

**Mount Ascutney  
Regional Commission**

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Draft Minutes of Monday, June 20, 2022  
MARC Offices, Ascutney, VT  
and via Zoom

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

**Staff Present:** Jason Rasmussen, Tom Kennedy, Cynthia Porter, Lisa Comstock, Rachel Scudder.

Tom Bock opened the meeting at 12:05 PM.

1. Changes to the Agenda
  - a. *No changes were made to the agenda*
2. Secretary's Report
  - a. *Joe Fromberger made a motion to approve the minutes of the May 16, 2021 MARC meeting as presented. Second by Terry Carter. Motion passed unanimously.*
3. Treasurer's Report
  - a. *Terry Carter made a motion to receive the May 2022 financial report. Second by Wayne Wheelock. Motion passed unanimously.*
4. Election of Officers
  - A. *Walter Martone made a motion to appoint Tom Marsh as Chair, Kathy Rondeau as Vice Chair, and Wayne Wheelock as Secretary/Treasurer. Second by Etienne Ting. Motion passed unanimously.*
5. At-Large Commissioner Appointments
  - A. *Kathy Roneau made a motion to appoint Bob Flint and Tom Bock as At-Large Commissioners. Second by Walter Martone. Motion passed unanimously.*
6. Connecticut River Joint Commission
  - A. *Terry Carter made a motion to re-appoint Jason Rasmussen to represent MARC on Connecticut River Joint Commissions (CRJC), and Chris Yurek to be the Alternate for CRJC. Second by Wayne Wheelock. Motion passed unanimously.*
7. Committee Membership Appointments
  - A. Jason Rasmussen requested each commissioner review the list of committees and advise if they wish to remain on current committees or make changes.
  - B. Terry Carter asked if Tom Bock could remain on a committee if he is now an At-large Commissioner. Joe Fromberger said the new Chair could determine if an

At-large Commissioner or an Alternate Commissioner can remain on the committee

- C. Joe Fromberger requested that Committees appointments be considered by Tom Marsh when he officially becomes Chair.
  - D. Walter Martone noted that the Permit Review Committee heading on the draft of the FY23 List of Commissioners needs to be changed from Section 248 & Act 250) to (Act 248 & Act 250)
8. Newspaper of Record
- A. Jason Rasmussen reported the Valley News has been the newspaper on record and asked if there was any reason or desire to change this.
  - B. Joe Fromberger suggested we use Vt Journal/Shopper since it is more closely associated with our region and is widely available as it is delivered with mail.
  - C. *Wayne Wheelock made a motion to use the Valley News and the VT Journal/ Shopper as the newspapers of record. Second by Joe Fromberger. Motion passed unanimously.*
9. Approval of FY23 Budget for July 2022 through June 2023
- a. Joe Fromberger stated the Proposed Budget, with changes, was reviewed by the Budget Committee and it was their recommendation to the Board of Commissioners to approve the FY 23 Budget as presented.
  - b. Peter Daniels asked Jason Rasmussen to go through the changes to the budget. Jason Rasmussen went over the sections in the budget narrative and explained the changes to each, and the factors involved in the increase or decrease for each from FY 22 to FY 23.
  - c. Cynthia Porter explained the changes in expenses. The additional salary expense is due to a budgeted 5% cost of living increase for employees, and the expected addition of a new planner, which will also generate additional employee benefit expenses. She stated the rent for the use of the professional Building at 38 Ascutney Park Place was increasing 5%. She also noted expected increases in traveling expenses, with COVID 19 restrictions ending, and budgeting for a Christmas party this year.
  - d. *Peter Daniels made a motion to approve the FY 23 Budget as presented. Second by Wayne Wheelock. Motion passes unanimously.*
10. Transportation Annual Work Program
- A. Authorize staff to finalize FFY 22 TPI Work Program and Budget
    - a. Jason Rasmussen stated guidance on the work program was late in coming as the TAC meeting is not scheduled until next week. He asked the Commissioners for approval to authorize the staff to finalize the FFY 22 TPI Work Program and Budget as presented to save having to have another meeting.
    - b. Tom Marsh asked if the work programs would be submitted project by project, with details. Jason Rasmussen advised TAC would be meeting next week to get details on any existing projects and any new projects at that time.

