

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Monday, May 18, 2020  
SWCRPC Offices, Ascutney, VT  
and via Zoom

**Commissioners Present:** Tom Bock, Chester; Kathy Rondeau, Reading; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Peter Daniels, Weathersfield; Terri Carter, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor; Jenn Gehly (Alt.), Springfield; Derek Sursoo (Alt.), Chester.

**Staff Present:** Jason Rasmussen, Cynthia Porter.

Tom Bock opened the regular meeting of the SWCRPC at 12:03 PM.

1. Walter Martone introduced Jenn Gehly as Springfield's new Planning Commission Chair and RPC Board Alternate. A roll call and introductions were made. The RPC welcomed Jenn to the Board. Jason Rasmussen reported that Tom Kennedy's back surgery went smoothly and he is at home recovering. Commissioners wish him a speedy recovery.
2. Changes to the Agenda
  - a. None.
3. Secretary's Report
  - a. *Peter Daniels made a motion to approve the minutes of the March 23, 2020 SWCRPC meeting. Second by Walter Martone. Motion passed unanimously.*
4. Treasurer's Report
  - a. *Peter Daniels made a motion to accept the April 2020 Treasurer's Report. Second by Terry Carter. Motion passed unanimously.*
5. Final Review of Draft RPC Bylaw Amendments
  - a. Jason Rasmussen noted that the intent is to finalize the draft amendments today so we can notice the changes and vote on them at the annual meeting in June.
  - b. Kathy Rondeau noted that with the name change, we will need to update the cover page. Joe Fromberger noted that the date needs to be updated. Joe also asked to delete "appropriate population density" from Article III, Clause A. There was discussion about that language as it relates to village center revitalization. *Peter Daniels made a motion to keep "appropriate population density" and leave the proposed language in Article III, Clause A as presented. Second by Tom Marsh. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Wheelock, Rondeau, Daniels), two (2) voted nay (Fromberger, Marsh). Motion passed.*
  - c. Joe Fromberger opposes empowering the Executive Committee to act in between RPC meetings. Jason Rasmussen noted that the proposed language is similar to existing language, and was intended to clarify the role that the Executive Committee plays. Joe is in favor of striking that language. There was discussion about the need to have the Executive Committee act under time-sensitive or emergency situations, such as with personnel issues or COVID-19 pandemic

related issues. *Peter Daniels made a motion to leave the proposed language regarding the Executive Committee in Article VI, Section 7 as presented. Second by Walter Martone. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Marsh, Rondeau, Daniels), two (2) voted nay (Fromberger, Wheelock). Motion passed.*

- d. *Peter Daniels made a motion to deliver the proposed Bylaw amendments to the members of the Commission at least 30 days before taking action at the annual meeting in June. Second by Kathy Rondeau. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Marsh, Rondeau, Daniels), two (2) voted nay (Fromberger, Wheelock). Motion passed.*

6. New Brownfield Assessment Award

- a. Jason Rasmussen reported that the RPC was awarded \$300,000 from the U.S. EPA for Brownfield assessments which will enable us to continue addressing clean-up needs in the region. Thanks to Cindy Ingersoll and Tom Kennedy.

7. Economic Development District Supplemental Funding

- a. Jason Rasmussen indicated that the Economic Development District partners were invited to submit a proposal for \$400,000 in supplemental funding per the CARES Act Recovery Assistance program. The four partner organizations would receive funding in order to help with COVID-19 related economic recovery. The RPC would get \$15,000 to administer these funds and \$115,000 for planning activities over a 2 year period. We are focusing this effort on broadband for under-served areas in the region.

8. Budget for Next Fiscal Year

- a. Given the uncertainty of funding due to the COVID-19 impact on the state budget, the Board agreed that it makes sense for the RPC to prepare a 3 month budget for July-September 2020, instead of an annual budget. Once more funding details become available, we can develop a budget for the rest of the fiscal year later in the summer.

9. Old Business

- a. Cynthia Porter indicated that we should be okay with cash flow through the end of the fiscal year. She also reported that projections show we may have a small balance at the end of the year.
- b. Joe Fromberger asked for an update at the next meeting on the status of the RLF loan to Precision Valley, LLC.

10. New Business

- a. None

11. Adjourn

*Joe Fromberger made a motion to adjourn at 1:00 p.m. Second by Terry Carter. Motion passed.*

Respectfully submitted,

Jason Rasmussen