

**Southern Windsor County
Regional Planning Commission**

Minutes of Tuesday, January 16, 2017
Springfield Town Offices, Springfield, VT

Commissioners Present: Tom Bock (Chair), Chester; Wayne Wheelock, Baltimore; Joe Wilson, Springfield; Walter Martone (Alt.), Springfield; Peter Daniels, Weathersfield; Kathy Rondeau, Reading.

Staff Present: Tom Kennedy, Jason Rasmussen.

Others Present: Char Osterlund.

Tom Bock opened the meeting at 12:15 PM.

1. Changes to the Agenda
 - a. A corporate resolution is not needed at this time. It was deleted from the agenda.
 - b. Legislative updates will be discussed under new business.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the November 15, 2016 Secretary's Report. Second by Kathy Rondeau. Joe Wilson abstained. Motion passed.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the November 2016 Treasurer's Report. Second by Joe Wilson. Motion passed.*
 - b. Tom Kennedy reviewed a handout that showed profit and loss financial details of our contract work with the Greater Upper Valley Solid Waste District (GUV). Things are going well, although it is a challenge to manage three organizations.
4. Seek Nominations for Vacant Vice Chair Position
 - a. Tom Kennedy noted that Carol Lighthall has taken a job in Barre. She had been Vice Chair before leaving the RPC Board. Wayne Wheelock has replaced Carol as Baltimore's representative, but the Vice Chair position remains vacant. We are looking for a volunteer to serve as Vice Chair through June 2017. Peter Daniels is willing to serve through June. This will be voted on at the next meeting.
5. Committee for Regional Plan Land Use Update
 - a. Jason Rasmussen discussed the memo that was included in the agenda packet. Staff is recommending the creation of an advisory committee to help inform the Land Use Chapter update process and make recommendations to the RPC Board. Committee membership should be limited to no more than 10 people. Members might include representatives from the SWCRPC Board, town planning commissions, town staff, state employees and/or partner organizations. The Board agreed that this is a good idea.

- b. *Peter Daniels made a motion to create a Land Use Advisory Committee to help inform the Regional Plan Land Use Chapter update and to make recommendations to the SWCRPC Board. Second by Wayne Wheelock. Motion passed.*
 - c. Tom Kennedy noted that the RPC has net income at this time (see the profit and loss statement). In order to help staff to complete this update, Tom Kennedy suggested spending up to \$10,000 to hire a planning consultant to help to write the Land Use Chapter. Staff will follow the appropriate procurement process to hire a consultant.
 - d. *Joe Wilson made a motion to approve hiring a qualified professional planner to assist with the Regional Plan update for an amount not to exceed \$10,000. Second by Peter Daniels. Motion passed.*
6. Technical Assistance with Enhanced Town Energy Plans
- a. Jason Rasmussen noted that a memo was sent out asking for letters of intent to be submitted by towns that are interested in the RPC's help to develop enhanced local energy plans that are consistent with Act 174. Our limited funds allow us to assist only three towns between now and July 2017. We are hoping to get funding to assist more towns in the next year. Ideally, we would like to help all ten towns with this over the next few years.
 - b. Criteria for selection involved interest by both the Select Board and Planning Commission, capacity to take this on at this time, and other factors highlighted in the memo.
 - c. Letters were received from Andover, Cavendish, Chester, Ludlow and Springfield. It was noted that Springfield expressed significant levels of interest. Andover is particularly impacted by the potential for wind. With the Coolidge Substation and transmission lines, Ludlow is seeing interest in renewable energy development. Cavendish has a very capable Energy Committee that can write their own plan with data, maps and limited guidance from the RPC. Chester's Select Board supports this effort. Chester's Planning Commission meets tonight, but town staff conducted a poll of members and they support this effort. We want to help Chester as well, but we just don't have capacity at this time.
 - d. *Joe Wilson made a motion to accept the staff recommendation and select Andover, Ludlow and Springfield for assistance with enhanced local energy plans this year. Second by Peter Daniels. Motion passed.*
7. Brownfields – Approve Ascutney Outdoors Sub-Grant Agreement
- a. Tom Kennedy discussed the draft sub-grant agreement to Ascutney Outdoors for asbestos abatement at the former Mt. Ascutney base lodge. Tom also summarized the most recent estimates of the associated project costs. The Board expressed support for this project.
 - b. *Peter Daniels made a motion to approve the proposed sub-grant to Ascutney Outdoors for up to \$70,000, with a 20% match, for Ascutney base lodge asbestos abatement. Second by Kathy Rondeau. Motion passed.*
8. Draft RPC Letter Regarding TransCanada

