

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, January 29, 2018
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Tom Bock, Chester; Etienne Ting, Cavendish; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Joe Wilson, Springfield; Walter Martone (Alt.), Springfield; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Logan Nicoll, Ludlow.

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

Others Present: Marie Caduto, VT DEC.

Public Hearing

Tom Bock opened the Public Hearing at 12:20 PM. The purpose of the hearing is to get input on whether to approve the Cavendish Town Plan and to confirm the local planning process under 24 V.S.A. §4350. Jason Rasmussen presented background information about the Cavendish Town Plan and the local preparation and adoption process. There were no members of the public in attendance and no comments were received before or during this hearing.

Kathy Rondeau made a motion to close the public hearing. Second by Joe Wilson. Motion passed.

Regular Meeting

Tom Bock opened the meeting at 12:30 PM.

1. Changes to the Agenda
 - a. Agenda item numbers 5, 6 and 7 were moved to the beginning of the agenda.
2. Approve Cavendish Town Plan and Confirm Planning Process under 24 V.S.A. §4350
 - a. Jason Rasmussen reported that the Town Plan Review Committee met last Friday to review the Cavendish Town Plan and the Town's planning process. Peter Daniels and Norm Vanasse participated in that review. The Cavendish Selectboard held their final public hearing last week. Village Center designation expires in February 2018. The Committee found that the Plan addresses the statutory requirements and does not conflict with the Regional Plan or other town plans. Jason reported for the Committee that, due to the extenuating circumstances, they recommend adoption and confirmation.
 - b. *Tom Kenyon made a motion to approve the Cavendish Town Plan and confirm the planning process of the Town of Cavendish under 24 V.S.A. §4350, as recommended by the Town Plan Review Committee. Second by Joe Wilson. Motion passed.*
3. Discussion of Draft Tactical Basin Plan for the Black/Ottawquechee River Watershed

- a. Marie Caduto, Watershed Coordinator for the VT DEC, gave a presentation on the draft Tactical Basin Plan for the watershed that encompasses the Black River, Ottauquechee River and Mill Brook (i.e. "Basin 10"). The Plan indicates the current health of the watershed and identifies specific steps to achieve the State's water quality goals. Many of the specific desired projects are listed on the Watershed Projects Database.
 - b. Tom Kennedy presented the draft letter that summarizes RPC comments on the Basin 10 Plan. The letter was passed out and reviewed at this meeting. Marie noted that comments are due by Feb. 16th.
 - c. *Joe Fromberger made a motion authorizing the Executive Director and Board Chair to sign and submit the letter detailing the SWCRPC's comments on the draft Basin 10 Tactical Basin Plan. Second by Etienne Ting. Motion passed.*
4. Preferred Site and Section 248 Updates
- a. Jason Rasmussen reported that two 500 kW solar projects are being proposed in Springfield; one off of Craigue Hill Road and the other one in a portion of the Highway Department's old gravel pit. There was a meeting last week of the Springfield Selectboard, Planning Commission and Energy Committee as well as the SWCRPC Permit Review Committee. Both applicants were in attendance to present the details and discuss why they wanted preferred site status. The Town Planning Commission will review a draft letter at their next meeting, and the Selectboard after that. If both the Planning Commission and Selectboard sign off on the so-called "joint letter", the SWCRPC will consider signing onto the letter at the February meeting.
 - b. Tom Kennedy mentioned that having siting criteria in a town plan is not enough to meet the preferred site criteria under the Net-Metering Rules. To do so, a plan would need to have clearly identified specific sites identified, ideally on a map. Without having specific sites identified in the plan, this joint letter approach - like the one we followed recently in Windsor and are now following in Springfield - would be required for each applicable project. The Board asked for future clarification on what is expected of town plans with respect to preferred sites.
5. Legislative Updates
- a. Tom Kennedy reported that the Legislature appears to be moving toward the establishment of a Clean Water Fund Authority to oversee the expenditure of water quality funding in the State of Vermont. The bill includes a per-parcel fee, to be collected by municipalities and then sent to the Clean Water Fund Authority. Targeted annual expenditures of \$22 million are envisioned, but not certain due to the Governor's opposition.
6. Secretary's Report
- a. *Tom Kenyon made a motion to approve the minutes of the November 20, 2017 meeting as corrected. Second by Logan Nicoll. Motion passed.*
7. Treasurer's Report

- a. *Tom Marsh made a motion to accept the December 2017 Treasurer's Report. Second by Joe Wilson. Motion passed.*
 - b. *Tom Kenyon made a motion to accept the FY 2017 financial audit report. Second by Logan Nicoll. Motion passed.*
8. Old Business
- a. Tom Kennedy indicated that, in the audit report, there were a number of recommended policies for the RPC to consider approving. As such, it would be helpful to have a committee or a couple of volunteers to help review and refine the policies. Walter Martone and Kathy Rondeau volunteered.
 - b. Wayne Wheelock asked about the Municipal Roads General Permit comments. Tom Kennedy reported that they are changing the annual fee and a few other changes. The rollout of the revised rules will likely be slightly delayed.
9. 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

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, February 26, 2018
Springfield Town Offices, Springfield, VT

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

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

Others Present: Walter Wallace, Springfield.

