

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, January 27, 2020
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Joe Wilson, Springfield; Tom Bock, Chester; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Terri Carter, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor; Kathy Callan Rondeau, Reading.

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

Others Present: Char Osterlund, Springfield.

Public Hearing

Joe Wilson opened the public hearing at 12:05 pm to receive comment on certification from the SWCRPC that Springfield's Town Plan complies with the 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 12:10 pm.

The second hearing was on the Town of Windsor'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 meeting the energy planning requirements as set forth in 24 V.S.A. §4352. No members of the public were in attendance; Peter Daniels said that the Table of Contents did not list the Resiliency section of the Plan. The public hearing was closed at 12:15 pm.

SWCRPC Meeting

Joe Wilson opened the regular meeting of the SWCRPC at 12:18 PM.

1. Changes to the Agenda
 - a. Introduction of Weathersfield's new Town Manager.
2. Consider issuing the determination of energy compliance under 24 V.S.A. §4352 for the Municipal Plan of the Town of Springfield
 - a. Peter Daniels reported that the Town Plan Review Committee met before the public hearing. They found the Springfield's Plan met the statutory requirements for energy compliance under §4352.
 - b. *Peter Daniels made a motion to issue an affirmative determination of energy compliance under 24 V.S.A. §4352 for the Municipal Plan of the Town of Springfield. Seconded by Tom Kenyon. Motion passed unanimously.*
3. Consider approval of the Town of Windsor's Municipal Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350
 - a. Peter Daniels reported that the Town Plan Review Committee met before the public hearing and the committee determined that Windsor's Plan met the statutory requirements of approval and confirmation under §4350.

Water Service Provider would be to work with an advisory committee to identify, prioritize, and implement water projects in Basin 10. The Department of Environment Conservation (DEC) is in the process of developing rules to guide clean water service providers. A draft of the responsibilities of the Clean Water Service Providers should be completed by the end of February. In February or March, the DEC will be issuing a RFP for interested organizations to apply to become a service provider. Tom Kennedy said he would provide more details at the next Board meeting.

Old Business

a. None

7. Adjourn

Wayne Wheelock made a motion to adjourn at 1:35 p.m. Second by Tom Kenyon. Motion passed.

Respectfully submitted,

Tom Kennedy

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, February 24, 2020
Martin Memorial Hall, Ascutney, VT

Commissioners Present: Joe Wilson, Springfield; Wayne Wheelock, Baltimore; Joe Fromberger, Andover; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Terri Carter, Ludlow; Walter Martone, Springfield Alt.; Tom Marsh, Windsor; Kathy Callan Rondeau, Reading, Peter Daniels, Weathersfield.

Joe Wilson opened the regular meeting of the SWCRPC at 12:25 PM.

1. Changes to the Agenda

Joe Fromberger made a motion to approve the agenda as printed; seconded by Tom Kenyon. Motion carried.

2. Secretary's Report

- a. Terry Carter made a motion to approve the minutes of January 27, 2020; the motion was seconded by Tom Kenyon. Kathy Callan Rondeau suggested a correction to the minutes on page 3, line 4, change up to of. The motion passed with the correction.

3. Treasurer's Report

- a. Peter Daniels made a motion to accept the January 2020 Treasurer's Report. Second by Peter Daniels. Motion passed.

4. Draft Bylaws

- a. Tom Kennedy went through the bylaws with the Commissioners. The Chair asked the Commissioners if they were agreeable to changing the name of the Commission to MT. Ascutney Regional Commission, the Commissioners are agreeable to making the change. There were minor edits made in the document which will be highlighted for discussion at the next Board meeting. The remaining area for discussion at the next Board meeting is the new section on the responsibilities of the Executive Committee. Tom Kennedy also went over the section on Intermunicipal Agreements and provided the enabling statute. Tom Kennedy asked the Board to vote on final approval at the June Board meeting. Tom K. said that before final approval, the RPC needs to provide 30 days advance written notification of the proposed bylaw amendments to members of the Commission. Tom Kennedy also suggested that the name change not go into effect until January 1, 2021, this will give the RPC plenty of time to determine all the legal and tax issues associated with changing the name of the Commission.