- a. Walter Martone indicated that the Mt Ascutney River Subcommittee is asking towns to consider a warrant article seeking support for requiring an enhancement and mitigation fund as part of the FERC re-licensing process for the southern Connecticut River dams (i.e. Wilder, Bellows Falls, Vernon). Jason Rasmussen noted that the Connecticut River Joint Commissions is following this closely and wants to see such a fund created. The proposed fund would be similar to the one created for the 15 Mile Falls project, and could fund a variety of projects (e.g. mitigation of erosion problems, recreational enhancements).
 - b. Jason Rasmussen discussed the draft letter included in the agenda packet. TransCanada recently submitted to FERC their Preliminary Licensing Proposal for the three dams along the southern portion of the Connecticut River. In it, they essentially call for maintaining the status quo on dam operations, recreational facilities, etc. The draft letter would be signed by the RPCs along the affected portion of the Connecticut River.
 - c. *Peter Daniels made a motion to authorize the Chair to sign the letter, and to suggest the addition of the need to create an enhancement and mitigation fund, and the precedence for it. Second by Joe Wilson. Motion passed.*
9. Request for Intervener Status for Ludlow Solar Project
- a. Jason Rasmussen and Tom Kennedy discussed the 496 kW solar project that is being proposed off VT Route 100 North in Ludlow. The RPC will pursue intervener status in order to comment on issues, such as landscaping/maintenance, reclamation, and the footnote about modifying the number of panels and their configuration.
 - b. *Peter Daniels made a motion to authorize staff to file a motion to intervene for the 496 kW Ludlow Driver Solar LLC project that is currently under Section 248 review. Second by Joe Wilson. Motion passed.*
10. Old Business
- a. None.
11. New Business
- a. Tom Kennedy said that the State, now under new leadership, is looking at ways to improve governmental efficiencies. It appears that the RPC/RDC consolidation discussion is coming back this legislative session.
 - b. During the legislative session, RPC Board meetings will be on the third Monday of each month.
12. The meeting was adjourned at approximately 1:30 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, February 27, 2017
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Joe Wilson, Springfield; Peter Daniels, Weathersfield; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Norm Vanasse, Ludlow; Tom Kenyon; Etienne Ting, Cavendish; Joe Fromberger, Andover.

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

Joe Wilson opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. Election of a Vice Chair was moved to the top of the agenda.
2. Election of Vice Chair due to vacancy
 - a. Carol Lighthall had served as SWCRPC Vice Chair until resigning due to a new job in Barre. Due to this vacancy, Peter Daniels agreed to serve in this capacity through June 30, 2017.
 - b. *Joe Fromberger made a motion to nominate Peter Daniels to fill the Vice Chair vacancy through June 30, 2017. Second by Etienne Ting. Motion passed.*
 - c. *Joe Fromberger made a motion to accept the nomination and elect Peter Daniels as Vice Chair for the remainder of this fiscal year. Second by Wayne Wheelock. Motion passed.*
3. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the January 16, 2017 Secretary's Report. Second by Joe Wilson. Joe Fromberger and Norm Vanasse abstained. Motion passed.*
4. Treasurer's Report
 - a. *Tom Kenyon made a motion to accept the January 2017 Treasurer's Report. Second by Etienne Ting. Motion passed.*
5. Confirm District Paving Priorities from TAC
 - a. Jason Rasmussen and Katharine Otto explained the process to submit regional priorities for VTtrans district leveling projects. These projects are intended as a temporary improvement until such time that a more involved pavement project can be scheduled. Ordinarily we do not have sufficient time to bring TAC recommendations to the Board due to the State's usually very short schedule. However, this year we have time to treat these projects as we do with the other transportation project prioritization process. Katharine Otto presented the TAC recommendations for priority projects for this year, which was included in the agenda packet.
 - b. *Joe Fromberger made a motion to confirm the Transportation Advisory Committee's recommendations for district leveling projects as presented. Second by Etienne Ting. Motion passed.*

