Southern Windsor County
Regional Planning Commission

Minutes of Monday, February 11, 2019
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Joe Wilson, Springfield; Tom Marsh, Windsor; Kathy Rondeau, Reading; Peter Daniels, Weathersfield; Tom Bock, Chester; Etienne Ting, Cavendish; Tom Kenyon, West Windsor.

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

Others Present: Alan Isaacson, Ludlow

Public Hearing

Joe Wilson opened the public hearing at 12:00 PM to receive input on the Town and Village of Ludlow’s request for a certification that its plan complies with the energy planning requirements set forth in set forth in 24 V.S.A. §4352. Jason Rasmussen indicated that the hearing was originally scheduled for January 21, 2019, but it was rescheduled due to inclement weather. Alan Isaacson from Ludlow’s Planning Commission was in attendance and provided some background on their plan. There were no members of the public in attendance. No testimony was received at or before this hearing. The hearing was closed at 12:10 PM.

Regular Meeting

Joe Wilson opened the meeting at 12:10 PM.

1. Changes to the Agenda
   a. Legislative updates were added to the agenda.

2. Ludlow Determination of Energy Compliance
   a. Jason Rasmussen and Peter Daniels reported for the Town Plan Review Committee, who met today at 11 AM. The committee found that the Ludlow plan met all of the requirements in the checklist for energy planning standards for municipal plans. The Committee recommends issuing an energy compliance determination and certificate of energy compliance.
   b. Peter Daniels made a motion to determine that Ludlow’s Municipal Plan meets the enhanced energy planning standards under 24 V.S.A. §4352, and to authorize the Chair to sign a Determination of Energy Planning Compliance and Certificate of Energy Compliance. Second by Tom Kenyon. Motion passed.

3. Secretary’s Report
   a. Peter Daniels made a motion to approve the minutes of the November 19, 2018 meeting. Second by Kathy Rondeau. Motion passed.

4. Treasurer’s Report
   a. Peter Daniels made a motion to accept the December 2018 Treasurer’s Report. Second by Etienne Ting. Motion passed.
5. **Clean Water Legislative Update**
   a. Tom Kennedy indicated that there is currently a discussion in the Legislature about making clean water funding available for each basin, and that strong RPCs might take a leading role. It is not clear at this point which RPC might take the lead for the Williams or Black River basins, since we share those basins with our neighboring RPCs.

6. **Discussion of inter-municipal service agreements for future water quality project implementation**
   a. Tom Kennedy discussed the possibility of using an inter-municipal service agreement in instances where multiple towns might need to work together to make clean water improvements. This is an optional approach. Inter-municipal agreements were enabled in Legislation a few years ago because the approach is much easier than creating union districts.

   b. A sample agreement from Rutland was included in the agenda packet. A draft agreement for the SWCRPC will be prepared for review at the meeting next month.

7. **Discussion of Regional Housing Study**
   a. Jason Rasmussen and Tom Kennedy gave an update on an effort to develop a housing study for the SWCRPC, TRORC and UVLSRPC areas combined. This effort would update the housing needs analysis that was developed for the three regions a few years ago, and expand upon it. The previous study represented a statistical analysis of housing needs. This new study will also address other issues that are relevant, such as substandard housing conditions. Funding for the study is coming from a variety of sources, including contributions from the three RPCs, Vital Communities, institutions (e.g. DHMC), and grant writing. The SWCRPC has pledged $10,000 for the effort.

   b. SWCRPC is looking for volunteers to participate in the overall steering committee for the three RPCs. Tom Marsh is willing to participate. Walter Martone was also suggested.

8. **Updates**
   a. Tom Kennedy indicated that the brownfield loan for the Woolson Block Project has been completed and it will need to be signed in the near future. Construction may begin as soon as April. The Board previously approved a loan for up to $175,000.

   b. **Tom Kenyon made a motion to authorize the Chair to sign the loan associated with the Woolson Block project. Second by Etienne Ting. Motion passed.**

9. **Old Business**
   a. Tom Kennedy presented figures evaluating the likely costs associated with purchasing the Ennis property. The property includes the Ascutney Professional Office Building (i.e. SWCRPC offices, former Ennis offices, one bedroom apartment), former post office building that is currently leased by RSVP, and the
old barn. There was general consensus that buying the property for a reasonable price is a good idea. There was agreement to negotiate with the sellers and begin by making an offer of $250,000.

b. Peter Daniels made a motion to authorize the Executive Director to work with the Executive Committee and make an offer to purchase the Ennis property for a reasonable price and negotiate in good faith on behalf of the Board. Second by Tom Marsh. Motion passed.

