

**Southern Windsor County  
Regional Planning Commission**

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Monthly Meeting Minutes of Tuesday, September 17, 2013  
SWCRPC Offices, Ascutney, VT

**Commissioners Present:** Tom Bock (Vice Chair), Chester; Carol Lighthall (Treasurer), Baltimore; John Mitchell, Reading; Norm Vanasse, Ludlow; Clayton Paronto, Windsor; Joe Fromberger, Andover; Don Barrett, Springfield.

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

**Guests:** Shana Duval and Aurélie Eybalin-Sebastiao, VELCO.

Tom Bock called the meeting to order at 12 noon and moved agenda item 3 to the beginning of the meeting.

1. VELCO Connecticut River Valley Project

- a. Shana Duval and Aurélie Eybalin-Sebastiao provided a handout and presented on VELCO's Connecticut River Valley Project. A capacity upgrade is planned for the transmission line corridor between the Ascutney and Coolidge substations, as noted in both the 2009 and 2012 Long Range Transmission Plans. The existing line is over capacity and needs an additional 46kV upgraded capacity. VELCO is analyzing alternative solutions, including the construction of a new line or line upgrades along or between the existing VELCO transmission line and GMP distribution line. They would need to expand the existing right-of-way from (generally) 150 feet to 300 feet for a second line.

This meeting is part of their outreach efforts. At another meeting, the Weathersfield Planning Commission had asked to minimize impacts to existing residences along the GMP line.

At this time, the project is not finalized. As the preferred alternative becomes clear, VELCO will seek out comments again. However, comments from the SWCRPC are encouraged at any time.

They indicated that underground transmission lines are roughly four times more expensive than above ground, pole-mounted lines.

2. Secretary's Report

- a. *Joe Fromberger made a motion to approve the July 14, 2013 meeting minutes as presented, seconded by Tom Bock. Passed unanimously.*

3. Treasurer's Report

- a. Tom Kennedy indicated that the SWCRPC ended last fiscal year in the positive. Cynthia Porter reported that the financial audit is in process, and we hope to get the results by September 30<sup>th</sup>.

*Don Barrett made a motion to accept the August 2013 Treasurer's Report, seconded by Carol Lighthall. Passed unanimously.*

4. Community Development Block Grant (CDBG) Disaster Funding

- a. Tom Kennedy reported that there is about \$5 million available through the recently announced CDBG disaster funding. These funds are available to towns to help with Irene related damages, such as culvert upgrades, FEMA ineligible projects, sewer expansion to address damaged septic systems. Projects will be awarded on a first come, first served basis. Applications will be accepted starting in January 2014. SWCRPC staff is available to provide assistance to municipalities as well as to help write applications.
5. Update on Brownfields Program
- a. Dan Potter and Tom Kennedy provided updates:
    - 1) The asbestos remediation at the former Perkinsville school should be complete this month.
    - 2) Clean up between the J&L building and the Black River is ongoing at this time.
    - 3) 100 River Street is struggling financially. Staff continues to work with them on repaying our RLF loan as well as paying local contractors. The worst case scenario is that they go bankrupt and we lose our RLF money.
  - b. Dan Potter reported that the CV Railyard property in Windsor was purchased following the Phase 1 assessment that was recently completed using funding provided by the RPC through the 2010 Hazardous Assessment Grant. The owners are now requesting assistance to pay for a Phase 2 assessment of this site. At the previous meeting, the SWCRPC agree to spend up to \$30,000 on a Phase 2 for this site. Following our procurement procedures, staff collected bids on this work. The Brownfields Subcommittee met to review the bids and identified KAS as the qualified lowest bidder for this project.

*Don Barrett made a motion to select KAS as the contractor for a Phase 2 assessment of the CV Railyard site in Windsor for \$27,602 per their bid, and under no circumstances to exceed \$30,000; seconded by Carol Lighthall. Passed unanimously.*
6. Discussion of adopting a Title VI Plan
- a. Jason Rasmussen reported that, since we are a sub-recipient of federal funds, we need to have a Title VI Nondiscrimination Plan according to VTrans. A draft is in the process of being developed. Staff hopes to complete a draft for the Board to review at their next meeting. Tom Bock asked for an assessment of additional costs to the SWCRPC.
7. New Municipal Planning Grant Applications
- a. Jason Rasmussen indicated that the following new applications are being prepared for submission:
    - 1) Cavendish town plan update
    - 2) Springfield downtown master plan update
    - 3) Ludlow community flood study
8. Staff activity report

- a. Tabled until the next meeting.
9. Old Business
- a. Nothing to report
10. New Business
- a. Tom Kennedy indicated that Christina Titus has been hired as our new administrative assistant. She starts September 23<sup>rd</sup>.
  - b. See the latest newsletter for a listing of upcoming workshops and conferences.
11. Adjourn
- a. The meeting was adjourned at 1:40 p.m.