

## **Brownfields Advisory Committee**

### **Draft Meeting Minutes Friday, October 28, 2016 1:00 p.m. – 2:30 p.m.**

#### **MEETING HELD AT CCRPC offices**

To access the documents referenced below, please visit:

<http://www.ccrpcvt.org/our-work/economic-development/brownfields/#advisory-committee>

#### **MEMBERS IN ATTENDANCE**

Razelle Hoffman-Contois, VT Department of Health (via phone) Eric Howe, Lake Champlain Basin Program  
Curt Carter, GBIC Marcel Beaudin, AIA (arr. 1:50 p.m.)

#### **STAFF IN ATTENDANCE**

Dan Albrecht, Senior Planner

#### **Others in attendance**

Brett Long, DCED (via phone)

#### **1. Call to Order, Introductions and Changes to the Agenda**

The meeting began at 10:00 am. Introductions were made. Review and Action of September 12 minutes was added to Agenda Item 3.

#### **2. Public comments on items not on the Agenda**

There were no public comments.

#### **3. Review and action of September 12<sup>th</sup> and October 14<sup>th</sup>, 2016 meeting summaries (see link above)**

Hoffman-Contois noted that her last name is Hoffman-Contois not Contois and that the DEC staff person's last name is Herzer. *Motion made by Carter, second by Howe to approve the two sets of minutes as corrected. Motion carried.*

#### **4. SOQ's received for Archeological / Historic Preservation Consultant Services**

Albrecht reported on the scoring of the SOQs which were as follows:

1. Hartgen Archeological - 90.83
2. UVM-CAP -89.27
3. Northeast Archeological-88.42
4. VHB (references not checked as 2 of 3 not applicable and firm would still score in 4<sup>th</sup> place even if perfect reference score of 30 was added to their base score of 57.63

Albrecht indicated they would like to retain 2 firms for this grant round as opposed to 1 in previous years. He would work to secure completed master agreements with the two firms and then move to the 3<sup>rd</sup> place firm if agreement was not reached with either Hartgen or UVM-CAP. *Motion made by Carter, second by Howe to recommend that CCRPC retain Hartgen Archeological Associates and the University of Vermont Consulting Archeology Program. Motion carried.*

#### **5. Finalize Guiding Principles for Site Selection and Site Evaluation Criteria documents**

Albrecht recapped the proposed changes to the Guiding Principles document which is the same as what was posted for the October 14<sup>th</sup> meeting. Committee members were comfortable with the proposed changes from the previous 2012 version. *Motion made by Howe, second by Carter to approve the Guiding Principles document as presented. Motion carried.*

Albrecht recapped the Site Evaluation Criteria scoresheet which is the same as what was posted for the October 14<sup>th</sup> meeting. Committee members suggested the following changes:

- clarify that scoring is “up to 5 points” for Project Location Economic Conditions
- for Project Economic Impact, clarify that reference to jobs are for “Permanent FTE jobs”
- for Bonus Categories scoring is “up to.....x points” for each question
- change last sentence to read “Does proposed site cleanup mitigate impacts to surface water?”
- for Additional Notes section, add prompts as follows: “what is anticipated value of final investment if known?” and “what is project timeline, if known?”

*Motion made by Carter, second by Howe to approve the Site Evaluation Criteria as amended. Motion carried.*

## **6. Action on Site Nomination / Assistance Requests**

Albrecht recapped how he scored the proposals first discussed at the October 14<sup>th</sup> meeting and the basis for his recommendations which were as follows:

**City Market (South Lot)** – hold off on making any further decisions on supporting Phase II ESA or CAP work on this parcel until such time as a more concrete development proposal is on the table.

**City Market Store (North Lot)** – Request proposal from Stone Environmental for Soil Monitoring / Waste Characterization. Determine financial contribution after review of proposal.

**Adam Piper** – Request proposals for Phase I and Phase I +QAPP from Weston & Sampson, Waite-Heindel and KAS. Determine financial contribution after review of proposals.

**Winooski Hotel** – Request proposal from L.E. Environmental for Phase II ESA. Determine financial contribution after review of proposal

**Burlington Alden Waterfront** – Request detailed proposal with budget amounts per task for QAPP implementation from Johnson Company. Determine financial contribution after review of proposal. Potential option would be to commit some funds now and decide on whether or not further funding support should be given at a later date.

[ Mr. Beaudin arrived about halfway through Dan’s recap. ]

After a brief discussion of each request, the Committee concurred that the proposed recommendation would provide the Committee and CCRPC with the detailed information needed to proceed further. *Motion made by Beaudin, second by Carter to approve the staff recommendation. Motion carried.*

## **7. Initial review: Site Nomination/Assistance request for Railyard Enterprise Project**

Albrecht recapped the formal Nomination Form submitted by Eleni Churchill of the CCRPC. Albrecht anticipates that further details will be known over the coming months and that he would be in touch with Ms. Churchill. Committee members noted that it could be several more years before construction of a new road would commence.

## **8. Outreach methods**

Albrecht reported that he gave a brief presentation about the Brownfields Program at the October 13<sup>th</sup> Old North End Neighborhood Planning Assembly meeting. He and Emily plan to staff an information booth at the November 2<sup>nd</sup> Vermont Development Conference.

## **9. Set Next Meeting Date and Agenda Items**

Once Albrecht receives detailed proposals from the projects noted above, he will work to schedule a meeting which could be a teleconference meeting.

## **10. Adjourn**

The meeting adjourned at 2:25 p.m.

*Respectfully submitted by Dan Albrecht*