

Draft
**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, May 20, 2019
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Joe Fromberger, Andover; Kathy Rondeau, Reading; Walter Martone, Springfield; Tom Kenyon, West Windsor.

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. None
2. Secretary's Report
 - a. *Tom Kenyon made a motion to approve the minutes of the April 29, 2019 meeting with corrections to the meeting date and attendees. Second by Kathy Rondeau. Motion passed.*
3. Treasurer's Report
 - a. *Tom Kenyon made a motion to table the April 2019 Treasurer's Report to the June meeting. Second by Etienne Ting. Motion passed.*
4. Nomination Committee
 - a. Tom Kennedy reported that a Nomination Committee is needed to nominate officers for the annual meeting in June. Joe Fromberger volunteered to serve as the Chair of the Nomination Committee.
5. Discussion of FY20 Draft Budget
 - a. Tom Kennedy presented the draft budget and indicated that the Board will be asked to vote on this budget at the annual meeting in June. A few smaller grants have been awarded since preparing this draft, so there may be some corresponding minor modifications made to this budget for the June meeting.
6. Comments on PUC Rules
 - a. Jason Rasmussen reported that the Public Utility Commission (PUC) has proposed changes to their net-metering rules, including eliminating the preferred site letter. The Executive Committee reviewed comments before they were submitted the previous week. The RPC opposed that change because the preferred site letter provides towns with a good opportunity to respond to project sites as they are proposed. A copy of the letter was included in the agenda packet.

7. Weathersfield Solar Projects

- a. Jason Rasmussen reported that the RPC received two 45-day notices for proposed solar projects in Weathersfield; one at the highway garage and another at the transfer station site. Preferred site letters are not being requested for these projects. Jason will send information to the Permit Review Committee and copy all Board members.

8. Funding Updates

- a. Tom Kennedy reported that the RPC received \$1.5 million award for the Clean Water Block Grant. We will again manage this statewide program.
- b. Tom Kennedy indicated that we received \$2,500 from the Vermont Housing and Conservation Board for the housing study that we are working on with TRORC and UVLSRPC. Funding from a variety of different sources are contributing to this study. We will discuss this project in more detail at the next RPC meeting.
- c. Jason Rasmussen reported that we have received \$30,000 to work with VTrans on a transportation resiliency project between now and the end of December 2019. This work will involve identifying roads at risk of flood damage using a tool developed for VTrans by a consultant.

9. Update on Ascutney Professional Building

- a. Tom Kennedy reported that there were no negative findings from the environmental assessment of the building. The next step in the purchase process is to sign a commitment letter. Included in the agenda packet was a commitment letter for a commercial mortgage loan prepared by Mascoma Bank.
- b. *Walter Martone made a motion to authorize the Vice Chair to sign the Commitment Letter for a Commercial Mortgage Loan with Mascoma Bank to purchase real estate located at 20 and 38 Ascutney Park Road in Weathersfield with the terms as detailed in that Commitment Letter. Second by Etienne Ting. Tom Bock abstained. Joe Fromberger voted no. Motion passed.*

10. Review Draft Personnel Manual

- a. *Joe Fromberger made a motion to table the review of the draft Personnel Manual until the June meeting. Second Tom K. Motion carried.*
- b. Joe stated that he would like more time to review the manual. Chris T. asked that any comments be sent to her. Adoption is planned for the June meeting.

11. Brownfield Loan to Woolson Block

- a. Tom Kennedy reported that Housing Vermont suggested that we consider amending our loan agreement to include a grant portion as cleanup efforts have been increased as previously anticipated.
- b. *Walter Martone made a motion to amend the Woolson Block security loan agreement to include a sub-grant agreement in the amount of \$50,000 and the loan agreement not to exceed \$125,000. Tom Kenyon seconded. Joe Fromberger abstained. Motion passed.*

12. Old Business

a. None

13. Adjourn

Joe Fromberger made a motion to adjourn at 1:40 p.m. Kathy Rondeau seconded. Motion passed.

Respectfully submitted,
Jason Rasmussen