

## Southern Windsor County Regional Planning Commission

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Minutes of October 20, 2009

**Commissioners Present:** Peter Daniels, Weathersfield; Thomas Bock, Chester; Etienne Ting, Cavendish; Norm Vanasse, Ludlow; John Mitchell, Reading; Hal Pyke, West Windsor; Stephen Cottrell, Windsor; Carol Lighthall, Baltimore.

**Staff Present:** Tom Kennedy, April Harkness, Angela Esslinger, Jason Rasmussen and Cynthia Porter.

Peter Daniels, Vice Chairman, opened the meeting at 12:10 PM.

### Secretary's Report

Peter Daniels made a motion to approve the September 15, 2009 Secretary's Report, seconded by Steve Cottrell. Motion carried.

### Treasurer's Report

Tom Bock made a motion to accept the Treasurer's Report for September 2009 as written, seconded by Hal Pyke. Motion carried.

### Brownfields Updates

April Harkness updated the Board on the recent Brownfields activity:

- Application proposal for 2010 EPA Brownfields Hazardous Substance Assessment Grant was submitted on Friday October 16, 2009. Carol Lighthall made a motion to ratify submission of application which was seconded by Tom Bock. Motion carried.
- Ludlow Armory – Phase II draft work plan and Quality Assistance Plan (QAPP) was submitted to the VT Department of Environmental Conservation (DEC) and the US Environmental Protection Agency (EPA) has been approved; The VT DEC is requesting additional testing at the site increasing the cost by over \$11,000. The Brownfield Steering Committee approved the expenditure. Norm Vanasse made the motion to approve the Steering Committee's request for an additional \$11,450. Hal Pyke seconded. Motion carried.
- Edgar May Health and Recreation Center in Springfield – Phase I Assessment is complete and a Phase II work plan and QAPP have been submitted to the DEC and the EPA for approval. The base cost for Phase II increased from \$50,551 to \$54,789 with an additional \$18,040 in contingency costs. Hal Pyke made the motion to approve an additional expenditure up to \$4000.00, for a Phase II assessment of the Edgar May Health and Recreation Center and to have in writing from Stone Environmental that they will receive Trish's approval prior for any contingency costs. Etienne Ting seconded. Motion carried.

## Transportation Updates

Jason Rasmussen updated the Board on the recent Transportation, ACT 250 and Energy activity:

- **New Town Highway Bridge Projects-** VTrans is establishing a process to fund new town highway bridge projects. VTrans is proposing to eliminate all “Candidate” projects in their current Town Highway Bridge Program, and replace them with new “Candidate” bridges based on need. They are requesting that all RPCs help to review potential bridge projects, develop a list of regional needs, and prioritize the list. Regional priorities are due to VTrans by November 30, 2009. The Transportation Advisory Committee will create a prioritized list and give their recommendation for approval to the Board on November 17, 2009. This will be an annual process to reevaluate town highway bridge candidate projects.
- **VT 103 Corridor Management Plan-** The final report for the VT 103 Corridor Management Plan for Chester and Rockingham should be completed in the next few weeks. The project steering committee’s deadline for comments was October 14. One of the next steps will be to consider an intergovernmental Memorandum of Understanding for access management along this corridor. In concept, this MOU would involve the SWCRPC, WRC, towns of Chester and Rockingham, and VTrans. Once draft language is finalized, staff will review it with Town of Chester officials, the Transportation Advisory Committee, Commissioners and the other partners.
- **Planner -** Currently the RPC is advertising for a Transportation Planner. Thus far only a handful of applicants have applied therefore additional advertising will need to be placed.

## ACT 250 Updates

An updated Act 250 project matrix was provided at the meeting. Jason Rasmussen updated the Board on the active ACT 250 projects. Etienne Ting updated the Board on the Jefferson (bottled water) ACT 250 project in Cavendish.

## Energy Efficiency Conservation Block Grant

TRORC is the applicant, with the SWCRPC and WRC serving as sub-grantees. The SWCRPC is to receive approximately \$104,000, which can be used over a 3 year period.

- **Integrated Planning** – This effort includes a baseline energy study, regional plan updates, developing model town plan language, technical assistance for towns updating energy chapters of town plans, model regulatory language, and technical assistance for towns updating subdivision, zoning or transportation-related regulations as it pertains to energy efficiency and conservation.

- **Transportation Analysis** – This will include a regional park and ride study and municipal fleet fuel consumption study. This may also include a traffic signal and street light inventory, and developing town policies to reduce fuel usage and related pollution.
- **Energy Efficiency in Public Buildings** – Under this task we will be able to assist county and town governments implement small energy efficiency improvements in public buildings. Funding is available for energy audits of public buildings and energy efficiency upgrades, such as CFL and/or LED light bulbs, programmable thermostats, and occupancy sensors. Town and county governments may need to install the equipment themselves.
- **Public Outreach** – Our activities will also include public outreach and education, such as regional workshops, meeting with town officials, support for local energy committees, and outreach materials, such as brochures, websites and newsletters.
- **Traffic Signal Upgrades** – Funding is available for LED upgrades for town traffic signals. Town and county governments may need to install the equipment themselves.

#### Old Business

There was no old business to discuss.

#### New Business

- Tom Kennedy brought before the Board a resolution supporting the creation of an Economic Development District. The formation of the District will allow the region to be eligible for Economic Development Administration grant and loan funds. If the District is created, it will be only the second in the State. The Board signed this document and Carol Lighthall will be the RPC contact person.
- A new meeting location is being considered for all future meetings. Possible options include the Weathersfield Town Hall and West Windsor.

#### Adjourn

Peter Daniels made a motion to adjourn, seconded by Hal Pyke. The meeting adjourned at 2:00 PM.

Respectfully submitted,

Angela Esslinger