10. Adjourn

a. Tom Kenyon made a motion to adjourn. Second by Kathy Rondeau. Motion passed.
The meeting was adjourned at about 1:45 PM.

Respectfully submitted,

Jason Rasmussen
Southern Windsor County
Regional Planning Commission

Minutes of Monday, March 25, 2019
Martin Memorial Hall, Ascutney, VT

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

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus, Anthony Summers

Others Present: Fredda Kischko, Daniel Pettigrew, Eva Pettigrew

Joe Wilson opened the meeting at 12:10 PM.

1. Changes to the Agenda
   a. Discussion of the proposed solar project was moved from item 5 to 2.

2. Request for a preferred site letter for a solar project on French Meadow Road in Springfield
   a. Jason Rasmussen reported that we have received a request from Norwich Technologies for a “preferred site” letter in accordance with the Public Utility Commission Rules for a proposed 500 kW solar project on French Meadow Road in Springfield. For projects not otherwise listed in the PUC Rules as a “preferred site”, they can be considered as such if documented in letter signed by the Springfield Selectboard, Springfield Planning Commission and the Regional Planning Commission. A joint public meeting was held on March 13, 2019, which included a site visit and public meeting in the Town Hall. Jason reported that some issues occurred: The Town was made aware that not all abutters were notified. Being informed that no decisions would be made that evening, some abutters left after the public meeting, but before the regular Planning Commission began. The Planning Commission ended up making a decision later that evening. The solar developer has informed us that the project design is being modified. Therefore, Jason suggested that the Board take no action at this time.
   b. Some of the abutters – Fredda Kischko, Daniel Pettigrew and Eva Pettigrew – expressed their concerns with the project and the process, including not notifying all abutters and concern about what the project is going to look like from their properties. The abutters also indicated that the developers have apparently been in contact with the Halls, who also abut the project, but they have not contacted them.
   c. Tom Bock made a motion to table this discussion until Norwich Technologies can provide revised documentation. Second by Peter Daniels. Motion passed.

3. Secretary’s Report
   a. Peter Daniels made a motion to approve the minutes of the February 11, 2019 meeting. Second by Etienne Ting. Joe Fromberger abstained. Motion passed.
4. Treasurer’s Report
   
a. *Tom Bock* made a motion to accept the February 2019 Treasurer’s Report. Second by *Peter Daniels*. Motion passed.

5. Discussion of RPC Purchasing the Ennis Building
   
a. *Tom Kennedy* gave an update on the decision making process about buying the Ennis Building, reviewing an acquisition pro forma, a draft Purchase and Sales Agreement and a draft Resolution for Purchase. A number of questions were raised about whether the RPC should take on property management, risks associated with building condition and vacancies, likely increases in rent if someone else buys the building, and other issues.

   b. *Peter Daniels* made a motion to adopt the Resolution, as modified, to authorize the Executive Committee to negotiate and to authorize the Chair to sign a Purchase and Sales Agreement for property located at 20 and 38 Ascutney Park Place in Ascutney, Vermont to be used by the SWCRPC for offices for a sum not to exceed $260,000. Second by Etienne Ting. A roll call vote was held: Joe Fromberger, no; Etienne Ting, yes; Tom Kenyon, yes; Tom Bock, yes; Wayne Wheelock, no; Peter Daniels, yes; Joe Wilson, yes (Yeses: 5, Nos: 2). Motion passed.

   c. A copy of proposed Bylaw changes were provided. The changes correspond with the purchase, and cite the state statute allowing RPCs to purchase property. Bylaw amendments require a 30 day notification. The next Board meeting will be scheduled to accommodate the notice requirement, allowing a vote to amend the bylaws at the next RPC meeting.

6. Transportation Project Prioritization
   
a. *Peter Daniels* made a motion to approve the Transportation Project Prioritization as recommended by the Transportation Advisory Committee. Second by Etienne Ting. Motion passed.

7. Pre-Candidate Town Highway Bridge Program Prioritization
   
a. *Peter Daniels* made a motion to approve the Pre-Candidate Town Highway Bridge Project Prioritization as recommended by the Transportation Advisory Committee. Second by Tom Bock. Motion passed.

8. Updates
   
a. *Tom Kennedy* and *Tom Bock* provided updates on legislation:
      - The Legislature has been very active; 850 bills were introduced this year.
      - The Act 250 bill did not make crossover.
      - S.96 includes a regional project delivery concept, where RPCs would serve a grant administration role similar to what we are doing now with the Water Quality Block Grant program.
      - H.384 involves a proposed 4¢/gallon increase to the gas tax for municipal road maintenance needs. It is projected to raise $23 million.
b. Tom Kennedy indicated that the region is now eligible for grants through the Northern Borders Regional Commission. Letters of Notification are due this Friday for a program that funds economic development-related infrastructure projects, such as roads, bridges, water and sewer systems, broadband, and outdoor recreation.

