

DRAFT
**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, October 21, 2014
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Peter Daniels (Chair), Weathersfield; Carol Lighthall, Baltimore; Tom Kenyon (Alt.), West Windsor; Joe Fromberger, Andover; Etienne Ting, Cavendish; Clayton Paronto, Windsor; Joe Wilson, Springfield; Tom Bock, Chester.

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

Peter Daniels opened the first public hearing on the proposed 2014 Regional Plan, as required under 24 V.S.A. §4348, at 12:25 PM. There were no members of the public in attendance. Written comments were submitted by the Windham Regional Commission (WRC) regarding changes adopted by the WRC in September 30, 2014. Faith Ingulsrud sent an email indicating that ACCD has reviewed the proposed 2014 Southern Windsor County Regional Plan and will submit comments in the near future. No other written comments were received. The public hearing was closed at 12:30 PM.

Peter Daniels called the regular Regional Planning Commission (RPC) meeting to order at 12:30 PM.

1. Secretary's Report

- a. *Joe Fromberger made a motion to approve the August 12, 2014 Secretary's Report as presented. Second by Tom Kenyon. Passed unanimously.*

2. Treasurer's Report

- a. Carol Lighthall reported on the September Treasurer's Report. Things appear to be in order for the first three months into the fiscal year, with a few area where expenditures are more than they should be for this time of year (i.e. EPA, HUD, Consultants). For those three areas, costs are expected to even out over the rest of the year.
- b. *Joe Wilson made a motion to accept the September 2014 Treasurer's Report. Second by Tom Kenyon. Passed unanimously.*

3. Brownfields

- a. 100 River Street Loan: Tom Kennedy discussed the ongoing situation with the loans for the 100 River Street project. The RPC needs the owners to start paying back the loan of approximately \$800,000 in total. The idea is to require repayment of \$6,000-8,000 in the first year, with annual increases that ultimately reach \$33,000-35,000 a year. The Board agreed that this is a good approach, with incremental year-to-year increases. If they don't make a payment, we will go

after their personal line of credit. Tom Kennedy is meeting with Chris Callahan tomorrow to determine the legal structure of this process.

- b. 100 River Street Parking Garage: Tom Kennedy explained the situation:
- Part of the original building was turned into a parking garage during the recent rehabilitation project.
 - PCBs were found in the concrete floors of the garage.
 - PCB clean up solutions identified at that time included epoxy paint or additional pavement.
 - Epoxy paint was applied, but it did not adhere properly, so the garage is now closed.
 - Therefore, the owners need to mediate the site in order to reopen the garage. This involves cleaning/removing epoxy paint, installing a membrane, and paving 2 ½ inches of asphalt.
 - The RPC and our consultant will manage this project, and the RPC will charge an administrative fee in order to do so. The RPC will be reimbursed for expenses through:
 - Hospital escrow account of \$45,000;
 - ANR emergency funding for site cleanup; and,
 - Brattleboro Savings and Loan will provide \$6,000/month to cover additional costs.
 - 100 River Street has a maintenance plan and will be responsible for maintaining the parking garage afterwards.

Peter Daniels suggested that you may need a paving plan to make sure that drainage works properly.

Joe Fromberger made a motion to authorize the Executive Director to work with Chris Callahan and the Executive Committee to execute agreements needed in order to complete this parking garage project as presented. Second by Joe Wilson. Passed unanimously.

4. Discussion of Draft River Corridor Protection Procedures

- a. Jason Rasmussen discussed DEC's proposed Flood Hazard Area and River Corridor Protection Procedures. These procedures explain how flood hazard and river corridor protection areas are delineated and amended; how DEC will address these hazards in local and regional planning efforts as well as in Act 250 and Section 248 proceeding. They are accepting draft comments until November 3, 2014. Staff will send a draft letter to the Board next week before submitting it to the DEC for their consideration. A copy of the procedures can be posted on our website and emailed to those who want it.

5. Discussion of revised traffic impact study guidelines

- a. Jason Rasmussen explained that draft new guidelines for when the RPC would request a traffic impact study for Act 250 or Section 248 projects is included in the proposed 2014 Regional Plan. Staff hired DuBois & King to review and make

recommendations on the draft. As a result of recommendations made by Lucy Gibson, additional changes were made to the draft guidelines and were delivered to statutory parties more than 30 days before the final public hearing on November 18th. The changes were reviewed briefly during the meeting. The Board generally felt that the changes made sense, although they are very technical. Copies will be made available on the website.

6. New Business

- a. Tom Kennedy reviewed the status of the hiring process for a new emergency planner. We received 14 applications. The Executive Committee met last Friday and developed a short list of 3 candidates. One applicant has significantly more relevant experience than all other candidates. She was a finalist in a previous hiring process and has worked as a planner in Vermont for some time. Tom Kennedy is meeting with her tomorrow, and will schedule an interview if things go well. If needed, the other two candidates will be interviewed as well.

7. Old Business

- a. The holiday party is being planned for the first week of December this year to be located in the Great Hall.

8. The meeting was adjourned at 1:55 p.m.