5. Legislative Issues

- a. Tom Kennedy discussed some of the legislative issues that may impact both the RPC and municipalities.
- b. Act 250: The bill passed the House but it did not contain the changes to the District Commission structure that the Governor desired so it is unclear if the

Administration will agree to changes made in the House draft. The major changes are language dealing with Climate change, forest fragmentation and forest blocks, Act 250 exemption in designated areas and increased protection around rural interchanges.

- c. Housing: Several bills are trying to address housing and housing affordability. An area of keen interest is to introduce new statutory language to require municipalities to provide more flexibility around housing, allow for up to four housing as a permitted use.
 - d. Transportation Climate Initiative: Tom Kennedy said there was a meeting in Springfield in February to discuss the initiative. The presenters at the meeting said that the initiative is trying to include all states from Maine to Virginia to develop initiatives to reduce greenhouse gas emissions from automobiles. Regionally, transportation emissions continue to increase and there appears to be a consensus amongst the states that a new model needs to be developed to address the issue. The lack of consensus is whether a carbon tax would be the most efficient way of addressing the issue.
6. Old Business
- a. Clean Water Service Provider: The Department of Environmental Conservation has decided that initially the program will be targeted to the Lake Champlain and Lake Memphremagog basins
 - b. Ascutney Professional Building: Staff has been advertising the rental space over many media platforms.

7. Adjourn

Wayne Wheelock made a motion to adjourn at 1:25 p.m. Second by Tom Kenyon.
Motion passed.

Respectfully submitted,
Tom Kennedy

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, March 23, 2020
SWCRPC Offices, Ascutney, VT
and via Conference Call

Commissioners Present: Tom Bock, Chester; Kathy Rondeau, Reading; Joe Fromberger, Andover; Peter Daniels, Weathersfield; Tom Kenyon, West Windsor; Etienne Ting, Cavendish; Terri Carter, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor.

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

Public Hearing

Tom Bock opened the public hearing at 12:04 pm to get input on the Town of Reading's requests for approval of their Municipal Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350. No members of the public were in attendance; no comments were received. The public hearing was closed at 12:06 pm.

SWCRPC Meeting

Tom Bock opened the regular meeting of the SWCRPC at 12:07 PM.

1. Changes to the Agenda
 - a. None.
2. Consider approval of the Town of Reading's Town Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350
 - a. Peter Daniels reported that the Town Plan Review Committee met earlier in the same day to review the Reading Town Plan. The Committee found that the plan was well-written and recommends approval and confirmation. Kathy Rondeau indicated that the Reading Planning Commission continues to work on more comprehensive updates. Jason Rasmussen added that the Plan was expiring in January, so the Town readopted recently with a few changes to meet newer statutory requirements, allowing more time to complete more comprehensive updates over the next 18 months.
 - b. *Peter Daniels made a motion to approve Reading's Town Plan and confirm their local planning process under 24 V.S.A. §4350. Second by Terri Carter. A roll call vote was held and all Commissioners voted aye. Motion passed.*
3. Consider Preferred Site Letter for Zampini Property off VT 106 in Cavendish
 - a. Jason Rasmussen, referring to the agenda packet handouts, provided background detail on the proposed solar project and request for a preferred site letter. The Cavendish Selectboard and Planning Commission both have signed the letter included in the agenda packet. Etienne Ting reported for the

Cavendish Planning Commission. Martha Staskus from Norwich Technologies, the developer, provided a brief overview of the project.