6. Contracts and Loans

- a. At the September 2016 meeting, the Board approved an additional loan to One Hundred River Street. Allison Hopkins reported that attorney Chris Callahan is currently reviewing the loan documentation. The draft loan agreement includes key provisions, some of which are still under review (indicated by *italics*):
 - 1) Loan Amount: \$50,000
 - Loan Period: 10 years/120 monthly payments
 - Interest Rate: 0%
 - *Monthly Payment: \$416.67*
 - 2) Penalties:
 - If remaining principal balance is not paid in full by maturity, an interest rate of 5% per annum will be charged from date of maturity until paid in full.
 - *Payments more than 15 days late will be charged a fee of 5% of the unpaid portion of the regularly scheduled payment.*
 - An annual interest rate of 8% will be applied to remaining principal balance if Borrower fails to maintain compliance with their annual monitoring and maintenance requirements in the future.
- b. At the January 2017 meeting, the Board approved hiring a consultant to help with the Regional Plan Land Use Chapter update. Jason Rasmussen reported that there are a few very well qualified planning consultants in the area, and we contacted all three of them. One did not have sufficient time given the project schedule. One quote was over \$20,000. Place Sense gave us a quote for under \$8,000, and has done a lot of good work in Vermont. We now have a contract in place with Place Sense and anticipate completing a preliminary draft for Board review by late spring, and a final draft by the end of August.
- c. Jason Rasmussen also reported that the Land Use Advisory Committee is being established. Members have been identified, but a meeting schedule has not yet been established. Board members are encouraged to attend Committee meetings and will be included in the correspondence about future meetings.

7. Updates for ongoing permit applications

- a. Ludlow Driver Solar
 - 1) Jason Rasmussen explained that we have received a draft MOU from the applicants for a 500 KW solar project to be located on an old sand pit just off VT Route 100 North in Ludlow. Our primary areas of interest are decommissioning and landscaping to screen the project from VT 100. The applicant has agreed in concept to include CPG language regarding decommissioning the site after the project is complete and maintaining the landscaping for the life of the project. We had asked for a few modifications to the MOU and we have not seen those yet. Jason noted that the Ludlow Selectboard has additional concerns that are not addressed in the MOU between the applicant and RPC. Tom Kennedy is talking with the town regarding these concerns.

b. Vermont Meatpacking

- 1) Jason Rasmussen reported that Tom Kennedy attended a recent Act 250 hearing for modest expansions of the Black River Produce slaughterhouse that is located in the North Springfield Industrial Park. A hearing recess order was released recently. The main issues include stormwater and wastewater permitting, time of deliveries, and addressing concerns from some of the neighbors. It appears that most of these issues are being addressed, including not overloading the trucks that are hauling offal, raising the smoke stack, noise mitigation vegetation, and minimizing truck idling. The proposal also appears to generally limit animal deliveries between 7am and 5pm, but would allow for occasional deliveries within a 24 hour period to avoid some of the problems experienced in the past.

c. Okemo traffic mitigation

- 1) Okemo is required to provide uniformed traffic officers at a number of locations in order to mitigate peak ski traffic under their existing Act 250 permits. Okemo submitted an application to remove this requirement for the intersections of VT 103/Buttermilk Falls Rd, VT 103/Okemo Ridge Rd, VT 103/VT 100 North, and VT 103 103/VT 131. They submitted a traffic analysis report as a basis for this request. VTrans has agreed that, based on the data provided, this request makes sense. Ludlow is in support of this request. We have not heard any reaction from Cavendish regarding this request. This is being treated as a minor application, and the permit will be issued soon unless a hearing is requested.

8. Discussion of RPC assistance with implementation of the State's water quality program

- a. Jason Rasmussen reviewed item number 11 in the VAPDA clean water comments summary that was included in the agenda packet. There was Board consensus that RPCs can play an important role in the project delivery of clean water implementation projects.

9. Old Business

- a. Update on former Ascutney Base Lodge demolition

- 1) Allison Hopkins provided a status update with the ongoing demolition work of the former Ascutney base lodge. Pictures of the site before and during the demolition were provided to show our funds at work.