9. Old Business
   a. Draft Personnel Policies have been provided to the Committee for review.

10. Adjourn
   a. Wayne Wheelock made a motion to adjourn. Second by Tom Kenyon. Motion passed. The meeting was adjourned at about 2:00 PM.

Respectfully submitted,

Jason Rasmussen
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).
b. Peter Daniels made a motion to amend the SWCRPC Bylaws as presented. Second by Etienne Ting. Motion passed (7 ayes, 1 no).

   a. Tom Kennedy highlighted a few changes, notably that the draft Administration and Operating Policies includes an insurance opt out provision.
   b. The Executive Committee met recently to review the proposed Personnel Manual and found that it was well prepared, needing only minor edits. Peter Daniels commented that the job descriptions are a good addition.
   c. A hard copy was mailed to Commissioners last week. Not all Commissioners have received it yet. We will discuss this further next month.

7. Updates
   a. Legislature: Tom Kennedy and Tom Bock provided updates on legislation. The Act 250 bill is big and complex. It does not appear to be going anywhere this year. The Clean Water bill would create a “clean water service provider” for each basin (e.g. RPCs or Conservation Districts). Each provider would be responsible for identification, design, construction, operation and maintenance of approved clean water projects. One area of concern is that, as currently drafted, a provider (e.g. RPC) could be fined if the applicant (e.g. town) fails to complete a project.
   b. Section 248:
      i. Jason Rasmussen reported that a revised site plan has been completed for the proposed French Meadow solar project in Springfield. A new site visit and meeting is being scheduled for May 22 or 23.
      ii. Proposed revisions to the VT Public Utility Commission’s Rule 5.100 would eliminate the ability to identify a “preferred site” through a joint letter from the town Selectboard and planning commission, and the regional planning commission. We do not support this change as it would limit local influence into the process.
   c. Act 250: Jason Rasmussen reported on the Green Mountain Lodge hearing that took place last week. This project is located at the former Jewell Brook Woolen Mill site at Parker Avenue in Ludlow. They were previous approved for a 30 unit condo complex, triplex and one single residence. They are seeking to amend their existing permit to construct a 72 room hotel, 36 seat restaurant and single residence. The issues appear to be mostly minor, such as requiring maintenance of pervious pavement and sight distances. They are not providing pedestrian accommodations even though it is within 1/3 mile from the Village, but this is largely because the bridge to the north of the project does not have a sidewalk.

8. Old Business
   a. None.

9. Adjourn
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
Commissioners Present: Tom Bock, Chester; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Joe Fromberger, Andover; Kathy Rondeau, Reading; Walter Martone, Springfield; Tom Kenyon, West Windsor.

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus

Tom Bock opened the meeting at 12:00 PM.

1. Changes to the Agenda
   a. None

2. Secretary’s Report
   a. Tom Kenyon made a motion to approve the minutes of the April 29, 2019 meeting with corrections to the meeting date and attendees. Second by Kathy Rondeau. Motion passed.

3. Treasurer’s Report
   a. Tom Kenyon made a motion to table the April 2019 Treasurer’s Report to the June meeting. Second by Etienne Ting. Motion passed.

4. Nomination Committee
   a. Tom Kennedy reported that a Nomination Committee is needed to nominate officers for the annual meeting in June. Joe Fromberger volunteered to serve as the Chair of the Nomination Committee.

5. Discussion of FY20 Draft Budget
   a. Tom Kennedy presented the draft budget and indicated that the Board will be asked to vote on this budget at the annual meeting in June. A few smaller grants have been awarded since preparing this draft, so there may be some corresponding minor modifications made to this budget for the June meeting.

6. Comments on PUC Rules
   a. Jason Rasmussen reported that the Public Utility Commission (PUC) has proposed changes to their net-metering rules, including eliminating the preferred site letter. The Executive Committee reviewed comments before they were submitted the previous week. The RPC opposed that change because the preferred site letter provides towns with a good opportunity to respond to project sites as they are proposed. A copy of the letter was included in the agenda packet.
7. Weathersfield Solar Projects
   a. Jason Rasmussen reported that the RPC received two 45-day notices for proposed solar projects in Weathersfield; one at the highway garage and another at the transfer station site. Preferred site letters are not being requested for these projects. Jason will send information to the Permit Review Committee and copy all Board members.