- b. Peter Daniels made a motion to sign the preferred site letter as presented for the 500kW ground-mounted net-metered solar project on the Zampini property off VT 103 in Cavendish. Second by Terri Carter. A roll call vote was held and 8 Commissioners voted aye and 1 no. Motion passed.*
4. Remote Working and Other Precautionary Measures for COVID-19
 - a. Tom Kennedy reported that most staff are working now from home and the other safety precautions that were made to ensure that staff, Commissioners and the general public in light of the ongoing COVID-19 pandemic. Tom reviewed the office COVID-19 guidelines with the Commissioners. All agreed the guidelines were prudent given this extraordinary situation.
5. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the February 24, 2020 SWCRPC meeting. Second by Walter Martone. A roll call vote was held and 8 Commissioners voted aye and 1 abstained. Motion passed.*
6. Treasurer's Report
 - a. *Tom Marsh made a motion to accept the February 2020 Treasurer's Report. Second by Walter Martone. A roll call vote was held and all Commissioners voted aye. Motion passed.*
7. Executive Committee Vacancy
 - a. Joe Fromberger indicated that with Joe Wilson moving away, Tom Bock will move from Vice Chair to now serve as Chair. Tom Kennedy indicated that he asked around, and Tom Marsh was willing to serve as interim Vice Chair between now and the end of June. No one else expressed interest.
 - b. *Peter Daniels made a motion nominating Tom Marsh to serve as Vice Chair through the end of this fiscal year. Second by Walter Martone. A roll call vote was held and 8 Commissioners voted aye and 1 abstained. Motion passed.*
8. Review Draft RPC Bylaw Amendments
 - a. Tom Kennedy reviewed the proposed RPC Bylaw changes to ensure that they reflected what was discussed at the previous RPC meeting. Joe Fromberger asked for more time to review the new Executive Committee language under Section 7. There was a consensus that all other changes are ready to be delivered to members of the Commission in order to vote on the changes at the June meeting.
9. Consider approval of Transportation Project Priorities
 - a. Jason Rasmussen reviewed the proposed transportation project priorities, including project funded in VTrans' Capital Program as well as Town Highway Bridge Pre-Candidate projects. Towns were consulted with and the TAC met last month to review these projects. The TAC recommends approval of these project priorities.

- b. *Joe Fromberger made a motion to approve the FY22 Regional Transportation Project Priorities and Town Highway Bridge Program Pre-Candidate projects. Second by Peter Daniels. A roll call vote was held and all Commissioners voted aye. Motion passed.*

10. Old Business

- a. None

11. New Business

- a. None

12. Adjourn

Tom Kenyon made a motion to adjourn at 1:00 p.m. Second by Peter Daniels. Motion passed.

Respectfully submitted,
Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, May 18, 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; Terri Carter, Ludlow; Walter Martone, Springfield; Tom Marsh, Windsor; Jenn Gehly (Alt.), Springfield; Derek Sursoo (Alt.), Chester.

Staff Present: Jason Rasmussen, Cynthia Porter.

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

1. Walter Martone introduced Jenn Gehly as Springfield's new Planning Commission Chair and RPC Board Alternate. A roll call and introductions were made. The RPC welcomed Jenn to the Board. Jason Rasmussen reported that Tom Kennedy's back surgery went smoothly and he is at home recovering. Commissioners wish him a speedy recovery.
2. Changes to the Agenda
 - a. None.
3. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the March 23, 2020 SWCRPC meeting. Second by Walter Martone. Motion passed unanimously.*
4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the April 2020 Treasurer's Report. Second by Terry Carter. Motion passed unanimously.*
5. Final Review of Draft RPC Bylaw Amendments
 - a. Jason Rasmussen noted that the intent is to finalize the draft amendments today so we can notice the changes and vote on them at the annual meeting in June.
 - b. Kathy Rondeau noted that with the name change, we will need to update the cover page. Joe Fromberger noted that the date needs to be updated. Joe also asked to delete "appropriate population density" from Article III, Clause A. There was discussion about that language as it relates to village center revitalization. *Peter Daniels made a motion to keep "appropriate population density" and leave the proposed language in Article III, Clause A as presented. Second by Tom Marsh. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Wheelock, Rondeau, Daniels), two (2) voted nay (Fromberger, Marsh). Motion passed.*
 - c. Joe Fromberger opposes empowering the Executive Committee to act in between RPC meetings. Jason Rasmussen noted that the proposed language is similar to existing language, and was intended to clarify the role that the Executive Committee plays. Joe is in favor of striking that language. There was discussion about the need to have the Executive Committee act under time-sensitive or emergency situations, such as with personnel issues or COVID-19 pandemic

related issues. *Peter Daniels made a motion to leave the proposed language regarding the Executive Committee in Article VI, Section 7 as presented. Second by Walter Martone. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Marsh, Rondeau, Daniels), two (2) voted nay (Fromberger, Wheelock). Motion passed.*

