two-Rivers Ottauquechee region, became a designated Economic Development District by EDA.
- ii. As a result of this designation, we need to update our Comprehensive Economic Development Strategy (CEDS) – a process which is ongoing.
- iii. The Woodstock agricultural program last week was a part of this effort. Housing is one of the other things that this effort will be looking at.
- iv. A draft update of the CEDS document is anticipated to be complete by the end of June or in July.
- v. Another component of this project is to develop capacity at the Regional Development Corporations (RDCs). However, the 50% local match requirement presents an issue for RDCs.

8. Update on New Legislation

- a. **Energy Bill:** There will be a summer study committee established to evaluate changing the Section 248 process as it relates to solar projects and elevating the status of municipal involvement in the Public Service Board process.
- b. **Water Quality Bill:** This bill establishes that ANR and RPCs will work together on basin/surface water planning. ANR will fund RPCs for this work, which will involve working with towns on highway maintenance, planning assistance for Conservation Commissions/Planning Commissions, and assisting NRCS on agricultural issues.
- c. **RPC Funding:** The Regional Planning Commissions' allocation of funding through the VT Agency of Commerce and Community Development was level funded by the legislature this year. The legislature recognizes and appreciates the important work done by RPCs.

9. Old Business

- a. None

10. New Business

- a. Members of the Executive Committee will be finishing their third term in their current positions. Tom requested volunteers to serve on a Nominating Committee to fill positions on the Executive Committee.

11. The meeting was adjourned at 2:08 PM.