Tom Bock opened the meeting at 12:15 PM.

1. Changes to the Agenda
 - a. None.
2. Secretary's Report
 - a. *Tom Marsh made a motion to approve the minutes of the January 29, 2017 meeting. Second by Joe Wilson. Motion passed.*
3. Treasurer's Report
 - a. *Logan Nicoll made a motion to accept the January 2018 Treasurer's Report. Second by Kathy Rondeau. Motion passed.*
4. Draft Regional Energy Plan
 - a. Jason Rasmussen discussed the draft Regional Energy Plan that has been revised to address "pre-review" comments from the Department of Public Service. It has also been revised to address comments received at a meeting of local energy committee members hosted by the RPC in January. The Board agreed with the proposed schedule:
 - March 2018 - Public Outreach/local energy committees
 - March 2018 - Finalize draft at the RPC meeting
 - April 2018 - First public hearing
 - June 2018 - Second public hearing
 - b. There was discussion about wind power, which is an area where there is not clear consensus. More discussion and consideration will be needed.
5. Preferred Site and Section 248 Updates
 - a. Jason Rasmussen discussed three 500 kW solar projects proposed in Springfield; one off of Craigue Hill Road, one off Edgewood Road and one in a portion of the Highway Department's old gravel pit. The applicants are asking the Town Selectboard and Planning Commission and the RPC to sign a preferred site letter

for each proposed site. Walter Wallace reported on the projects for the Springfield Planning Commission. Both the Springfield Selectboard and Planning Commission have approved signing the preferred site letters.

- b. *Joe Fromberger made a motion to authorize the Executive Director to sign the preferred site letter for the 500 kW solar project located off of Craigue Hill Road. Second by Logan Nicoll. Motion passed.*
 - c. *Joe Wilson made a motion to authorize the Executive Director to sign the preferred site letter for the 500 kW solar project located off of Edgewood Road. Second by Etienne Ting. Motion passed.*
 - d. *Joe Fromberger made a motion to authorize the Executive Director to sign the preferred site letter for the 500 kW solar project located on the Town Highway old gravel pit. Second by Logan Nicoll. Motion passed.*
6. Legislative Updates
- a. Tom Kennedy and Tom Bock reported on a number of bills that appear to be moving forward in the Legislature, including guns, minimum wage, water quality, policing, and Act 250.
7. Old Business
- a. None.
8. Adjourn
- a. *Joe Fromberger made a motion to adjourn. Second by Logan Nicoll. Motion passed. The meeting was adjourned at 1:06 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, March 26, 2018
Springfield Town Offices, Springfield, VT

Commissioners Present: Tom Bock, Chester; Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Tim Calabrese (Alt.), Cavendish; Peter Daniels, Weathersfield.

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

Others Present: Allen Tate, Jordana Jusidman (GroSolar).

Tom Bock opened the meeting at 12:20 PM.

1. Changes to the Agenda
 - a. The solar discussions were moved to the top of the agenda.
 - b. Our Brownfields revolving loan fund will be discussed under Updates.
2. Solar Preferred Site Letters
 - a. Allen Tate presented the modified plans for a solar facility located behind the Hodgdon salvage yard in Ascutney. GroSolar had previously proposed a larger solar project that was scaled down in size due to constraints (e.g. vernal pools). The proposed facility at this time is for a 500 KW solar project. The developer is asking the town and RPC for a preferred site letter per the net-metering rules. The project cannot move forward without a preferred site determination. Signing such a letter will not preclude the town and/or the RPC from participating in the forthcoming Section 248 process. Jason Rasmussen presented the letter that the Weathersfield Selectboard and Planning Commission have both agreed to sign.
 - b. *Joe Fromberger made a motion authorizing the Executive Director to sign the letter designating GroSolar's 500 KW solar project at the Hodgdon site in Weathersfield as a preferred site under the Vermont net-metering rules. Second by Peter Daniels. Motion passed.*
 - c. Tom Kennedy presented the proposed 500 KW solar facility located off Eddy Road in Chester. He had attended a site visit a couple of weeks ago. The project is to be located on an old gravel pit. It will not be visible from most vantage points. The project developer is asking for a preferred site letter. The Chester Selectboard and Planning Commission have both signed a preferred site letter.
 - d. *Joe Fromberger made a motion authorizing the Executive Director to sign the letter designating Green Mountain Community Solar's 500 KW solar project off of Eddy Road in Chester as a preferred site under the Vermont net-metering rules. Second by Peter Daniels. Motion passed.*