10. New Business

- a. None

11. The meeting was adjourned at approximately 1:30 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, March 27, 2017
Martin Memorial Hall, Ascutney, VT

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

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

Others Present: Lincoln Landé and Adrien Pino (GroSolar), Dorothy Schnure (GMP), Diane Hodgdon

Tom Bock opened the meeting at 2:00 PM.

1. Changes to the Agenda
 - a. The presentation about a proposed solar project in Weathersfield was moved to the top of the agenda.
 - b. The Mt. Ascutney prevention presentation will be rescheduled for next month.
2. Weathersfield Solar Project Presentation
 - a. Dorothy Schnure and Lincoln Landé presented a proposed 4.9 MW microgrid solar project located on land behind the Hodgdon Salvage Yard. The project includes battery storage which will help with reliability, using battery-stored power when it is cloudy or during peak-load times. Battery backups helps to decrease the need for additional transmission and the corresponding costs to ratepayers.
 - b. The project will be located on a leased site approximately 25 acres in size. The site sits on a plateau to the west of the salvage yard. A portion of the project will be visible from US Route 5 through the salvage yard. The project involves selective cutting and landscaping to mitigate the viewshed.
 - c. It is a 25-35 year project.
 - d. It won't be visible from I-91 or from areas to the north of the project.
 - e. A 7-8 foot high "deer fence" with wooden posts will surround the project.
 - f. They will provide the local fire department with training. There is a shut-off if something goes wrong.
 - g. The project represents a \$10 million value that will generate about \$20K/year in state education tax revenue. The PV value tool estimates between \$3-4 million of taxable value to the town for just the panels.
 - h. If approved by the Public Service Board, they anticipate the project going online by the end of 2018.
3. Secretary's Report

- a. *Tom Kenyon made a motion to approve the February 27, 2017 Secretary's Report. Second by Wayne Wheelock. Motion passed.*
4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the February 2017 Treasurer's Report. Second by Joe Fromberger. Motion passed.*
 - b. The Board requests updated financial numbers on the 100 River Street project for the next meeting.
5. Confirm Project Prioritization and Town Highway Bridge Pre-Candidates from TAC
 - a. Katharine Otto explained that the Transportation Advisory Committee (TAC) has prepared regional priorities for projects programmed for funding by VTrans. They have also prioritizes pre-candidate projects for the Town Highway Bridge Program. The TAC's recommended priorities were included in the agenda packet for the Board's consideration.
 - b. The condition of VT Route 11 was discussed. In the past few years, paving VT Route 11 was to be completed with Emergency Relief program funding, which was not included on the list by VTrans in previous years. That project is now proposed to be addressed under another funding source, and it is included by VTrans on our list to prioritize for the first time this year. The Board noted that paving this road is needed desperately. The TAC recommends prioritizing this as the #1 paving project for the region.
 - c. *Joe Fromberger made a motion to confirm the Transportation Advisory Committee's recommendations for project prioritization and town highway pre-candidate projects as presented. Second by Peter Daniels. Motion passed.*
6. Brownfield Updates
 - a. Allison Hopkins explained a request for additional funding to pay for vapor remediation at the Jones Center in Springfield. In September 2016, the Board approved 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. This is not enough money to cover the cost of the project. A revised estimate from Stone Environmental estimates that an additional \$19,000 is needed.
 - b. *Peter Daniels made a motion to amend the September 2016 motion and award an RLF subgrant of up to \$54,000, with a 20% local match provided by SRDC, to design and construct a sub-slab vapor mitigation system for the northern portion of the Jones Center. Second by Joe Wilson. Motion passed.*
7. Old Business
 - a. None
8. New Business
 - a. Tom Kennedy noted that a number of Commissioners and the SWCRPC donated to the Titus Go Fund Me fundraising effort, and thanked everyone for their support.

9. The meeting was adjourned at 3:00 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, April 17, 2017
Martin Memorial Hall, Ascutney, VT

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

Staff Present: Tom Kennedy, Jason Rasmussen, Cynthia Porter, Katharine Otto.

Tom Bock opened the meeting at 12:18 PM.

