



BROWNFIELDS COMMITTEE

Thursday, July 17, 2025, 10 – 10:30 am

Participation via Zoom¹

<https://us02web.zoom.us/j/88055614529?pwd=c2dVaTMvUnc0VU55bUd1TEhTWjkzUT09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 880 5561 4529 | Passcode: 215936

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Persons with disabilities who require assistance or alternate arrangements to participate are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

Page # AGENDA

10:00² Adjustments to the Agenda

2 10:05 Review and Approval of Draft Minutes from 12/19/24 Meeting (Action - enclosed)³

10:10 Public Comment

10:15 Nominations of New Brownfield Advisory Committee Members – (Actions - enclosed)³

4 • Emmanuelle Soumeilhan, Capstone Community Action

5 10:25 Program Updates

Staff will provide updates on enrolled properties.

- a. 173 South Main Street, Barre City (Quality Inn)
- b. 53 Granite Street, Barre City (Old Dessureau Machines)
- c. 57 Freight Yard Way, Northfield
- d. 300-302 Granger Road, Berlin
- e. 203 Country Club Road, Montpelier
- f. 63 Sawmill Rd, Cabot
- g. Phase I FEMA Buyouts
- h. EPA Grants

10:30 Adjourn

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Brownfields Committee Meeting
MINUTES
December 19, 2024

Present:

x	Janet Shatney, Chair; Barre City Commissioner
x	Peter Carbee, Vice Chair, Washington Commissioner (Alternate Seat)
x	Alice Farrell, Barre Town Commissioner
x	Ron Krauth, Middlesex Commissioner
	Jenny Faillace, Warren Alternate Commissioner
x	Melissa Bounty, CVEDC (Central Vermont Economic Development Council)
x	Joan Marie Misek, Vermont Department of Health
	Liz Scharf, Capstone Community Action Council
x	Nicola Anderson, Downstreet Housing
	Vacant, (environment, finance, or real estate organization)
	Vacant, (environment, finance, or real estate organization)
	Vacant, (environment, finance, or real estate organization)

Staff: Eli Toohey

Call to Order: Chair Shatney called the meeting to order at 10:03 am. Quorum was present. J. Shatney informed all she would take the meeting minutes.

Adjustments to the Agenda: There were no adjustments to the agenda by either members or staff.

Meeting Minutes for November 21, 2024: P. Carbee moved to approve the meeting minutes from November 21, 2024 with edits, and seconded by J.M. Misek, *motion carried*.

Public Comment: No members of the public were in attendance for any comment.

Funding Requests: E. Toohey informed all that there were several requests for funding for 2024, and there is slightly less money available than what the Committee will be able to authorize for spending.

- ***173 S Main Street, Barre (Quality Inn) for a Phase II BRELLA¹ Letter, and Phase II Supplemental Proposal and Cost Estimate:***

The Quality Inn is being purchased by Downstreet Housing and Community Development; they already have completed both a Phase I and Phase II ESA², but need funding to support a supplemental Phase II plan. The work plan has been submitted and approved for 42 transitional units. They are BRELLA enrolled, and the action is for approving the additional Phase II

¹ BRELLA = Brownfields Reuse and Environmental Liability Limitation Act

² ESA = Environmental Site Assessment

32 funds. Motion by P. Carbee and seconded by J. Shatney to approve the use of Brownfields
33 funding not to exceed \$14,857.42 for the supplemental Phase II. Further discussion regarding
34 the Phase II proposal and cost estimate ensued, and an amended motion was made by P. Carbee
35 to include the approval of the work plan and cost estimate, again seconded by J. Shatney,
36 ***motion carried. Vote of the first motion also carried.***
37

38 • ***53 Granite Street, Barre (Dessureau Machine) for Phase I funding:***
39

40 E. Toohey gave background information on the project and that the City of Barre is seeking a
41 Phase I as part of the FEMA³ buyout process – site must be BRELLEA enrolled and the funding
42 sought is a not-to-exceed \$5,000. Both J. Shatney and M. Bounty stated their closeness to the
43 project, and volunteered for recusal if appropriate. P. Carbee stated he saw no reason, nor had
44 a problem with either participating in the committee's voting, and A. Farrell stated that there
45 was no appearance of a conflict of interest. Moving on, P. Carbee was concerned that the
46 funding request be postponed until the Committee knew it was BRELLEA enrolled, E. Toohey
47 stated that it was acceptable to allow for funding at this time knowing that the City of Barre
48 was in the process.
49