3. Secretary's Report

- a. *Tom Marsh made a motion to approve the minutes of the February 26, 2018 meeting. Second by Wayne Wheelock. Motion passed. Peter Daniels and Tim Calabrese abstained.*

4. Treasurer's Report

- a. *Peter Daniels made a motion to accept the February 2018 Treasurer's Report. Second by Tom Kenyon. Motion passed.*

5. Project Prioritization and Town Highway Bridge Pre-Candidate Projects

- a. Katharine Otto presented the project prioritization list as recommended by the Transportation Advisory Committee (TAC). It represent transportation projects that are programmed by VTrans, as prioritized by the TAC, with additional input from town officials and VTrans district staff. Katharine Otto also presented a prioritized list of pre-candidate projects for VTrans' Town Highway Bridge Program funding, as recommended by the TAC. There were a number of questions about road paving.
- b. *Peter Daniels made a motion to ratify the TAC recommendations and approve the project prioritization list and the town highway bridge pre-candidate list as presented. Second by Kathy Rondeau. Motion passed.*
- c. Katharine Otto informed the board that the RPC has an opportunity to modify the functional classifications (e.g. arterials, collectors, local roads) of certain highways in the region. This will not change the town highway classification system (e.g. Class 2 town highways, etc.). Any proposed changes will need RPC and town approvals. The board will be asked to ratify any TAC recommendations to change highway functional classifications, after consulting with the affected towns.

6. Draft Regional Energy Plan

- a. Jason Rasmussen noted that a draft energy plan was provided last month and it is posted on our website. Starting July 1st requests to certify local enhanced energy plans will go through the RPC. We are trying to get the Regional Enhanced Energy Plan adopted before that date. It will likely take longer for the Department of Public Service to certify the regional plan.
- b. A minimum of two public hearings are required before it can be adopted. In order to make that timeframe, we are proposing to hold the first public hearing on May 21st and the second hearing in June 2018.
- c. Jason asked for any input on the draft plan. A number of comments were made. We will revise the plan accordingly in the near future in preparation for a May 21st hearing.

7. Review draft Accounting and Internal Control Policy and Procedures

- a. Tom Kennedy introduced the draft policy and procedures. This draft was prepared in response to our auditor's recommendations. We used Chittenden's policies as a model; they use the same auditor.

- b. A Finance Committee was established to help prepare the Accounting and Internal Control Policy and Procedures. Members include Joe Fromberger, Peter Daniels, Kathy Rondeau and Joe Wilson.
- c. The board will also review the Municipal Checklist for Internal Controls at the next meeting.

8. Updates

- a. Tom Kennedy discussed proposed projects for our Brownfield Revolving Loan Fund (RLF). The current balance of the RLF is \$275K. The RPC intends to apply for additional RLF funds. In order to do so, the U.S. EPA requires that we need to have draft loan documents prepared to demonstrate the demand for the additional funds. The board had previously agreed to consider funding the following projects:
 - 1) Remediation associated with the proposed solar project at the Goodyear site in Windsor (est. \$275K, 0% interest, 25 year term).
 - 2) Remediation at the Woolson Block in Springfield (est. \$200K, 30 year term, 5 year deferral).
 - 3) Remediation of the Rockingham site that recently burnt down (est. \$70K). They have indicated that they can pay it off in three years.
- b. There was significant discussion about the merits of each project discussed.
- c. Attorney Ethan McNaughton will prepare any necessary loan documentation since Chris Callahan has retired.
- d. *Peter Daniels made a motion to approve moving forward with preparing draft loan documentation for these three projects, as discussed, in order to apply for new Brownfield Revolving Loan Funds. Second by Kathy Rondeau. Motion passed.*
- e. Chris Titus indicated that the next RPC meeting will be on April 16, 2018.

9. Old Business

- a. None.

10. Adjourn

- a. *Tom Kenyon made a motion to adjourn. Second by Peter Daniels. Motion passed. The meeting was adjourned at 2:00 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, May 21, 2018
Martin Memorial Hall, Ascutney, VT

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

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

Others Present: Julia Lloyd Wright.