1. Changes to the Agenda
 - a. The order of agenda item numbers 4 and 5 were switched.
2. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the March 27, 2017 Secretary's Report. Second by Peter Daniels. Motion passed.*
3. Treasurer's Report
 - a. Cynthia Porter reported that 100 River Street is current with their payments.
 - b. *Peter Daniels made a motion to accept the March 2017 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 - c. At the next meeting, Tom Kennedy will report on SRDC loan repayment details.
4. National Award for A to B Mobility Study
 - a. Tom Kennedy reported that the SWCRPC has won an Excellence in Regional Transportation Award from NADO for one of Katharine's recent projects: *A to B Mobility Report*. The Board congratulated Katharine on the award.
 - b. Katharine Otto gave a brief presentation about the study findings. This planning effort evaluated transportation services for getting around the area without driving your own personal vehicle. The resulting report and interactive online map is informative for a variety of groups, but perhaps it is most helpful to human service providers.
5. Discussion about Economic Development
 - a. Tom Kennedy gave a presentation about Facilitating Economic Development in Villages and Downtowns. The presentation was developed by ACCD and NVDA. The presentation generated a good discussion. A number of suggestions were made to tailor the presentation for this region.
6. Update on Land Use Chapter
 - a. Jason Rasmussen reported that the Land Use Advisory Committee has representation from all towns except Ludlow at this time. Someone from Ludlow is welcome to attend. A draft should be ready for review near the beginning of summer, with a final draft by the end of August. The Board is

being kept in the loop with meeting notes and meeting announcements. All are welcome to attend.

7. Update on Legislative Activity

- a. Tom Kennedy and Tom Bock provided updates on a few bills. S.135 would allow for the creation of additional Tax Increment Financing (TIF) districts in more communities in Vermont. TIF is an important economic development tool. There is a lot of interest in Springfield in creating a TIF district. The Legislature is largely focusing on funding and water quality at this point of the year. It looks like the session will end the first week of May.

8. Old Business

- a. Tom Kenyon observed that the last snow storm of the year caused more damage to water quality than all of the other storms combined. Due to the weather and road conditions, a lot of snow and sand was plowed into ditches and ended up in the streams.

9. New Business

- a. none

10. The meeting was adjourned at 1:42 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, May 22, 2017
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Peter Daniels, Weathersfield; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Tom Marsh, Windsor; Kathy Rondeau, Reading; Logan Nicoll, Ludlow; Tom Kenyon, West Windsor; Norm Vanasse (Alt.), Ludlow; Joe Fromberger, Andover.

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

Others Present: Melanie Sheehan, MAPP.

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. None
2. 3-4-50: Prevent Chronic Disease Presentation
 - a. Melanie Sheehan from the Mount Ascutney Prevention Partnership presented about this state initiative. She noted that 3-4-50 stands for: 3 behaviors (no physical activity, poor diet, tobacco use) lead to 4 diseases (cancer, heart disease and stroke, Type 2 diabetes, lung disease) result in more than 50% of the deaths in Vermont. There are significant efforts underway to try and prevent these chronic diseases. They are doing this in part through celebrating successes and providing tools to municipalities. MAPP and partners developed a guide *Supporting Healthy Communities: What Can Towns Do?* to help municipalities with tools and examples. For example, Weathersfield has a Health Chapter in their Town Plan and have adopted ordinances that contribute toward 3-4-50 solutions. Melanie indicated that they are collecting stories and handed out a card for people to fill out. This presentation is available to be given at town board meetings.
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the April 17, 2017 Secretary's Report. Second by Logan Nicoll. Motion passed.*
4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the April 2017 Treasurer's Report. Second by Etienne Ting. Motion passed.*
5. Discussion of FY 2018 Budget
 - a. Tom Kennedy and Cynthia Porter presented a draft budget of \$1,060,530 for FY 2018. It represents an approximate \$100,000 increase over the FY 2017 budget. The Board will vote on the proposed budget at the June meeting.
6. Approve Proposed Changes to Procurement Procedures

