

**Southern Windsor County
Regional Planning Commission**

Monthly Meeting Minutes of Tuesday June 18, 2013
Martin Memorial Hall, Ascutney, VT

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

Staff Present: Jason Rasmussen, Cynthia Porter, Katharine Otto.

Guest: Brandy Saxton, Place Sense.

12:15 pm RPC Chair Peter Daniels called the meeting to order.

1. Report on Regional Plan Review

Brandy Saxton gave an overview of the new report that reviews our Regional Plan. She reviewed all 11 Regional Plans in Vermont based on statutorily required plan elements and consistency with statewide planning goals. In addition to the individual reports for each RPC, she will be creating an executive summary that will summarize good examples for each section – due to be completed in early July. Overall, there were very few A's or F's for any particular element of any Regional Plan. Brandy highlighted the good aspects of our Regional Plan as well as areas that could be improved. The commissioners spent a little time discussing how to move forward given this review.

2. Public Hearing to decide whether to approve the Andover and Ludlow Municipal Plans and confirm the municipal planning efforts of Andover and Ludlow in accordance with 24 V.S.A §4350.

The public hearing was opened. No public were in attendance. The hearing was closed.

The Town Plan Review Subcommittee met in early May to review the new Andover and Ludlow municipal plans. A few areas in both plans could be strengthened, but both plans adequately addressed the requirements in 24 V.S.A. §4350(b)(1). Commissioners discussed how the RPC assists with writing the plans – whether writing it or giving guidance – but overall the RPC is involved to some extent with development of all town plans. As the review process is now more rigorous than in the past, the RPC has modified the checklist that the committee looks at so it is now just the state requirements, while staff provides recommendations on plan consistency with state planning goals and compatibility with the Regional Plan and other town plans in the area. *Hal Pyke made a motion to approve the Andover and Ludlow Municipal Plans. Seconded by Etienne Ting. The motion passed, with one abstention from Norm Vanasse.*

Joe Fromberger thanked Dan Potter for his assistance writing the Andover Town Plan, and not for just meeting the requirements, but also for what would be useful.

Andover and Ludlow's municipal planning processes were also reviewed by the Committee, and both were found to meet the requirements of 24 V.S.A. §4350(a). *Tom Bock made a motion to confirm the municipal planning efforts of Andover and Ludlow. Seconded by Etienne Ting. Motion passed unanimously.*

3. Secretary's Report

The Board commented that there was a good level of detail in the minutes. *Carol Lighthall made a motion to accept the minutes for May 21, 2013 as written. Seconded by Tom Bock. Motion passed unanimously.*

4. Treasurer's Report

Joe Fromberger made a motion to accept the May 2013 Treasurer's Report. Seconded by Norm Vanasse. Motion passed unanimously.

5. Election of officers

There was no nominating committee meeting this year. The Executive Committee met last week and will continue at their current capacity. Peter asked for volunteers who have not been on the Board so long to step up in future. *Joe Fromberger made a motion to approve Peter Daniels as Chair, Tom Bock as Vice Chair and Carol Lighthall as Secretary/ Treasurer. Seconded by Hal Pyke. Motion passed unanimously.*

6. Election of Members At-Large

Jason Rasmussen raised a request from Tom Kennedy to have a housing person on board. Joe Fromberger would like to do that once they have a person willing to serve. While Tom also requested that an interested citizen could be an at large member, the Board would prefer that any interested citizens instead serve as alternates for their towns. There was a question from the Board about whether at-large members are appointed by name or organization. The appointment of at large members was therefore tabled until the next RPC meeting.

7. Committee Membership Appointments

The Board discussed continuing with the same committee membership as last year. Carol Lighthall volunteered for the Regional Plan subcommittee. Joe Fromberger suggested that no motions are needed since appointments are at the discretion of the Chair. Committee assignments were determined to include:

- EXECUTIVE COMMITTEE - Peter Daniels, Chair; Tom Bock, Vice Chair; Carol Lighthall, Secretary/Treasurer
- BUDGET COMMITTEE - Joe Fromberger, Peter Daniels, Tom Bock, Etienne Ting, Carol Lighthall
- PERSONNEL COMMITTEE - Hal Pyke, Don Barrett, Peter Daniels, Tom Bock, Carol Lighthall
- BROWNFIELD'S STEERING COMMITTEE - Peter Daniels, Chair; Don Barrett, Vice Chair; Etienne Ting; Clayton Paronto; Bob Flint; Tom Bock; Carol Lighthall
- PERMIT REVIEW COMMITTEE (ACT 248 & ACT 250): Peter Daniels, Hal Pyke, Etienne Ting, Tom Bock
- TOWN PLAN REVIEW COMMITTEE - Peter Daniels, Norm Vanasse, Etienne Ting
- REGIONAL PLAN COMMITTEE - Tom Bock, Don Barrett, Carol Lighthall
- ENERGY COMMITTEE - Carol Lighthall, Tom Bock, Norm Vanasse

Regional Plan Subcommittee - Jason Rasmussen raised Tom Kennedy's suggestion to adding town staff or town planning commissioners as members to the Regional Plan Committee in anticipation of the Regional Plan Update. Carol Lighthall requested a letter outlining opportunities and contacts. There was general consensus that this is a good idea considering that the Regional Plan Committee is advisory to the Board.

8. Discussion of Draft FY14 Budget

The budget is almost exactly the same as what was presented at the May meeting, except for confirmation of the final number for ACCD (\$80 difference which Cynthia has re-disbursed). There are a few grants pending – so it will most likely need a budget adjustment in January. *Joe Fromberger made a motion to accept the draft budget for FY 2014 of \$814,744. Seconded by Hal Pyke. Motion approved unanimously.*

9. Section 248 Application Updates

Jason Rasmussen provided updates on major projects that are currently under review by the Public Service Board (PSB). He noted that the PSB staff issued a draft permit last week for the Chester Solar Farm (Trebo Road) project. Jason also noted that this Thursday at 7pm will be the public hearing for the North Springfield Solar Project, which is near the intersection of VT-106 and VT-10. Tom Kennedy was at the Springfield Selectboard meeting last night with the Memorandum of Agreement for the North Springfield Biomass Project and will give more details in person at the next Board meeting.

10. Act 250 Application Updates

Tom Kennedy will send around the latest information on the SP Lands application.

11. Program Updates

None for this month

12. Old Business

None

8. New Business

None

9. Adjourn

Joe Fromberger made a motion to adjourn the meeting. Seconded by Etienne Ting. Motion approved unanimously.

The meeting was adjourned at 2:10pm.