

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, March 24, 2015
Springfield Town Offices, Springfield, VT

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

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

Peter Daniels opened the meeting at 12:00 PM.

1. The agenda was modified to add two new items:
 - a. Summary of Shared Municipal Services Survey Results after #7.
 - b. Windsor Solar Project as the second item under new business.
2. Public Hearing
 - a. Tom Kennedy reported that a public hearing was duly warned for 12 noon on March 17, 2015 in the Springfield Town Offices. The purpose of the hearing was to gather input on whether to approve the municipal plans and confirm the municipal planning efforts of the towns of Reading and West Windsor under 24 V.S.A. §4350. Two people attended this hearing and no comments were offered.
3. Approval of the Town Plan for Reading, and confirmation of Reading's local planning process
 - a. Dan Potter reported that the Town Plan Review Committee met recently to review Reading's Town Plan and planning process. They recommend approval and confirmation.
 - b. *Joe Fromberger made a motion to approve the Reading Town Plan and confirm Reading's local planning process in accordance with 24 V.S.A. §4350. Second by Etienne Ting. Motion passed unanimously.*
4. Approval of the Town Plan for West Windsor, and confirmation of West Windsor's local planning process
 - a. West Windsor previously updated and adopted their Town Plan in May 2014. In February 2015, West Windsor amended their Town Plan with a new Flood Resilience Chapter. Dan Potter reported that the Town Plan Review Committee met recently to review it, and they recommend approval and confirmation.
 - b. *Joe Fromberger made a motion to approve the West Windsor Town Plan and confirm West Windsor's local planning process in accordance with 24 V.S.A. §4350. Second by Etienne Ting. Motion passed unanimously.*
5. Secretary's Report
 - a. *Tom Bock made a motion to approve the February 24, 2015 Secretary's Report as presented. Second by Joe Wilson. Motion passed unanimously.*

6. Treasurer's Report

- a. Discussion on the February 2015 Treasurer's Report included:
 - i. Profit and Loss shows that we are still running a deficit. Tom Kennedy indicated that he has established a freeze on certain activities in order to limit costs and level out the deficit situation.
 - ii. Staff reported that VTrans annually approves an indirect rate, which is based on an annual audit. Due to the cycle of the process, the indirect rate is calculated on the prior audited year. Our rate is currently 72%, but our indirect expenses at this present time are estimated to be 87%. This may contribute to the deficit situation.
- b. *Tom Bock made a motion to accept the February 2015 Treasurer's Report. Second by Joe Wilson. Motion passed unanimously.*

7. Brownfields

- a. Dan Potter announced that we received the first repayment for the 100 River Street loan.
- b. Loan for Bright Street Project
 - i. Dan Potter reviewed the RLF application by Champlain Housing Trust and Housing Vermont for \$250,000 to redevelop blighted properties and create 42 co-op housing units on Bright Street in Burlington.
 - ii. Contamination involves asbestos, PCE and PAHs.
 - iii. The loan would be for \$250,000, with a 20 year note and 1% interest. Repayment would be for the approximate amount of \$1,000/month.
 - iv. Based on our current program funding levels, this would involve \$230,000 from the old RLF and \$20,000 from the new RLF.
 - v. A lien on the property will be used to secure the loan.
 - vi. Chris Callahan is drawing up the necessary documentation.
 - vii. *Joe Wilson made a motion to approve a loan for \$250,000 for the Bright Street Project. Second by Joe Wilson. Motion passed unanimously.*
- c. Bryant Grinder Corrective Action Plan Proposal
 - i. Dan Potter reviewed an application by SRDC for \$9,900 of assessment funds to complete a Corrective Action Plan (CAP) for the southern and northern ends of the Bryant Grinder building in Springfield.
 - ii. SRDC will likely apply for Brownfield clean up funds in the future once the CAP is completed. It may cost \$200,000 to clean up the southern end of the building. However, there are a number of uncertainties at this time regarding the scale of needed clean up as it relates to the plume that extends into adjacent properties.

iii. *Carol Lighthall made a motion to approve a loan of \$9,900 in assessment funds to SRDC to complete a Corrective Action Plan for the Bryant Grinder site. Second by Joe Wilson. Motion passed unanimously.*

8. Transportation: Approve Regional Project Prioritization and Pre-Candidate Town Highway Bridge Projects

- a. Jason reported that the Transportation Advisory Committee (TAC) has met and finalized recommendations for RPC approval. Each year we are asked to develop regional priorities for projects that are included in VTrans' annual transportation budget. VTrans also asks us to submit priorities for pre-candidate projects to be considered for inclusion in the Town Highway Bridge Program. Katharine Otto contacted town staff/officials and worked with the TAC to review these projects based upon the methodology that is detailed in the agenda packet. The results are shown in the two tables and map in the agenda packet. This information represents the TAC's recommendation for RPC approval.
- b. Regional priorities are used by VTrans in the state process that established funding priorities and helps to build the annual statewide transportation funding program.
- c. *Joe Fromberger made a motion to approve both the Regional Transportation Project Prioritization and the Town Highway Bridge Program Pre-Candidate Projects as presented and recommended by the TAC. Second by Carol Lighthall. Motion passed unanimously.*

9. Summary of Shared Municipal Services Survey Results

- a. Dan Potter reviewed the results of this survey. As part of our ACCD work program, staff surveyed local government staff and board members regarding their interest in shared municipal services. The results are summarized in the hand out provided at the meeting.
- b. Survey results show notable interest in shared municipal services, including grant writing, shared equipment, cooperative purchasing, public safety and IT specialist.
- c. The next step is to schedule a meeting with town staff and officials to review the results and determine if there is interest in pursuing these ideas further.
- d. Tom Kennedy indicated that the RPC convened a meeting about four years ago to discuss regional police services with Windsor, West Windsor, Weathersfield and Hartland. Following this past effort, West Windsor contracted with Windsor to provide local police services.

10. Legislative Issues

- a. Tom Kennedy reported that the Water Quality Bill (H.35) includes provisions for RPCs to work with ANR, starting in 2016 or 2017, on water quality/stormwater planning. How to fund the program is a current issue. A 0.2% increase to the property transfer tax is being discussed, but it currently includes a 6 year sunset.

11. Old Business - None

12. New Business

a. FY16 Budget Committee

- i. Tom Kennedy reported that the Budget Committee includes the Executive Committee and Joe Fromberger.
- ii. The first meeting will be scheduled for April.
- iii. A proposed budget will be developed for the May meeting.
- iv. The Board will vote on a proposed budget in June.

b. Windsor Solar Project

- i. Tom Kennedy indicated that he was approached by a potential applicant for a 2.2 MW solar project in Windsor. It would be on a portion of the Morgan Meadows site off Hunt Road in Windsor.
- ii. The applicant was asking for the RPC to provide a letter of support for the project. The Board is reluctant to support a project without seeing project details. The Board agreed to send a letter that indicates that the Regional Plan is generally supportive of alternative energy project, but that additional details would be needed before we can determine if we support the project. The additional details should specify the solar project siting and other project details, and how they relate to impacts (i.e. aesthetics, prime agricultural soils, future development plans).

13. The meeting was adjourned at 1:00 PM.