

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, June 21, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Peter Daniels, Weathersfield; Etienne Ting, Cavendish; Norm Vanasse, Ludlow; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, Kathy Rondeau, Reading.

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

Tom Bock opened the meeting at 12:05 PM.

1. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the May 17, 2016 Secretary's Report as presented. Second by Walter Martone. Motion passed.*
2. Treasurer's Report
 - a. Tom Kennedy reported that projections suggest a positive year-end balance.
 - b. *Joe Fromberger made a motion to accept the May 2016 Treasurer's Report. Second by Peter Daniels. Motion passed.*
3. Election of Officers
 - a. In FY2016, the Executive Committee is in the first of a three year term.
 - b. *Joe Fromberger made a motion to elect Tom Bock as Chair, Carol Lighthall as Vice Chair, and Joe Wilson as Secretary/Treasurer for fiscal year 2017. Second by Peter Daniels. Motion passed.*
4. Committee Membership
 - a. The existing committee membership was reviewed. Tom Kennedy noted that we will need to act to create a Clean Water Advisory Committee (CWAC) next month. He also indicated that two committees are expected to be busy this next year, including the Energy Committee and CWAC. The work of both committee may also be controversial.
5. Approval of FY 2017 SWCRPC Budget
 - a. Cynthia Porter handed out copies of the proposed FY 2017 SWCRPC Budget at the meeting. This June 16th budget is the same as the version the Board reviewed in May; it just has been reformatted.
 - b. Tom Kennedy indicated that the Board will likely need to revise the budget in a few months to include additional revenues that are anticipated for later in the year (i.e. energy planning, USDA grant for solid waste).
 - c. *Joe Fromberger made a motion to approve the FY 2017 SWCRPC Budget as presented. Second by Peter Daniels. Motion passed.*

6. Approval of FFY 2017 TPI Work Program

- a. Jason Rasmussen reviewed the proposed Transportation Planning Initiative (TPI) work program and budget for federal fiscal year 2017 (Oct. 2016 – Sept. 2017). The changes in the narrative are shown in the agenda packet materials. Primary changes represent water quality/transportation related work and a new task to organize a 2018 Walk and Bike Summit. The budget represents a 3% increase and additional funds for organizing the Summit. The Transportation Advisory Committee has reviewed a summary of these proposed changes and it all looked good to them.
- b. Walter Martone requested a glossary of acronyms.
- c. Walter Martone asked that the new aviation program coordination be modified to reflect the better detail included in Activity #7 on page 6, which is proposed for deletion.
- d. *Peter Daniels made a motion to approve the FFY 2017 TPI Work Program and Budget as presented and modified per Walter Martone's suggestion. Second by Etienne Ting. Motion passed.*

7. Brownfields

- a. Tom Bock and Peter Daniels reported on an application by SRDC that was reviewed by the Brownfields Steering Committee earlier in the day. SRDC is seeking assistance from our Revolving Loan Fund to install a vapor intrusion system that is called for the Corrective Action Plan for the Artisan Surfaces building in Springfield.
- b. *Etienne Ting made a motion to approve a Revolving Loan Fund loan to the Springfield Regional Development Corporation (SRDC) in the amount of \$23,472 for a 10-year period at 0% interest, with the SRDC providing the 20% match of \$4,695 (i.e. for a total project cost of \$28,167) as detailed in the project application. Second by Walter Martone. Motion passed.*

8. Approval of Procurement Self-Certification Form

- a. Jason Rasmussen reviewed the procurement self-certification form that was included in the agenda packet. This is an annual requirement of our TPI program.
- b. *Joe Fromberger made a motion to approve the Procurement Self-Certification Form as presented. Second by Tom Kenyon. Motion passed.*

9. Old Business

- a. None

10. New Business

- a. Peter Daniels informed the Board that Cecil Waldo passed away last week. He was very active for many years with the SWCRPC Board, Connecticut River Development Corporation and Town of Chester. He will be missed.

11. The meeting was adjourned at approximately 1:15 PM.