- a. Jason Rasmussen reviewed the draft changes that are being proposed to the Procurement Procedures. The SWCRPC needs to follow federal and state procurement rules. A few relatively minor changes are needed in order to address suggestions from VTrans.
 - b. *Joe Fromberger made a motion to approve the Procurement Procedures as presented. Second by Logan Nicoll. Motion passed.*
7. Draft Land Use Chapter Check-in
- a. Jason Rasmussen reported on the status of the Regional Plan Land Use Chapter update process. The Land Use Advisory Committee is currently reviewing an initial draft. Changes are intended to address new statutory requirements and a few tweaks identified over the years. Our plan has not had effect in Act 250 proceedings in recent years. Very specific language is required in order for a plan to have effect. We are considering changes with this in mind. An initial draft is intended to be complete by the end of June, and a final draft by the end of August. We may need more time. Input is helpful at this point so that we know about concerns before getting too far along in the process. The Board is being copied on Committee meeting announcements. Any questions, concerns or comments are appreciated at this point.
8. Update on Legislative Activity
- a. Tom Kennedy and Tom Bock provided updates on a few bills. S.135 would allow for the creation of additional Tax Increment Financing (TIF) districts in more communities in Vermont. TIF is an important economic development tool. There is a lot of interest in Springfield in creating a TIF district. The Legislature is largely focusing on funding and water quality at this point of the year. It looks like the session will end the first week of May.
9. Old Business
- a. None
10. New Business
- a. Jason Rasmussen reviewed a 500 kW solar project being proposed by Catamount Solar at Springfield Hospital property on Ridgewood Road. There were no significant comments at this point, without seeing more information. The Board would like to see a visual assessment and decommissioning plan.
 - b. Jason Rasmussen reported about a solar project being proposed by Green Lantern for the agricultural fields that are on the same lot as the Miller gravel pit site between US Route 5 and VT Route 44A/Back Mountain Road. They are asking the Town and RPC for a letter to assist with identifying it as a “preferred site” under the proposed net-metering rules. Those rules are not currently in effect. The Board is willing to consider a letter of support if the Town is willing to do so. More information about the project would also be needed in considering such a request.
 - c. Tom Kennedy informed the Board that Hal Pyke’s wife passed away.
11. The meeting was adjourned at 2:00 PM.

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, June 19, 2017
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Peter Daniels, Weathersfield; Joe Wilson, Springfield; Joe Fromberger, Andover; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Norm Vanasse, Ludlow (Alt); Walter Martone, Springfield (Alt); Tom Kenyon, West Windsor; Tom Marsh, Windsor.

Staff Present: Tom Kennedy, Allison Hopkins, Cynthia Porter, Chris Titus and Amanda Porter.

Tom Bock opened the meeting at 12:30 PM.

1. Changes to the Agenda
 - a. None
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the May 22, 2017 Secretary's Report. Second by Wayne Wheelock. Motion passed.*
3. Treasurer's Report
 - a. *Tom Kenyon made a motion to accept the May 31, 2017 Treasurer's Report. Second by Etienne Ting. Motion passed.*
4. Election of Officers
 - a. Joe Fromberger from the Nomination Committee gave a brief history of the process of electing the Executive Committee.
 - b. The slate of officers presented were:

Chair- Tom Bock
Vice Chair - Joe Wilson
Secretary/Treasurer - Kathy Rondeau

Tom Kenyon made a motion to accept the nomination slate as presented. Second by Peter Daniels. Motion passed.
5. Committee Membership Appointments
 - a. A list of committee members was included in the packet and Tom Kennedy encouraged the Commissioners to reach out to the Chair, Tom Bock, if interested in joining a committee. No action was taken at this meeting.
6. Approval of FY18 Budget
 - a. *Peter Daniels made a motion to accept the FY18 Budget as presented in the amount of 1,060,531.00. Second by Etienne Ting. Walter Martone asked a couple of clarification questions. Motion passed*
7. Discussion of Draft Regional Energy Plan

Tom Kennedy introduced what he called a “drafty draft” of the Regional Energy Plan that staff has been working on. He gave some history of its origin from the Legislature and its reference to substantial deference in the section 248 process and having a “voice” and greater weight in this process. It is a 2 year process to be adopted and staff has been gathering data. No surprise that our region has an assumption to making its goals through solar and not very strong for industrial wind. He asked the Commissioners to read and review and give any feedback. Peter Daniels suggested an appendix for reference. Amanda Porter responded that there is an ongoing discussion around an appendix. Wayne Wheelock stated that the energy issue is a hard “sell” as 80% of the town is not in favor of solar. Further discussion was had around acceptance by the towns. Walter Martone expressed his appreciation and learned quite a bit. The goal is to approve by the years end. All were encouraged to attend Energy Committee meetings as we are to provide energy usage data to the towns for their plans.

