

Brownfields Advisory Committee Draft Minutes

**Monday, August 8, 2016
3:00 p.m. to 4:30 p.m.**

CCRPC Main Conference Room, 110 West Canal Street, Winooski

To access the documents referenced below, please visit:

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

DATE: Monday, August 8, 2016

TIME: 3:00 p.m. to 4:50 p.m.

PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

MEMBERS IN ATTENDANCE:

Kirsten Merriman-Shapiro, CEDO
Curt Carter, GBIC
Marcel Beaudin, Architect
Brett Long, State of Vermont
Eric Howe, Lake Champlain Basin Program
Caroline Alves, USDA/NRCS

STAFF IN ATTENDANCE:

Dan Albrecht, Senior Planner
Emily Nosse-Leirer, Planner

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

The meeting was called to order at 3:08pm. The agenda was not changed.

2. Public comments on items not on the Agenda

There was no public comment.

3. Review and action of June 27, 2016 meeting summary

The description of the Burt White Junkyard in Huntington was changed to reflect new information about the purchaser and the intended use of the property. *Kirsten made the motion to approve the minutes and it was seconded by Marcel. The motion passed unanimously.*

4. SOQ's received for Assessment Services

Ten proposals were received. The details for evaluating those proposals can be found in the RFQ on the CCRPC website: <http://www.ccrpcvt.org/wp-content/uploads/2016/02/Brownfields-Environmental-RFQ-July-13-2016.pdf>. Dan will distribute the applications to the selection committee by 8/12 and he will look to schedule a meeting will occur within 2 weeks after distribution.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext 21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

5. Finalize Site Selection Criteria, Site Nomination Form, Site Access agreement and Participation Agreement (see links for June 27th meeting)

Dan distributed the site nomination form. Curt suggested that the form be modified to explain the brownfields program, for the purposes of providing more information to interested property owners.

Dan distributed the guiding principles for site selection. Curt mentioned that guiding principles for Phase II assessments says only that the owner/developer have “at least a rough plan” for redevelopment and suggested that more information be required. Kirsten suggested that it would be beneficial for this form to follow Windham’s example and collect data on the sites applying, including their possible impact on jobs created/retained, affordable housing units created, etc. The group agreed that there was a need for the guiding principles to allow for the prioritization of sites based on the key needs identified in the grant proposal, the key needs of the region and the amount of leverage available for projects. Dan will work with Curt, Kirsten, Eric and Caroline to work on the site selection.

6. Outreach methods

Emily and Dan provided information on possible community meetings and industry meetings to attend to conduct outreach about the brownfields program. The committee decided that outreach should take place across a wide range of groups to reach both community members and realtors, developers, etc. Staff will attend industry meetings, community meetings and governmental meetings, as well as conducting outreach via television and online forums.

7. Updates on potential projects

- **4 Winooski Falls Way**, a small hotel just west of the Champlain Mill which is known to be contaminated and would need a Phase II Assessment;
- The **South End City Market in Burlington**, which is requesting funds for soil monitoring during construction of the market on the front half of the lot;
- The **Burt White Junkyard in Huntington**, which may be bought by a private individual needs a Phase I and Phase II assessment prior to the building of a single family home and the establishment of a sugarbush operation.
- The northern end of **Waterfront Park in Burlington**, which may need more soil testing to determine whether additional capping is needed;
- The **Gateway Block in Burlington**, which will likely be completely redeveloped in the near future and will require more assessment. Memorial Auditorium is currently working to relocate tenants.
- Planning efforts in the **Urban Reserve in Burlington** (at which additional Phase II studies are recommended) are on hold for at least the rest of 2016.

8. Set Next Meeting Date and Agenda Items

The next meeting will take place on September 12 at 3:00pm, location in downtown Burlington TBD. Dan distributed draft guidelines for choosing consultants for specific brownfields projects, to be discussed at that meeting.

9. Adjourn: The meeting adjourned at 4:25pm.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext 21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.