- d. *Peter Daniels made a motion to deliver the proposed Bylaw amendments to the members of the Commission at least 30 days before taking action at the annual meeting in June. Second by Kathy Rondeau. A roll call vote was held; five (5) Commissioners voted aye (Martone, Carter, Marsh, Rondeau, Daniels), two (2) voted nay (Fromberger, Wheelock). Motion passed.*
- 6. New Brownfield Assessment Award
 - a. Jason Rasmussen reported that the RPC was awarded \$300,000 from the U.S. EPA for Brownfield assessments which will enable us to continue addressing clean-up needs in the region. Thanks to Cindy Ingersoll and Tom Kennedy.
 - 7. Economic Development District Supplemental Funding
 - a. Jason Rasmussen indicated that the Economic Development District partners were invited to submit a proposal for \$400,000 in supplemental funding per the CARES Act Recovery Assistance program. The four partner organizations would receive funding in order to help with COVID-19 related economic recovery. The RPC would get \$15,000 to administer these funds and \$115,000 for planning activities over a 2 year period. We are focusing this effort on broadband for under-served areas in the region.
 - 8. Budget for Next Fiscal Year
 - a. Given the uncertainty of funding due to the COVID-19 impact on the state budget, the Board agreed that it makes sense for the RPC to prepare a 3 month budget for July-September 2020, instead of an annual budget. Once more funding details become available, we can develop a budget for the rest of the fiscal year later in the summer.
 - 9. Old Business
 - a. Cynthia Porter indicated that we should be okay with cash flow through the end of the fiscal year. She also reported that projections show we may have a small balance at the end of the year.
 - b. Joe Fromberger asked for an update at the next meeting on the status of the RLF loan to Precision Valley, LLC.
 - 10. New Business
 - a. None
 - 11. Adjourn

Joe Fromberger made a motion to adjourn at 1:00 p.m. Second by Terry Carter. Motion passed.

Respectfully submitted,
Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, June 22, 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; Walter Martone, Springfield; Tom Marsh, Windsor; Tom Kenyon, West Windsor.

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

Others Present: Steve Neratko, Springfield.

Tom Bock was having audio problems, so Tom Marsh opened the regular meeting of the SWCRPC at 12:05 PM.

1. Changes to the Agenda
 - a. None.
2. Secretary's Report
 - a. *Peter Daniels made a motion to approve the minutes of the May 18, 2020 SWCRPC meeting. Second by Walter Martone. Motion passed unanimously.*
3. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the May 2020 Treasurer's Report. Second by Kathy Rondeau. Motion passed unanimously.*
 - b. *Walter Martone made a motion to renegotiate the terms of the Jones and Lamson Site 1 loan with Springfield Regional Development Corporation, review the terms with the Brownfield Steering Committee, and present it for approval at the July RPC meeting. Second by Peter Daniels. Motion passed unanimously.*
 - c. *Cynthia Porter reported that the Precision Valley LLC loan has been closed and they have begun to make payments.*
4. Election of Officers
 - a. *Peter Daniels made a motion to appoint for FY 2021 the existing slate of officers for one more year; Tom Bock to serve as Chair, Tom Marsh as Vice Chair, and Kathy Rondeau as Treasurer/Secretary. Second by Terry Carter. Motion passed unanimously.*
5. At-Large Commissioner Appointments
 - a. *Terry Carter made a motion to appoint for FY 2021 Bob Flint (Springfield Regional Development Corporation) as an At-Large Commissioner. Second by Walter Martone. Motion passed unanimously.*
6. Committee Appointments
 - a. *Walter Martone and Terry Carter volunteered to serve on the Regional Plan Subcommittee.*
7. Newspaper of Record