Public Hearing #1

- a) Tom Bock opened the public hearing at 12:15 PM. The purpose of this hearing is to get input about whether to approve the municipal plan and confirm the municipal planning efforts of the Town and Village of Ludlow under 24 V.S.A. §4350. There were no comments.
- b) *Etienne Ting made a motion to close the public hearing. Second by Kathy Rondeau. Motion passed.*

Public Hearing #2

- a) Tom Bock opened the public hearing at 12:20 PM. The purpose of this hearing is to get input on the draft Energy Plan, which is intended to amend the existing energy element in the 2014 Regional Plan in accordance with 24 V.S.A. §4348a(a)(3) and 24 V.S.A. §4352. Written comments from three entities were received prior to the hearing. Jason Rasmussen discussed those comments during the hearing, which can be summarized as:
 - 1) What is the electricity grid's ability to support state and regional energy goals?
 - 2) SWCRPC should explain whether and how it would help municipalities to identify local constraints and preferred sites at the local level through technical assistance.
 - 3) Consider specifying in more detail how local energy targets were determined.
 - 4) Consider adding more discussion about the sources and management of biomass. Consider cross-referencing in the Energy Plan other forestry-related sections of the Regional Plan.
 - 5) Consider explaining hydro power potential in more detail by referring to Map 4. Address the note on Map 4 that states "regional constraints" are "to be determined".
 - 6) SWCRPC may want to clarify its argument for prohibiting utility-scale wind.
 - 7) Agency [ANR] policies restrict renewable energy development Agency lands. SWCRPC should delete policies that relates to what types of renewable energy projects are appropriate on state park lands.
 - 8) The Town of Baltimore expressed concerns about solar mapping in Baltimore.

Julia Lloyd Wright suggested doing more to get the word out about the draft plan before the second public hearing in June.

- b) *Joe Fromberger made a motion to close the public hearing. Second by Kathy Rondeau. Motion passed.*

Regular Meeting

Tom Bock opened the meeting at 12:45 PM.

1. Changes to the Agenda
 - a. We will follow up on discussions at the last meeting about the Nominating Committee after the Treasurer's Report.
2. Approve the municipal plan and confirm the municipal planning effort of the town and village of Ludlow
 - a. Jason Rasmussen reported that the Municipal Plan serves both the Town and Village of Ludlow. The previous plan had expired in the fall. Therefore, Ludlow readopted the plan with minor changes that meet the basic statutory requirements in order to keep a legal plan in effect while allowing more time to complete more comprehensive changes.
 - b. Allison Hopkins met with the Town Plan Review Committee last week. Peter Daniels and Etienne Ting participated in that review. The Committee found a few areas for improvement, particularly providing more detail about some of the newer required elements, but they recommend approval as the plan does address the basic requirements. The Committee also recommends confirmation of the local planning process, as Ludlow meets the applicable criteria.
 - c. *Tom Marsh made a motion to approve the Ludlow Municipal Plan and confirm the municipal planning efforts of the Town and Village of Ludlow under 24 V.S.A. §4350. Second by Peter Daniels. Motion passed.*
3. Secretary's Report
 - a. *Joe Fromberger made a motion to approve the minutes of the March 26, 2018 meeting with corrections to the meeting date. Second by Kathy Rondeau. Motion passed.*
4. Treasurer's Report
 - a. *Etienne Ting made a motion to accept the April 2018 Treasurer's Report. Second by Peter Daniels. Motion passed.*
 - b. Chairman Tom Bock established a Nominating Committee for the election of officers at the Annual Meeting. The members of this Committee are Peter Daniels, Joe Fromberger, Walter Martone and Tom Marsh.
5. Discuss the FY19 Budget
 - a. Tom Kennedy reviewed the proposed FY19 budget that was included in the agenda packet and answered questions. Approval of the FY19 budget will be on the June agenda. Cynthia Porter will probably make a few updates before the June agenda is delivered.