8. Discussion of Water Quality Programs

Tom Kennedy led a discussion of the list of programs from transportation to water quality. He informed the board that the legislature has asked the RPC's to administer this grant process as they are looking for it to be managed in a timely manner.

9. *Joe Fromberger made a motion to adjourn. Peter Daniels seconded. Motion passed. The meeting was adjourned at 1:00 PM.*

Respectfully submitted,

Christina M. Titus

**Southern Windsor County
Regional Planning Commission**

Minutes of Wednesday, July 26, 2017
SWCRPC Offices, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Peter Daniels, Weathersfield; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Tom Kenyon, West Windsor; Tom Marsh, Windsor; Kathy Rondeau, Reading.

Staff Present: Tom Kennedy and Jason Rasmussen.

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. None
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the June 19, 2017 Secretary's Report. Second by Wayne Wheelock. Motion passed.*
3. Treasurer's Report
 - a. *Tom Kenyon made a motion to accept the June 2017 Treasurer's Report. Second by Peter Daniels. Motion passed.*
 - b. *Peter Daniels made a motion to pass a resolution removing Carol Lighthall and adding Kathy Rondeau as an authorized signer of checks, effective immediately. Second by Etienne Ting. Motion passed.*
4. Approve FFY 2018 Transportation Work Program
 - a. *Etienne Ting made a motion to approve the FFY 2018 Transportation Work Program as recommended by the Transportation Advisory Committee. Second by Kathy Rondeau. Motion passed.*
5. Approve Procurement Self-Certification
 - a. *Tom Kenyon made a motion to approve the Procurement Self-Certification Form as presented. Second by Etienne Ting. Motion passed.*
6. Adjourn
 - a. *Peter Daniels made a motion to adjourn. Second by Wayne Wheelock. Motion passed.*
The meeting was adjourned at 12:15 PM.

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, September 18, 2017
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Peter Daniels, Weathersfield; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Joe Wilson, Springfield; Logan Nicoll, Ludlow.

Others Present: Lori Claffee and Walter Wallace.

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

Public Hearings

Tom Bock opened the first public hearing at 12:30 PM. This public hearing is being held regarding whether to approve the municipal plan and confirm the municipal planning efforts of the Town of Springfield under 24 V.S.A. §4350. Jason Rasmussen reported on the findings of the Town Plan Review Committee's review. There were no public comments received. Tom Bock closed the hearing.

Tom Bock opened the second public hearing at 12:40 PM. This public hearing is being held regarding whether to approve the municipal plan and confirm the municipal planning efforts of the Town of Weathersfield under 24 V.S.A. §4350. Jason Rasmussen reported on the findings of the Town Plan Review Committee's review. There were no public comments received. Tom Bock closed the hearing.

Regular Meeting

Tom Bock opened the meeting at 12:50 PM.

1. Changes to the Agenda
 - a. None
2. Approval of 2017 Springfield Town Plan and confirmation of Springfield's local planning process
 - a. *Peter Daniels made a motion to approve Springfield's Town Plan and confirm Springfield's local planning process in accordance with 24 V.S.A. §4350 and as recommended by the Town Plan Review Committee. Second by Joe Fromberger. Motion passed.*
3. Approval of 2017 Weathersfield Town Plan and confirmation of Weathersfield's local planning process
 - a. *Peter Daniels made a motion to approve Weathersfield's Town Plan and confirm Weathersfield's local planning process in accordance with 24 V.S.A. §4350 and as recommended by the Town Plan Review Committee. Second by Logan Nicoll. Motion passed.*

4. Secretary's Report

- a. *Joe Wilson made a motion to approve the July 26, 2017 Secretary's Report. Second by Peter Daniels. Joe Fromberger abstained. Motion passed.*

5. Treasurer's Report

- a. *Peter Daniels made a motion to accept the August 2017 Treasurer's Report. Second by Logan Nicoll. Motion passed.*

6. Water Quality Updates

- a. Tom Kennedy gave updates on the Grants In Aid program and the new Clean Water Block Grants. Under a pilot program with DEC, the SWCRPC is taking the lead on the Block Grant and subcontracting with the other RPCs. The contract details are still being worked out at this time. Towns should be aware of the rulemaking this fall for the 3-acre site stormwater rule as well as the municipal roads general permit. An informational meeting is scheduled for October 16th at 2pm after the next RPC Board meeting.

