

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, November 20, 2017
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Peter Daniels, Weathersfield; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Walter Martone, Springfield; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Norm Vanasse, Ludlow.

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

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. Agenda item number 5 was moved to the beginning of the agenda.
2. Approval of Conflict of Interest Policy and Accounting Procedures
 - a. *Walter Martone made a motion to approve the Conflict of Interest Policy as amended. Second by Norm Vanasse. Motion passed.*
 - b. *Walter Martone made a motion indicating the RPC Board has reviewed the Accounting Procedures and accepts them as edited. Second by Peter Daniels. Motion passed.*
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the October 16, 2017 Secretary's Report. Second by Joe Fromberger. Tom Marsh abstained. Motion passed.*
4. Treasurer's Report
 - a. *Walter Martone made a motion to accept the October 2017 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 - b. The financial audit report was passed out. Tom Kennedy reviewed the Management Letter. It was a clean audit. The auditors have made a number of policy recommendations, which we will be working on over the next months.
5. Approve a corporate resolution to open a new account for the Clean Water Block Grant program
 - a. Tom Kennedy indicated that the SWCRPC will be administering the Clean Water Block Grant program, which consists of a \$1.5-2 million funding program to implement clean water solutions statewide. We need to create a new, separate account at Mascoma Bank for these funds.
 - b. *Tom Marsh made a motion to authorize the Executive Director to open a checking account for the Clean Water Block Grant program at Mascoma Bank, and to authorize Tom Kennedy, Kathy Rondeau and Jason Rasmussen to sign checks. Second by Walter Martone. Joe Fromberger abstained. Motion Passed.*
6. Consider the 3-4-50 Vermont Partners Commitment Letter

- a. Tom Kennedy presented the draft Commitment Letter. RPC staff has been working with the prevention partnership groups on similar efforts for the past few years.
 - b. *Walter Martone made a motion to sign the 3-4-50 Vermont Partners Commitment Letter. Second by Norm Vanasse. Motion passed.*
7. 2020 Census Local Update of Census Addresses Operation (LUCA)
- a. A hand out was provided and Tom Kennedy described the LUCA process. It is a voluntary opportunity for towns to work with the U.S. Census Bureau to help make sure that addresses used in the upcoming decennial Census are accurate.
 - b. A few meetings and webinars to learn more about this effort are scheduled in the next few weeks. Katharine Otto had sent information about those meetings and webinars recently.
8. Updates
- a. Jason Rasmussen announced that the next Land Use Advisory Committee meeting will be at 6pm on November 28th. A meeting announcement and the newest draft Land Use Chapter will be sent around soon.
 - b. Jason Rasmussen reported that we had submitted a draft Regional Energy Plan in to the Department of Public Service at the end of June. We recently received pre-review comments back from the Department, many of which are asking for more specificity. A few of the substantive policy related considerations include wind power, constraints, and preferred sites. Staff intend to schedule a meeting of local energy committee members in the near future to help consider how best to address these comments. We will let Commissioners know when that will be.
 - c. Tom Kennedy indicated that the Permit Review Committee met and has signed the preferred site letters for 4 of the 5 proposed sites in Windsor. There will be a meeting with the applicant and ANR soon regarding brownfield related considerations for the fifth site.
 - d. Tom Kennedy indicated that we have submitted Brownfield applications for \$550,000 of new money. We hope to hear back about awards in a few months. Tom thanked Cindy Ingersoll for all of her help with preparing the application.
 - e. Peter Daniels, Tom Kennedy and Tom Marsh reported on the Brownfield Steering Committee meeting. Terry McDonald wishes to build a solar project on the existing slab at the Goodyear site in Windsor. The project is complicated by floodplain rules, and needs to remove a pile of contaminated debris that is located on the site in order to obtain state approvals. Preliminary estimates removal to cost up to \$250,000. An RLF application has not been submitted yet. Terry is asking whether the RPC Board is supportive of moving forward with the process to prepare an RLF application. Due to the other benefits associated with the project, the Commissioners expressed support to move forward with this effort.
9. Old Business

- a. Tom Kennedy and Chris Titus gave a reminder about the holiday party on Dec. 6th.

10. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Tom Kenyon. Motion passed. The meeting was adjourned at 1:25 PM.*

Respectfully submitted,

Jason Rasmussen