

Draft
**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, March 25, 2019
Martin Memorial Hall, Ascutney, VT

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

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

Joe Wilson opened the meeting at 12:25 PM.

1. Changes to the Agenda
 - a. Added a report on the Finance Committee's recent meeting about a risk assessment.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the March 25, 2019 meeting. Second by Wayne Wheelock. Kathy Rondeau abstained. Motion passed.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the March 2019 Treasurer's Report. Second by Tom Marsh. Motion passed.*
 - b. Kathy Rondeau and Peter Daniels reported that the Finance Committee recently met to conduct a risk assessment for the organization. Peter thanked Walter Martone for his help on the Committee. Based on this review, the RPC appears to be in good shape. Although two recommendations were identified through this review: (1) financial trainings for Commissioners and (2) authorizing the Director of Planning to sign contracts in the Executive Director's absence. This risk assessment will be conducted on an annual basis.
4. Update on Ascutney Professional Building
 - a. Tom Kennedy reported that a Purchase and Sales Agreement was signed on April 23rd. A Phase 1 environmental assessment is nearly completed. Drinking water is fine and there is no mold. Historically, there was a large cluster of gas stations found in the immediate area of what is now the Ascutney Professional Building. We are awaiting results of the radon testing. The RPC has retained an attorney. The bank will be doing an appraisal soon. The intent is to purchase the building after July 1.
5. Proposed Bylaw Amendments
 - a. Tom Kennedy indicated that primary reason for holding this meeting later in the month was to provide a 30-day notice for the proposed bylaw amendments. The amendment, as proposed, would allow the RPC to purchase the building by

referencing the Optional Powers and Duties of RPC pursuant to 24 V.S.A. §4345(16).

- b. *Peter Daniels made a motion to amend the SWCRPC Bylaws as presented. Second by Etienne Ting. Motion passed (7 ayes, 1 no).*
6. Review Draft Personnel Manual
 - a. Tom Kennedy highlighted a few changes, notably that the draft Administration and Operating Policies includes an insurance opt out provision.
 - b. The Executive Committee met recently to review the proposed Personnel Manual and found that it was well prepared, needing only minor edits. Peter Daniels commented that the job descriptions are a good addition.
 - c. A hard copy was mailed to Commissioners last week. Not all Commissioners have received it yet. We will discuss this further next month.
 7. Updates
 - a. Legislature: Tom Kennedy and Tom Bock provided updates on legislation. The Act 250 bill is big and complex. It does not appear to be going anywhere this year. The Clean Water bill would create a “clean water service provider” for each basin (e.g. RPCs or Conservation Districts). Each provider would be responsible for identification, design, construction, operation and maintenance of approved clean water projects. One area of concern is that, as currently drafted, a provider (e.g. RPC) could be fined if the applicant (e.g. town) fails to complete a project.
 - b. Section 248:
 - i. Jason Rasmussen reported that a revised site plan has been completed for the proposed French Meadow solar project in Springfield. A new site visit and meeting is being scheduled for May 22 or 23.
 - ii. Proposed revisions to the VT Public Utility Commission’s Rule 5.100 would eliminate the ability to identify a “preferred site” through a joint letter from the town Selectboard and planning commission, and the regional planning commission. We do not support this change as it would limit local influence into the process.
 - c. Act 250: Jason Rasmussen reported on the Green Mountain Lodge hearing that took place last week. This project is located at the former Jewell Brook Woolen Mill site at Parker Avenue in Ludlow. They were previous approved for a 30 unit condo complex, triplex and one single residence. They are seeking to amend their existing permit to construct a 72 room hotel, 36 seat restaurant and single residence. The issues appear to be mostly minor, such as requiring maintenance of pervious pavement and sight distances. They are not providing pedestrian accommodations even though it is within 1/3 mile from the Village, but this is largely because the bridge to the north of the project does not have a sidewalk.
 8. Old Business
 - a. None.

9. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Kathy Rondeau. Motion passed.*
The meeting was adjourned at about 1:30 PM.

Respectfully submitted,

Jason Rasmussen