6. Discussion of Draft Regional Energy Chapter
 - a. Jason Rasmussen reported that changes have been drafted to address comments 1-7 above. The revised version of the Energy Plan will be distributed for review shortly.
 - b. There was discussion on what the solar potential mapping means and what it does not mean. Jason will discuss this further with the Town of Baltimore.
 - c. We will make efforts to encourage more input through press releases or similar means.
 - d. A second public hearing will be scheduled for the June RPC meeting. Since changes have been made to the plan, we will need to send out the revised plan 30n days prior to the hearing.
7. Road Functional Classification changes
 - a. Katharine Otto explained the proposed road functional classifications that were summarized in the handout included in the agenda packet. For clarification, a change is being proposed to VT Route 11 in Springfield and Chester for the section that is between VT Routes 106 and 103. Katharine reported that the Transportation Advisory Committee is recommending these changes. She also indicated that in reaching out to VTrans, there were no concerns expressed regarding these proposed changes.
 - b. *Joe Fromberger made a motion to ratify the Transportation Advisory Committee's recommendations to modify highway functional classifications as presented. Second by Walter Martone. Motion passed.*
8. Homes for All Presentation
 - a. Jason Rasmussen gave a presentation about Homes for All, including a review of a recent VHFA housing analysis for the area. This presentation can be modified and given for local groups. Please let us know if there is interest for such a presentation.
9. Distribution of Final Accounting & Internal Control Policies for adoption at June 2018 meeting
 - a. A copy of the final draft policies were provided to provide adequate time to review them before considering adoption at the June RPC meeting.
10. Updates
 - a. Due to the schedule to provide adequate notice for the Energy Plan public hearing, the next meeting will be on June 25. This will be the Annual Meeting.
11. Old Business
 - a. None.
12. Adjourn
 - a. *Etienne Ting made a motion to adjourn. Second by Peter Daniels. Motion passed. The meeting was adjourned at 1:40 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, June 25, 2018
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Wayne Wheelock, Baltimore; Kathy Rondeau, Reading; Joe Fromberger, Andover; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Peter Daniels, Weathersfield; Walter Martone (Alt.), Springfield.

Staff Present: Tom Kennedy, Jason Rasmussen, Cynthia Porter, Allison Hopkins, Chris Yurek, Otis Munroe, Katharine Otto.

Public Hearing

- a) The public hearing was opened at 12:25 PM. The purpose of this hearing is to get input on the draft Energy Plan, which is intended to amend the existing energy element in the 2014 Regional Plan in accordance with 24 V.S.A. §4348a(a)(3) and 24 V.S.A. §4352. No members of the public were in attendance and no written comments were submitted prior to the hearing.
- b) *Joe Fromberger made a motion to close the public hearing. Second by Etienne Ting. Motion passed.*

Regular Meeting

Neither the Chair nor the Vice Chair were able to attend this meeting. *Joe Fromberger made a motion to elect Peter Daniels to serve as temporary Chair for the June 25, 2018 meeting. Second by Etienne Ting. Motion passed.* Peter Daniels opened the meeting at 12:30 PM.

1. Changes to the Agenda
 - a. *Joe Fromberger made a motion to amend the agenda to include staffing updates and to clarify that the Board will vote on adopting the proposed energy plan now that the second public hearing is closed. Second by Etienne Ting. Motion passed.*
2. Staffing Updates
 - a. Tom Kennedy introduced Otis Munroe. Otis is a temporary employee brought in to help with field work and other tasks. He will also serve as the emergency planner while Allison is on maternity leave.
 - b. Tom Kennedy announced that Katharine Otto has accepted a new job in Connecticut and will be leaving us July 6th. Tom thanked Katharine for working here for 8 years, and wished her well with her new job. The Board expressed sadness that she is leaving and thanked her for many years of excellent service.
3. Secretary's Report
 - a. *Tom Marsh made a motion to approve the minutes of the May 21, 2018 meeting. Second by Walter Martone. Motion passed.*

4. Treasurer's Report

- a. *Tom Kenyon made a motion to accept the May 2018 Treasurer's Report. Second by Tom Marsh. Motion passed.*

5. Election of Officers

- a. As background, Tom Kennedy indicated that Chairman Tom Bock asked Peter Daniels to serve as the Nominating Committee Chair. Peter Daniels then asked Tom Kennedy to talk to the existing officers to see if they would be willing to serve. Tom Bock is currently serving as Chair for the third consecutive year, so he is unable to continue in that same capacity for another year. Joe Wilson is willing to serve as Chair. Tom Bock is willing to serve as Vice Chair. Kathy Rondeau is willing to continue serving as Secretary/Treasurer.
- b. No other nominations were made from the floor.
- c. *Joe Fromberger made a motion to follow the Nominating Committee's recommendation and elect Joe Wilson as Chair, Tom Bock as Vice Chair, and Kathy Rondeau as Secretary/Treasurer. Second by Walter Martone. Motion passed.*

6. Committee Membership Appointments

- a. Joe Fromberger indicated that the Chair has been authorized to appoint members of standing committees.
- b. *Walter Martone made a motion to postpone indefinitely this discussion. Second by Tom Kenyon. Motion passed.*

7. Approval of FY19 Budget

- a. Tom Kennedy reviewed the proposed FY19 budget.
- b. *Tom Marsh made a motion to approve the FY19 budget of \$1,047,373 as presented. Second by Tom Kenyon. Motion passed.*

