

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Tuesday, September 27, 2016  
Springfield Town Hall, Springfield, VT

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

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

**Public Hearing**

Tom Bock opened the public hearing at 12:00 PM. The purpose of the hearing is to get input on whether the SWCRPC should approve the 2016 Baltimore Town Plan and confirm Baltimore's local planning efforts in accordance with 24 V.S.A. §4350. There were no members of the public in attendance and no comments were received.

*Peter Daniels made a motion to close the public hearing. Second by Etienne Ting. Motion passed.*

**SWCRPC Meeting**

Tom Bock opened the meeting at 12:30 PM and the agenda was modified.

1. Approval of 2016 Baltimore Town Plan and Confirmation of Baltimore's Local Planning Process
  - a. Jason Rasmussen reported that the Town Plan Review Committee met to review the Baltimore Town Plan and their local planning process. The Committee recommends approval and confirmation under 24 V.S.A. §4350.
  - b. *Peter Daniels made a motion to approve Baltimore's 2016 Town Plan and to confirm Baltimore's planning efforts under 24 V.S.A. §4350. Second by Walter Martone. Motion passed.*
2. Secretary's Report
  - a. *Walter Martone made a motion to approve the June 21, 2016 Secretary's Report with a modification to correct the meeting date. Second by Kathy Rondeau. Motion passed.*
3. Treasurer's Report
  - a. *Peter Daniels made a motion to accept the August 2016 Treasurer's Report. Second by Norm Vanasse. Motion passed.*
  - b. A draft FY 2016 financial audit report was passed out at the meeting. It will be reviewed at the meeting next month.
4. Establish a Clean Water Advisory Committee
  - a. Dan Potter provided a memorandum that explained the purpose of this proposed new Committee and proposed membership. The SWCRPC has a role

to work with member towns in implementing the Vermont Clean Water Act. This Committee will recommend a prioritized list of water quality projects for the SWCRPC Board to ratify. These projects, such as culvert upgrades and bank stabilization projects, are to be included in tactical basin plans, which provide a basis for certain state funding programs.

- b. Clean Water Advisory Committee membership is proposed to include:
    - 1) RPC Board Member - TBD
    - 2) Black River Action Team – Kelly Stettner
    - 3) Lake Rescue Association - TBD
    - 4) Ottauquechee Natural Resources Conservation District – Bill Manner
    - 5) Connecticut River Joint Council – Mt. Ascutney Subcommittee - TBD
    - 6) Vermont Agency of Natural Resources, Department of Environmental Conservation – Marie Caduto
    - 7) Business Community Representative - TBD
    - 8) Town of Chester Representative – Julie Hance (Alternate – Heather Chase)
    - 9) Town of West Windsor Representative – Mike Spackman
    - 10) Town of Springfield Representative – Tom Yennerell (Alternate – Bill Kearns)
  - c. *Peter Daniels made a motion to establish a Clean Water Advisory Committee to guide and assist the SWCRPC with future water quality planning efforts, and to appoint Committee membership as proposed in the September 27, 2016 memorandum from Dan Potter. Second by Etienne Ting. Motion passed.*
  - d. *Peter Daniels made a motion to appoint Norm Vanasse to serve as the SWCRPC Board member on the Clean Water Advisory Committee. Second by Etienne Ting. Motion passed.*
5. Brownfields
- a. **Edgar May, Springfield:** Dan Potter reported that the Brownfield Steering Committee met and reviewed a request for \$150,000 from the Revolving Loan Fund (RLF) for PCB remediation in the Edgar May Recreation Center foundry building and to establish 35 parking spaces. Only \$180,000 in RLF subgrant funds remain at this time. The Committee’s recommendation to the SWCRPC Board is as follows:
    - i. The SWCRPC supports the recreation center, but does not support this application for the following reasons:
      - a. It is not the best use of our limited remaining RLF subgrant funds;
      - b. It does not remediate the area with worst site contamination first;
      - c. There does not appear to be a clear plan for site improvements that enhance recreational opportunities; and
      - d. Parking capacity is not currently in issue nor is it projected to be one.

Peter Daniels read a draft letter that addressed the above points.

*Peter Daniels made a motion to approve the application. Second by Etienne Ting. Motion failed.*

- b. **Jones Center, Springfield:** Dan Potter reported that the Brownfield Steering Committee met and reviewed a request by SRDC to design and construct a sub-slab vapor intrusion system for the northern portion of the Jones Center. SRDC will provide a match for this project. The Committee recommends approving this application.

