

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Tuesday, November 18, 2014  
Martin Memorial Hall, Ascutney, VT

**Commissioners Present:** Peter Daniels (Chair), Weathersfield; Tom Bock (Vice Chair), Chester; Carol Lighthall (Secretary/Treasurer), Baltimore; Joe Fromberger, Andover; Etienne Ting, Cavendish; Clayton Paronto, Windsor; Joe Wilson, Springfield; Norm Vanasse, Ludlow; Logan Nicholl (Alt.), Ludlow; Hal Pyke, West Windsor.

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

1. Regional Plan Public Hearing

- a) At 12:07 PM, Peter Daniels opened the second public hearing on the proposed 2014 Regional Plan, as required under 24 V.S.A. §4348. (The first hearing was held on October 21, 2014.) 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. ACCD also submitted written comments on the proposed 2014 Southern Windsor County Regional Plan. Tom Kennedy reviewed the written comments, none of which indicate conflicts or missing elements that require changes before adoption can take place. Suggestions from both correspondences will be considered in the next update cycle for the Plan. No other comments were received. The public hearing was closed at 12:10 PM.

2. Regional Plan Adoption

- a) *Hal Pyke made a motion to adopt the 2014 Southern Windsor County Regional Plan as presented at this public hearing on November 18, 2014. Second by Tom Bock. Motion passed unanimously.*

3. Public Hearing on Windsor Town Plan & Local Planning Process

- a) At 12:15, Peter Daniels opened the public hearing on whether to approve Windsor's 2014 Town Plan and confirm their local planning process based upon the requirements set forth in 24 V.S.A. §4350. There were no members of the public present. Tom Kennedy indicated that Michael Quinn, a Windsor resident, contacted the office in the morning regarding his comments to incorporate more specific details into the Windsor Town Plan regarding rare and notable trees. Staff informed Mr. Quinn that this hearing is only looking at whether the SWCRPC can approve the Town Plan based upon whether it meets statutory requirements and that the SWCRPC does not have the ability to change Windsor's Town Plan. Staff encouraged Mr. Quinn to seek inclusion of that information the next time the plan is updated by the Town. The public hearing was closed at 12:20 PM.

4. Windsor Town Plan Approval

- a) Dan Potter reported on the Town Plan Review Committee meeting. The Committee met on November 11, 2014 and found the 2014 Windsor Town Plan to meet all of the criteria and recommend approval under 24 V.S.A. §4350(b). Committee members

indicated that it was a very good plan. They also noted that a few areas might be improved during the next update (i.e. better incorporate the Capital Budget into the document, and expand upon the flood resilience element).

*Clayton Paronto made a motion to approve the 2014 Windsor Town Plan in accordance with 24 V.S.A. §4350. Second by Etienne Ting. Motion passed unanimously.*

5. Confirmation of Windsor's Planning Process

- a) Jason Rasmussen reported that the Committee also discussed confirmation of Windsor's planning process. The Committee decided that Windsor meets the two criteria for confirmation: (1) they are engaged in a continuing planning process that will result in a town plan that is consistent with State Planning Goals, and (2) they maintain funds for local and regional planning purposes.

*Hal Pyke made a motion to confirm Windsor's local planning process per 24 V.S.A. §4350. Second by Etienne Ting. Motion passed unanimously.*

6. Secretary's Report

- a. *Joe Fromberger made a motion to approve the October 21, 2014 Secretary's Report as presented. Second by Hal Pyke. Motion passed unanimously.*

7. Treasurer's Report

- a. Carol Lighthall, Cynthia Porter and Tom Kennedy reported on the October Treasurer's Report. A few notable items were discussed:

- Byways is high as a result of consultant costs.
- No work has occurred this year on the Windsor FEMA project due to delays with the Brook Road project. It is likely that construction will not occur until next fiscal year.
- Health insurance costs are expected to increase because the former emergency planner got health insurance through his spouse and the new emergency planner will be getting family coverage through the SWCRPC.
- It is typical that we have a deficit in the first quarter and subsequent quarters move into a positive situation.

- b. *Joe Wilson made a motion to accept the October 2014 Treasurer's Report. Second by Hal Pyke. Motion passed unanimously.*

8. Brownfields

- a. RLF Application: Dan Potter reported that we received an application for a loan of \$3,775 for the Windsor rail yards property. The Brownfield Steering Committee met earlier to review the application, and they would like to see more information before making a decision on the application. The Committee and Board will revisit the application pending the provision of more detail.
- b. 100 River Street Agreement: Tom Kennedy explained the situation:
- Paving work is now complete.

- Due to timing constraints, such as paving plants closing for the season, the project had to happen fast.
  - All parties have agreed verbally with the Agreement.
  - Finalizing the formal Agreement was delayed as we confirm the final project cost and payment breakdowns, which are as follows:
    - Total project cost is between \$78,000-80,000;
    - The Hospital will pay \$45,000;
    - The bank will pay the balance.
  - ANR originally pledged financial support. We found out only recently that they wish that to be in the form of a loan. We will not seek funds through ANR for this project.
- c. Tom Kennedy indicated that we are amending the loan repayment on 100 River Street with Chris Callahan's assistance. The loan is being restructured to increase payment amounts over time and to make clear that we will go after the personal line of credit if a payment(s) is missed. An acceptable amount for the first payment has not yet been finalized.

#### 9. Old Business

- a. Tom Kennedy noted that he is currently appointed as SWCRPC's representative on the Connecticut River Joint Commission's (CRJC) Board and John Broker-Campbell is the alternate. Due to time commitments and staffing changes, we need to change the appointments.

*Joe Fromberger made a motion to appoint Jason Rasmussen as the SWCRPC's representative on the Connecticut River Joint Commission's Board and to appoint Dan Potter as the alternate representative. Second by Etienne Ting. Motion passed unanimously.*

#### 10. New Business

- a. Tom Kennedy indicated that Allison Hopkins was hired as our new emergency planner. She will be working one day a week starting November 20<sup>th</sup> and begins full-time on December 11<sup>th</sup>.
- b. Our Holiday party is scheduled for December 4<sup>th</sup> starting at 4:30 PM. Invitations have just been sent.
- c. The Lt. Governor will be attending the VAPDA meeting on December 4<sup>th</sup>. Contact Tom if you would like to attend.
- d. Tom Kennedy noted that staff have been working with towns to apply for grant money for Irene-related work. Over this past year, about \$7 million became available in the state. Of those funds, \$2.4 million in grants were awarded for projects in this region, including:
- West Windsor sewer line expansion into Brownsville;
  - Mill Pond dam repairs in Windsor;

- Constructing a stormwater system to improve an erosion problem area on Meadow Drive in Springfield.

11. The meeting was adjourned at 1:20 PM.