8. Transportation Planning Initiative

- a. Jason Rasmussen presented the FFY19 Transportation Work Program and Budget. The work program has a few minor changes, but remains substantially the same as the existing FFY18 transportation work program. We are essentially level funded. Katharine Otto answered a few questions about specific work tasks.
- b. *Walter Martone made a motion to approve the FFY19 Transportation Work Program and Budget of \$160,012 as presented. Second by Etienne Ting. Motion passed.*
- c. Jason Rasmussen discussed the Procurement Self-Certification Form.
- d. *Tom Marsh made a motion to authorize the Chair to execute the Procurement Self-Certification Form as presented. Second by Tom Kenyon. Motion passed.*

9. Adoption of Accounting and Internal Control Policies

- a. Tom Kennedy introduced the proposed policies included in the agenda packet. This was prepared to address our auditor's recommendations. The Board has reviewed these a few times before.

- b. *Joe Fromberger made a motion to adopt the Accounting and Internal Control Policies as presented. Second by Walter Martone. Motion passed.*

10. Adoption of Regional Energy Plan

- a. Jason Rasmussen indicated that the second hearing draft addressed comments received at the first public hearing in May. No comments were received during the second public hearing on the draft Regional Energy Plan.
- b. Staff had asked if the Department of Public Service would review the draft before adopting it. They declined due to ongoing demands reviewing plans formally submitted for determination of energy compliance.
- c. *Tom Marsh made a motion to amend the Regional Plan by replacing the existing energy chapter with the Regional Energy Plan (Second Public Hearing Draft May 15, 2018) as presented. Second by Tom Kenyon. Motion passed unanimously.*

11. Updates

- a. Tom Kennedy indicated that our landlord approached us about buying the office building. Staff will be looking into the details, such as structural integrity and ADA accessibility improvements.

12. Old Business

- a. None.

13. Adjourn

- a. *Tom Kenyon made a motion to adjourn. Second by Tom Marsh. Motion passed. The meeting was adjourned at 1:30 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, September 17, 2018
Martin Memorial Hall, Ascutney, VT

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

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus, Anthony Summers.

Joe Wilson opened the meeting at 12:01 PM.

1. Changes to the Agenda
 - a. The Board asked Tom Kennedy to provide an update about the possible purchase of the office building under Old Business.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the June 25, 2018 meeting. Second by Joe Fromberger. Motion passed.*
3. Treasurer's Report
 - a. The August Treasurer's Report was handed out at the beginning of the meeting. It was not available when the agenda packet was distributed.
 - b. *Peter Daniels made a motion to accept the June and August 2018 Treasurer's Reports. Second by Tom Bock. Motion passed.*
4. Committee Membership Appointments
 - a. *Peter Daniels made a motion to create a Finance Committee and appoint members to include Kathy Rondeau, Peter Daniels and Walter Martone. Second by Joe Fromberger. Motion passed.*
5. Brownfields Program
 - a. Woolson Block
 - 1) Tom Kennedy and Peter Daniels reported that the Brownfield Steering Committee met recently to discuss asbestos remediation in the Woolson Block building in downtown Springfield. The request is for an up to \$170,000 loan with a tax credit entity to be created by Housing Vermont (0% interest, 30 year term, with a 5 year deferral). The Committee recommends approval.
 - 2) Walter Martone indicated that this project is one small component of a very important redevelopment project for Springfield.
 - 3) *Peter Daniels made a motion to approve a loan to a tax credit entity to be created by Housing Vermont for asbestos remediation in the Woolson Block building in Springfield in an amount not to exceed \$170,000 at 0% interest for a total loan*

length of 30 years, with a deferral for the first 5 years. Second by Etienne Ting. Motion passed.

b. Goodyear

- 1) Tom Kennedy and Peter Daniels reported that the Brownfield Steering Committee also discussed a project to remove numerous construction and demolition piles at the former Goodyear facility in Windsor that are contaminated with asbestos. This work is related to a proposed solar project at this site and will remove the contaminated piles that are located within the floodplain per the Vermont Department of Environmental Conservation. The property will be transferred to the Windsor Improvement Corporation this fall. The project involves removal of asbestos laden debris that was created when a portion of the Goodyear plant was demolished many years ago. Funding assistance is being requested in the forms of both a grant and loan. The Committee recommends approval.
- 2) *Peter Daniels made a motion to approve a grant of \$100,000 and a loan of up to \$250,000 at 0% interest for a term of 25 years to the Windsor Improvement Corporation for the proper removal of asbestos debris from the former Goodyear site in Windsor. Second by Etienne Ting. Motion passed.*

c. Park Street School

- 1) Tom Kennedy provided an update on the Park Street School redevelopment project in Springfield. Funds from the Town's recent EPA award may not be eligible since historical town ownership of the property is not clear at this point. Therefore, the school district is requesting RPC Brownfield RLF funding in order to complete an exterior Phase II assessment at this site. Walter Martone noted the significance of the redevelopment project for Springfield.
- 2) *Peter Daniels made a motion to approve a grant of up to \$35,000 to the Springfield school district for an exterior Phase II environmental assessment of the Park Street School site in Springfield. Second by Etienne Ting. Motion passed.*

