



Brownfields Advisory Committee **DRAFT MINUTES**

Monday, June 27, 2016
3:00 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/>

DATE: Monday, July 27, 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:

Caroline Alves, USDA/NRCS

Kirsten Merriman-Shapiro, CEDO

Curt Carter, GBIC

Justin Dextrateur, Redstone, CCRPC Board Member

Razelle Hoffman, Vermont Department of Health

Marcel Beaudin, Architect

STAFF IN ATTENDANCE:

Dan Albrecht, Senior Planner

Regina Mahony, Planning Program Manager

Emily Nosse-Leirer, Planner

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

The meeting was called to order at 3:08pm. The order of the agenda items was changed, as reflected by the order of the minutes below.

2. Public comments on items not on the Agenda

There was no public comment.

3. Appoint a Chair of the Committee

Kirsten nominated Curt Carter as Chair and it was determined by a unanimous vote that Curt would serve as chair of the committee from now through the end of FY 2017.

4. Review and action of September 22, 2014 meeting summary

Kirsten moved that the minutes be approved. It was seconded by Curt. Caroline abstained. The vote was otherwise unanimous.

5. **Recap of awarded Brownfields Grants**

The grants provide \$200,000 each for petroleum and hazardous materials contamination. The grant focused on creating conditions for mixed use development, especially to alleviate the area's housing crisis. The targeted communities discussed were Burlington and Winooski. Target areas in those municipalities include the Railyard Enterprise District and the Gateway Block in Burlington and several auto-related parcels and City-owned parcels in Winooski.

It is estimated that 6 Phase I Assessments, 6 archaeological assessments and 10 Phase II Assessments will be conducted. It is estimated that 10 Cleanup Action Plans (CAPs) will be written. The vast majority of the grant's money goes to contractors to complete the assessments and cleanup plans.

6. **Updates on potential projects**

Dan gave brief updates on some potential projects, but emphasized that no decisions on funding have been made. Projects which have requested consideration include:

- **4 Winooski Falls Way**, a "boutique hotel" on the Winooski Circulator, which is known to be contaminated and would need a Phase II Assessment;
- The **South End City Market in Burlington**, which would need a Phase II for the back half of the lot, and may also need 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 the Vermont Land Trust and may need a Phase I and/or Phase II assessment;
- The northern end of **Waterfront Park in Burlington**, which may need more soil testing to determine whether additional capping is needed;
- Several other properties in Winooski both private and public;
- The **Gateway Block in Burlington**, which has had a Phase I completed. The area will likely be completely redeveloped in the near future and will require more assessment.
- The **Railroad Enterprise District** is another area that has had testing in the past, and is adjacent to the Superfund site. Reconnecting streets is a priority, as is finding an appropriate use for the area. More testing will be needed.

Curt suggested that Dan work to put together a list or spreadsheet summarizing these potential projects.

Discussion ensued about whether these potential projects would be acceptable, given that the grant emphasized housing development. Dan explained to the committee that all viable projects are appropriate for using grant funding provided that they meet DEC and EPA requirements and that such expenditures are authorized by the Brownfields Committee.

7. **Review/edit consultant RFQ, Master Agreement and Guidelines for choosing consultants and determine BF Committee members to serve on Selection Committee** _____ (Action, 20 mins)

Curt suggested that staff come up with a schedule of work moving forward. The RFP will be out as long as CCRPC policy requires. Staff outlined the updates that will need to be made to the RFQ documents that were used in 2010. Justin suggested that having more firms on the list of QEPs might stimulate competition and lower prices. Dan pointed out that the 2010 RFQ specified that 2-3 firms would be selected to be "on-call". Discussion ensued about whether having more is too many, and whether additional cost estimates could or should be requested from "on-call" consultants.

Kirsten, Justin and Marcel were appointed to serve on the Selection Committee. That committee will determine the final wording of the RFQ.

8. Review and Approval of Site Selection Criteria, Site Nomination Form, Site Access agreement and Participation Agreement

The committee felt that it was worthwhile to take the time to develop thorough guiding principles for site selection, and that it should be discussed further. The committee agreed that explicitly determining the variables that should be examined was important and asked staff to explore the guiding principles used by other RPCs. The other forms will be updated as necessary and distributed to the committee.

9. Next Steps

The committee will meet some time in August, tentatively August 8t at 3 p.m., to discuss selection criteria, brainstorm ideas for outreach methods and take other actions as necessary.

10. Adjourn

The meeting adjourned at 4:50pm.