50 P. Carbee motioned to fund the Phase I and not-to-exceed \$5,000 with the requirement that it
51 be BRELLEA enrolled and accepted with funds coming out of the FY22-23 leftover, J.M. Misek
52 seconded, ***motion carried.***
53

54 At this point, E. Toohey noticed in the November minutes that the Committee was referred to as
55 the Commission, and that she would revise the minutes noting this change.
56

57 • ***57 Freight Yard Way, Northfield for Phase I funding:***
58

59 E. Toohey noted that this project is similar to the Dessureau Machine project in that it she does
60 not have a BRELLEA letter in hand for this. They are looking for Phase I funding to turn the
61 building into containing 8-10 housing units. Also noted that this would come out of the FY24
62 funds. P. Carbee motioned to fund the Phase I with funds not-to-exceed \$2,750 contingent
63 upon BRELLEA enrollment and approval, seconded by A. Farrell, ***motion carried.***
64

65 • ***300-302 Granger Road, Berlin (CVSWMD⁴) for CAP⁵ Planning:***
66

67 Background given by E. Toohey that this is to have a permanent hazardous waste center or
68 Environmental Depot for the solid waste district, and they need funds for a CAP. There are
69 vapor intrusion issues with sub-slab depressurization system needed. The quote by the
70 environmental engineer was for \$8,400. P. Carbee made the motion to fund the CAP planning
71 with funds not-to-exceed \$8,400, J. Shatney seconded. With discussion, P. Carbee noted he
72 was at a solid waste district meeting and that the executive director mentioned funding
73 everything needed to be done, and that the BRELLEA program was out of funds, but the

³ FEMA = Federal Emergency Management Agency

⁴ CVSWMD = Central Vermont Solid Waste Management District

⁵ CAP = Corrective Action Plan

74 VTDEC⁶ will cover ongoing monitoring events. Both J. Shatney and E. Toohey stated they
75 had not heard such a thing, and E. Toohey said that we could cover the assessment funds.
76 Voting occurred, ***motion carried.***
77

78 **Program Updates:**
79

80 • ***203 Country Club Rd, Montpelier***
81

82 The project has been contracted with Stone Environmental for a Phase II
83

84 • ***300-302 Granger Rd, Berlin***
85

86 P. Carbee noted that the packet stated funding sought of \$9,500 in one place, and \$8,400 in
87 another, and that the Committee had just authorized funding at \$8,400.
88

89 • ***63 Sawmill Rd, Cabot***
90

91 A Phase I was completed in August of 2024; that there will need to be a quitclaim deed to the
92 Town of Cabot when the property transfer is done, but must be done within 6 months of the
93 date of the report, which will be in February 2025 some time.
94

95 • ***Former Shatney's Garage, Woodbury***
96

97 With a realtor reaching out, E. Toohey went documentation and information about the
98 Brownfields Committee and what can be done. E. Toohey believes that the aboveground
99 storage tanks were removed after the sale of the property, not sure if there any remaining or
100 known underground storage tanks. P Carbee noted this business has been around a long time.
101

102 **Adjourn:** With no other items for the Committee, a motion was made by P. Carbee and seconded
103 by R. Krauth to adjourn at 10:38 am, ***motion carried.***

⁶ VTDEC means Vermont Department of Environmental Conservation



As the Food and Nutrition Program Coordinator at Capstone Community Action, Emmanuelle Soumeilhan has been leading the way to better nutrition and food handling. She successfully fed 1600 families last year with an average of 800 to 900 visits to Capstone's food shelf each month.

She is responsible for all facets of the food shelf program and provides administrative support to the kitchen operations at Capstone and has single-handedly turned the program around to serve more local vegetables and meats while keeping a large supply of commodities, and ready to eat food for those who are not able to cook.

At Capstone Community Action, she started a volunteer program in the food shelf and now has a portfolio of 30 rotating volunteers from all walks of life- including people with disabilities and people who are fulfilling community service work. Overall, volunteers contribute an average of 225 hours per month to the food shelf.

Emmanuelle earned a Bachelor of Science from UVM with a focus on Animal and Food Science. She uses her knowledge in science in all her life's endeavors including feeding her family, gardening, composting, observing nature and reading scientific articles. Emmanuelle is an animal lover with 3 cats and 2 dogs who keep her life interesting and dynamic. She is also a master gardener and used to co-manage the North Branch Nature Center Community Garden in Montpelier.

