

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, January 19, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Joe Wilson (Secretary/Treasurer), Springfield; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Hal Pyke (Alt.), West Windsor; Kathy Rondeau, Reading; Norm Vanasse, Ludlow; Etienne Ting, Cavendish.

Staff Present: Tom Kennedy, Jason Rasmussen, Dan Potter, Cynthia Porter, Allison Hopkins, Chris Titus.

Tom Bock opened the meeting at 12:20 PM.

Tom Bock welcomed Kathy Rondeau to the Board as Reading's new representative. Introductions were made.

1. Secretary's Report
 - a. *Joe Wilson made a motion to approve the November 17, 2015 Secretary's Report. Second by Norm Vanasse. Motion passed. Joe Fromberger abstained.*
2. Treasurer's Report
 - a. December 2015 Treasurer's Report:
 - 1) *Joe Fromberger made a motion to accept the December 2015 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 - b. FY 2015 Audit Report:
 - 1) Tom Kennedy reported on the management letter to the Board. Cynthia Porter discussed the adjusting entries made by the auditors.
 - 2) *Joe Wilson made a motion to accept the FY 2015 Audit Report. Second by Tom Kenyon. Motion passed.*
 - c. Tom Kennedy reported on hiring a new auditor:
 - 1) We have used Fothergill, Segale and Valley as our auditor since the mid-1990s.
 - 2) We released an RFP in the fall of 2015.
 - 3) We received four proposals.
 - 4) The Executive Committee decided to hire Sullivan and Powers, a firm that is used by a number of other RPCs.
3. Discussion of Section 248 proposals
 - a. Tom Kennedy provided an update about the Ranger Solar project in Ludlow, a 20 MW ground-mounted solar project that encompasses about 90 acres adjacent to the Coolidge Substation. The Selectboard voted to support the project recently. GMP and VELCO may have some concerns regarding the project. The

Board previously decided to intervene, as this is such a large project. Staff will meet with the Permit Review Committee to review the petition. There was consensus on these next steps.

- b. Staff reported that the TDI transmission line project received a Certificate of Public Good. This line will bring electricity from Hydro Quebec through an underground/under water transmission line that terminates at the Coolidge Substation.
 - c. Dan Potter reviewed staff comments on the proposed changes to the net-metering rules. A letter that documents those comments was included in the agenda packet.
 - d. Dan Potter reviewed comments submitted regarding the proposed 500KW solar project off of Ski Tow Road in Brownsville. A letter that documents those comments was included in the agenda packet.
4. Act 250 Applications
- a. Tom Kennedy discussed how the SWCRPC might participate in the Supreme Court proceedings regarding an appeal of the I-91 Exit 1 project (i.e. B&M Realty, LLP) decision. A copy of the Environmental Court's decision on that project was included in the agenda packet. In coordination with other RPCs and partner organizations, the SWCRPC plans to file an amicus brief on the required specificity of regional plans as it relates to Act 250 criterion 10. This proposed action by the SWCRPC has nothing to do with the merits of the project. The Executive Committee agreed that participating in this amicus brief made sense, but that the Board should vote on it.

Joe Fromberger made a motion for the SWCRPC to participate in preparing an amicus brief for the Supreme Court proceedings on an appeal of the B&M Realty, LLP decision as it relates to the specificity required of regional plans under Act 250 criterion 10. Second by Etienne Ting. Motion passed.

5. Discussion of Vermont Clean Water Act and the role of RPCs
- a. Tom Kennedy reported that over the next few years, towns will hear a lot about the Vermont Water Quality Act (Act 64) and the associated requirements for town governments. The RPCs are working to assist ANR with outreach to towns regarding this Act.

Dan Potter gave a presentation regarding the Act and the implications for towns. The new law seeks to improve water quality statewide with implications for farming, impervious surfaces of 3 or more acres, forestry, river corridors and public infrastructure. Towns will be impacted with respect to municipal roads, municipal water and sewer systems, and municipal lands that involve 3 or more acres of impervious surfaces. Tactical basin plans will be an important basis for funding projects through the Vermont Clean Water Initiative. Staff are visiting selectboards over the winter to inform them about this Act.

6. Update on the new Federal Transportation Bill (FAST Act)
 - a. Tom Kennedy gave a brief update on the new multi-year Federal Transportation Bill that will fund roads, transit and railroad programs. A press release from VTrans was included in the agenda packet for more information.
7. New Business
 - a. Tom Kennedy discussed the COG bill (H.249) that would authorize the creation of a Council of Governments which would help to facilitate intermunicipal services. Creation of COGs would be voluntary. It would allow regional planning commission to enter into an agreement with its member municipalities to create a regional council of government. COGs would not have authority to impose taxes or eminent domain.
8. Old Business - None
9. The meeting was adjourned at approximately 2:11 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Wednesday, February 24, 2016
Proctorsville Fire Department, Cavendish, VT

Commissioners Present: Tom Bock (Chair), Chester; Carol Lighthall, (Vice Chair), Baltimore; Joe Wilson (Secretary/Treasurer), Springfield; Walter Martone (Alt.), Springfield; Tom Kenyon, West Windsor; Kathy Rondeau, Reading; Norm Vanasse, Ludlow; Etienne Ting, Cavendish; Peter Daniels, Weathersfield.

Staff Present: Tom Kennedy, Dan Potter, Allison Hopkins, Chris Titus and Katharine Otto.