8. Funding Updates
   a. Tom Kennedy reported that the RPC received $1.5 million award for the Clean Water Block Grant. We will again manage this statewide program.
   b. Tom Kennedy indicated that we received $2,500 from the Vermont Housing and Conservation Board for the housing study that we are working on with TRORC and UVLSRPC. Funding from a variety of different sources are contributing to this study. We will discuss this project in more detail at the next RPC meeting.
   c. Jason Rasmussen reported that we have received $30,000 to work with VTrans on a transportation resiliency project between now and the end of December 2019. This work will involve identifying roads at risk of flood damage using a tool developed for VTrans by a consultant.

9. Update on Ascutney Professional Building
   a. Tom Kennedy reported that there were no negative findings from the environmental assessment of the building. The next step in the purchase process is to sign a commitment letter. Included in the agenda packet was a commitment letter for a commercial mortgage loan prepared by Mascoma Bank.
   b. Walter Martone made a motion to authorize the Vice Chair to sign the Commitment Letter for a Commercial Mortgage Loan with Mascoma Bank to purchase real estate located at 20 and 38 Ascutney Park Road in Weathersfield with the terms as detailed in that Commitment Letter. Second by Etienne Ting. Tom Bock abstained. Joe Fromberger voted no. Motion passed.

    a. Joe Fromberger made a motion to table the review of the draft Personnel Manual until the June meeting. Second Tom K. Motion carried.
    b. Joe stated that he would like more time to review the manual. Chris T. asked that any comments be sent to her. Adoption is planned for the June meeting.

11. Brownfield Loan to Woolson Block
    a. Tom Kennedy reported that Housing Vermont suggested that we consider amending our loan agreement to include a grant portion as cleanup efforts have been increased as previously anticipated.
    b. Walter Martone made a motion to amend the Woolson Block security loan agreement to include a sub-grant agreement in the amount of $50,000 and the loan agreement not to exceed $125,000. Tom Kenyon seconded. Joe Fromberger abstained. Motion passed.

12. Old Business
a. None

13. Adjourn

   Joe Fromberger made a motion to adjourn at 1:40 p.m. Kathy Rondeau seconded. Motion passed.

Respectfully submitted,

Jason Rasmussen
Commissioners Present: Joe Wilson, Springfield; Tom Bock, Chester; Wayne Wheelock, Baltimore; Etienne Ting, Cavendish; Joe Fromberger, Andover; Kathy Rondeau, Reading; Tom Kenyon, West Windsor; Peter Daniels, Weathersfield; Rose Goings, Ludlow.

Staff Present: Tom Kennedy, Jason Rasmussen, Chris Titus, Cindy Ingersoll, Chris Yurek, Otis Munroe, Kennedy Moore.

Others Present: Nikita Lenahan, Fred Kowalik, Fredda Kischko, Daniel Pettigrew, Eva-Maria Pettigrew

Joe Wilson opened the meeting at 12:00 PM.

1. Changes to the Agenda
   a. Agenda item 12 was moved to the beginning of the agenda.

2. Permit Review Committee Updates
   a. Jason Rasmussen reported that the Permit Review Committee met on June 13th to discuss a number of projects. The Springfield Planning Commission denied a preferred site letter request for the 500 kW solar project proposed for the French Meadow site in Springfield, which means that this project will not proceed. Joe Wilson noted that the project did not meet the Town’s solar siting criteria. As a result, the RPC will not vote on the matter.

   b. There are two 500 kW solar projects proposed in Weathersfield. The developer, Norwich Technologies, is asking for a preferred site letter for each one. The Permit Review Committee recommends determination of the Transfer Station project being a preferred site but stating concern about stormwater. Abutters to this proposed project stated their concerns, including aesthetics, wildlife impacts and stormwater/flooding.

   c. Peter Daniels made a motion to authorize the Chair to sign a preferred site letter for Norwich Technologies proposed 500 kW solar project at the Weathersfield Transfer Station site, with stipulations that the application to the PUC evaluate and appropriately mitigate impacts, as needed, related to stormwater, wildlife habitat and aesthetics. Second by Kathy Rondeau. Motion passed.

   d. Jason Rasmussen reported that the second 500 kW solar project is proposed to be located on the Weathersfield Highway Garage site. It appears to avoid the solar siting constraints identified in the Regional Energy Plan and has minimal impacts. The Permit Review Committee recommends determination of the Highway Garage project being a preferred site.

