

**Southern Windsor County  
Regional Planning Commission**

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Minutes of Monday, September 21, 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; Jenn Gehly, Springfield; Tom Marsh, Windsor.

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

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

1. Changes to the Agenda
  - a. Tom Kennedy asked to add a discussion of the recent Brownfield Steering Committee.
2. Secretary's Report
  - a. *Peter Daniels made a motion to approve the minutes of the July 20, 2020 SWCRPC meeting. Second by Kathy Rondeau. Jenn Gehly abstained. Commissioners Bock, Rondeau, Wheelock, Fromberger, Daniels, Carter and Marsh voted aye. Motion passed.*
3. Treasurer's Report
  - a. *Peter Daniels made a motion to accept the August 2020 financial report. Second by Tom Marsh. Joe Fromberger abstained. Commissioners Bock, Rondeau, Wheelock, Gehly, Daniels, Carter and Marsh voted aye. Motion passed.*
4. Brownfields
  - a. Tom Kennedy and Peter Daniels reported on the Brownfield Steering Committee's recent meeting about proposals for three projects. The Committee recommends approving the funding applications for 11 River Street, Windsor Gas Light building, and 100 River Street/5 Pearl/65 Pearl Street.
  - b. *Peter Daniels made a motion to approve up to a total of \$22,200 in funding for the following Brownfields projects: up to \$10,200 for a Phase 1 assessment, Site-Specific Quality Assurance Project Plan (SSQAPP), and Hazardous Building Material Survey for 11 River Street; up to 4,000 for a Phase 1 assessment for the Windsor Gas Light Building; and up to \$8,000 for a Phase 1 assessment of properties in Springfield including 100 River Street, 5 Pearl Street and 65 Pearl Street. Second by Terry Carter. Motion passed unanimously.*
5. Approval of FY21 Budget
  - a. Tom Kennedy and Cynthia Porter reviewed the proposed FY21 Budget. In June, the Commissioners approved a "skinny" budget for the first quarter due to pandemic-related funding uncertainties. This proposed FY21 budget is for the entire fiscal year. Tom and Cynthia reviewed the changes, a few errors, and answered questions. Tom noted that it includes funding for a new planner (1-year contract). This staff position is needed largely because of two staff reducing

their hours and new funding, such as the EDA supplemental program that will focus on broadband.

- b. *Peter Daniels made a motion to approve the \$1,317,441 budget for fiscal year 2021 as presented and clarified during this meeting. Second by Tom Marsh. Motion passed unanimously.*
  - c. Joe Fromberger asked for an annual budget for the Ascutney Professional Building. Tom and Cynthia indicated that one will be developed with the Budget Committee and reviewed at the next meeting.
6. Draft Regional Plan Land Use Chapter
- a. Jason Rasmussen reviewed the draft Land Use Chapter and the process to develop it. The RPC hired Brandy Saxton to work with an ad hoc committee to develop updates to our Land Use Chapter a couple years ago. The draft coming out of that process was delayed due to the Enhanced Energy Plan. Over the past year, staff have been refining the document to streamline it and eliminate policy language that is either redundant or vague. The Regional Plan Committee met last month to review this Chapter. A few changes were made to address the Committee's comments, which are reflected in the revised draft in this agenda packet. Jason also reviewed the changes to the future land use map. This draft represents a significant overhaul to the existing chapter. The Commissioners indicated that the map colors make it hard to read. Jason said they will work to correct that. Staff are working on changes to the Natural Resources Chapter, which we hope to review next.
  - b. *Joe Fromberger made a motion to conditionally approve the draft Land Use Chapter recognizing that the Commissioners will have an opportunity to review the draft language again once the entire document is prepared for review. Second by Tom Marsh. Motion passed unanimously.*
7. Draft Title VI Plan
- a. Jason Rasmussen presented draft updates to our Title VI Plan. Because the RPC is a recipient of federal funds, we are required to follow the nondiscrimination rules under Title VI of the Civil Rights Act. We are also expected to maintain an up-to-date Title VI Plan. Draft changes are modest, including data updates and a reflection that under extenuating circumstances, such as COVID-19, we will do our best to engage the public virtually or through other means. We also made a few updates at the suggestion of VTrans' Civil Rights staff. Jason noted that we received a comment on the draft plan asking to include other groups that are protected under other federal or state law. The plan was written specifically for Title VI and did not include others protected under state law. VTrans Civil Rights staff are being consulted with to expand the list. Jenn noted that the USDA Title VI Plan included additional groups. The discussion on the Plan was tabled until the next RPC meeting, allowing time to review this in more detail.
8. Update on Ascutney Professional Building and Old Post Office
- a. Tom Kennedy provided an update on the RPC property. He indicated that RSVP will be moving out of the former Post Office building at the end of the month,

leaving it vacant. Staff and the Building Committee are looking at other options, including considering selling the building as a condominium, which would require cleaning up the maintenance of shared infrastructure. There have been preliminary discussions with people that have expressed potential interest in the building. Staff have looked at permitting considerations, the most notable of which appears to be the wastewater permit.

9. Old Business

- a. Tom Bock announced that the Town of Chester's Act 250 application for a municipal gravel pit was denied by the District Commission. It is not clear at this point if the town will appeal the decision.

10. Adjourn

*Joe Fromberger made a motion to adjourn at 1:20 p.m. Second by Tom Marsh. Motion passed.*

Respectfully submitted,

Jason Rasmussen