*Peter Daniels made a motion to approve the application for an RLF subgrant of up to \$35,000, with a 20% match provided by SRDC, to design and construct a sub-slab vapor mitigation system for the northern portion of the Jones Center. Second by Walter Martone. Motion passed.*

- c. **Ascutney Outdoors, West Windsor:** Tom Kennedy reported that Ascutney Outdoors was established to manage the recreational uses of the former ski resort lands located in West Windsor. The base lodge sustained substantial fire damage. Asbestos has been identified in the roof of the old building. Ascutney Outdoors seeks to purchase the lodge, demolish it, and construct a replacement base lodge. They are requesting that we conduct a Phase I assessment before they purchase the building, and they wish to get a sense if the Board is inclined to support the ultimate cleanup project which is estimated at \$10,000-30,000.

*Peter Daniels made a motion to approve up to \$3,500 for a Phase I site assessment and to indicate in a corresponding approval letter the Board's general support for the building demolition and remediation efforts. Second by Walter Martone. Motion passed.*

- d. **One Hundred River Street, Springfield:** Dan Potter reported about a request for additional support to bring the One Hundred River Street facility into compliance with their annual monitoring and maintenance requirements. During the process to construct the Trout River Brewery, about 600 gallons of contaminated rainwater was removed from a former oil recycling line. In addition, updates to the monitoring and maintenance plan and quality assurance plan are needed. The SWCRPC wants to make sure that this is accomplished in order to protect the Springfield health care facility.

*Peter Daniels made a motion to authorize staff to negotiate a loan of up to \$50,000 with 0% interest to dispose of the contaminated water and update the required compliance plans with two stipulations: (1) that an up to 8% interest rate be applied if they fail to maintain compliance with their annual monitoring and maintenance requirements in the future and (2) the SWCRPC will pay the vendors directly. Second by Walter Martone. Motion passed.*

## 6. Discussion of Energy Maps

- a. Tom Kennedy discussed our current \$30,000 contract to develop a regional energy plan in order to meet the new substantial deference standards per Act 174. Draft standards were just released this morning. Staff will provide that information to Board members.
- b. Dan Potter and Katharine Otto presented draft maps that are being developed for the regional energy plan project. The maps represent preliminary drafts and

will change during the planning process that will be taking place over the next few months.

7. Updating the Land Use Chapter of the Regional Plan

- a. Jason Rasmussen and Tom Kennedy discussed staff recommendations to update the Land Use Chapter of the Regional Plan. The SWCRPC will begin to take steps to update this chapter using funding from our ACCD contract during this year.

8. Policy Updates

- a. Tom Kennedy noted that the management letter from the FY 2016 financial audit recommends a number of new organizational policies.
- b. **Standards of Conduct:** Tom Kennedy and Jason Rasmussen presented a draft policy regarding standards of conduct. This draft is based upon a couple existing policies from other RPCs in Vermont. This will be reviewed at the next meeting.
- c. **Accounting Policies and Procedures:** Cynthia Porter and Tom Kennedy presented draft revisions to the accounting policies. These changes are intended to clarify roles and internal controls. A number of comments were discussed. A revised draft will be discussed next month.

9. Old Business

- a. An updated list of common planning acronyms was provided per request.

10. New Business

- a. **Winter Meeting Schedule:** Due to the upcoming state legislative schedule, SWCRPC Board meetings will be at 12 noon on the third Monday of each month during the months of January through May.
- b. **October SWCRPC Meeting:** VTrans executive staff will be attending our next meeting scheduled for October 20, 2016 at 3:30 PM at Newsbank in Chester. Others are being invited to attend, including town managers, Selectboard members and the TAC. The Board will meet at 3:30 PM to conduct business before the public meeting begins at 4 PM.
- c. **New Funding Awards:** Tom Kennedy thanked staff for securing two new funding awards, including the design and construction of the Toonerville Trail extension and supplemental money for the emergency management program.
- d. **Hal Pyke:** Tom Kennedy reported that Hal Pyke is moving to Florida and will be stepping down after many years of great service on the SWCRPC Board.
- e. **Draft Act 250 Letters:** Staff presented draft letters for two Act 250 projects. One letter is in support of public water system improvements proposed by the Town of Chester. The other letter asks for consideration of setting a maximum number of truck trips and limits on the hours of operation for a proposed aggregate operation at Imerys in Ludlow.

*Etienne Ting made a motion to approve the executive director to submit both letters as presented. Second by Walter Martone. Motion passed.*

11. The meeting was adjourned at approximately 2:35 PM.