Tom Bock opened the meeting at 12:06 PM.

1. Secretary's Report

- a. *Joe Wilson made a motion to approve the January 19, 2016 Secretary's Report. Second by Norm Vanasse. Motion passed. Carol Lighthall and Peter Daniels abstained.*

2. Treasurer's Report

a. January 2016 Treasurer's Report:

- 1) *Joe Wilson made a motion to accept the January 2016 Treasurer's Report. Second by Peter Daniels. Motion passed.*

3. Presentations on the Vermont Clean Water Act

Presenters: Jim Ryan-Municipal Roads
Ryan Patch-Agriculture Rules
Marie Caduto-Tactical Basin Plans

No action taken by the Board.

4. Discussion of Forming a Clean Water Advisory Committee

Dan Potter suggested to the Commissioners that the RPC create an advisory committee similar to the Transportation Advisory Committee (TAC) to assistance the RPC with future water quality issues. In the future, RPC and member towns will be asked to prioritize projects based upon the implementation measures in the basin plans as well as local need. The advisory committee would be made up of RPC Commissioners, municipal and state officials and area residents. Dan Potter said he would provide the RPC Commissioners with more information at a later date.

5. New Business

Tom Kennedy said that there will be a legislative breakfast at the Springfield Tech Center on March 7th beginning at 8:00. All are welcome to attend.

6. The meeting was adjourned at approximately 2:16 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, March 22, 2016
Springfield Town Hall, Springfield, VT

Commissioners Present: Tom Bock (Chair), Chester; Carol Lighthall (Vice Chair), Baltimore; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Kathy Rondeau, Reading; Norm Vanasse, Ludlow.

Staff Present: Jason Rasmussen, Dan Potter, Chris Titus.

Tom Bock opened the meeting at 12:06 PM.

1. Secretary's Report
 - a. *Walter Martone made a motion to approve the February 24, 2016 Secretary's Report as presented. Second by Norm Vanasse. Motion passed. Joe Fromberger abstained.*
2. Treasurer's Report
 - a. *Joe Fromberger made a motion to accept the February 2016 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 - b. Jason Rasmussen reported that Tom Kennedy and Cynthia Porter met yesterday with Sullivan and Powers, the new auditor, and the meeting went well.
3. Transportation Priorities
 - a. Regional Transportation Project Prioritization
 - 1) Jason Rasmussen reviewed the Transportation Advisory Committee's recommendations for project prioritization, which were included in the agenda packet. Discussion included the methodology used to establish regional priorities and how VTrans made final decisions.
 - 2) *Carol Lighthall made a motion to approve the Regional Transportation Project Prioritization for FY 2018 as recommended by the Transportation Advisory Committee. Second by Joe Fromberger. Motion passed.*
 - b. Town Highway Bridge Program Pre-Candidate Projects
 - 1) Jason Rasmussen reviewed the Transportation Advisory Committee's recommendations for pre-candidate projects to be considered for inclusion in the Town Highway Bridge Program. The recommendations as well as the methodology used to create the rankings were included in the agenda packet.
 - 2) *Joe Fromberger made a motion to approve the Town Highway Bridge Program Pre-Candidate Project list as recommended by the Transportation Advisory Committee. Second by Walter Martone. Motion passed.*
 - c. There was also discussion about how VTrans decides how to spend their money. The Board asked staff to talk with VTrans about equitably spreading funds statewide.

4. Brownfields

- a. Dan Potter reported on the Brownfields Steering Committee meeting. They met to review a proposal for using 2013 Hazardous Assessment funding for the Jones and Lamson site in Springfield. Springfield Regional Development Corporation is requesting \$30,000 to pay for a plan for asbestos abatement at this site. The Committee recommends approving this proposal. This project is related to other work that will be accomplished as outcomes of the ongoing BERA Program, including \$60,000 for a demolition study.
- b. *Joe Fromberger made a motion to approve the recommendation of the Brownfields Steering Committee to spend up to \$30,000 for an asbestos remediation assessment for the Jones and Lamson Building on Clinton Street in Springfield. Second by Carol Lighthall. Motion passed.*

5. Proposed Coolidge Solar Project in Ludlow

- a. Dan Potter summarized the proposed project for a 20 MW ground-mounted solar power project to be located along Barker Road in Ludlow. The panels will cover about 88 acres of land area. It is anticipated to be a 20-year project. There were questions about whether it would be extended for additional time. It is located within the Regional Plan's resource area. There is no mandatory language in the Regional Plan that would preclude this project, but the Regional Plan does seek to minimize natural resource impacts.
- b. Dan reported that the Permit Review Committee met to review the project. The proposed site plan generally avoids many natural resource impacts. However, the project will have impacts on prime agricultural soils, although the impacts are primarily not permanent. Due to the site, aesthetic impacts are mostly localized to the surrounding neighborhood. Screening is proposed primarily along Barker Road. The Board indicated that maintenance (e.g. mowing grass) and decommissioning be considered as permit conditions.
- c. The Board had previously approved submitting a motion to intervene. They still support that as a way to address the issues discussed during this meeting. Jason Rasmussen noted that staff will likely prepare a draft submission for their review as it relates to aesthetics, agricultural soils, decommissioning or other issues.

