



Brownfields Advisory Committee MINUTES

September 19th, 2016 @ 4 pm – 5 pm
CVRPC Offices, 29 Main St., Montpelier, VT

ATTENDEES:

<p>Voting Attendees</p> <ul style="list-style-type: none"> • Janet Shatney, <i>City of Barre</i> • George Malek, <i>Town of Orange</i> • Ron Krauth, <i>Town of Middlesex</i> • Anita Kelman, <i>Capstone Community Action</i> • Gunner McCain, <i>Central Vermont Economic Development Corp. (CVEDC)</i> 	<ul style="list-style-type: none"> • Brad Denny, <i>Town of Northfield</i> • Tim Ross, <i>Union Bank</i> • Steve Comolli, <i>Downstreet Housing & Community Development</i> <p>Non-Voting Attendees</p> <ul style="list-style-type: none"> • Jamie Stewart, <i>CVEDC - Alternate</i> • Gail Aloisio, <i>CVRPC Staff</i>
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The meeting was called to order at 4:01 pm.

B. Denny arrived at 4:02 pm.

Adjustments to the Agenda

No adjustments.

Minutes

G. Malek moved to approve the July 18th, 2016 minutes. A. Kelman seconded and the motion passed unanimously.

G. McCain moved to approve the August 8th, 2016 meeting summary, R. Krauth seconded and the motion passed unanimously.

Project Updates

G. Aloisio provided updates on ongoing projects.

The selection process for environmental contractors to serve the program has begun. Contractors will be selected by Nov. 2nd.

A meeting to set up project steps and agency roles was held at the Woodbury Country Store. The first step of determining when to demolish the building has been initiated.

Staff has received four inquires about the program since the last meeting. The Town of Whiting has completed Owner Agreement paperwork and staff is following up on more project specifics.

Appointment of New Committee Members

G. Malek asked to adjust the agenda to propose a clarification to language in the Draft Rules of Procedure regarding the Committee's authority to appoint. The clarification was drafted and the committee continued on to appointment of new members under the Interim Rules of Procedure still in effect.

Tim Ross introduced himself as a VP Commercial Lender at Union Bank who has served on CVRPC's Brownfield's Committee in the past. He enjoyed contributing and would like to take the opportunity again.

Steve Comolli has volunteered to serve as Downstreet Housing and Community Development's representative in place of Alison Friedkin, who has an ongoing scheduling conflict. Steve is the Facilities Manager and oversees building operations and maintenance of Downtstreet properties.

G. McCain moved to appoint both Tim and Steve to the Brownfields Advisory Committee. Brad Denny seconded and the motion passed unanimously.

Rules of Procedure

Staff reviewed the discussion and comments about the Rules of Procedure from the Aug. 8th meeting. The Committee accepted revisions as proposed by staff and suggested few other modifications and clarifications.

The Committee choose to strike the first paragraph under Conflicts of Interest and rely on the procedures defined in the remainder of the policy. It was also defined that Chair and Vice Chair shall be limited to serving not more than two consecutive terms in an 8 year cycle.

B. Denny moved that the Committee approve the Permanent Rules of Procedure and recommend them to the Board of Commissioners for adoption. Tim Ross seconded and the motion passed unanimously.

Next Meeting

The next meeting was confirmed for **October 17th, from 4-6 pm** at the CVRPC Offices.

G. McCain motion to adjourn. T. Ross seconded and the motion passed unanimously.

The meeting concluded at 5:07 pm.