

**Southern Windsor County  
Regional Planning Commission**

---

Minutes of Monday, June 25, 2018  
Martin Memorial Hall, Ascutney, VT

**Commissioners Present:** Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Peter Daniels, Weathersfield; Walter Martone (Alt.), Springfield.

**Staff Present:** Tom Kennedy, Jason Rasmussen, Cynthia Porter, Allison Hopkins, Chris Yurek, Otis Munroe, Katharine Otto.

**Public Hearing**

- a) The public hearing was opened at 12:25 PM. The purpose of this hearing is to get input on the draft Energy Plan, which is intended to amend the existing energy element in the 2014 Regional Plan in accordance with 24 V.S.A. §4348a(a)(3) and 24 V.S.A. §4352. No members of the public were in attendance and no written comments were submitted prior to the hearing.
- b) *Joe Fromberger made a motion to close the public hearing. Second by Etienne Ting. Motion passed.*

**Regular Meeting**

Neither the Chair nor the Vice Chair were able to attend this meeting. *Joe Fromberger made a motion to elect Peter Daniels to serve as temporary Chair for the June 25, 2018 meeting. Second by Etienne Ting. Motion passed.* Peter Daniels opened the meeting at 12:30 PM.

1. Changes to the Agenda
  - a. *Joe Fromberger made a motion to amend the agenda to include staffing updates and to clarify that the Board will vote on adopting the proposed energy plan now that the second public hearing is closed. Second by Etienne Ting. Motion passed.*
2. Staffing Updates
  - a. Tom Kennedy introduced Otis Munroe. Otis is a temporary employee brought in to help with field work and other tasks. He will also serve as the emergency planner while Allison is on maternity leave.
  - b. Tom Kennedy announced that Katharine Otto has accepted a new job in Connecticut and will be leaving us July 6<sup>th</sup>. Tom thanked Katharine for working here for 8 years, and wished her well with her new job. The Board expressed sadness that she is leaving and thanked her for many years of excellent service.
3. Secretary's Report
  - a. *Tom Marsh made a motion to approve the minutes of the May 21, 2018 meeting. Second by Walter Martone. Motion passed.*

4. Treasurer's Report

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

5. Election of Officers

- a. As background, Tom Kennedy indicated that Chairman Tom Bock asked Peter Daniels to serve as the Nominating Committee Chair. Peter Daniels then asked Tom Kennedy to talk to the existing officers to see if they would be willing to serve. Tom Bock is currently serving as Chair for the third consecutive year, so he is unable to continue in that same capacity for another year. Joe Wilson is willing to serve as Chair. Tom Bock is willing to serve as Vice Chair. Kathy Rondeau is willing to continue serving as Secretary/Treasurer.
- b. No other nominations were made from the floor.
- c. *Joe Fromberger made a motion to follow the Nominating Committee's recommendation and elect Joe Wilson as Chair, Tom Bock as Vice Chair, and Kathy Rondeau as Secretary/Treasurer. Second by Walter Martone. Motion passed.*

6. Committee Membership Appointments

- a. Joe Fromberger indicated that the Chair has been authorized to appoint members of standing committees.
- b. *Walter Martone made a motion to postpone indefinitely this discussion. Second by Tom Kenyon. Motion passed.*

7. Approval of FY19 Budget

- a. Tom Kennedy reviewed the proposed FY19 budget.
- b. *Tom Marsh made a motion to approve the FY19 budget of \$1,047,373 as presented. Second by Tom Kenyon. Motion passed.*

8. Transportation Planning Initiative

- a. Jason Rasmussen presented the FFY19 Transportation Work Program and Budget. The work program has a few minor changes, but remains substantially the same as the existing FFY18 transportation work program. We are essentially level funded. Katharine Otto answered a few questions about specific work tasks.
- b. *Walter Martone made a motion to approve the FFY19 Transportation Work Program and Budget of \$160,012 as presented. Second by Etienne Ting. Motion passed.*
- c. Jason Rasmussen discussed the Procurement Self-Certification Form.
- d. *Tom Marsh made a motion to authorize the Chair to execute the Procurement Self-Certification Form as presented. Second by Tom Kenyon. Motion passed.*

9. Adoption of Accounting and Internal Control Policies

- a. Tom Kennedy introduced the proposed policies included in the agenda packet. This was prepared to address our auditor's recommendations. The Board has reviewed these a few times before.

- b. *Joe Fromberger made a motion to adopt the Accounting and Internal Control Policies as presented. Second by Walter Martone. Motion passed.*

10. Adoption of Regional Energy Plan

- a. Jason Rasmussen indicated that the second hearing draft addressed comments received at the first public hearing in May. No comments were received during the second public hearing on the draft Regional Energy Plan.
- b. Staff had asked if the Department of Public Service would review the draft before adopting it. They declined due to ongoing demands reviewing plans formally submitted for determination of energy compliance.
- c. *Tom Marsh made a motion to amend the Regional Plan by replacing the existing energy chapter with the Regional Energy Plan (Second Public Hearing Draft May 15, 2018) as presented. Second by Tom Kenyon. Motion passed unanimously.*

11. Updates

- a. Tom Kennedy indicated that our landlord approached us about buying the office building. Staff will be looking into the details, such as structural integrity and ADA accessibility improvements.

12. Old Business

- a. None.

13. Adjourn

- a. *Tom Kenyon made a motion to adjourn. Second by Tom Marsh. Motion passed. The meeting was adjourned at 1:30 PM.*

Respectfully submitted,

Jason Rasmussen