6. Draft Municipal Infrastructure Needs

- a. Jason Rasmussen reported that our contract with the Department of Housing and Community Development includes a task involving municipal infrastructure needs for community centers. A draft summary of the needs in the region was included in the packet, which was reviewed during the meeting. It recognizes the general needs of all communities for maintaining municipal infrastructure and identifies three notable issues for village center areas. The Board agreed that this appeared to be a good summary. The Board suggested that staff add a bullet regarding need for financial assistance to extend water and sewer infrastructure to residential areas that are adjacent to village centers and presently served by on-site water wells and septic systems.

7. Legislative Update

- a. The Energy Bill ([S.230](#)) includes provisions to improve the effect that regional plans and town plans may have on Section 248 projects under review by the Public Service Board. Under this bill, plans would need to get a lot more detailed regarding energy siting. Regional Plans would require certification by the Department of Public Service to make sure it meets all of the legislative requirements. Under S.230, RPCs would certify town plans. It appears that each RPC will get \$30,000 to help pay for the necessary plan improvements.

Walter Martone cited the recent VLCT Legislative Report that indicated that S.230 includes that town plans “shall” be consistent with the State planning goals in 24 V.S.A. § 4302. The report indicates that “a plan that [is] not consistent with every goal would not be approved by the regional commission, would have no standing in Act 250 or Section 248, would be ineligible for municipal planning grants, and would be lower on priority lists for other state grant or loan programs”. Concern was expressed over the ramifications of this.

- b. The bill formerly known as the Council of Governments (COG) bill, has been modified to eliminate the COG provision. However, [H.249](#) allows for an easier mechanism for towns to enter into inter-municipal service agreements. The bill enables RPCs to facilitate such inter-municipal service agreements. This is enabling legislation, but entering into such agreements is voluntary.

8. ECO AmeriCorps

- a. Dan Potter indicated that the RPC currently is hosting an ECO AmeriCorps volunteer, who is also working with the Connecticut River Watershed Council (CRWC) and the Ottauquechee Natural Resource Conservation District (ONRCD). This year, the associated costs are shared between the ONRCD and CRWC.
- b. Dan reported that we have applied to host an ECO AmeriCorps volunteer again next year. This would involve a cost of \$6,500, split between the three organizations for next year. This position involves assistance with water quality-related work.

9. Connecticut River Joint Commissions (CRJC) Update on FERC Relicensing

- a. Jason Rasmussen, as the SWCRPC’s representative on the CRJC, reported on current efforts regarding the FERC relicensing process. The three hydropower dams along the southern VT-NH portion of the Connecticut River (i.e. Wilder, Bellows Falls, Vernon) require renewal of their license from Federal Energy Regulatory Commission (FERC).
- b. Areas of primary concern include erosion, aquatic habitat and recreation. Due to the complexities involved, CRJC is coordinating with other partners, including the Connecticut River Watershed Council (CRWC).
- c. Representatives from CRJC and CRWC are meeting with the Governors to ask for help and coordination. Of particular interest is getting their assistance to create a Mitigation and Enhancement Fund. A similar coordinated effort about a decade ago culminated in the power company providing about \$15 million for a Mitigation and Enhancement Fund for the northern part of the river. It has

financed many great projects. The two organizations hope to create a similar funding program for the southern portion of the river with help from both States. The meeting with Governor Shumlin went well. The organizations are trying to schedule a meeting with Governor Hassan soon.

- d. Also of interest is the recent announcement that Trans Canada is planning to sell all hydropower facilities in New England.

10. New Business

- a. None

11. Old Business

- a. Creating a Clean Water Advisory Committee (CWAC) will be added to the agenda for next month. Carol Lighthall suggested getting business representation on the CWAC.

12. The meeting was adjourned at approximately 2:10 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, April 19, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Carol Lighthall (Vice Chair), Baltimore; Joe Wilson (Secretary/Treasurer), Springfield; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Hal Pyke (Alt.), West Windsor; Etienne Ting, Cavendish; Kathy Rondeau, Reading; Norm Vanasse, Ludlow.

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

Tom Bock opened the meeting at 12:00 PM.

1. Secretary's Report
 - a. *Carol Lighthall made a motion to approve the March 22, 2016 Secretary's Report as presented. Second by Etienne Ting. Motion passed.*
2. Treasurer's Report
 - a. *Joe Fromberger made a motion to accept the March 2016 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
3. Presentation on Inter-Municipal Agreements
 - a. Tom Kennedy gave a presentation regarding regional services and the pending inter-municipal agreement legislation H.249. He noted that this initially came up in the region as it relates to regional police services. Municipalities are authorized for this already under Chapter 121, however that process is cumbersome. Municipalities can also contract for services, such as West Windsor contracting for police services through Windsor. However, the inter-municipal agreements bill provides an easier process and allows for inter-municipal cooperation. This is enabling legislation; entering into such agreements is voluntary. Many towns struggle to find good, qualified staffing for part time or other positions, such as listers, zoning administrators, dog catchers, etc. An inter-municipal agreement would allow for hiring a full-time position that shares time among a number of communities. If towns so choose, they could opt to ask the regional planning commission to provide these services, if the RPC agrees to do so.
4. Legislative Updates - Energy Siting Bill (S.230)
 - a. Tom Kennedy reported on the energy siting bill as it relates to improving the effect that regional and town plans can have in the Section 248 process. The bill identifies a significant level of detail that would be required for energy sections in regional and town plans to include to better influence the Public Service Board process. A regional plan would need to be certified by the Department of Public Service and a town plan certified by an RPC. Only certified plans would have "substantial deference" in the PSB's decision-making process with Section 248

projects. Non-certified plans would be given only “due consideration”, having much less influence.