- a. *Joe Fromberger made a motion to make the Rutland Herald our newspaper of record. Second by Terry Carter. Motion passed unanimously.*
8. Budget for July-September 2020
 - a. Tom Kennedy reported that due to many uncertainties, we have proposed a three month budget – just like the State – and we will develop a budget for the rest of Fiscal Year 2021 later in the summer. Tom reviewed the proposed “skinny” budget as proposed.
 - b. *Joe Fromberger made a motion to approve the three-month budget for July through September 2020 as presented with total income of \$271,803 and total expenses of \$250,954. Second by Peter Daniels. Motion passed unanimously.*
 9. Proposed RPC Bylaw Amendments
 - c. Jason Rasmussen explained that the few changes asked for at the last meeting are reflected in the proposed Bylaws, and that the membership was given adequate notification of the proposed Bylaw amendments. Tom Kennedy indicated that we will need about six months to take the appropriate steps to change the organization’s name.
 - d. *Peter Daniels made a motion to amend the Bylaws as presented, but that the name change will become effective on January 1, 2021. Second by Walter Martone. Joe Fromberger voted nay; all other Commissioners present voted aye. Motion passed.*
 10. Regional Plan Update
 - e. Jason Rasmussen reported that the Regional Plan expires in about two years. The Land Use Chapter changes that were prepared in the past have still not been finalized. Staff has continued to refine that Chapter and will review the current draft at the July meeting. Staff have also begun updating data and information as well as making the text more concise in the other chapters. Staff will also prepare a proposed timeline for addressing the other changes.
 11. Preferred Site Letter
 - f. *Walter Martone made a motion to approve the draft Preferred Site Letter for 1465 VT Route 106 in Perkinsville contingent upon a determination by FAA that the project will not adversely impact the Hartness State Airport. Second by Kathy Rondeau. Motion passed unanimously.*
 12. Brownfields
 - g. Tom Kennedy reported that we released an RFQ to update our short list of consultants for our Brownfields Program. Proposals are due on Friday, and the Brownfields Steering Committee will review them in the next couple weeks.
 - h. Tom Kennedy discussed the new RLF award of \$300,000 for brownfield assessments.
 13. Technology Service Contract with VC3
 - a. *Peter Daniels made a motion to enter into an agreement with VC3 for technology services as presented in the “Service Advantage Work Order” dated June 10, 2020. Second by Terry Carter. Motion passed unanimously after some discussion.*

14. Old Business

- i. Tom Kennedy reviewed a regional priority project listing. This was prepared in coordination with SRDC. It is intended to list 5-6 projects and will be submitted to ACCD. This list may be revisited after a few months. Walter Martone asked if this list is like a placeholder; Tom Kennedy answered, yes.
- j. Walter Martone made a motion acknowledging that the RPC was presented a draft Regional Priority Project listing provided by staff and authorizing staff to submit this list to ACCD. Second by Kathy Rondeau. Motion passed unanimously.

15. New Business

- a. None

16. Adjourn

Wayne Wheelock made a motion to adjourn at 1:20 p.m. Second by Tom Kenyon. Motion passed.

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, June 22, 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; Walter Martone, Springfield; Tom Marsh, Windsor; Tom Kenyon, West Windsor; Etienne Ting, Cavendish.

Staff Present: Tom Kennedy, Jason Rasmussen.

Tom Bock opened the public hearing at 12:00 PM on the Town of Cavendish's request for approval of their Town Plan and confirmation of their planning process in accordance with 24 V.S.A. §4350. There were no members of the public present and no written comments were received before the hearing began. The hearing was closed at 12:02 PM.

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

1. Changes to the Agenda
 - a. None.
2. Cavendish Town Plan approval and planning process confirmation [24 V.S.A. §4350]
 - a. Otis Munroe and Peter Daniels reported on the Town Plan Review Committee meeting that was held at 11 AM this same day. The Committee reviewed Cavendish's Town Plan and planning process, and finds that they meet statutory requirements. The Committee recommends approval and confirmation as authorized under state law.
 - b. *Peter Daniels made a motion to approve the Town of Cavendish's Town Plan and confirm their planning process in accordance with 24 V.S.A. §4350. Second by Wayne Wheelock. Motion passed unanimously.*
3. Secretary's Report
 - c. *Terry Carter made a motion to approve the minutes of the June 22, 2020 SWCRPC meeting. Second by Peter Daniels. Motion passed unanimously.*
4. Treasurer's Report
 - a. None this month.
5. Brownfields
 - a. Tom Kennedy and Peter Daniels reported on the Brownfield Steering Committee's recent meeting. They reviewed proposals for firms to be added to our short list of Qualified Environmental Professionals to conduct brownfields assessment work under an EPA Brownfields Assessment Grant. Tom indicated findings after asking DEC for input on the firms.
 - b. *Peter Daniels made a motion to select the following firms to our short list for conducting brownfields assessment work under an EPA Brownfield Assessment Grant for the next*