- c. *Joe Fromberger made a motion to authorize the Chair to work with staff to finalize the FY 23 Transportation Work Program and Budget as presented. Second by Water Martone. Motion passed unanimously.*
- B. Approve Procurement Self-Certification
- A. *Made a motion to authorize the Chair to sign the Self-Certification Procurement form as presented. Second by Wayne Wheelock. Motion passed unanimously.*
11. Review Regional Plan Drafts
- A. Health Chapter: Rachel Scudder stated the requested changes to make the Health Chapter easier to read had been completed. Terry Carter stated it is easier to read on tablet. Julie Hance stated she printed it out and that it is easy to read in this format.
  - B. *Joe Fromberger made a motion to provisionally approve the chapter as presented – based on adopting all of the plan. Second by Terry Carter. Motion passed unanimously.*
  - C. Walter Martone noted that the Plan should reflect Springfield Hospital and Springfield Medical Care Systems, Inc. (now renamed North Star Health) as the two separate entities they are.
  - D. Jason Rasmussen reminded the Commissioners that the Plan expires in November 2022, and at least two public hearings are required before voting to adopt. To avoid the Plan expiring, the final hearing needs to occur in mid-October 2022. The timing is getting very tight. Jason Rasmussen noted the Emergency Management, Implementation and Housing Chapters still needed to be reviewed. Commissioners expressed a desire to encourage more input before finalizing the proposed Plan.
  - E. Jason Rasmussen stated there are three options to handle the Regional Plan adoption process at this point:
    1. Let it expire while we continue to make changes as needed, which is not ideal.
    2. Set the public hearings for August and October, allowing more time between hearings.
    3. Schedule the hearings for September and October, allowing a little extra time to continue getting feedback and refining the chapters before hearing notices going out.
  - F. *Joe Fromberger made a motion to go with Option 3, to schedule the hearings for September and October, allowing more time to prepare a final draft with community input. Second by Terry Carter. Motion passed unanimously.*
12. Brownfields
- a. Park St School, Springfield, VT: SRDC requested a loan of \$120,000 for soil cleanup and asbestos abatement as described in the agenda packet memo.
  - b. *Peter Daniels made a motion to approve a \$120,000 loan to SRDC as described in the memo and as presented. Second by Walter Martone. Motion passed unanimously.*

- c. 23-31 Main St, Springfield, VT: Black River Crossing requested a loan \$190,000 for asbestos abatement and additional asbestos assessment. Tom Kennedy states he has spoken to legal council regarding collateral versus personal guarantee. Peter Daniels said he would prefer guarantee.
- d. *Joe Fromberger made a motion to approve a \$190,000 loan to Black River Crossing as described in the memo, and with the form of collateral to be determined by our attorney. Second by Walter Martone. Motion passed unanimously.*
- e. Report on Brownfield Steering Committee Actions: Tom Kennedy stated the Committee can now take action if requests are less than \$10,000. He advised the committee has made decisions as discussed in the agenda packet memo. These decisions include approving an additional \$4,800 for PCP indoor air sampling at the Bryants building in Springfield. An additional \$3,000 was approved for the Levesque Property Phase II assessment in Windsor due to drilling cost rate increases. The Committee approved \$3,000 for a Phase 1 assessment of 118 Amsden Hill Road by the Town of Chester. Tom Kennedy advised our attorney says a quick claim deed is needed.

13. Proposed Personnel Policy changes

- A. Jason Rasmussen reported that the Executive Committee reviewed the proposed changes a few months ago. VLCT then made suggestions for additional or clarifying changes. Most of VLCT's suggestions are included in the proposed policy changes.
- B. *Wayne Wheelock made a motion to approve the Personnel Policy changes as presented. Second by Walter Martone. Motion passed unanimously.*

14. Old Business

- a. *No old business was discussed*

15. Adjourn

*Tom Bock made a motion to adjourn the meeting at 1:30pm, Second by Wayne Wheelock. Motion passed unanimously.*

Respectfully submitted,

Lisa Comstock