5. Creation of a Clean Water Advisory Committee

- a. Dan Potter reviewed a memo that he provided the Board with suggestions for membership of the Clean Water Advisory Committee. The Board agreed to the membership list, with the addition of a member from the Vermont Farm Bureau.

6. New Grants

- a. Tom Kennedy indicated that we anticipate getting an 18 month contract for about \$25,000-\$30,000 to do energy planning.
- b. It also appears that we are getting a Hazard Mitigation Grant Program-funded contract for water quality planning, including activities such as developing project tables with the Clean Water Advisory Committee.
- c. Jason Rasmussen reported that the Better Roads Program (formerly known as the Better Backroads Program) has noticeably increased funding levels. It is one of the important funding sources to help towns address Vermont Clean Water Act requirements. The RPC assisted three towns to submit applications last week to work on transportation inventories. About 10 applications were submitted by towns for construction of water quality-related transportation improvements (e.g. ditching improvements, culvert upgrades, erosion control).

7. New Business

- a. Budget – Tom Kennedy indicated that it is time to start developing the budget for the next fiscal year. The Budget Committee includes the Executive Committee members as well as Joe Fromberger and Kathy Rondeau. All will be notified of the meetings.
- b. Jason Rasmussen and Tom Kennedy discussed a survey for municipal input into whether the state should purchase the hydro facilities along the Connecticut River. Discussion of the merits of public power ensued. Jason will follow up this discussion by emailing Commissioners the survey. Due to a very fast timeline in the Legislature, we ask for comments back by Friday, April 22nd.

8. Old Business

- a. None

9. The meeting was adjourned at approximately 2:00 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, May 17, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Joe Wilson (Secretary/Treasurer), Springfield; Peter Daniels, Weathersfield; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Hal Pyke (Alt.), West Windsor; Kathy Rondeau, Reading; Bob Flint (At-Large), SRDC.

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

Tom Bock opened the meeting at 12:05 PM.

1. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the April 19, 2016 Secretary's Report as presented. Second by Joe Fromberger. Motion passed. Peter Daniels abstained.*
2. Treasurer's Report
 - a. *Joe Fromberger made a motion to accept the April 2016 Treasurer's Report. Second by Peter Daniels. Motion passed.*
3. Presentation on Vermont Futures/Vermont's Economy
 - a. Bob Flint gave a presentation on Vermont's economy based upon the ongoing Vermont Futures Project. This is an effort funded through the Vermont Chamber Foundation. The project goal is to develop a unified vision for a healthy Vermont economy. More information is available at <http://www.vtfuturesproject.org/>.
4. Brownfields
 - a. Discussion on two RLF applications was tabled until the next meeting.
 - b. Tom Kennedy indicated that new EPA staff interviewed Tom and Dan Potter. They are impressed by our regional brownfields program, the number of brownfield sites we have in our small region, and how we have been successful with our RLF projects, especially One Hundred River Street.
5. SWCRPC Providing Administrative and Management Services to Greater Upper Valley Solid Waste District
 - a. Tom Kennedy discussed the memo and draft contract that was included in the agenda packet. The Greater Upper Valley Solid Waste District (GUV) asked the SWCRPC to provide administration and management services, similar to those services that we currently provide to the Southern Windsor/Windham Counties Solid Waste Management District.

Tom Kennedy indicated that he has been looking for ways to maintain the SWCRPC's mission, but enhance the organization's budget with a steady stream of funding. Managing solid waste districts helps to achieve that.

Over the past few months, SWCRPC has been providing staffing to GUV. This contract would formalize that arrangement for a one year period of time. Tom Kennedy noted that we generally have adequate staffing to take this on at this time. It is possible that additional help will be needed to support special collections and/or basic administrative functions.

Joe Fromberger made a motion to authorize the Executive Director to enter into a contract with the Greater Upper Valley Solid Waste District for administration and management services; the terms of that contract are subject to review by the SWCRPC Executive Committee. Second by Tom Kenyon. Motion passed.

6. Discussion of FY 2017 Budget
 - a. Tom Kennedy presented an initial draft budget for FY 2017. Overall, revenues are increasing due in large part to the solid waste districts, and expenses related to staffing are showing a corresponding increase. A refined budget will be presented for approval at the next meeting.
7. New Business
 - a. Tom Kennedy announced that his son, Connor Kennedy, is running for State Senate.
8. Old Business
 - a. Tom Kennedy noted that the energy siting bill (S.230) was mistakenly passed without including money to fund regional planning efforts associated with the substantial deference provision. Efforts to reallocate funding for that purpose are underway.
9. The meeting was adjourned at approximately 1:55 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, June 21, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Peter Daniels, Weathersfield; Etienne Ting, Cavendish; Norm Vanasse, Ludlow; Walter Martone (Alt.), Springfield; Joe Fromberger, Andover; Tom Kenyon, Kathy Rondeau, Reading.

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

Tom Bock opened the meeting at 12:05 PM.

1. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the May 17, 2016 Secretary's Report as presented. Second by Walter Martone. Motion passed.*
2. Treasurer's Report
 - a. Tom Kennedy reported that projections suggest a positive year-end balance.
 - b. *Joe Fromberger made a motion to accept the May 2016 Treasurer's Report. Second by Peter Daniels. Motion passed.*
3. Election of Officers
 - a. In FY2016, the Executive Committee is in the first of a three year term.
 - b. *Joe Fromberger made a motion to elect Tom Bock as Chair, Carol Lighthall as Vice Chair, and Joe Wilson as Secretary/Treasurer for fiscal year 2017. Second by Peter Daniels. Motion passed.*
4. Committee Membership
 - a. The existing committee membership was reviewed. Tom Kennedy noted that we will need to act to create a Clean Water Advisory Committee (CWAC) next month. He also indicated that two committees are expected to be busy this next year, including the Energy Committee and CWAC. The work of both committee may also be controversial.
5. Approval of FY 2017 SWCRPC Budget
 - a. Cynthia Porter handed out copies of the proposed FY 2017 SWCRPC Budget at the meeting. This June 16th budget is the same as the version the Board reviewed in May; it just has been reformatted.
 - b. Tom Kennedy indicated that the Board will likely need to revise the budget in a few months to include additional revenues that are anticipated for later in the year (i.e. energy planning, USDA grant for solid waste).
 - c. *Joe Fromberger made a motion to approve the FY 2017 SWCRPC Budget as presented. Second by Peter Daniels. Motion passed.*

6. Approval of FFY 2017 TPI Work Program

- a. Jason Rasmussen reviewed the proposed Transportation Planning Initiative (TPI) work program and budget for federal fiscal year 2017 (Oct. 2016 – Sept. 2017). The changes in the narrative are shown in the agenda packet materials. Primary changes represent water quality/transportation related work and a new task to organize a 2018 Walk and Bike Summit. The budget represents a 3% increase and additional funds for organizing the Summit. The Transportation Advisory Committee has reviewed a summary of these proposed changes and it all looked good to them.
- b. Walter Martone requested a glossary of acronyms.
- c. Walter Martone asked that the new aviation program coordination be modified to reflect the better detail included in Activity #7 on page 6, which is proposed for deletion.
- d. *Peter Daniels made a motion to approve the FFY 2017 TPI Work Program and Budget as presented and modified per Walter Martone's suggestion. Second by Etienne Ting. Motion passed.*

7. Brownfields

- a. Tom Bock and Peter Daniels reported on an application by SRDC that was reviewed by the Brownfields Steering Committee earlier in the day. SRDC is seeking assistance from our Revolving Loan Fund to install a vapor intrusion system that is called for the Corrective Action Plan for the Artisan Surfaces building in Springfield.
- b. *Etienne Ting made a motion to approve a Revolving Loan Fund loan to the Springfield Regional Development Corporation (SRDC) in the amount of \$23,472 for a 10-year period at 0% interest, with the SRDC providing the 20% match of \$4,695 (i.e. for a total project cost of \$28,167) as detailed in the project application. Second by Walter Martone. Motion passed.*

8. Approval of Procurement Self-Certification Form

- a. Jason Rasmussen reviewed the procurement self-certification form that was included in the agenda packet. This is an annual requirement of our TPI program.
- b. *Joe Fromberger made a motion to approve the Procurement Self-Certification Form as presented. Second by Tom Kenyon. Motion passed.*

9. Old Business

- a. None

10. New Business

- a. Peter Daniels informed the Board that Cecil Waldo passed away last week. He was very active for many years with the SWCRPC Board, Connecticut River Development Corporation and Town of Chester. He will be missed.

11. The meeting was adjourned at approximately 1:15 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, September 27, 2016
Springfield Town Hall, Springfield, VT

Commissioners Present: Tom Bock (Chair), Chester; Peter Daniels, Weathersfield; Etienne Ting, Cavendish; Norm Vanasse, Ludlow; Walter Martone (Alt.), Springfield; Kathy Rondeau, Reading.

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

Public Hearing

Tom Bock opened the public hearing at 12:00 PM. The purpose of the hearing is to get input on whether the SWCRPC should approve the 2016 Baltimore Town Plan and confirm Baltimore's local planning efforts in accordance with 24 V.S.A. §4350. There were no members of the public in attendance and no comments were received.

Peter Daniels made a motion to close the public hearing. Second by Etienne Ting. Motion passed.

SWCRPC Meeting

Tom Bock opened the meeting at 12:30 PM and the agenda was modified.

1. Approval of 2016 Baltimore Town Plan and Confirmation of Baltimore's Local Planning Process
 - a. Jason Rasmussen reported that the Town Plan Review Committee met to review the Baltimore Town Plan and their local planning process. The Committee recommends approval and confirmation under 24 V.S.A. §4350.
 - b. *Peter Daniels made a motion to approve Baltimore's 2016 Town Plan and to confirm Baltimore's planning efforts under 24 V.S.A. §4350. Second by Walter Martone. Motion passed.*
2. Secretary's Report
 - a. *Walter Martone made a motion to approve the June 21, 2016 Secretary's Report with a modification to correct the meeting date. Second by Kathy Rondeau. Motion passed.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the August 2016 Treasurer's Report. Second by Norm Vanasse. Motion passed.*
 - b. A draft FY 2016 financial audit report was passed out at the meeting. It will be reviewed at the meeting next month.
4. Establish a Clean Water Advisory Committee
 - a. Dan Potter provided a memorandum that explained the purpose of this proposed new Committee and proposed membership. The SWCRPC has a role

to work with member towns in implementing the Vermont Clean Water Act. This Committee will recommend a prioritized list of water quality projects for the SWCRPC Board to ratify. These projects, such as culvert upgrades and bank stabilization projects, are to be included in tactical basin plans, which provide a basis for certain state funding programs.

