

**Southern Windsor County  
Regional Planning Commission**

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Monthly Meeting Minutes of Tuesday May 21, 2013  
Martin Memorial Hall, Ascutney, VT

**Commissioners Present:** Hal Pyke, West Windsor; Norm Vanasse, Ludlow; Tom Bock, Chester; Carol Lighthall, Baltimore; John Mitchell, Reading; Joe Fromberger, Andover; Peter Daniels, Weathersfield; Don Barrett, Springfield; Derek Suursoo, Chester (alternate); Etienne Ting, Cavendish.

**Staff Present:** Tom Kennedy, Jason Rasmussen, Cynthia Porter, John Broker-Campbell.

12:10 pm RPC Chair Peter Daniels called the meeting to order and asked for a moment of silence for Oklahoma tornado victims.

**1. Secretary's Report**

Hal Pyke made a motion to approve the April 29, 2013 Secretary's Report with a minor correction; seconded by Don Barrett. The motion passed unanimously.

**2. Treasurer's Report**

Tom Kennedy led a discussion on the April financial statements, and highlighted significant activity since the last report. The checking and sweep accounts are up due to receivables, therefore the RPC cash position has increased. Cynthia Porter noted that the retainer paid to Silloway Networks is shown under assets.

Tom B. asked for explanation of the unassigned fund balance, Tom K. explained the four categories described in the RPC audit. Unassigned funds are not restricted allowing the RPC flexibility in their use and are accumulated over time (also includes the 80k cd). These funds are not actual cash but the difference between assets and liabilities.

The Profit and Loss statement shows no payment from 100 River Street for the EPA Revolving Loan Fund. Tom Kennedy noted that this was expected as the developers are having financial issues and are attempting to refinance.

The RPC is expected to end the year in a positive financial position.

Joe Fromberger made a motion to accept the April Treasurer's Report; seconded by Tom Bock. The motion passed unanimously.

Cynthia Porter and Tom Kennedy explained the proposed Investment Corporate Resolution included in the agenda packet. The purpose is to annually pass this Resolution that specifies who is authorized to invest the funds of the RPC. Tom Bock made a motion to pass the Investment Corporate Resolution (see attached); seconded by Etienne Ting. The motion passed unanimously.

Tom Kennedy noted that staff investigated options for the RPC's 457 retirement plan as discussed at the April RPC meeting, and the recommendation is to go through VMERS 457 retirement plan. A resolution, as included in the agenda packet, is required to make that change. Don Barrett made a motion to pass

the Resolution Adopting the State of Vermont Section 457 Deferred Compensation Plan (see attached); seconded by Carol Lighthall. The motion passed unanimously.

### **3. Discussion of Draft FY14 Budget**

The budget committee has met to help prepare a draft budget for FY 2014. Tom Kennedy and Cynthia Porter presented the draft FY 2014 budget. Highlights of the new budget include:

- Municipal Planning Grant funds are up
- Funding continues for assistance in the Windsor FEMA Project Worksheet management
- EPA assessment funds are down due to a lack of projects ready for action
- Department of Public Service funding is down due to project completion
- There is a small increase in Solid Waste fees
- Overall there is a \$30,000 reduction in the budget from FY13.

There were questions on the fund balance and Tom Kennedy noted the RPC tries to keep ninety days of cash on hand. RPC commissioners would like to keep the fund balance in line with the overall RPC budget.

Health insurance costs remain unknown due to new federal legislation, but the budget includes a modest increase.

### **4. Section 248 Application Updates**

Tom Kennedy provided updates on major projects that are currently under review by the Public Service Board. He noted that much of the correspondence regarding the North Springfield biomass project is sent to Chris Callahan, and not directly to the RPC. Apparently, there is recent correspondence regarding the new access road into the industrial park that was the subject of a draft Memorandum of Understanding between the applicant, Town of Springfield and SWCRPC. Staff will review those materials and report back to the Board as appropriate.

A Memorandum of Understanding has been finalized between interested parties for the Chester Solar Farm project. The Department of Public Service provided testimony that a 7 foot tall perimeter fence is in fact not required per applicable electrical standards. Furthermore, DPS thinks the proposed fence constitutes undue adverse impacts on the aesthetics of this area, and is recommending that a different fence material or no fence be used at this site. This MOU clarifies a few issues, specifically including language that will require either no full perimeter fence or a 4 foot tall agricultural fence surrounding the solar farm.

### **5. Updates**

*Brownfields:* Tom Kennedy and Peter Daniels provided Brownfield program updates:

1. The agenda packet included a letter from the U.S. EPA regarding a new assessment grant. Thanks to Dan Potter for getting these additional funds.
2. Members of the Brownfields Steering Committee met on May 6, 2013 to review proposals for J&L site remediation. Based on a review of the proposals as submitted per the RFP criteria, the Steering Committee is recommending hiring Tantara for that work. Joe Fromberger made a motion to hire Tantara for the J&L site remediation work based upon their proposal submitted in response to our RFP at a cost not to exceed \$400,000 of RPC money in order to complete the project; seconded by John Mitchell. The motion passed unanimously.
3. At the February 2013 RPC meeting, we approved spending approximately \$188,000 for asbestos remediation at the former Perkinsville School. Joe Fromberger made a motion to authorize the

Executive Director to sign an agreement for the former Perkinsville School demolition project; seconded by Hal Pyke. The motion was approved unanimously.

4. Tom Kennedy indicated that we should amend the RLF bylaws to require two-party checks in order to better track payments under RLF project. The need for this became evident during the 100 River Street project.

*Emergency Management:* Tom Kennedy indicated that a new round of Hazard Mitigation Grant Program funding is available for buy-outs or other mitigation projects or activities. Projects need to show that they address repetitive loss issues.

*Transportation:* Jason Rasmussen indicated that we received our transportation work program guidance later than usual this year. We anticipate developing a draft work program with the Transportation Advisory Committee in June, and asking for the Boards approval in July.

## **6. Discussion of Regional Plan**

VAPDA hired a consultant (Brandy Saxton, Place Sense) to review all regional plans for compliance with State statutory requirements. Tom Kennedy indicated that Brandy will attend the June RPC meeting to discuss the results of her review.

As a follow up to our discussion with April Hensel at the April RPC meeting, staff developed draft policy language for the wildlife section of the Regional Plan. The intent is to improve the specificity and clarity of existing policies in order to have effect under Act 250 and Section 248 proceedings. Tom Kennedy discussed that the homework assignment is to review this draft language. Concern for this new approach was discussed. Peter Daniels suggested that, as April Hensel had suggested, perhaps the Board should prioritize certain key issues to focus on with respect to having effect under these State permit proceedings. Tom Kennedy indicated that the original idea was to focus this effort initially on the Natural Resources and Housing Chapters. This will be a topic on the next RPC meeting agenda.

## **7. Old Business**

Tom Kennedy discussed the SP Lands project (i.e. Killington ski village project) that is currently under review for an Act 250 permit in District 1. Rutland RPC is reconsidering the joint letter submitted in January by the three RPCs that asked for the applicant to help pay for a corridor study in order to clarify impacts for the next phases of this project. The applicant strongly opposes our suggested approach, and it is possible the Rutland RPC Board will decide not to sign the related MOU. However, VTrans supports our efforts.

## **8. New Business**

Tom Kennedy announced that Angela is no longer working for the RPC, and we wish her well on her future endeavors.

Jason Rasmussen announced that the RPC is hosting a workshop on flood resiliency on Wednesday, May 29, 2013 at 5:30 PM in our Ascutney offices.

## **9. Adjourn**

The meeting was adjourned at approximately 2 PM.