

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, November 16, 2020
SWCRPC Offices, Ascutney, VT
and via Zoom

Commissioners Present: Tom Bock, Chester; Kathy Rondeau, Reading; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Etienne Ting, Cavendish; Peter Daniels, Weathersfield; Terry Carter, Ludlow; Walter Martone, Springfield.

Staff Present: Tom Kennedy, Jason Rasmussen, Cynthia Porter, Otis Munroe.

Tom Bock opened the first public hearing at 12:00 PM regarding approval of the West Windsor Town Plan and confirmation of West Windsor's planning process in accordance with 24 V.S.A. §4350, as well as certification that the West Windsor Town Plan complies with energy planning requirements set forth in 24 V.S.A. §4352. Peter Daniels provided an update of the Town Plan Review Committee's findings after reviewing the West Windsor Town Plan. No public were in attendance. No written testimony was received. The hearing was closed at 12:10 PM.

Tom Bock opened the second public hearing at 12:11PM regarding approval of the Chester Town Plan and confirmation of Chester's planning process in accordance with 24 V.S.A. §4350, as well as certification that the Chester Town Plan complies with energy planning requirements set forth in 24 V.S.A. §4352. Etienne Ting provided an update of the Town Plan Review Committee's findings after reviewing the Chester Town Plan. No public were in attendance. No written testimony was received. The hearing was closed at 12:24 PM

Tom Bock opened the regular meeting of the SWCRPC at 12:25 PM.

1. Changes to the Agenda
 - a. None.
2. West Windsor Town Plan Approval, Confirmation of Planning Process [24 V.S.A. §4350], Energy Planning Determination [24 V.S.A. §4352]
 - a. Peter Daniels reported for the Town Plan Review Committee. The Committee met last week to review approval and confirmation, and met this morning to review the enhanced energy compliance checklist. The Committee reported that West Windsor has a very good, comprehensive Town Plan. They found it meets all statutory requirements, and recommend approval, confirmation and energy plan determination.
 - b. *Peter Daniels made a motion to approve the West Windsor Town Plan and confirm West Windsor's planning process in accordance with 24 V.S.A. §4350, and to issue an affirmative determination of energy compliance in accordance with 24 V.S.A. §4352. Second by Etienne Ting. Motion passed unanimously.*
3. Chester Town Plan Approval, Confirmation of Planning Process [24 V.S.A. §4350], Energy Planning Determination [24 V.S.A. §4352]
 - a. Etienne Ting reported for the Town Plan Review Committee. The Committee met this morning to review Chester's Town Plan. Chester updated four chapters in their Town Plan, the rest of them remain unchanged from the previous version

and there is no table of contents. The Committee found that the Town Plan meets the statutory requirements, but they adopt the All Hazard Mitigation Plan by reference to serve as the flood resilience element. The Committee indicated that the All Hazard Mitigation Plan should be included as an Appendix to the Town Plan.

- b. Peter Daniels made a motion to approve the Chester Town Plan, subject to including the All Hazard Mitigation Plan as an appendix to the Town Plan, and to confirm Chester's planning process in accordance with 24 V.S.A. §4350, and to issue an affirmative determination of energy compliance in accordance with 24 V.S.A. §4352. Second by Etienne Ting. Motion passed unanimously.*
4. Secretary's Report
 - a. Walter Martone made a motion to approve the minutes of the October 19, 2020 SWCRPC meeting, with one correction: item 3b should say approve, not approved. Second by Terry Carter. Motion passed unanimously.*
5. Treasurer's Report
 - a. Walter Martone made a motion to accept the October 2020 financial report. Second by Wayne Wheelock. Motion passed unanimously.*
 - b. Tom Kennedy reported that to "receive" a treasurer's report is now being recommended, as opposed to "accept" or "approve". Peter Daniels asked to use the receive term on future agendas.*
 - c. Cynthia Porter reported that she received the final audit report on Friday. She will email the report to Commissioners.*
6. Brownfields
 - a. Tom Kennedy and Peter Daniels reported for the Brownfields Steering Committee. The Committee met recently and recommended approval of six brownfield funding applications.*
 - b. Peter Daniels made a motion to approve six applications and make funds available for the following projects:*
 - \$17,000 of program income for asbestos cleanup at 11 River Street, Windsor;*
 - \$7,500 in program income for hazardous building material and petroleum assessment and \$70,000 of program income for demolition and procurement at 7 Maple Street, Windsor;*
 - \$5,000 from Springfield Assessment funds and up to \$7,000 from RPC assessment funds for drum removal, and \$50,000 from RPC petroleum revolving loan fund and \$50,000 from Vermont Petroleum cleanup fund for NAPL pilot testing at the Jones and Lamson 1 site in Springfield;*
 - \$4,000 from Brownfield Assessment for a Phase 1/blighted building town acquisition at 54 Union Street, Windsor; and,*
 - \$1,000 from Brownfield Assessment for a Phase 1 assessment and \$24,000 from the RPC revolving loan fund for a vapor intrusion system at a 3-year term at 0% interest or 5-year term at 2.5% interest.*

Second by Kathy Rondeau. Motion passed unanimously.

7. Updates

- a. Tom Kennedy and Jason Rasmussen reported that last week 4 candidates for the planner position were interviewed, and two finalists were selected. Interviews will be held tomorrow with one member of the Executive Committee participating.
- b. Tom Kennedy reported that the name change becomes official on January 1st. We will be finalizing the design for a new logo soon. Tom will send Commissioners the two final logo options.

8. Old Business

- a. Due to COVID, there will be no holiday party this year. There will also be no RPC meeting in December. Tom Kennedy reported that due to the resurgence of COVID, the office is closed to visitors and only 3-4 people will be allowed in the office at any given time. Joe Fromberger asked to make it easier to contact staff by phone.

9. Adjourn

Joe Fromberger made a motion to adjourn at 1:25 p.m. Second by Peter Daniels. Motion passed.

Respectfully submitted,

Jason Rasmussen