- b. Clean Water Advisory Committee membership is proposed to include:
 - 1) RPC Board Member - TBD
 - 2) Black River Action Team – Kelly Stettner
 - 3) Lake Rescue Association - TBD
 - 4) Ottauquechee Natural Resources Conservation District – Bill Manner
 - 5) Connecticut River Joint Council – Mt. Ascutney Subcommittee - TBD
 - 6) Vermont Agency of Natural Resources, Department of Environmental Conservation – Marie Caduto
 - 7) Business Community Representative - TBD
 - 8) Town of Chester Representative – Julie Hance (Alternate – Heather Chase)
 - 9) Town of West Windsor Representative – Mike Spackman
 - 10) Town of Springfield Representative – Tom Yennerell (Alternate – Bill Kearns)
 - c. *Peter Daniels made a motion to establish a Clean Water Advisory Committee to guide and assist the SWCRPC with future water quality planning efforts, and to appoint Committee membership as proposed in the September 27, 2016 memorandum from Dan Potter. Second by Etienne Ting. Motion passed.*
 - d. *Peter Daniels made a motion to appoint Norm Vanasse to serve as the SWCRPC Board member on the Clean Water Advisory Committee. Second by Etienne Ting. Motion passed.*
5. Brownfields
- a. **Edgar May, Springfield:** Dan Potter reported that the Brownfield Steering Committee met and reviewed a request for \$150,000 from the Revolving Loan Fund (RLF) for PCB remediation in the Edgar May Recreation Center foundry building and to establish 35 parking spaces. Only \$180,000 in RLF subgrant funds remain at this time. The Committee’s recommendation to the SWCRPC Board is as follows:
 - i. The SWCRPC supports the recreation center, but does not support this application for the following reasons:
 - a. It is not the best use of our limited remaining RLF subgrant funds;
 - b. It does not remediate the area with worst site contamination first;
 - c. There does not appear to be a clear plan for site improvements that enhance recreational opportunities; and
 - d. Parking capacity is not currently in issue nor is it projected to be one.

Peter Daniels read a draft letter that addressed the above points.

Peter Daniels made a motion to approve the application. Second by Etienne Ting. Motion failed.

- b. **Jones Center, Springfield:** Dan Potter reported that the Brownfield Steering Committee met and reviewed a request by SRDC to design and construct a sub-slab vapor intrusion system for the northern portion of the Jones Center. SRDC will provide a match for this project. The Committee recommends approving this application.

Peter Daniels made a motion to approve the application for an RLF subgrant of up to \$35,000, with a 20% match provided by SRDC, to design and construct a sub-slab vapor mitigation system for the northern portion of the Jones Center. Second by Walter Martone. Motion passed.

- c. **Ascutney Outdoors, West Windsor:** Tom Kennedy reported that Ascutney Outdoors was established to manage the recreational uses of the former ski resort lands located in West Windsor. The base lodge sustained substantial fire damage. Asbestos has been identified in the roof of the old building. Ascutney Outdoors seeks to purchase the lodge, demolish it, and construct a replacement base lodge. They are requesting that we conduct a Phase I assessment before they purchase the building, and they wish to get a sense if the Board is inclined to support the ultimate cleanup project which is estimated at \$10,000-30,000.

Peter Daniels made a motion to approve up to \$3,500 for a Phase I site assessment and to indicate in a corresponding approval letter the Board's general support for the building demolition and remediation efforts. Second by Walter Martone. Motion passed.

- d. **One Hundred River Street, Springfield:** Dan Potter reported about a request for additional support to bring the One Hundred River Street facility into compliance with their annual monitoring and maintenance requirements. During the process to construct the Trout River Brewery, about 600 gallons of contaminated rainwater was removed from a former oil recycling line. In addition, updates to the monitoring and maintenance plan and quality assurance plan are needed. The SWCRPC wants to make sure that this is accomplished in order to protect the Springfield health care facility.

Peter Daniels made a motion to authorize staff to negotiate a loan of up to \$50,000 with 0% interest to dispose of the contaminated water and update the required compliance plans with two stipulations: (1) that an up to 8% interest rate be applied if they fail to maintain compliance with their annual monitoring and maintenance requirements in the future and (2) the SWCRPC will pay the vendors directly. Second by Walter Martone. Motion passed.

6. Discussion of Energy Maps

- a. Tom Kennedy discussed our current \$30,000 contract to develop a regional energy plan in order to meet the new substantial deference standards per Act 174. Draft standards were just released this morning. Staff will provide that information to Board members.
- b. Dan Potter and Katharine Otto presented draft maps that are being developed for the regional energy plan project. The maps represent preliminary drafts and

will change during the planning process that will be taking place over the next few months.

7. Updating the Land Use Chapter of the Regional Plan

- a. Jason Rasmussen and Tom Kennedy discussed staff recommendations to update the Land Use Chapter of the Regional Plan. The SWCRPC will begin to take steps to update this chapter using funding from our ACCD contract during this year.

