

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Tuesday, June 23, 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; Joe Wilson, Springfield; Walter Martone (Alt.), Springfield; Norm Vanasse, Ludlow; 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, Katharine Otto.

Peter Daniels opened the meeting at 12:35 PM.

1. Secretary's Report
  - a. *Hal Pyke made a motion to approve the May 26, 2015 Secretary's Report as presented. Second by Tom Bock. Motion passed.*
2. Treasurer's Report
  - a. *Joe Wilson made a motion to accept the May 2015 Treasurer's Report. Second by Hal Pyke. Motion passed.*
3. Election of Officers
  - a. Joe Fromberger reported on the nominations for officers.
  - b. *Hal Pyke made a motion to elect the slate of officers as nominated: Tom Bock (Chair), Carol Lighthall (Vice Chair), and Joe Wilson (Secretary/Treasurer). Second by Etienne Ting. Motion passed.*
  - c. Tom Kennedy thanked Peter Daniels for his many years of service on the Executive Committee.
4. Corporate Resolution to Authorize Check Signers
  - a. *Joe Fromberger made a motion to authorize Tom Bock, Carol Lighthall, Joe Wilson, Peter Daniels, Tom Kennedy and Jason Rasmussen to sign checks for the SWCRPC. Second by Etienne Ting. Motion passed.*
5. Election of Members At-Large
  - a. *Tom Bock made a motion to elect Bob Flint (SRDC) as a member at-large. Second by Etienne Ting. Motion passed.*
  - b. The Board expressed the desire to ask if a representative of the Windham and Windsor Housing Trust would serve as a member at-large.
  - c. It was noted that we have a new representative for Windsor: Justin Ciccarelli. We are still looking for a representative for Reading.
6. Committee Membership Appointments
  - a. Connecticut River Joint Commissions
    - i. Jason Rasmussen

- ii. Dan Potter (Alternate)
- b. Executive Committee:
  - i. Officers
- c. Brownfield's Steering Committee:
  - i. Peter Daniels
  - ii. Etienne Ting
  - iii. Bob Flint
  - iv. Tom Bock
  - v. Carol Lighthall
  - vi. Joe Wilson
  - vii. Norm Vanasse
- d. Budget Committee:
  - i. Joe Fromberger
  - ii. Peter Daniels
  - iii. Tom Bock
  - iv. Etienne Ting
  - v. Carol Lighthall
  - vi. Joe Wilson
- e. Energy Committee:
  - i. Carol Lighthall
  - ii. Tom Bock
  - iii. Norm Vanasse
- f. Permit Review Committee:
  - i. Peter Daniels
  - ii. Hal Pyke
  - iii. Etienne Ting
  - iv. Tom Bock
- g. Personnel Committee:
  - i. Hal Pyke
  - ii. Peter Daniels
  - iii. Tom Bock
  - iv. Carol Lighthall
  - v. Joe Wilson

- h. Regional Plan Committee:
    - i. Tom Bock
    - ii. Carol Lighthall
    - iii. Joe Wilson
  - i. Town Plan Review Committee:
    - i. Peter Daniels
    - ii. Norm Vanasse
    - iii. Etienne Ting
    - iv. Carol Lighthall
7. Approval of FY 2016 SWCRPC Budget
- a. Tom Kennedy reported that the proposed budget has been revised since last month to reflect new revenue, which results in a balanced budget. He suggested that the Board review the budget at the October and January meetings.
  - b. *Joe Fromberger made a motion to approve the FY 2016 SWCRPC Budget of \$813,565 as presented. Second by Hal Pyke. Motion passed.*
8. Approval of FFY 2016 Transportation Planning Initiative (TPI) Work Program
- a. Jason Rasmussen and Katharine Otto presented the proposed new transportation work program for October 2015 through September 2016. Jason reported that the TAC has reviewed the work program and recommends approval.
  - b. *Carol Lighthall made a motion to approve the FFY 2016 TPI Work Program as presented. Second by Joe Wilson. Motion passed.*
9. Procurement Procedures
- a. Jason Rasmussen presented a proposed update to our procurement procedures based on new federal regulations. These changes also modify procurement levels.
  - b. *Hal Pyke made a motion to approve the Procurement Procedures as presented. Second by Etienne Ting. Motion passed.*
  - c. Jason will send a cleaned up, final, as approved version to Board members.
  - d. Jason Rasmussen passed out a draft Procurement Self-Certification form that will be reviewed at the next meeting. It is a required element of our TPI Work Program materials for VTrans.
10. Old Business - None
11. New Business
- a. Tom Kennedy presented a proposal to make the current employees of the Southern Windsor/Windham Counties Solid Waste Management District employees of the SWCRPC. Joe Fromberger reported as a member of the Solid Waste District Board, that the District Executive Committee views this

arrangement as a good way to address issues that have been experiencing related to providing fair wages and benefits to employees of a very small staff. After much discussion, the RPC board asked Tom Kennedy to provide more information on management and budget implications.

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