   e. Tom Kenyon made a motion to authorize the Chair to sign a preferred site letter for Norwich Technologies proposed 500 kW solar project at the Weathersfield Highway Garage site. Second by Kathy Rondeau. Motion passed.
f. Jason Rasmussen reported that we received a 45-day notice for the Craigue Hill Sugarbush 500 kW solar project. The RPC signed a preferred site letter for this project last year. Aesthetic impacts are generally limited to a neighbor or two. The applicant stated in their notice that they will work with neighbors to mitigate aesthetic impacts. The Permit Review Committee does not have any comments or concerns about the project at this time.

g. Jason Rasmussen reported that we received a 60-day notice for a new 184 foot tall telecommunications tower off Lovell Road in Chester. The applicant did a balloon test. According to town officials, it does not appear to be very noticeable from VT 11. The design also minimizes impacts to ag soils. The Permit Review Committee does not have any comments or concerns about the project at this time.

3. Secretary’s Report
   a. Peter Daniels made a motion to approve the minutes of the May 20, 2019 meeting. Second by Wayne Wheelock. Motion passed.

4. Treasurer’s Report
   a. Peter Daniels made a motion to accept the May 2019 Treasurer’s Report. Second by Tom Kenyon. Motion passed.

5. Election of Officers
   a. Joe Fromberger reported for the Nominations Committee; the existing slate of officers are willing to continue in their current roles.

   b. Tom Kenyon made a motion to elect Joe Wilson as Chair, Tom Bock as Vice Chair, and Kathy Rondeau as Secretary/Treasurer. Second by Rose Goings. Motion passed.

6. At-Large Commissioner Appointments
   a. Peter Daniels made a motion to appoint Bob Flint (SRDC) as an At-Large Commissioner. Second by Etienne Ting. Motion passed.

7. Committee Membership Appointments
   a. Committee memberships were reviewed and changes to the FY2019 appointments were identified. Chris Yurek will be an alternate representation for the Connecticut River Joint Commissions. Tom Kenyon will be added to the Energy Committee. Rose Goings will be added to the Permit Review Committee. Kathy Rondeau will be added to the Personnel Committee. A new Housing Committee is established consisting of Tom Marsh and Kathy Rondeau. A new Building Committee is established consisting of Peter Daniels, Wayne Wheelock, Tom Kenyon and Kathy Rondeau.

   b. Tom Bock made a motion to create a Building Committee and Housing Committee, and to appoint committee members as discussed. Second by Peter Daniels. Motion passed.

8. Newspaper of Record
   a. Peter Daniels made a motion for the Rutland Herald to serve as the SWCRPC’s newspaper of record. Second by Etienne Ting. Motion passed.
9. Approval of FY20 Budget
   a. Peter Daniels made a motion to approve the $1,369,800 budget for FY 2020 as presented. Second by Etienne Ting. Motion passed.

10. Transportation Planning Initiative (TPI)
   a. Jason Rasmussen indicated that the TPI work program is essentially the same as in the current year. This work program is for FFY 2020, which begins October 1, 2019 and runs through September 30, 2020. VTrans gave us a slight increase in funding, which is appreciated. We also will get an additional $10,000 for the completion of the Transportation Resilience project under Task 6.
   b. Peter Daniels made a motion to approve the FFY 2020 Transportation Work Program and $174,810 Budget as presented. Second by Tom Kenyon. Motion passed.
   c. Tom Bock made a motion to authorize the Chair to sign the Procurement System Self-Certification form as presented. Second by Etienne Ting. Motion passed.

11. Adoption of Personnel Policy Manual
   a. Kathy Rondeau provided a thorough overview of the proposed personnel policies.
   b. Peter Daniels made a motion to adopt the Personnel Policies as presented. Second by Rose Goings. Motion passed.

12. Old Business
   a. Woolson Block – Tom Kennedy reported that grants are only eligible to sole owners. Therefore, we will need to amend our RLF agreement for the Woolson Block project.
   b. Peter Daniels made a motion to amend the Woolson Block Revolving Loan Fund (RLF) Loan Amendment to include the following modifications:

   1) 30-year term to be coterminous with other loans (VHCB, HOME, etc.)
   2) 5-year deferment, with amortization over the following 25 years
   3) Add a “standstill clause” waiving any declaration of default or foreclosure for 15 years (the 15-yr tax credit compliance period). PNC Bank provided the following language, attorney will need to provide the remaining narrative to complete the clause.

   Standstill. Notwithstanding the foregoing, during the 15-year Compliance Period (as defined in [________]), Lender will not commence default proceedings or declare an Event of Default under this [________]. Lender waives no rights or remedies it may have under the [_____] or any other document executed in connection therewith, but merely agrees not to enforce those rights or remedies until the end of the Compliance Period.

