

Draft  
**Southern Windsor County  
Regional Planning Commission**

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Minutes of Monday, November 19, 2018  
Martin Memorial Hall, Ascutney, VT

**Commissioners Present:** Joe Wilson, Springfield; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Peter Daniels, Weathersfield; Tom Bock, Chester; Etienne Ting, Cavendish

**Staff Present:** Tom Kennedy, Jason Rasmussen, Cynthia Porter

Joe Wilson opened the meeting at 12:03 PM.

1. Changes to the Agenda
  - a. None.
2. Secretary's Report
  - a. *Peter Daniels made a motion to approve the minutes of the October 22, 2018 meeting. Second by Joe Fromberger. Motion passed.*
3. Treasurer's Report
  - a. *Peter Daniels made a motion to accept the October 2018 Treasurer's Report. Second by Wayne Wheelock. Motion passed.*
4. Receive the FY2017 Audit
  - a. *Peter Daniels made a motion to receive the FY2017 Audit Report prepared for the SWCRPC by Sullivan, Powers & Co., P.C. Second by Etienne Ting. Motion passed.*
  - b. The Board thanked Cynthia for a job well done.
5. Energy Compliance Determination/Certificate Process
  - a. Jason Rasmussen reviewed the proposed process for making energy compliance determinations upon request of towns. This proposed process was reviewed by the Town Plan Review Committee at their last meeting, and they recommend approving this process. Staff will prepare a sample cover letter to assist towns complete the submissions process.
  - b. *Peter Daniels made a motion to approved the proposed process for making an Energy Compliance Determination/Certificate in accordance with 24 V.S.A. §4352. Second by Etienne Ting. Motion passed.*
6. Updates
  - a. Staff very recently received draft brownfield loan documentation for the Woolson Block project. Tom Kennedy reported that the loan is for up to \$175,000, but that \$120,000 is likely all that is needed. A resolution will be needed from the Board in January or perhaps sooner.
  - b. Jason Rasmussen reported that VTTrans is proposing changes to the annual transportation project prioritization process. The new - still draft - process is

clearer and more quantified. However, questions remain about the role for the TAC and how much weight is given to regional priorities. VTrans is still working on the proposed changes.

7. Old Business

- a. None.

8. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Kathy Rondeau. Motion passed.*  
The meeting was adjourned at about 1:20 PM.

Respectfully submitted,

Jason Rasmussen