

Draft
**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, February 26, 2018
Springfield Town Offices, Springfield, VT

Commissioners Present: Tom Bock, Chester; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Tim Calabrese (Alt.), Cavendish; Peter Daniels, Weathersfield.

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

Others Present: Allen Tate, Jordana Jusidman (GroSolar).

Tom Bock opened the meeting at 12:20 PM.

1. Changes to the Agenda
 - a. The solar discussions were moved to the top of the agenda.
 - b. Our Brownfields revolving loan fund will be discussed under Updates.
2. Solar Preferred Site Letters
 - a. Allen Tate presented the modified plans for a solar facility located behind the Hodgdon salvage yard in Ascutney. GroSolar had previously proposed a larger solar project that was scaled down in size due to constraints (e.g. vernal pools). The proposed facility at this time is for a 500 KW solar project. The developer is asking the town and RPC for a preferred site letter per the net-metering rules. The project cannot move forward without a preferred site determination. Signing such a letter will not preclude the town and/or the RPC from participating in the forthcoming Section 248 process. Jason Rasmussen presented the letter that the Weathersfield Selectboard and Planning Commission have both agreed to sign.
 - b. *Joe Fromberger made a motion authorizing the Executive Director to sign the letter designating GroSolar's 500 KW solar project at the Hodgdon site in Weathersfield as a preferred site under the Vermont net-metering rules. Second by Peter Daniels. Motion passed.*
 - c. Tom Kennedy presented the proposed 500 KW solar facility located off Eddy Road in Chester. He had attended a site visit a couple of weeks ago. The project is to be located on an old gravel pit. It will not be visible from most vantage points. The project developer is asking for a preferred site letter. The Chester Selectboard and Planning Commission have both signed a preferred site letter.
 - d. *Joe Fromberger made a motion authorizing the Executive Director to sign the letter designating Green Mountain Community Solar's 500 KW solar project off of Eddy Road in Chester as a preferred site under the Vermont net-metering rules. Second by Peter Daniels. Motion passed.*

3. Secretary's Report

- a. *Tom Marsh made a motion to approve the minutes of the February 26, 2018 meeting. Second by Wayne Wheelock. Motion passed. Peter Daniels and Tim Calabrese abstained.*

4. Treasurer's Report

- a. *Peter Daniels made a motion to accept the February 2018 Treasurer's Report. Second by Tom Kenyon. Motion passed.*

5. Project Prioritization and Town Highway Bridge Pre-Candidate Projects

- a. Katharine Otto presented the project prioritization list as recommended by the Transportation Advisory Committee (TAC). It represent transportation projects that are programmed by VTrans, as prioritized by the TAC, with additional input from town officials and VTrans district staff. Katharine Otto also presented a prioritized list of pre-candidate projects for VTrans' Town Highway Bridge Program funding, as recommended by the TAC. There were a number of questions about road paving.
- b. *Peter Daniels made a motion to ratify the TAC recommendations and approve the project prioritization list and the town highway bridge pre-candidate list as presented. Second by Kathy Rondeau. Motion passed.*
- c. Katharine Otto informed the board that the RPC has an opportunity to modify the functional classifications (e.g. arterials, collectors, local roads) of certain highways in the region. This will not change the town highway classification system (e.g. Class 2 town highways, etc.). Any proposed changes will need RPC and town approvals. The board will be asked to ratify any TAC recommendations to change highway functional classifications, after consulting with the affected towns.

6. Draft Regional Energy Plan

- a. Jason Rasmussen noted that a draft energy plan was provided last month and it is posted on our website. Starting July 1st requests to certify local enhanced energy plans will go through the RPC. We are trying to get the Regional Enhanced Energy Plan adopted before that date. It will likely take longer for the Department of Public Service to certify the regional plan.
- b. A minimum of two public hearings are required before it can be adopted. In order to make that timeframe, we are proposing to hold the first public hearing on May 21st and the second hearing in June 2018.
- c. Jason asked for any input on the draft plan. A number of comments were made. We will revise the plan accordingly in the near future in preparation for a May 21st hearing.

7. Review draft Accounting and Internal Control Policy and Procedures

- a. Tom Kennedy introduced the draft policy and procedures. This draft was prepared in response to our auditor's recommendations. We used Chittenden's policies as a model; they use the same auditor.

- b. A Finance Committee was established to help prepare the Accounting and Internal Control Policy and Procedures. Members include Joe Fromberger, Peter Daniels, Kathy Rondeau and Joe Wilson.
 - c. The board will also review the Municipal Checklist for Internal Controls at the next meeting.
8. Updates
- a. Tom Kennedy discussed proposed projects for our Brownfield Revolving Loan Fund (RLF). The current balance of the RLF is \$275K. The RPC intends to apply for additional RLF funds. In order to do so, the U.S. EPA requires that we need to have draft loan documents prepared to demonstrate the demand for the additional funds. The board had previously agreed to consider funding the following projects:
 - 1) Remediation associated with the proposed solar project at the Goodyear site in Windsor (est. \$275K, 0% interest, 25 year term).
 - 2) Remediation at the Woolson Block in Springfield (est. \$200K, 30 year term, 5 year deferral).
 - 3) Remediation of the Rockingham site that recently burnt down (est. \$70K). They have indicated that they can pay it off in three years.
 - b. There was significant discussion about the merits of each project discussed.
 - c. Attorney Ethan McNaughton will prepare any necessary loan documentation since Chris Callahan has retired.
 - d. *Peter Daniels made a motion to approve moving forward with preparing draft loan documentation for these three projects, as discussed, in order to apply for new Brownfield Revolving Loan Funds. Second by Kathy Rondeau. Motion passed.*
 - e. Chris Titus indicated that the next RPC meeting will be on April 16, 2018.
9. Old Business
- a. None.
10. Adjourn
- a. *Tom Kenyon made a motion to adjourn. Second by Peter Daniels. Motion passed. The meeting was adjourned at 2:00 PM.*

Respectfully submitted,

Jason Rasmussen