

Brownfields Advisory Committee Minutes

Monday, September 11, 2017 3:00 p.m. - 4:00 p.m.

CCRPC Small Conference Room, 110 West Canal St., Suite 202 Winooski, VT

To access various 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

Committee Members in Attendance		
Curt Carter, Chair – GBIC	Kirsten Merriman-Shapiro, CEDO	Matt Vaughan - Lake Champlain Basin Program
Brett Long, VT Department of Economic Development	Heather Carrington, Winooski	Justin Dextrateur, Redstone (via phone)
Others in attendance:		
Leisa Pollander, Sara Holbrook Center	Catherine Dimitruk, Northwest Regional Planning Commission	Miles Waite, Waite-Heindel Environmental Management
Will Clavelle, CEDO		
CCRPC Staff: Dan Albrecht, Emily Nosse-Leirer		

2. Public comments on items not on the Agenda

No comments.

3. Review and action on July 10, 2017 meeting summary

The minutes from April 10, 2017 and July 10, 2017 were approved as edited by Razelle Hoffman-Contois.

4. Action on Site Nominations/Assistance Requests

a. Northwest RPC projects

Dan provided background on the projects in the Northwest Region and stated that in the past, Northwest RPC provided assistance to the Richmond Creamery project when CCRPC's grant had run out of money. Catherine emphasized that NRPC requested funding assistance from all bordering regional planning commissions, and is not expecting a quid pro quo because of this past decision. Catherine explained that the 3 Canada Street project is located directly in Downtown Swanton and that a Phase I and Phase II have been conducted, but more testing is needed to look for additional contamination, especially PCE soil vapor contamination.

Catherine explained that 14 Stebbins St. in St. Albans is a proposed redevelopment of the existing building and currently hosts a dance studio. It is proposed to add office space above the dance studio and potentially do other improvements on the building. A Phase II is about to start on the project, but there may be a funding shortfall to write a Corrective Action Plan if it is necessary based on the Phase II.

Dan showed the committee the scoring for both projects, and the committee members agreed that the projects seemed to fit the scoring criteria as much as many of the other projects that CCRPC's grant has funded. Curt asked for more details on the timing of the projects and whether NRPC has any more information on funding.

Catherine said that the projects should be able to move forward within a month, and asked the committee to consider approving \$10,000 for Corrective Action Planning, with the possibility to ask for more funding in the future. Matt said that these projects seem like great options for brownfields funding, but noted that he would rather see the results of the supplementary tests and the Phase II before committing because it's unclear whether there would need to be more testing before the CAP. Matt suggested a quick meeting in the future when the results are available, even a conference call if necessary, to get these approved once the details are available. The Committee concurred with Matt's suggestion and invited the NRPC to provide such details as soon as there are available so that the Committee may act formally on a request with more discrete deliverables and costs known.

b. Sara Holbrook Center

Leisa described the project and Curt mentioned that it seems like a great project. Dan noted that we have confirmed with EPA that it is acceptable to pay for a Phase I now, even though the Center has already purchased the property. Pablo asked why CCRPC staff scored the project so low on the housing component. Emily explained that she did not want to score it highly for housing because while it will contribute \$100,000 to the housing trust fund, it will be eliminating four current units of housing. Will explained that the mayor has committed money to early childhood education, and that while this will be eliminating four units of housing, there are large developments of housing, including affordable units, downtown and at the Burlington College property.

Miles noted that these units should also have lead and asbestos surveys completed eventually. Dan noted that the Phase I must be completed before the center can request a Phase II or the building materials survey. Emily confirmed that these properties have petroleum and hazardous eligibility because of the presence of a mechanics pit.

Matt motioned to allow staff to contract with a consultant to complete a Phase I for this project. Pablo seconded, and the motion passed unanimously.

Brett Long mentioned that they are working with another childhood center in Rutland that has had a lot of challenges because they didn't complete a Phase I prior to purchase. He asked if there was a way to advertise the need for Phase I assessments for properties. Dan replied that while this is good advice and a good thing to note, CCRPC doesn't have the funding for an advertising campaign.

5. Railyard Enterprise Project: Contract Overage

On August 28, CCRPC staff was notified by from Waite-Heindel Environmental Management that the drilling completed at 339 Pine (Railyard Enterprise Project) caused the project to go over budget. The Brownfields Advisory Committee approved a budget of \$25,070, including 2.5 days of drilling for \$6,205. The drilling took almost four days and cost \$10,775. This caused the project to be \$4,600 over budget. Dan and Emily expressed their concerns that the notification on the overage was quite delayed, that they have concerns over setting a precedent in paying for this overage despite the lack of adequate notice and that had they been notified earlier would not have been placed in this awkward position. Eleni mentioned that it is common to fund overages like this, such as with transportation projects, as fieldwork can be unpredictable and thinks we should pay 50% of the overage. CCRPC staff are seeking the committee's recommendation.

Miles explained that he originally thought that he could cover the original overage with parts of the project that were under budget. Kirsten said that she thinks that the work that was completed has a lot of value and that we need to be flexible with people as we work in the field. Matt mentioned that the error was not in terms of Waite-Heindel's work, but in terms of estimating the timeframe of the contractor's work. Heather wondered if the contracts would benefit in the future from a contingency requirement.

Kirsten made a motion that CCRPC cover part of the overage and pay an additional \$2,500 to Waite-Heindel, but that in the future, contract overages must be communicated to CCRPC staff and the committee as soon as possible for overages to be approved. The committee also noted that they hope to not see issues like this in the future unless brought to the committee early in the process. Matt asked if paying for the overage causes administrative challenges, and Dan said no. Matt seconded the motion. The committee approved the payment.

6. Project Updates

The City of Burlington is continuing to fund the Waterfront Park project. We continue to pay for monitoring at 453 Pine. The Winooski Hotel is in Act 250 appeals. The Strand Theater is still under development. Miles mentioned that Champlain Transmission on North Winooski Avenue in Burlington may be purchased and may need a Phase I beforehand. 316 Flynn Avenue and City Market are under construction. 3 Maple Street in Essex Junction is still on hold as the developer has not made any forward progress vis-à-vis obtaining preliminary permits from the Village.

7. Adjourn

The meeting adjourned at 4:01. The next meeting will be at the call of the chair.