



## Brownfields Advisory Committee MINUTES

May 16<sup>th</sup>, 2016 @ 4 pm – 6pm  
CVRPC Offices, 29 Main St., Montpelier, VT

**ATTENDEES:**

<p><b>Voting Members</b></p> <ul style="list-style-type: none"> <li>• Janet Shatney, <i>City of Barre</i></li> <li>• Julie Potter, <i>Town of East Montpelier</i></li> <li>• George Malek, <i>Town of Orange</i></li> <li>• Ron Krauth, <i>Town of Middlesex</i></li> <li>• Anita Kelman, <i>Capstone Community Action</i></li> </ul>	<ul style="list-style-type: none"> <li>• Brad Denny, <i>Town of Northfield</i></li> <li>• Alison Friedkin, <i>Downstreet Housing &amp; Community Dev.</i></li> <li>•</li> </ul> <p><b>Non-Voting Attendees</b></p> <ul style="list-style-type: none"> <li>• Gail Aloisio, <i>CVRPC Staff</i></li> </ul>
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**SUMMARY:**

The meeting was called to order at 4:01 pm.

Staff made an adjustment to the agenda, switching the order of the Brownfields 201 and Mock Evaluation exercises.

Minutes from the April 13<sup>th</sup>, 2016 meeting were reviewed. Brad Denny moved to approve them and Ron Krauth seconded. Minutes approved unanimously.

Staff described the consultant hiring process to include review of 12-20 proposals over the course of 3-4 weeks, and two dates for conducting interviews, 3.5 hours each. The proposals are reviewed against a matrix of criteria outlined in the RFQ to narrow the field to 5-6 interviewees and the hiring subcommittee will hold a conference call to select interviewees. CVRPC would like to hire 3-5 firms to be available to do work through the 3 year contract.

The group reviewed the brownfields redevelopment process and conducted a mock evaluation of hypothetical projects.

During the Mock Evaluation exercise it was suggested to include all of the EPA eligibility questions in the Site Nomination Form so that the applicant would provide that information and save program staff research time

The group reviewed the stages of environmental site assessment and clean up planning, and looked at applicable reports.

The Committee concluded that an alternate for the environmental contractor selection subcommittee should be recruited once the dates for the process are more clear and it is certain that an alternate is needed. If the alternate is required, a volunteer will be solicited via email.

Anita Kelman moved to adjourn and Juile Potter seconded. Unanimous vote to adjourn.

The meeting adjourned at 6:15 pm.

**Wrap-up and Next Steps:**

The next BAC meeting is scheduled for **Monday, June 20th at 4 pm at the CVRPC Offices.**