8. Policy Updates

- a. Tom Kennedy noted that the management letter from the FY 2016 financial audit recommends a number of new organizational policies.
- b. **Standards of Conduct:** Tom Kennedy and Jason Rasmussen presented a draft policy regarding standards of conduct. This draft is based upon a couple existing policies from other RPCs in Vermont. This will be reviewed at the next meeting.
- c. **Accounting Policies and Procedures:** Cynthia Porter and Tom Kennedy presented draft revisions to the accounting policies. These changes are intended to clarify roles and internal controls. A number of comments were discussed. A revised draft will be discussed next month.

9. Old Business

- a. An updated list of common planning acronyms was provided per request.

10. New Business

- a. **Winter Meeting Schedule:** Due to the upcoming state legislative schedule, SWCRPC Board meetings will be at 12 noon on the third Monday of each month during the months of January through May.
- b. **October SWCRPC Meeting:** VTrans executive staff will be attending our next meeting scheduled for October 20, 2016 at 3:30 PM at Newsbank in Chester. Others are being invited to attend, including town managers, Selectboard members and the TAC. The Board will meet at 3:30 PM to conduct business before the public meeting begins at 4 PM.
- c. **New Funding Awards:** Tom Kennedy thanked staff for securing two new funding awards, including the design and construction of the Toonerville Trail extension and supplemental money for the emergency management program.
- d. **Hal Pyke:** Tom Kennedy reported that Hal Pyke is moving to Florida and will be stepping down after many years of great service on the SWCRPC Board.
- e. **Draft Act 250 Letters:** Staff presented draft letters for two Act 250 projects. One letter is in support of public water system improvements proposed by the Town of Chester. The other letter asks for consideration of setting a maximum number of truck trips and limits on the hours of operation for a proposed aggregate operation at Imerys in Ludlow.

Etienne Ting made a motion to approve the executive director to submit both letters as presented. Second by Walter Martone. Motion passed.

11. The meeting was adjourned at approximately 2:35 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Thursday, October 20, 2016
Newsbank Conference Center, Chester, VT

Commissioners Present: Tom Bock (Chair), Chester; Joe Fromberger, Andover; Wayne Wheelock, Baltimore; Tom Kenyon, West Windsor; Joe Wilson, Springfield; Walter Martone (Alt.), Springfield; Kathy Rondeau, Reading.

Staff Present: Tom Kennedy, Allison Hopkins, Jason Rasmussen, Katharine Otto, Chris Titus.

Others Present: Attending from VTrans were Michele Boomhower, Kevin Marshia, Jackie Cassino and Tim Bradshaw. Others in attendance included David Pisha, Dick McCormack, Alice Nitka, Allison Clarkson, Sharon Bixby, Bruce McEnaney, Jennifer Parker Williams, Bill Dakin, Tom Dougherty, Julie-Lynn Wood.

Tom Bock opened the meeting at 3:30 PM.

1. Changes to the Agenda
 - a. Brownfields updates added under Old Business.
 - b. Move the transportation discussion to the end of the agenda.
2. Secretary's Report
 - a. *Walter Martone made a motion to approve the September 27, 2016 Secretary's Report. Second by Tom Kenyon. Motion passed.*
3. Treasurer's Report
 - a. *Joe Fromberger made a motion to accept the September 2016 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 - b. Tom Kennedy discussed the FY 2016 financial audit report. He reported that it is a clean audit; no deficiencies were found. However, they are recommending that the Board adopt a few policies. Staff are currently working on a few of the recommended policies.
 - c. *Joe Fromberger made a motion to receive the DY 2016 financial audit. Second by Tom Kenyon. Motion Passed.*
4. Old Business
 - a. Brownfields - Ascutney Outdoors:
 - 1) Tom Kenyon recused himself from this discussion.
 - 2) At the last meeting, a request by Ascutney Outdoors was approved for a Phase I site assessment at the old ski lodge in West Windsor. Last month, the Board also expressed general support for the subsequent asbestos cleanup work at this site. At that time the asbestos cleanup costs were thought to be between \$10,000 and \$30,000.
 - 3) Tom Kennedy reported that recent quotes from three contractors revealed that the cleanup cost will likely be about \$100,000, and total demolition

work about \$200,000. Ascutney Outdoors will likely request approximately \$70,000 from the SWCRPC Brownfield Program to help complete this project. Tom indicated that he considered this to be an important project for the SWCRPC to support.