6. Updates

- a. Anthony Summers, the RPC's newest planner, introduced himself. The Board gave him a warm welcome.
- b. Jason Rasmussen reported on the recent Regional Energy Plan hearing. After the Board adopted the Energy Plan as a component of the Regional Plan in June 2018, staff submitted the plan to the Department of Public Service for a determination of energy compliance. A positive determination would give the Regional Plan greater weight in the Section 248 process and would enable the RPC to issue energy compliance determinations for town plans. On Sept. 4, 2018, the Department held a lightly attending public hearing on energy compliance of the Regional Plan. They should make a decision within a week from now.

- c. Jason Rasmussen indicated that with being understaffed for the summer, we had extra funds in our TPI program. We received approval from VTrans to hire the SE Group to develop a regional bicycle route map. The purpose of this project is to encourage people to visit the region to ride bikes and stop at local businesses and attractions. It will highlight about 10 routes in the region and indicate attractions, such as bike shops, ice cream shops, breweries, campgrounds and other things that cyclists might want to stop for along the routes. The final map will be available as a hard copy and online. A suggestion was made to include the STAB mountain bike trails in West Windsor as an attraction to the map. The project should be completed later this fall.
- d. Tom Kennedy provided a handout that lists clean water initiative funding programs. He suggested that, given Vermont Clean Water Act requirements, towns should take advantage of these funding programs while they are available. There are a number of options currently and it is hard to know if these funding sources will be available in the future. Staff is encouraging towns to apply and RPC staff can assist with applications. Tom Bock encouraged people to contact their legislators to indicate support for continuing to make funding available to towns in the future.

7. Old Business

- a. Tom Kennedy gave an update on the consideration of buying the Ascutney Professional Building. The owners want to sell it to us. At the request of the Executive Committee, Tom hired some contractors to inspect the building and indicate how much work is required, if we were to buy it. At this point, it looks like needed work includes the windows, heating system and ADA accessibility upgrades. There is a substantial amount of anticipated income from renting out the apartment, RSVP office space and opportunities for storage in the barn. Tom will continue to investigate this further and report back to the Board.

8. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Tom Bock. Motion passed. The meeting was adjourned at 1:50 PM.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, October 22, 2018
Martin Memorial Hall, Ascutney, VT

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

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

Public Hearing

Joe Wilson opened the public hearing at 12:00 PM. The purpose of the hearing is to get input on whether the SWCRPC should approve Andover's Town Plan and confirm their local planning process under 24 V.S.A. §4350. No members of the public were present. No written comments were received.

Peter Daniels made a motion to close the public hearing. Second by Kathy Rondeau. Motion passed.

Regular Meeting

Joe Wilson opened the regular meeting at 12:12 PM.

1. Changes to the Agenda
 - a. None.
2. Approval of 2018 Andover Town Plan and Confirmation of Andover's Planning Process
 - a. Jason Rasmussen reported that the Town Plan Review Committee meet last week to review Andover's Town Plan and planning process. As a very small rural town, not all plan requirements are applicable. As such, the Committee felt that the Town Plan was appropriate for the Town of Andover. The plan did not include specifics about the local planning process, but staff was able to inform the Committee about the planning process that was undertaken during this plan update process. Peter Daniels clarified that the Committee evaluated the approval and confirmation criteria only [24 V.S.A. §4350]. The Committee recommends approval and confirmation. This review does not include a determination of energy compliance under 24 V.S.A. §4352, due to timing.
 - b. *Peter Daniels made a motion to approve the 2018 Andover Town Plan and confirm Andover's planning process in accordance with 24 V.S.A. §4350. Second by Tom Bock. Motion passed.*
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the September 17, 2018 meeting. Second by Joe Fromberger. Motion passed.*
4. Treasurer's Report
 - a. *Tom Kenyon made a motion to accept the September 2018 Treasurer's Report. Second by Peter Daniels. Motion passed.*
5. Regional Energy Plan