Emmanuelle is a people lover and advocates for her community regularly at the state level. Last winter she volunteered twice a week at the overnight emergency shelter in Montpelier's Unitarian Church.

She holds the strong belief that if we work together today, we can solve a multitude of problems, including that of housing shortages and food insecurity.



UPDATED MEMO

Date: July 8, 2025
To: Brownfields Advisory Committee
From: Eli Toohey, Planner and Brownfield Program Manager
Re: Brownfields Program

Program Update

CVRPC has received another round of funding from ACCD. The available amount is up to \$99,000 for FY24.

Available Funding & Program Timeline

- 2025 EPA Brownfields Coalition Assessment funding of 1,200,000 (4-year grant) and Brownfields Revolving Loan Fund (5-year grant), 1,000,000 were awarded to Central Vermont Regional Planning Commission for the 2025 round.
- Another \$99,000 is available with a FY24 sub-grant agreement through Mount Ascutney Regional Commission (MARC), 9% can be for admin. Any additional funding over the \$99K will depend on whether other RPCs are using, or have the need for their allocated funding within their subgrant performance period. CVRPC Executive Committee approved signing the FY24 sub-grant agreement during their 11/4/24 meeting.
- Any unexpended or unencumbered as of June 30, 2025 will be returned to the State.
- Any underage for FY23 can be applied for admin for those projects. We do not anticipate any underage.
- Eligible use of funds:
 - to hire Qualified Environmental Professionals (QEPs). CVRPC will contract with QEPs to undertake assessment work, funds will not be granted to the property owner or prospective purchaser to undertake the work.
 - Cap of \$50,000 can be used on one site for FY22 and FY23, FY24 does not have this cap per site
 - for administrative services performed by the RPC. The maximum allowable reimbursement for these administrative services is 9% of the award. This is down from 10% during the last round.

Funding Status - FY22 and FY23

Project Name	Date of DEC Approval	Project Type	Funded Project Activity	BRELLA Status	QEP Company	Project Status	QEP Contract Date	QEP Encumbered Amount (proposed/contracted)

18 South Main Street, Barre City	4/8/2022	Commercial	Phase II	Enrolled	Stone	Contract Fully Disbursed	6/10/2022	\$56,591
		Commercial	CAP	Enrolled	Stone	Contract Fully Disbursed	4/13/2023	\$24,307
		Commercial	Phase I	Enrolled	Stone	Contract Fully Disbursed	09/05/23	\$4,500
11 North Main Street, Northfield	1/9/2023	Residential	Phase II	Enrolled	Weston & Sampson	Contract Fully Disbursed	08/01/23	\$40,888
63 Sawmill Road, Cabot	10/4/2024		Phase I	Enrolled	Waite-Heindel	Contract Completed, Fully Disbursed	05/07/24	\$1,750
300-302 Granger Road, Berlin	5/8/2024	Commercial	Phase II	Enrolled	Weston & Sampson	Contract Completed, Fully Disbursed	7/31/24	\$36,531
53 Granite Street	12/23/24	Commercial	Phase I	Enrolled	KAS	Completed	3/17/25	\$2,640
							Sub-Total	\$167,207
		Admin Costs						\$15,943
							Total	\$189,739

Funding Status – FY24

Project Name	Date of DEC Approval	Project Type	Funded Project Activity	BRELLA Status	QEP Company	Project Status	QEP Contract Date	QEP Encumbered Amount (proposed/contracted)
203 Country Club Rd, Montpelier VT	2022	Commercial to residential	Phase II	Enrolled	Stone	Final Reports Completed	11/18/24	\$65,396
173 S. Main St. Barre City		Commercial to residential	Phase II Supplemental	Enrolled	Kas	Contract Funds Fully Disbursed	1/1/25	\$14,857

300-302 Granger Road, Berlin		Commercial	CAP Planning	Enrolled	Weston & Sampson	Contract Funds Fully Disbursed	2/1/25	\$8,400
							Sub- Total	\$ 88,653
		Admin Costs (9%)						\$7,979
							Total	\$96,632

Sites Update

173 South Main Street, Barre VT (SMS Site #2024-5426)

The Quality Inn in Barre City has had a Phase I, Phase II and Phase II Supplemental have been completed. Contaminants were found during the Phase II (Phase I, Phase II - conducted in August-September 2024 are available upon request) that required a Supplemental Phase II EA. The project is BRELLA enrolled. The property is being purchased by Downstreet Housing and Community Development and is intended to be turned into 42 transitional units with 24/7 wraparound services. They had a cleanup funding gap of 133,640. State ACCD Brownfields program has funding available. They transferred the property without assuring that they had a Phase I within 6 months of transfer which was an administrative error that disqualified them from some funding.