   Second by Etienne Ting. Motion passed.
   c. Tom Kennedy reported that one of the three guarantors of the 100 River Street loan has died. The remaining two will guarantee the loan repayment. There was consensus to proceed as discussed, considering the circumstances.
13. Adjourn

Joe Fromberger made a motion to adjourn at 2:00 p.m. Kathy Rondeau seconded. Motion passed.

Respectfully submitted,

Jason Rasmussen
Southern Windsor County
Regional Planning Commission

Minutes of Monday, July 15, 2019
Martin Memorial Hall, Ascutney, VT

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

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

Others Present: Kevin McCollister, Tom Yennerell, Renee Vondle.

Joe Wilson opened the meeting at 12:01 PM.

1. Changes to the Agenda
   a. Agenda item 5 was moved to the beginning of the agenda.

2. Adopt Resolution for the Purchase of the Ascutney Professional Building
   a. Tom Kennedy reviewed the Resolution that approves the purchase of the building and authorizes the Executive Director to execute the necessary paperwork on behalf of the Executive Committee. It was prepared by our attorney.

   b. Peter Daniels made a motion to approve the Resolution as presented. Second by Tom Bock. Joe Fromberger voted no. Motion passed.

3. Preferred Site Letter for 25 Ridgewood Road Solar in Springfield
   a. Jason Rasmussen reported that Catamount Solar has asked for an after-the-fact preferred site letter for the 500 kW solar project located adjacent to the Springfield Hospital. Kevin McCollister, Catamount Solar, presented the request and answered questions. The applicant had met with the RPC, town and neighbors a couple of years ago. The PUC approved this project and issued a Certificate of Public Good (Case Number 18-2611-NMP). No issues were raised by the RPC, town or abutters during the PUC process. At this point, the project could be constructed now. However, the applicant is asking for a preferred site letter in order to accommodate a different buyer of the power. (See the letter included in the agenda packet for more detail.) The project received preferred site status in the CPG as it is located adjacent to the primary buyer. With Springfield Hospital’s bankruptcy, the project’s investor is looking for another buyer. Therefore, a preferred site letter is now required in order to amend the CPG. Kevin indicated that no other changes to the project are proposed.

   b. Jason Rasmussen noted that neither the Springfield Planning Commission nor Selectboard have met yet to consider this request. Since the Board usually does not meet in August, we added this to the July agenda so the developer does not need to wait too long. Tom Kennedy noted that the town’s preferred site criteria are different and the RPC does not follow the local criteria. There do not appear
to be any issues with the constraints identified in the Regional Plan, and the project has already been approved by the PUC.

c. Tom Bock made a motion to authorize the Chair to sign a preferred site letter for Catamount Solar’s 500 kW solar project at 25 Ridgewood Road in Springfield. Second by Peter Daniels. Kathy Rondeau voted no. Motion passed.

4. Secretary’s Report
   a. Tom Kenyon made a motion to approve the minutes of the June 17, 2019 meeting. Second by Wayne Wheelock. Motion passed.

5. Treasurer’s Report
   a. Cynthia Porter reviewed the Treasurer’s Report, noting that it is a draft pending audit and accounts receivable. Cynthia and Tom Kennedy noted, with the latest information, we are projecting a surplus of about $30,000.
   
   b. Peter Daniels made a motion to accept the draft June 2019 Treasurer’s Report. Second by Tom Bock. Motion passed.
   
   c. Cynthia Porter indicated that the audit is scheduled for the third week of August.

6. Scheduling Hearing for Andover Energy Compliance Determination
   a. Jason Rasmussen reported that the RPC received a request from Andover for an energy compliance determination. We missed our opportunity to schedule the hearing in July. The Board usually does not meet in August. Joe Fromberger indicated that it is acceptable for Andover to schedule the hearing in September.

7. Updates
   a. Jason Rasmussen reported that the PUC is holding a hearing on the Juniper Hill solar project on July 18th. The RPC signed a preferred site letter for the project in 2017. An application is now being reviewed by the PUC. The developer, Norwich Technologies, has contacted us. They had redesigned the project in order to accommodate a future housing project along the roadway and water/sewer lines. The town is preparing a letter that explains this in more detail. No issues were raised by the RPC, town, ANR or other entity through the PUC process. However, now they scheduled a hearing to get input on tree clearing. The Board agreed to wait until after the hearing to see if the PUC or developer is asking for any particular input from the RPC.

