

Draft
Southern Windsor County
Regional Planning Commission

Minutes of Monday, June 17, 2019
 Martin Memorial Hall, Ascutney, VT

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

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus, Cindy Ingersoll, Chris Yurek, Otis Munroe, Kennedy Moore.

Others Present: Nikita Lenahan, Fred Kowalik, Fredda Kischko, Daniel Pettigrew, Eva-Maria Pettigrew

Joe Wilson opened the meeting at 12:00 PM.

1. Changes to the Agenda
 - a. Agenda item 12 was moved to the beginning of the agenda.
2. Permit Review Committee Updates
 - a. Jason Rasmussen reported that the Permit Review Committee met on June 13th to discuss a number of projects. The Springfield Planning Commission denied a preferred site letter request for the 500 kW solar project proposed for the French Meadow site in Springfield, which means that this project will not proceed. Joe Wilson noted that the project did not meet the Town's solar siting criteria. As a result, the RPC will not vote on the matter.
 - b. There are two 500 kW solar projects proposed in Weathersfield. The developer, Norwich Technologies, is asking for a preferred site letter for each one. The Permit Review Committee recommends determination of the Transfer Station project being a preferred site but stating concern about stormwater. Abutters to this proposed project stated their concerns, including aesthetics, wildlife impacts and stormwater/flooding.
 - c. *Peter Daniels made a motion to authorize the Chair to sign a preferred site letter for Norwich Technologies proposed 500 kW solar project at the Weathersfield Transfer Station site, with stipulations that the application to the PUC evaluate and appropriately mitigate impacts, as needed, related to stormwater, wildlife habitat and aesthetics. Second by Kathy Rondeau. Motion passed.*
 - d. Jason Rasmussen reported that the second 500 kW solar project is proposed to be located on the Weathersfield Highway Garage site. It appears to avoid the solar siting constraints identified in the Regional Energy Plan and has minimal impacts. The Permit Review Committee recommends determination of the Highway Garage project being a preferred site.
 - e. *Tom Kenyon made a motion to authorize the Chair to sign a preferred site letter for Norwich Technologies proposed 500 kW solar project at the Weathersfield Highway Garage site. Second by Kathy Rondeau. Motion passed.*

- f. Jason Rasmussen reported that we received a 45-day notice for the Craigue Hill Sugarbush 500 kW solar project. The RPC signed a preferred site letter for this project last year. Aesthetic impacts are generally limited to a neighbor or two. The applicant stated in their notice that they will work with neighbors to mitigate aesthetic impacts. The Permit Review Committee does not have any comments or concerns about the project at this time.
 - g. Jason Rasmussen reported that we received a 60-day notice for a new 184 foot tall telecommunications tower off Lovell Road in Chester. The applicant did a balloon test. According to town officials, it does not appear to be very noticeable from VT 11. The design also minimizes impacts to ag soils. The Permit Review Committee does not have any comments or concerns about the project at this time.
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the May 20, 2019 meeting. Second by Wayne Wheelock. Motion passed.*
 4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the May 2019 Treasurer's Report. Second by Tom Kenyon. Motion passed.*
 5. Election of Officers
 - a. Joe Fromberger reported for the Nominations Committee; the existing slate of officers are willing to continue in their current roles.
 - b. *Tom Kenyon made a motion to elect Joe Wilson as Chair, Tom Bock as Vice Chair, and Kathy Rondeau as Secretary/Treasurer. Second by Rose Goings. Motion passed.*
 6. At-Large Commissioner Appointments
 - a. *Peter Daniels made a motion to appoint Bob Flint (SRDC) as an At-Large Commissioner. Second by Etienne Ting. Motion passed.*
 7. Committee Membership Appointments
 - a. Committee memberships were reviewed and changes to the FY2019 appointments were identified. Chris Yurek will be an alternate representation for the Connecticut River Joint Commissions. Tom Kenyon will be added to the Energy Committee. Rose Goings will be added to the Permit Review Committee. Kathy Rondeau will be added to the Personnel Committee. A new Housing Committee is established consisting of Tom Marsh and Kathy Rondeau. A new Building Committee is established consisting of Peter Daniels, Wayne Wheelock, Tom Kenyon and Kathy Rondeau.
 - b. *Tom Bock made a motion to create a Building Committee and Housing Committee, and to appoint committee members as discussed. Second by Peter Daniels. Motion passed.*
 8. Newspaper of Record
 - a. *Peter Daniels made a motion for the Rutland Herald to serve as the SWCRPC's newspaper of record. Second by Etienne Ting. Motion passed.*

9. Approval of FY20 Budget

- a. *Peter Daniels made a motion to approve the \$1,369,800 budget for FY 2020 as presented. Second by Etienne Ting. Motion passed.*

10. Transportation Planning Initiative (TPI)

- a. Jason Rasmussen indicated that the TPI work program is essentially the same as in the current year. This work program is for FFY 2020, which begins October 1, 2019 and runs through September 30, 2020. VTrans gave us a slight increase in funding, which is appreciated. We also will get an additional \$10,000 for the completion of the Transportation Resilience project under Task 6.
- b. *Peter Daniels made a motion to approve the FFY 2020 Transportation Work Program and \$174,810 Budget as presented. Second by Tom Kenyon. Motion passed.*
- c. *Tom Bock made a motion to authorize the Chair to sign the Procurement System Self-Certification form as presented. Second by Etienne Ting. Motion passed.*

11. Adoption of Personnel Policy Manual

- a. Kathy Rondeau provided a thorough overview of the proposed personnel policies.
- b. *Peter Daniels made a motion to adopt the Personnel Policies as presented. Second by Rose Goings. Motion passed.*

12. Old Business

- a. Woolson Block – Tom Kennedy reported that grants are only eligible to sole owners. Therefore, we will need to amend our RLF agreement for the Woolson Block project.
- b. *Peter Daniels made a motion to amend the Woolson Block Revolving Loan Fund (RLF) Loan Amendment to include the following modifications:*
 - 1) *30-year term to be coterminous with other loans (VHCB, HOME, etc.)*
 - 2) *5-year deferment, with amortization over the following 25 years*
 - 3) *Add a “standstill clause” waiving any declaration of default or foreclosure for 15 years (the 15-yr tax credit compliance period). PNC Bank provided the following language, attorney will need to provide the remaining narrative to complete the clause.*

Standstill. Notwithstanding the foregoing, during the 15-year Compliance Period (as defined in [_____]), Lender will not commence default proceedings or declare an Event of Default under this [_____]. Lender waives no rights or remedies it may have under the [_____] or any other document executed in connection therewith, but merely agrees not to enforce those rights or remedies until the end of the Compliance Period.

Second by Etienne Ting. Motion passed.

- c. Tom Kennedy reported that one of the three guarantors of the 100 River Street loan has died. The remaining two will guarantee the loan repayment. There was consensus to proceed as discussed, considering the circumstances.

13. Adjourn

Joe Fromberger made a motion to adjourn at 2:00 p.m. Kathy Rondeau seconded. Motion passed.

Respectfully submitted,

Jason Rasmussen