- a. Jason Rasmussen reported that the Department of Public Service issued a Certificate of Energy Compliance for our Regional Plan on September 14, 2018. As such, our plan should get substantial deference for future projects that require Section 248 review. This also means that SWCRPC can now issue Certificates of Energy Compliance for municipal plans that have an enhanced energy components.
- b. Staff have reviewed the process that other RPCs are using to determine municipal plan energy compliance. The initial idea is for the Town Plan Review Committee to make a recommendation to the Board. Submittal requirements from towns to the SWCRPC would include:
 - 1) A letter from a town manager or Selectboard chair requesting that the SWCRPC review the municipal plan for energy compliance.
 - 2) A copy of the plan and all maps and appendices.
 - 3) A fully completed checklist: *Energy Planning Standards for Municipal Plans*.
 - 4) Copy of the minutes of the meeting at which the plan was adopted.
- c. The Town Plan Review Committee will meet in the near future to discuss this proposed review process.

6. Updates

- a. Tom Kennedy gave an update about purchasing the office building. Cost estimates for making improvements are not all in yet. It would cost about \$1,000 for a property appraisal. A meeting of the Executive Committee may be needed to discuss how to proceed. If the SWCRPC decides to make an offer, it might be based on the assessed value minus the costs to make the needed improvements and upgrades.
- b. Tom Kennedy indicated that projects in the region were awarded over \$900,000 in tax credits this year, including:
 - 1) Former Brownsville General Store, West Windsor: \$51,444
 - 2) Outer Limits Brewing, Cavendish \$147,325
 - 3) Woolson Block, Springfield \$365,000
 - 4) Park Street School, Springfield \$355,000
- c. Tom Kennedy indicated that staff are nearing completion of draft updates to the Personnel Policies. He would like to schedule a Personnel Committee meeting in the future to review the draft updated policies.
- d. Jason Rasmussen gave a brief update on pending solar projects:
 - 1) Staff signed a preferred site letter for the 500 kW solar project at the Goodyear site.
 - 2) We received a 45-Day Notice for a 500 kW solar project located at Simon Pearce in Windsor (i.e. Park Road Solar). The ANR initially determined that

the project was in the river corridor. Borings paid for by the applicant provided adequate proof that river corridors are not an issue at this site.

- 3) A full application for a Certificate of Public Good was received recently for the Weathersfield Solar Project. The previous project was much bigger and involved battery storage, but had issues with vernal pools. The current project has been scaled back to avoid the vernal pool issues. It is now a 500 kW solar project to be located to the west of the salvage yard off US Route 5.

7. Old Business

- a. None.

8. Adjourn

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

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, November 19, 2018
Martin Memorial Hall, Ascutney, VT

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

Staff Present: Tom Kennedy, Jason Rasmussen, Cynthia Porter

Joe Wilson opened the meeting at 12:03 PM.

1. Changes to the Agenda
 - a. None.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the October 22, 2018 meeting. Second by Joe Fromberger. Motion passed.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the October 2018 Treasurer's Report. Second by Wayne Wheelock. Motion passed.*
4. Receive the FY2017 Audit
 - a. *Peter Daniels made a motion to receive the FY2017 Audit Report prepared for the SWCRPC by Sullivan, Powers & Co., P.C. Second by Etienne Ting. Motion passed.*
 - b. The Board thanked Cynthia for a job well done.
5. Energy Compliance Determination/Certificate Process
 - a. Jason Rasmussen reviewed the proposed process for making energy compliance determinations upon request of towns. This proposed process was reviewed by the Town Plan Review Committee at their last meeting, and they recommend approving this process. Staff will prepare a sample cover letter to assist towns complete the submissions process.
 - b. *Peter Daniels made a motion to approved the proposed process for making an Energy Compliance Determination/Certificate in accordance with 24 V.S.A. §4352. Second by Etienne Ting. Motion passed.*
6. Updates
 - a. Staff very recently received draft brownfield loan documentation for the Woolson Block project. Tom Kennedy reported that the loan is for up to \$175,000, but that \$120,000 is likely all that is needed. A resolution will be needed from the Board in January or perhaps sooner.
 - b. Jason Rasmussen reported that VTrans is proposing changes to the annual transportation project prioritization process. The new – still draft – process is clearer and more quantified. However, questions remain about the role for the

TAC and how much weight is given to regional priorities. VTrans is still working on the proposed changes.

7. Old Business

- a. None.

8. Adjourn

- a. *Joe Fromberger made a motion to adjourn. Second by Kathy Rondeau. Motion passed.*
The meeting was adjourned at about 1:20 PM.

Respectfully submitted,

Jason Rasmussen