

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, June 17, 2014
Annual Meeting
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Peter Daniels (Chair), Weathersfield; Tom Bock (Vice Chair), Chester; Joe Wilson, Springfield; Hal Pyke, West Windsor; Tom Kenyon (Alt.), West Windsor; Joe Fromberger, Andover; Etienne Ting, Cavendish; Norm Vanasse, Ludlow.

Staff Present: Tom Kennedy, Jason Rasmussen, Katharine Otto, John Broker-Campbell, Dan Potter, Cynthia Porter, Chris Titus.

Peter Daniels called the meeting to order at 12:30 pm. The agenda was adjusted to add Brownfields under New Business.

1. Secretary's Report

- a. *Tom Bock made a motion to approve the May 20, 2014 Secretary's Report. Second by Etienne Ting. Motion Passed. Peter Daniels abstained.*

2. Treasurer's Report

- a. *Tom Bock made a motion to accept the May 2014 Treasurer's Report. Seconded by Joe Fromberger. Passed unanimously.*

3. Election of Officers and Members At-Large

- a. Tom Kennedy indicated that Don Barrett resigned as Springfield's representative because he is frequently traveling and unable to attend meetings. We will send a letter to Don thanking him for his years of service. Joe Wilson has been appointed as Springfield's representative.

b. Joe Fromberger read the recommendations of the Nominating Committee:

- 1) To elect Peter Daniels as Chairman, Tom Bock as Vice Chairman, and Carol Lighthall as Secretary/Treasurer.
- 2) And to appoint Bob Flint (SRDC) as an at-large Board member.

Joe Fromberger made a motion to appoint Peter Daniels as Chairman, Tom Bock as Vice Chairman, Carol Lighthall as Secretary/Treasurer, as well as Bob Flint (SRDC) as an at-large Board member. Seconded by Hal Pyke. Passed unanimously.

c. Joe Fromberger read an additional recommendation from the Nominating Committee to amend the SWCRPC Bylaws as follows:

- 1) To elect officers for 3-year terms (and not for 1-year terms, as the Bylaws currently call for); and,
- 2) To stagger the elections so that each year one position is voted on.

d. Staff was asked to report back on the process to amend Bylaws.

4. Committee Membership Appointments

- a. Committee membership appointments were discussed. As authorized by the Board, the Chairman determined the following Committee assignments for FY 2015:

- 1) Executive Committee: Peter Daniels, Tom Bock, Carol Lighthall
- 2) Budget Committee: Joe Fromberger, Peter Daniels, Tom Bock, Etienne Ting, Carol Lighthall
- 3) Personnel Committee: Hal Pyke, Joe Wilson, Peter Daniels, Tom Bock, Carol Lighthall
- 4) Brownfield's Steering Committee: Peter Daniels, Joe Wilson, Etienne Ting, Clayton Paronto, Bob Flint, Tom Bock, Carol Lighthall
- 5) Permit Review Committee (Act 250, Section 248): Peter Daniels, Hal Pyke, Etienne Ting, Tom Bock
- 6) Town Plan Review Committee: Peter Daniels, Norm Vanasse, Etienne Ting, Carol Lighthall
- 7) Regional Plan Committee: Tom Bock, Joe Wilson, Carol Lighthall
- 8) Energy Committee: Carol Lighthall, Tom Bock, Norm Vanasse

5. Approval of FY 2015 SWCRPC Budget

- a. Tom Kennedy and Cynthia Porter presented the proposed budget for FY 2015 (July 1, 2014-June 30, 2015) and answered a few questions.

Etienne Ting made a motion to approve the \$790,539 FY 2015 budget for the SWCRPC as presented. Seconded by Joe Wilson. Passed unanimously.

6. Approval of FFY 2015 TPI Work Program

- a. Jason Rasmussen and Katharine Otto presented the proposed Transportation Planning Initiative (TPI) work program and budget for FFY 2015 (Oct. 1, 2014-Sept. 30, 2015). It is level funded. Two noteworthy new elements include future contract performance measures and working on a transportation capital improvement plan for one town. The TAC recommends approval.

Joe Fromberger made a motion to approve the FFY 2015 Transportation Planning Initiative work program and budget as presented. Seconded by Hal Pyke. Passed unanimously.

7. Regional Plan Updates

- a. Jason Rasmussen discussed the draft changes to the implementation section which were made to improve specificity. Fairly minor changes were made to the text, but a new matrix was added that shows primarily municipal water and sewer projects.

Joe Wilson made a motion to preliminarily approve the revised implementation section. Seconded by Hal Pyke. Passed unanimously.

- b. Katharine Otto and Jason Rasmussen handed out a hard copy of the draft Regional Transportation Plan and highlighted key changes. In general, changes included specifying transportation system needs and programmed projects, as well as improving the clarity of the document for Act 250 and Section 248 proceedings. A significant level of public input informed this update process, including extensive review by and input from the TAC. The TAC recommends this draft for adoption by the Board. The draft document is also posted on the SWCRPC website. We will discuss this at the July meeting after Board members have an opportunity to review it.

8. Old Business

- a. Tom Kenyon reported that the lifts at the former Mt Ascutney ski resort were sold, and it is unlikely that a commercial ski operation will resume. He indicated that the loss of this commercial ski area will have impacts on this region. Although there is hope that a coop or similar ownership arrangement can be made to facilitate future skiing, likely at a reduced scale from what the resort used to be.

9. New Business - Brownfields

- a. Dan Potter reported that the SWCRPC paid for a Phase 1 assessment before the former Russell Auto Body site in Downers was purchased. The new owners have asked for the SWCRPC to pay for a Phase 2 assessment. We do not have any petroleum funding at this point. However, we have made arrangements for a sub-grant from the Lamoille County RPC for \$27,000 to pay for this assessment. A contract is pending, but we are running out of time. Staff will try to expedite a contract so that we can complete this work before the end of August.
- b. At the time of purchase of the former Russell Auto Body site, we requested proposals for conducting a Phase 2 assessment. KAS was selected due to key staff people on their project team. Those key staff people are leaving KAS and have established their own company. Those key staff people have a unique understanding of this site. A severe lack of time (i.e. completing this assessment before the end of August) complicates our ability to send out a new RFP.

Hal Pyke made a motion to waive our procurement procedures due to unique circumstances and shortness of time, and to write a detailed note to file that details the justification to hire this new firm to conduct a Phase 2 assessment of the former Russell Auto Body site at Downers Four Corners in Perkinsville. Etienne Ting seconded this motion. Motion passed (5 ayes, 1 no). Joe Wilson abstained.

- c. EPA is requiring a site status sheet for the 100 River Street project. A consultant was hired to do this work for \$7,500, but the level of effort required is significantly more than anticipated. As a result, the consultant asked for an additional \$2,500 for this work.

Joe Fromberger made a motion to pay the consultant \$2,500 in additional funds for the successful completion of the 100 River Street site status sheet as required by the EPA. Hal Pyke seconded the motion. Passed unanimously.

10. The meeting was adjourned at 1:50 p.m.