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five years: Stone Environmental, LE Environmental, Weston & Sampson, VHB, Credere, and ATC. Second by Terry Carter. Motion passed unanimously.

- c. Tom Kennedy and Peter Daniels reported on the Brownfield Steering Committee's recommended project funding requests and referred to the Steering Committee's July 9, 2020 meeting minutes for detail. The Board had a lengthy discussion about these projects.
 - d. *Peter Daniels made a motion to ratify the Brownfield Steering Committee's recommendations and to approve brownfield assessment funding requests of: \$35,000 to complete CAP/ECAA for the Park Street School from Springfield Assessment funds, \$18,950 of additional funding for Main Street properties to complete Phase II from the Springfield Assessment funds, \$15,000 to complete Phase II for Comtu using SWCRPC's pre-award Assessment funds for disbursement in October 2020, and \$15,000 to complete CAP/ECAA at the West Windsor Burke garage site using SWCRPC's program income, as well as \$8,000 to complete a Phase I for 100 River Street, VT Machine Tool and 5 Pearl Street using SWCRPC's program income. Second by Kathy Rondeau. Tom Kenyon voted no; all other Commissioners present voted yes. Motion passed.*
 - e. Tom Kennedy and Peter Daniels reported on negotiations with SRDC for repayment of the 2003 loan for the Jones and Lampson 1 building. The Brownfields Steering Committee recommends the proposed terms of the amended loan agreement.
 - f. *Peter Daniels made a motion to approve the amended loan agreement with SRDC for repayment, at 0% interest for seven years, for the initial assessment completed for the Jones and Lampson #1 site in Springfield. The amendment will require monthly payments of \$102.54 to begin on September 1, 2020. Second by Walter Martone. Wayne Wheelock abstained; Joe Fromberger voted no; all other Commissioners present voted yes. Motion passed.*
6. Transportation Planning Initiative (TPI)
- a. Jason Rasmussen reviewed the proposed TPI work program and budget and answered questions. Jason also reviewed the Self Certification form that states that the RPC's Procurement Procedures meet the applicable requirements.
 - b. *Peter Daniels made a motion to approve the SWCRPC's Transportation Work Program for FFY2021 (October 1, 2020 through September 30, 2021) for a project total of \$164,823. Second by Terry Carter. Motion passed unanimously.*
 - c. *Joe Fromberger made a motion to authorize the Chair to sign the Procurement Self Certification form as presented. Second by Peter Daniels. Motion passed unanimously.*
7. Proposed Regional Plan Schedule
- a. Jason Rasmussen reviewed the proposed schedule to update the Regional Plan. The Plan expires in November 2022. The adoption process typically takes about 6 months. The proposed schedule includes finalizing a draft document by the end of June 2021, and then to start the formal adoption process. The general intent is to update the document for new statutory requirements (e.g. forest blocks), streamline the language, and largely focus rewriting on the land use and natural resource sections. There is consensus on the schedule.

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- b. The draft Land Use Chapter will be provided to the Regional Plan committee soon, and a meeting will be scheduled at that time.
8. Old Business
- a. Peter Daniels and Etienne Ting asked for another volunteer to serve on the Town Plan Review Committee. Walter Martone volunteered to serve. Jason Rasmussen reported that West Windsor is likely to be the next plan that we will be asked to review.
9. Adjourn
- Joe Fromberger made a motion to adjourn at 1:00 p.m. Second by Wayne Wheelock. Motion passed.*

Respectfully submitted,

Jason Rasmussen

**Southern Windsor County
Regional Planning Commission**

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

**Southern Windsor County
Regional Planning Commission**

Minutes of Monday, October 19, 2020
SWCRPC Offices, Ascutney, VT
and via Zoom

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

Staff Present: Tom Kennedy, Jason Rasmussen.