8. Old Business
   a. None.

9. Adjourn
   Joe Fromberger made a motion to adjourn at 1:15 p.m. Kathy Rondeau seconded. Motion passed.

Respectfully submitted,

Jason Rasmussen
Commissioners Present: Joe Wilson, Springfield; Kathy Rondeau, Reading; Tom Bock, Chester; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Peter Daniels, Weathersfield; Walter Martone, Springfield; Terry Carter, Ludlow.

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

Public Hearing
At 12:05 PM, Joe Wilson opened the public hearing regarding a Determination of Energy Compliance under 24 V.S.A. §4352 for Andover. No members of the public were present. No written comments were received. The public hearing was closed at 12:10 PM.

SWCRPC Meeting
Joe Wilson opened the regular meeting of the SWCRPC at 12:10 PM.

1. Changes to the Agenda
   a. A Resolution for purchasing heating fuel was added to agenda item 5.

2. Determination of Energy Compliance under 24 V.S.A. §4352 for Andover
   a. Peter Daniels and Jason Rasmussen reported for the Town Plan Review Committee, which met before the public hearing to review the Andover Town Plan for energy compliance. Andover adopted a separate Enhanced Energy Plan on June 11, 2018. Andover then adopted a Town Plan, which adopted by reference the Enhanced Energy Plan, on September 10, 2018. At that time, the process for determination for energy compliance was brand new. In June 2019, the Selectboard submitted Andover’s Town Plan and accompanying documentation for a certificate of energy compliance. The Town Plan Review Committee found that Andover’s plan meets all applicable requirements of the energy planning standards checklist. Their plan recognizes the limitations of addressing some of the land use and transportation goals in such a rural town. The Andover Plan’s stance on wind power was discussed by the Committee, but found that it is compatible with the regional plan. The Committee recommends issuing an affirmative determination of energy compliance.
      b. Peter Daniels made a motion to determine that Andover’s Town Plan meets the enhanced energy planning standards under 24 V.S.A. §4352, and to authorize the Chair to sign a Determination of Energy Planning Compliance and Certificate of Energy Compliance. Second by Wayne Wheelock. Motion passed.
3. Secretary’s Report
   a. Tom Keyon made a motion to approve the minutes of the July 15, 2019 SWCRPC meeting. Second by Kathy Rondeau. Motion passed.

4. Treasurer’s Report
   a. Cynthia Porter reviewed the June Treasurer’s Report, slightly revised after the audit. She also reviewed the August Treasurer’s Report and the report for the Ascutney Professional Building.
   b. Peter Daniels made a motion to accept the June 2019 Treasurer’s Report, August 2019 Treasurer’s Report, and August 2019 report for the Ascutney Professional Building. Second by Tom Kennedy. Motion passed.
   c. Tom Kennedy reported that we had four audits conducted this summer, and that all four were clean. Tom and the Board thanked Cynthia and the administrative staff for their excellent work.

5. Ascutney Professional Building
   a. Tom Kennedy reported that Efficiency Vermont are coming on Wednesday to perform an energy audit of the building. Some of the siding on the old Post Office building is rotting and needs to be replaced. We have posted an ad for the rental unit, but have not found a tenant yet. Tom Kennedy also indicated that we do not presently have a formal building fund in place with money for annual operating expenses.
   b. Joe Fromberger made a motion to establish an Ascutney Professional Building Fund, and to transfer $10,000 from the Operating Fund to the new Building Fund to account for operating expenses through the end of this fiscal year. Second by Peter Daniels. Motion passed.
   c. Tom Kennedy reported that staff obtained a few quotes for heating fuel oil last week. The Dead River Company was the lowest bid at $2.20/gallon. Given the turmoil in the Middle East over the weekend, Dead River indicated that the price is on hold and subject to change.
   d. Peter Daniels made a motion to pass a Resolution to establish a commercial account with the Dead River Company for heating fuel for the Ascutney Professional Building. Second by Kathy Rondeau. Motion passed.

6. Updates
   a. Jason Rasmussen reported that the SWCRPC is administering a $1.5 million statewide program for DEC. This program will fund design and construction of water quality projects throughout the state.
   b. Jason Rasmussen reported that we have a new contract for just under $30,000 through December 2020 to assist Efficiency Vermont to implement energy plans in the region. This involves support for local energy committees/coordinators, local outreach events and other efforts to help implement energy plans. There is no funding for capital projects.
c. Jason Rasmussen indicated that staff has been working with the health professionals in the area as part of our economic development activities, as well as with our housing project. There is a good potential that we will have additional funding opportunities to expand healthy communities efforts in the near future.

d. Jason Rasmussen noted that our housing project with TRORC and UVLSRPC is now being called Keys to the Valley. Kathy Rondeau and Tom Marsh are serving on the project steering committee. Some fund raising efforts are still ongoing, but the project has now begun. You will hear a lot more about this project in the coming months.