7. Brownfield Updates

- a. Tom Kennedy reported that we are out of assessment funds at this time, but we are applying for additional funds this year. The applicant for a proposed solar project at the Goodyear site will likely apply for cleanup funds (RLF) in the near future.

8. Net-Metering Preferred Site

- a. Jason Rasmussen reported that solar developers are asking for a "preferred site" letter from the Windsor Planning Commission, Windsor Selectboard and the SWCRPC Board for a number of proposed projects in Windsor. Such a letter simply allows a project to fall under the "preferred site" criteria in the State net-metering rules. It does not indicate overall support for the project. The Selectboard is still considering these requests. If the Town agrees, it will be added to the next available RPC Board agenda.

9. Update on Multi-Town Planning Project

- a. Jason Rasmussen reported that the towns of Weathersfield, West Windsor and Windsor are preparing a consortium Municipal Planning Grant application for an outdoor recreation planning project.

10. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Logan Nicoll. Motion passed. The meeting was adjourned at 1:00 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, October 16, 2017
Martin Memorial Hall, Ascutney, VT

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

Others Present: Bob Haight, Ralph Meima, Don McCormick, Joel Stettenheim.

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

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. Agenda item number 6 was moved to the beginning of the agenda.
2. Discussion of Preferred Sites for Net-Metering Projects in Windsor
 - a. Tom Kennedy and Jason Rasmussen indicated that there are five proposed solar projects in Windsor. The developers are asking for a preferred site letter for each project. Windsor's Town Plan does not presently identify any preferred sites for renewable energy projects. The State net-metering rules provide another option, a specific location can be identified in a joint letter from the Selectboard, Planning Commission and Regional Planning Commission.
 - b. Don McCormick (Norwich Technologies) and Ralph Meima (Green Lantern Development) discussed the benefits for them of designation as a preferred site under the State net-metering rules (i.e. Public Utility Commission Rule 5.100). They also discussed the process for both the preferred site determination as well as the Section 248 process for a Certificate of Public Good.
 - c. Since the SWCRPC received the letters only just recently, we would like more time to review the details and make site visits before making a final decision. A meeting of the Permit Review Committee will be scheduled within the next two weeks.
 - d. *Joe Fromberger made a motion to authorize the Chair or Vice Chair to sign the preferred site letters for these proposed projects after a favorable review by the Permit Review Committee. Second by Joe Wilson. Motion passed.*
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the September 18, 2017 Secretary's Report. Second by Joe Wilson. Tom Marsh abstained. Motion passed.*
4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the September 2017 Treasurer's Report. Second by Joe Fromberger. Motion passed.*

5. Discussion of Draft Accounting Procedures and Conflict of Interest Policy
 - a. Tom Kennedy discussed the draft Accounting Procedures and Conflict of Interest Policy. These items will be on the next meeting agenda for consideration and approval. A number of suggestions were made for the Accounting Procedures.
6. Discussion of draft Municipal Roads General Permit Standards
 - a. Katharine Otto gave a presentation on the draft Municipal Roads General Permit and implications for towns. A public meeting about these proposed standards was held directly following the October 16th RPC meeting.
 - b. Draft comments from the SWCRPC on the draft Municipal Roads General Permit were passed out at this meeting. Any questions, suggestions or comments on the draft letter are appreciated by October 20th.
7. Old Business
 - a. Tom Kennedy indicated that costs for technology support services are quite high this year and last. We are planning to go out to bid for technology support services in the near future.
 - b. Tom Kennedy reported that health insurance rates are estimated to be going up 9.2% on average for next year.
8. Adjourn
 - a. *Tom Kenyon made a motion to adjourn. Second by Peter Daniels. Motion passed. The meeting was adjourned at 1:35 PM.*

Respectfully submitted,

Jason Rasmussen

**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