

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, July 28, 2015
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Joe Wilson (Secretary/Treasurer), Springfield; Peter Daniels, Weathersfield; Joe Fromberger, Andover; Walter Martone, Springfield; Hal Pyke, West Windsor; Tom Kenyon, West Windsor.

Others Present: Dick Beatty, West Windsor.

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

Tom Bock opened the meeting at 12:15 PM.

1. Secretary's Report
 - a. *Peter Daniels made a motion to approve the June 23, 2015 Secretary's Report with one clarification to Section 3(c) of the minutes. Second by Joe Wilson. Motion passed.*
2. Treasurer's Report
 - a. *Joe Fromberger made a motion to accept the June 2015 Treasurer's Report. Second by Hal Pyke. Motion passed.*
3. Discussion of Plan4Health Application
 - a. Jason Rasmussen reported that the SWCRPC is submitting an application to the American Planning Association for a capacity building grant to promote public health in Windsor County. This application is in partnership with TRORC and the prevention partnerships within the County. The proposal includes a total funding request of about \$150,000, of which about 40% would go to the SWCRPC. The intent of this work program is to build a coalition that would continue to work towards implementing the East Central Vermont Plan that we developed with TRORC over the past three years.
4. Brownfields - RLF Loan Application
 - a. Dan Potter summarized that the RLF loan application is for asbestos abatement that needs to occur as part of a redevelopment project for the former auto-parts store in Windsor. The redevelopment project will result in 4-5 retail stores and 4-20 jobs within this building. The application is requesting \$45,000 for asbestos abatement, but only \$23,000 is eligible.
 - b. The Brownfields Steering Committee recommends approving the loan application from Kaifeng, LLC at a reduced value.
 - c. *Peter Daniels made a motion to approve the RLF loan application for asbestos abatement at the former auto-parts building at the corner of Main Street and River Street in Windsor for up to \$20,000 with 2% interest and a 3 year payback period beginning 90 days after clean-up is complete. Second by Hal Pyke. Motion passed.*
5. Distribution and discussion of draft 2015 CEDS

- a. Chris Titus passed out hard copies of the draft *2015 Comprehensive Economic Development Strategy*. The draft document was also sent out via Constant Contact.
 - b. Tom Kennedy indicated that comments on this draft are desired. Comments are due by August 4th.
6. Old Business
- a. Procurement Self-Certification Form
 - i. Jason Rasmussen reported that a draft of this form was handed out at the last RPC meeting. It is a required element of our annual transportation work program with VTrans. The purpose of the form is to self-certify that the organization follows the appropriate procurement procedures.
 - ii. *Hal Pyke made a motion to approve the Self-Certification Form as presented. Second by Peter Daniels. Motion passed.*
 - b. Discussion to make the current employees of the Southern Windsor/Windham Counties Solid Waste Management District employees of the SWCRPC
 - i. The Southern Windsor/Windham Counties Solid Waste Management District (“the District”) currently contracts with the SWCRPC to manage the District.
 - ii. The District also currently has two employees. The District does not currently have personnel policies and has a limited amount of benefits for employees. It is too small of an organization to go through VLCT.
 - iii. The District Executive Committee prefers not to have employees.
 - iv. The District Board of Supervisors voted to request that the District employees become employees of the RPC.
 - v. Tom Kennedy reported that there will be no negative impact to the SWCRPC. The major difference will be that the District employees will have access to the VMERS retirement system as employees of the SWCRPC.
 - vi. Joe Fromberger reported that the intent of the District is to contract with the SWCRPC for these same services and that all associated costs will be covered by the District.
 - vii. *Joe Wilson made a motion to make the employees of the Southern Windsor/Windham Counties Solid Waste Management District employees of the SWCRPC. Second by Peter Daniels. Motion passed. (No effective date was decided on)*
 - c. Adopt Revised Accounting Policy
 - i. Tom Kennedy and Cynthia Porter discussed the proposed changes to the office Accounting Policy as included in the agenda packet. The proposed revisions are minor.

- ii. Walter Martone suggested modifying the retention section on the second page to indicate that financial records must be maintained for three years after final payment and longer if an audit is pending.
- iii. *Peter Daniels made a motion to adopt the proposed changes to the SWCRPC Policies and Procedures for Managing Finances with the additional language "and longer if an audit is pending" added to the Retention section on page 2. Second by Joe Wilson. Motion passed.*

7. RPC Participation in Water Quality Program

- a. A copy of a draft scope of work for RPCs to assist ANR with activities related to the new Water Quality Bill (Act 64) was included in the agenda packet. Tom Kennedy reported that this draft is not completed yet and it may change now that David Mears is leaving for a job at the Vermont Law School. This was provided to give a sense of the works tasks that we will be asked to do, including outreach, reviewing town plans/bylaws, basin planning and other tasks. It is not clear at this point if road maintenance related work will be conducted under this work program or under our TPI work program through VTrans. We may have a contract in place by September 1st for approximately \$15,000-30,000 annually.
- b. Tom Kennedy reported that we do not currently have enough staffing. However, we will be hosting an AmeriCorp volunteer, starting this fall. They can help with this new water quality work. There will be no charge to us for this volunteer position.

8. The meeting was adjourned at 2:20 PM.