Others Present: Martha Staskus, Norwich Technologies.

Tom Bock opened the regular meeting of the SWCRPC at 12:00 PM.

1. Changes to the Agenda
 - a. Agenda item 6(b) was moved up on the agenda since the solar developer is attending the meeting.
2. Secretary's Report
 - a. *Joe Fromberger made a motion to approve the minutes of the September 21, 2020 SWCRPC meeting. Second by Terry Carter. Motion passed unanimously.*
3. Preferred Site Letters for two Solar Projects on Spencer Hollow Road, Springfield
 - a. Martha Staskus, Norwich Technologies, presented these two separate 500 kW solar projects located adjacent to each other on Spencer Hollow Road. The projects are to the north of the correctional facility in Springfield. Each project involves clearing about 4-5 acres and the solar arrays will take up about 2.5 acres on each site. A vernal pool and wetland was avoided for one project. Martha indicated no other constraints are found on the project sites. Walter Martone reported that he attended a site visit, and neither project will be visible from the road. Walter also indicated that the Town Planning Commission and Selectboard have both signed preferred site letters for these two projects.
 - b. *Peter Daniels made a motion to approve issuing preferred site letters for the 500 kW solar projects at 664 Spencer Hollow Road and 500 kW solar project at 694 Spencer Hollow Road in Springfield, and to authorize the chair to sign both letters. Second by Walter Martone. Motion passed unanimously.*
4. Treasurer's Report
 - a. *Peter Daniels made a motion to accept the September 2020 financial report. Second by Walter Martone. Joe Fromberger abstained. Motion passed unanimously.*
 - b. Tom Kennedy indicated that the FY21 budget was approved at the previous meeting. This version was provided for your records as it corrected the mistakes as discussed in September.
5. FY21 Budget for Ascutney Professional Building

- a. Tom Kennedy presented the proposed budget and answered questions. Income for the old Post Office building was reduced since RSVP moved out at the end of September. The solid waste auditor is renting office space, the income for which is included. Engineering costs were included in the budget for a building assessment/maintenance plan as well as for help with septic issues/permitting.
 - b. *Kathy Rondeau made a motion to approve the FY21 Ascutney Professional Building Budget of \$46,836 as presented. Second by Tom Kenyon. Motion passed unanimously.*
6. Draft Title VI Plan
- a. Jason Rasmussen presented additional changes to the proposed Title VI Plan updates. 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. Additional changes were made to expand the nondiscrimination policy to include other state and federal laws. Thanks to Jenn Gehly and Sue Hackney, VTrans Civil Rights and Labor Compliance.
 - b. *Peter Daniels made a motion to adopt the Title VI Plan as presented today. Second by Walter Martone. Motion passed unanimously.*
7. Casella 500 kW Solar Project, Route 5, Windsor
- a. Jason Rasmussen presented the proposed project located on the former gravel pit, located next to the golf course in Windsor. By virtue of the location on a gravel pit, it is already considered a preferred site. Therefore, the applicant is not asking for a preferred site letter. We received a 45-day notice. A site visit is scheduled for October 26th at noon. This gives the RPC an opportunity to comment. However, we often wait to do so when more information is available in the full petition. Tom Marsh reported that the town is supportive and the applicant is talking with Bob Haight about a conceptual bike path that is envisioned to run through this property. The RPC has no comments at this time.
8. Updates
- a. Tom Kennedy reported that we have advertised for a new planner. Resumes are due at the end of this month. Jason reported that we have received eight resumes so far, a few of them are good. We hope the new planner could start in January. Tom indicated he would like to get the Personnel Committee together in November to review the top 3-4 resumes.
9. Old Business
- a. None.
10. Adjourn
- Peter Daniels made a motion to adjourn at 1:00 p.m. Second by Terry Carter. Motion passed.*

Respectfully submitted,
Jason Rasmussen

**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