

**Brownfields Advisory Committee**  
**Draft Meeting Agenda**

**Monday, September 12, 2016**  
**3:00 p.m. to 4:30 p.m.**

**MEETING TO BE HELD AT CONTOIS AUDITORIUM AT BURLINGTON CITY HALL**

To access the documents referenced below, please visit:

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

1. **Call to Order, Introductions and Changes to the Agenda** (Information, 3 minutes)
2. **Public comments on items not on the Agenda** (Information, 2 minutes, longer if necessary)
3. **Review and action of August 8, 2016 meeting summary (see link)** (Action, 2 minutes)
4. **SOQ's received for Assessment Services** (Action, 15 mins)  
*Staff will report on the ranking of the 10 SOQs received and the Selection Committee's recommendation to the full Committee. The Advisory Committee will then make its recommendation to the CCRPC Executive Director on which firms to select for its pool of consultants.*
5. **Finalize Site Evaluation Criteria document (see link)** (Action, 30 minutes)  
*Members should be prepared to provide comments and vote on the final wording of the document.*
6. **Project Solicitation process** (Action, 30 minutes)  
*The Committee will make recommendations on the process for solicitation of formal requests to the CCRPC Brownfields Program for assistance with site assessments and cleanup planning and also how best to review and act on requests.*
7. **Outreach methods** (Information, 5 minutes)
  - a. Update from staff on planned outreach
8. **Set Next Meeting Date and Agenda Items** (Action, 10 minutes)
9. **Adjourn**

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