7. Old Business
   a. None.

8. Establish Bylaw Committee to Amend Bylaws
   a. Tom Kennedy indicated modest updates are needed to the Bylaws, and a committee, such as the one that helped with the Personnel Policies, would be very helpful. Kathy Rondeau, Walter Martone and Peter Daniels agreed to serve on a Bylaws Committee.
   b. Tom Kennedy also suggested that we consider changing the organization’s name, perhaps to Mount Ascutney Regional Commission (“MARC”).

9. Adjourn
   
   Tom Bock made a motion to adjourn at 1:30 p.m. Second by Wayne Wheelock. Motion passed.

Respectfully submitted,

Jason Rasmussen
Commissioners Present: Joe Wilson, Springfield; Tom Bock, Chester; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Rose Goings, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor.

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

Public Hearing

Joe Wilson opened the public hearing at 12:05 pm to get input on the Town and Village of Ludlow’s requests for approval of their Municipal Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350, as well as a certification from the SWCRPC that its plan complies with energy planning requirements set forth in 24 V.S.A. §4352. No members of the public were in attendance; no comments were received. The public hearing was closed at 12:08 pm.

SWCRPC Meeting

Joe Wilson opened the regular meeting of the SWCRPC at 12:30 PM.

1. Changes to the Agenda
   a. None.

2. Secretary’s Report
   a. Tom Bock made a motion to approve the minutes of the October 21, 2019 SWCRPC meeting. Second by Tom Kenyon. Motion passed.

3. Consider approval of the Town and Village of Ludlow’s Municipal Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350
   a. Joe Wilson reported that the Town Plan Review Committee meet before the public hearing. They found the Ludlow Plan met the statutory requirements of approval and confirmation under §4350.
   b. Joe Fromberger made a motion to approve the Town and Village of Ludlow’s Municipal Plan and confirm their planning process in accordance with 24 V.S.A. §4350. Second by Tom Bock. Motion passed unanimously.

4. Consider issuing a determination of energy compliance under 24 V.S.A. §4352 for the Municipal Plan of the Town and Village of Ludlow
   a. Joe Wilson reported that the Town Plan Review Committee meet before the public hearing. They found the Ludlow Plan met the statutory requirements for energy compliance under §4352.
   b. Tom Bock made a motion to issue an affirmative determination of energy compliance under 24 V.S.A. §4352 for the Municipal Plan of the Town and Village of Ludlow. Second by Tom Kenyon. Motion passed unanimously.

5. Treasurer’s Report
a. *Tom Marsh made a motion to accept the October 2019 Treasurer’s Report. Second by Tom Kenyon. Motion passed.*

b. Cynthia Porter has developed consolidated financial forms. She will send them around to see if they are helpful.

c. Cynthia Porter reported that a management letter was included in the audit report. It was a clean audit; there were no negative findings.

d. *Tom Kenyon made a motion to accept the FY 2019 Audit Report. Second by Etienne Ting. Motion passed.*

6. Updates

a. Brownfields: Tom Kennedy reported that he will soon schedule a Brownfield Steering Committee meeting to discuss two projects. Windsor Investment Corporation is looking for an additional $15,000-20,000 to complete unanticipated cleanup activity associated with necessary drainage work. Matt Dunne is requesting up to $65,000 for clean up at the old bowling building (16-20 Park Street) in Springfield; a proposed loan with 4% interest. Tom Kennedy also reported that the SWCRPC submitted an application to the U.S. EPA for $250,000 in additional assessment funds.

b. Jason Rasmussen reported that survey results indicate general support for renaming the organization; one respondent thought we should keep it the same. There was also support for the name of Mount Ascutney Regional Commission, but one respondent was not in support of that name. Some support was also expressed for the name Southern Windsor Regional Commission. Tom Kennedy indicated that the Bylaws Committee would consider including a name change when working on Bylaw amendments.

c. Tom Kennedy gave an update on the Ascutney Professional Building. According to a local heating contractor, the heating system does not need to be replaced. Staff collected quotes on insulation, which raised questions about cost and other possible needed repairs. A meeting of the Building Committee will be scheduled soon to discuss the details.

7. Old Business

a. None

8. Adjourn

*Wayne Wheelock made a motion to adjourn at 1:05 p.m. Second by Tom Kenyon. Motion passed.*

Respectfully submitted,

Jason Rasmussen