- 4) As part of this subsequent funding application, the Board would like to see a proposal for the project along with long-term plans for the site after the demolition is completed.
- b. Brownfields – One Hundred River Street:
 - 1) Tom Kennedy reported that Chris Callahan is preparing the new loan documents for the One Hundred River Street project, as approved at the last meeting.
5. New Business
 - a. The SWCRPC holiday event is being scheduled for December 15th at the Windsor Mansion Inn (formerly known as the Juniper Hill Inn).
6. Discussion of Transportation Projects and Issues in the Region
 - a. Tom Kennedy introduced the presenters: Michele Boomhower, Division Director, VTrans Policy, Planning and Intermodal Development; and Kevin Marshia, Director/Chief Engineer, VTrans Highway Division. Their presentation materials are attached.
 - b. Questions and comments are summarized below:
 - 1) Joe Fromberger – What is the status of repaving VT Route 11 (in general, but particularly the section to the west of Chester)?
 - 2) Bruce McEnaney – What is the status of the Depot St Bridge in Cavendish (13J302/ BO 1442(38))? The construction indicates the alternatives have not been decided yet. The town received an email in August 2016 from VTrans saying they are hoping for summer 2017 construction.
 - 3) Bruce McEnaney – What is the status of putting a caution light on the intersection of VT Routes 131 and 103 while the Depot St bridge is closed for the next two or more years?
 - 4) Tom Kenyon – What is the status of paving on VT Route 44?
 - 5) Tom Kenyon – What is VTrans going to do to address the safety issues at both ends of VT Route 44A, both where it intersects with VT Route 44 and US Route 5? In both cases the plow truck drivers have to get out of their seats in order to see down the road to safely pull out into the intersection.
 - c. Tom Kennedy indicated that VTrans has been great to work with, especially in recent years, and thanked Michele and Kevin for presenting to the Board.
7. The meeting was adjourned at approximately 5:30 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, November 15, 2016
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock (Chair), Chester; Joe Fromberger, Andover; Wayne Wheelock, Baltimore; Walter Martone (Alt.), Springfield; Peter Daniels, Weathersfield.

Staff Present: Tom Kennedy, Allison Hopkins, Jason Rasmussen, Dan Potter, Cynthia Porter.

Others Present: Char Osterlund, Howard Beach, Jeff Pelton, Marie Caduto.

Tom Bock opened the meeting at 12:15 PM.

1. Secretary's Report
 - a. *Joe Fromberger made a motion to approve the October 20, 2016 Secretary's Report. Second by Walter Martone. Motion passed.*
2. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the October 2016 Treasurer's Report. Second by Walter Martone. Motion passed.*
 - b. The Board would like to see more financial details about the Greater Upper Valley Solid Waste District (GUV) six months into the fiscal year. At the January RPC meeting, staff will present profit and loss information for the GUV profit center.
3. Basin 10 Plan Update Presentation
 - a. Marie Caduto (Watershed Coordinator, VT DEC) presented information about the ongoing update to the Tactical Basin Plan for Basin 10. Basin 10 includes the watersheds for the Black River, Ottauquechee River and the smaller streams located between them, such as Mill Brook. These plans are updated every 5-years. A focus for new plan updates is to identify specific projects that will benefit water quality in each watershed. Projects identified in these plans will be eligible for state funding programs, notably the Ecosystem Restoration Program. As such, it is important for municipalities to provide input regarding important local projects. Marie indicated that she is looking for high-impact projects and overarching priorities for the region. Input can be provided over the next 6 months.
 - b. The RPC Clean Water Advisory Committee was established to help to identify and prioritize projects.
4. Discussion of Energy Standards and Goals for Town and Regional Plans
 - a. Jason Rasmussen presented information on Act 174 and the new energy planning standards recently finalized by the Department of Public Service. Act 174 expanded the state planning goal regarding energy. Municipal plans updated/adopted at this point need to be consistent with the new language, which now includes reducing greenhouse gas emissions and identifying areas that are suitable for renewable energy generation.

- b. Act 174 also enables municipalities and RPCs to get “substantial deference” for energy siting projects that are approved by the Public Service Board. It is optional. In order to get “substantial deference”, regional and municipal plans must meet the new standards created by the Department of Public Service.
 - c. Updates to the energy element of the Regional Plan are currently underway. The resulting data analysis and mapping will be a basis for local energy plans, if towns wish to pursue that. The RPC will be getting a new contract soon that will enable staff to assist about three towns with town energy planning updates.
 - d. A public meeting to learn more about energy siting standards is being planned for Dec. 8th at 6:30 pm. Information about that meeting will be sent out soon, along with an abbreviated version of the municipal plan standards.
5. Discussion of the Recent Supreme Court Decision on Regional Plans in Act 250 (I-89 Exit 1 in Quechee)
 - a. Tom Kennedy reported that the VT Supreme Court’s decision on B&M Realty LLC vs. Two Rivers-Ottauquechee Regional Commission was recently released. This case is commonly referred to as the Exit 1 Quechee Highland’s case. This decision is very well written and provides clarity to all parties regarding issues of vested rights and the definition of substantial regional impact when there is conflict between a regional and municipal plan. The Court also provided clear guidance about the need for a regional plan to be both flexible and broad while providing clear guidance for future development
 - b. A number of VT RPCs, including the SWCRPC, hired an attorney together to file an amicus brief. The SWCRPC share of the costs was approximately \$3,500.
6. Creation of a Committee for Regional Plan Land Use Chapter Updates
 - a. Updating the land use chapter of the Regional Plan was discussed at the previous meeting. Jason Rasmussen presented the idea of creating a committee to get additional input and help to inform the update process. Additional information will be presented at the January meeting about the purpose of the committee and potential membership.
7. New Business
 - a. Tom Kennedy noted with sadness that Dan Potter is leaving for a new job that is closer to where he lives. Dan will be working with the Department of Public Service starting in early December. There will be a farewell gathering for Dan at Harpoon on Nov. 30th at 4 pm.
 - b. Please RSVP for the SWCRPC holiday event on December 15th at the Windsor Mansion Inn located on Juniper Hill Road (<https://windsormansioninn.com/>).
8. The meeting was adjourned at approximately 1:30 PM.