

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, April 29, 2019
Martin Memorial Hall, Ascutney, VT

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

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

Joe Wilson opened the meeting at 12:25 PM.

1. Changes to the Agenda
 - a. Added a report on the Finance Committee's recent meeting about a risk assessment.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the March 25, 2019 meeting. Second by Wayne Wheelock. Kathy Rondeau abstained. Motion passed.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the March 2019 Treasurer's Report. Second by Tom Marsh. Motion passed.*
 - b. Kathy Rondeau and Peter Daniels reported that the Finance Committee recently met to conduct a risk assessment for the organization. Peter thanked Walter Martone for his help on the Committee. Based on this review, the RPC appears to be in good shape. Although two recommendations were identified through this review: (1) financial trainings for Commissioners and (2) authorizing the Director of Planning to sign contracts in the Executive Director's absence. This risk assessment will be conducted on an annual basis.
4. Update on Ascutney Professional Building
 - a. Tom Kennedy reported that a Purchase and Sales Agreement was signed on April 23rd. A Phase 1 environmental assessment is nearly completed. Drinking water is fine and there is no mold. Historically, there was a large cluster of gas stations found in the immediate area of what is now the Ascutney Professional Building. We are awaiting results of the radon testing. The RPC has retained an attorney. The bank will be doing an appraisal soon. The intent is to purchase the building after July 1.
5. Proposed Bylaw Amendments
 - a. Tom Kennedy indicated that primary reason for holding this meeting later in the month was to provide a 30-day notice for the proposed bylaw amendments. The amendment, as proposed, would allow the RPC to purchase the building by referencing the Optional Powers and Duties of RPC pursuant to 24 V.S.A. §4345(16).

- a. *Joe Fromberger made a motion to adjourn. Second by Kathy Rondeau. Motion passed.*
The meeting was adjourned at about 1:30 PM.

Respectfully submitted,

Jason Rasmussen