

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, June 22, 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; Terry Carter, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Etienne Ting, Cavendish.

Staff Present: Tom Kennedy, Jason Rasmussen.

Tom Bock opened the public hearing at 12:00 PM on the Town of Cavendish's request for approval of their Town Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350. There were no members of the public present and no written comments were received before the hearing began. The hearing was closed at 12:02 PM.

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

1. Changes to the Agenda
 - a. None.
2. Cavendish Town Plan approval and planning process confirmation [24 V.S.A. §4350]
 - a. Otis Munroe and Peter Daniels reported on the Town Plan Review Committee meeting that was held at 11 AM this same day. The Committee reviewed Cavendish's Town Plan and planning process, and finds that they meet statutory requirements. The Committee recommends approval and confirmation as authorized under state law.
 - b. *Peter Daniels made a motion to approve the Town of Cavendish's Town Plan and confirm their planning process in accordance with 24 V.S.A. §4350. Second by Wayne Wheelock. Motion passed unanimously.*
3. Secretary's Report
 - c. *Terry Carter made a motion to approve the minutes of the June 22, 2020 SWCRPC meeting. Second by Peter Daniels. Motion passed unanimously.*
4. Treasurer's Report
 - a. None this month.
5. Brownfields
 - a. Tom Kennedy and Peter Daniels reported on the Brownfield Steering Committee's recent meeting. They reviewed proposals for firms to be added to our short list of Qualified Environmental Professionals to conduct brownfields assessment work under an EPA Brownfields Assessment Grant. Tom indicated findings after asking DEC for input on the firms.
 - b. *Peter Daniels made a motion to select the following firms to our short list for conducting brownfields assessment work under an EPA Brownfield Assessment Grant for the next*

five years: Stone Environmental, LE Environmental, Weston & Sampson, VHB, Credere, and ATC. Second by Terry Carter. Motion passed unanimously.

- c. Tom Kennedy and Peter Daniels reported on the Brownfield Steering Committee's recommended project funding requests and referred to the Steering Committee's July 9, 2020 meeting minutes for detail. The Board had a lengthy discussion about these projects.
- d. *Peter Daniels made a motion to ratify the Brownfield Steering Committee's recommendations and to approve brownfield assessment funding requests of: \$35,000 to complete CAP/ECAA for the Park Street School from Springfield Assessment funds, \$18,950 of additional funding for Main Street properties to complete Phase II from the Springfield Assessment funds, \$15,000 to complete Phase II for Comtu using SWCRPC's pre-award Assessment funds for disbursement in October 2020, and \$15,000 to complete CAP/ECAA at the West Windsor Burke garage site using SWCRPC's program income, as well as \$8,000 to complete a Phase I for 100 River Street, VT Machine Tool and 5 Pearl Street using SWCRPC's program income. Second by Kathy Rondeau. Tom Kenyon voted no; all other Commissioners present voted yes. Motion passed.*
- e. Tom Kennedy and Peter Daniels reported on negotiations with SRDC for repayment of the 2003 loan for the Jones and Lampson 1 building. The Brownfields Steering Committee recommends the proposed terms of the amended loan agreement.
- f. *Peter Daniels made a motion to approve the amended loan agreement with SRDC for repayment, at 0% interest for seven years, for the initial assessment completed for the Jones and Lampson #1 site in Springfield. The amendment will require monthly payments of \$102.54 to begin on September 1, 2020. Second by Walter Martone. Wayne Wheelock abstained; Joe Fromberger voted no; all other Commissioners present voted yes. Motion passed.*

6. Transportation Planning Initiative (TPI)

- a. Jason Rasmussen reviewed the proposed TPI work program and budget and answered questions. Jason also reviewed the Self Certification form that states that the RPC's Procurement Procedures meet the applicable requirements.
- b. *Peter Daniels made a motion to approve the SWCRPC's Transportation Work Program for FFY2021 (October 1, 2020 through September 30, 2021) for a project total of \$164,823. Second by Terry Carter. Motion passed unanimously.*
- c. *Joe Fromberger made a motion to authorize the Chair to sign the Procurement Self Certification form as presented. Second by Peter Daniels. Motion passed unanimously.*

7. Proposed Regional Plan Schedule

- a. Jason Rasmussen reviewed the proposed schedule to update the Regional Plan. The Plan expires in November 2022. The adoption process typically takes about 6 months. The proposed schedule includes finalizing a draft document by the end of June 2021, and then to start the formal adoption process. The general intent is to update the document for new statutory requirements (e.g. forest blocks), streamline the language, and largely focus rewriting on the land use and natural resource sections. There is consensus on the schedule.

- b. The draft Land Use Chapter will be provided to the Regional Plan committee soon, and a meeting will be scheduled at that time.
8. Old Business
- a. Peter Daniels and Etienne Ting asked for another volunteer to serve on the Town Plan Review Committee. Walter Martone volunteered to serve. Jason Rasmussen reported that West Windsor is likely to be the next plan that we will be asked to review.

9. Adjourn

Joe Fromberger made a motion to adjourn at 1:00 p.m. Second by Wayne Wheelock. Motion passed.

Respectfully submitted,

Jason Rasmussen