53 Granite Street, Barre VT (SMS Site #2024-5485)

The old Dessureau Machine shop location at 53 Granite Street in Barre City requires a Phase I as part of their FEMA buyout process. This property is intended to be returned to the flood plain in support of flood mitigation efforts. The site is BRELLA enrolled. Phase I is completed, reach out to Eli for the Phase I report. Phase II is recommended by the consultant.

57 Freight Yard Way, Northfield VT (SMS Site #TBD)

This building is intended to be turned into 8-10 housing units. The building and parcel are not specifically listed as having contaminants, but it is within the Freight Yard Way section of Northfield where other remediation has been completed and contamination is suspected for this property. The site is currently applying for BRELLA. I haven't heard anything from them and have followed up via email and phone.

300-302 Granger Road (CVSWMD), Berlin, VT (SMS Site #2024-5431)

The future site of CVSWMD's Administrative Offices and Eco Depot (permanent hazardous waste disposal center). CVRPC Brownfields has funded a Phase II, Phase II Supplemental, and CAP Planning. They need Cleanup funding and I have directed them to DEC Brownfields and ACCD Brownfields for Cleanup funding. ACCD has said they have funds to do so. CAP is in progress.

203 Country Club Road (SMS Site # 2022-5116)

Stone Environmental did Phase II for 203 Country Club Road. Exceedances of heavy metals and other contaminants were found concentrated around the holes. A Phase II will likely be needed. The building was not tested and we suggested it be done. Phase II report can be accessed by reaching out to Eli.

63 Sawmill Rd, Cabot (SMS Site #2018-4800)

Site underwent a Phase I in August 2024. They have completed the transfer to the town of Cabot. Friends of the Winooski are project managing next steps.

Brownfield Assessment Activities		
Acronym	Assessment Activity	Description
Phase I ESA*	Phase I Environmental Site Assessment	<ul style="list-style-type: none"> -Background information gathering and historical records review -Visual site inspections -Other requirements according to ASTM standards
Phase II ESA	Phase II Environmental Site Assessment	<ul style="list-style-type: none"> -Subsurface Soil Sampling -Groundwater Sampling -Ecological Assessment (if necessary) -Quality Assurance Project Plan (QAPP) required by EPA
Supplemental Phase II ESA	Supplemental Phase II Environmental Site Assessments	-Subsurface soil sampling and groundwater sampling to determine the extent of contamination found in the initial Phase II ESA
SSQAPP**	Site Specific Quality Assurance Project Plan	<ul style="list-style-type: none"> - a document that outlines the procedures that those who conduct a monitoring project will take to ensure that the data they collect and analyze meets project requirements. - invaluable planning and operating tool that outlines the project's methods of data collection, storage and analysis
HBM	Hazardous Building Materials Assessment	<ul style="list-style-type: none"> - Assessments for the hazardous materials that impact building use, renovation or demolition. - Determines if hazardous substances are present and in what quantities, and then develop options and costs for management or removal.
ECAA	Evaluation of Corrective Action Alternatives	<ul style="list-style-type: none"> - Evaluation of remediation options and associated costs, while balancing environmental protection and site redevelopment goals - Identification of redevelopment scenarios - Identification of remedial alternatives Engineering evaluation of remedial alternatives and selection of preferred alternative - Required by DEC to be included in all DEC approved Corrective Action Plans
CAP	Corrective Action Planning Activities	A plan detailing the specific remedial actions necessary to implement the preferred alternative selected in the ECAA process.
Notes: *Phase I ESAs for current owners of a property may be eligible projects. This would be reviewed by DEC on a project basis as this funding is not intended to benefit potentially liable parties. **This is State funding so SSQAPPs are not needed. However, the expense may be eligible if a SSQAPP is needed, such as if state funding is partnered with federal funding for the project. This can be determined on a project basis.		