



## **BROWNFIELDS COMMITTEE**

**Thursday, September 18, 2025, 10 – 10:30 am**

***Participation via Zoom<sup>1</sup>***

<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](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

### **Page # AGENDA**

**10:00<sup>2</sup> Adjustments to the Agenda**

**10:05 Review and Approval of Draft Minutes from 7/17/25 Meeting (Action - enclosed)<sup>3</sup>**

**10:10 Public Comment**

**10:15 Funding Request – (Actions - enclosed)<sup>3</sup>**

- Phase I – 33 & 35 North Main Street, Waterbury VT

**10:25 Program Updates**

Staff will provide updates on enrolled properties.

- a. 53 Granite Street, Barre City (Old Dessureau Machines)
- b. 203 Country Club Road, Montpelier
- c. EPA Grants Updates

**10:30 Adjourn**

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

<sup>2</sup> All times are approximate unless otherwise advertised

<sup>3</sup> Anticipated action item.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Brownfields Committee Meeting**  
**MINUTES**  
**July 17, 2025**

**Present:**

x	Janet Shatney, Chair; Barre City Commissioner
x	Don LaHaye, Vice Chair, Waitsfield Commissioner
x	Alice Farrell, Barre Town Commissioner
x	Ron Krauth, Middlesex Commissioner
x	Lee Cattaneo, Orange Commissioner
x	Melissa Bounty, CVEDC (Central Vermont Economic Development Council)
x	Joan Marie Misek, Vermont Department of Health
x	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)
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X Emmanuelle Soumeilhan - Nominee, Capstone Community Action

**Staff:** Eli Toohey

**Call to Order:** Chair Shatney called the meeting to order at 10:03 am. Quorum was present.

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

**Meeting Minutes for December 19, 2024:** J. Shatney moved to approve the meeting minutes from December 19, 2024 and seconded by M. Bounty, *motion carried*.

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

**Actions:** Emmanuelle Soumeilhan, from Capstone Community Action was presented as a nominee for the Brownfields Advisory Committee to represent at-risk populations. A motion was made to approve her to the Brownfields Advisory Committee. Motion made by J. Shatney and seconded by M. Bounty. *motion carried*.

- ***173 S Main Street, Barre (Quality Inn) for a Phase II BRELLA<sup>1</sup> 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 ESA<sup>2</sup>, 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

<sup>1</sup> BRELLA = Brownfields Reuse and Environmental Liability Limitation Act

<sup>2</sup> 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:***  
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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 FEMA<sup>3</sup> buyout process – site must be BRELLA 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 BRELLA 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.  
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50 P. Carbee motioned to fund the Phase I and not-to-exceed \$5,000 with the requirement that it  
51 be BRELLA enrolled and accepted with funds coming out of the FY22-23 leftover, J.M. Misek  
52 seconded, ***motion carried.***  
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58 **Program Updates:**

59 E. Toohey gave updates of current sites and a preview of the National Brownfields Conference in Chicago  
60 J.M. Misek requested a presentation on the conference at the next Brownfields Advisory Committee  
61 meeting.  
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65 **Adjourn:** With no other items for the Committee, a motion was made by J. Shatney and seconded  
66 by R. LaHaye to adjourn at 10:48 am, ***motion carried.***  
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## UPDATED MEMO

Date: September 4, 2025  
To: Brownfields Advisory Committee  
From: Eli Toohey, Planner and Brownfield Program Manager  
Re: Brownfields Program

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### **Program Update**

CVRPC has received two EPA Brownfields Grants, a Coalition Assessment Grant in the amount of 1 million dollars and a Revolving Loan Fund Grant in the amount of 1.2 million dollars. CVRPC Assessment program is also wrapping up the FY 22/23 and FY 24 Assessment funding we receive through MARC.

#### **➤ 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.
- \$99,000 FY24 sub-grant agreement through Mount Ascutney Regional Commission (MARC) is nearly spent down.
- Any unexpended or unencumbered as of June 30, 2025 will be returned to the State. We have notified MARC that there are 2 Phase Is for FEMA Buyouts that are allowed under this fund.
- 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
							<b>Sub-Total</b>	<b>\$167,207</b>
		Admin Costs						\$15,943
							<b>Total</b>	<b>\$189,739</b>

#### **Funding Status – FY24**

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

							<b>Sub-Total</b>	<b>\$ 88,653</b>
		Admin Costs (9%)						\$7,979
							<b>Total</b>	<b>\$96,632</b>

### Funding Request

✉ **ACTION REQUESTED:** That the Brownfields Advisory Committee recommend to the Commission use of State Brownfields Revitalization Grant Assessment funding, not to exceed \$4,000 to be used for a Phase I Environmental Assessment of the 33 & 35 North Main Street, Waterbury, VT (BRELLA Application Pending)

33 & 35 North Main Street in Waterbury are FEMA Buyout sites with potential contamination. The Phase Is will be done by the same consultant to maximize efficiencies. They are currently applying for BRELLA.

### Sites Update

#### **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.

#### **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.

### EPA Grants Update

- Peter Carbee, Eli Toohey and Emmanuelle Soumeilhan attended the National Brownfields Conference in Chicago August 4-8, 2025. Here are some of the workshops they attended;
  - Brownfields University: Resource Roadmapping for Revitalization
  - Brownfields University: Redevelopment Academy – Unlocking Opportunities for Economic Growth in Your Community
  - Brownfields University: Unlocking Potential, Managing Brownfields Assessment and Cleanup
  - Building Effective Relationships with Decision Makers for the Benefit of Your Projects and Your Community: Practical Tips That Anyone can Apply
  - Kicking it Old School: Revitalizing the Legacy of Vacant Schools and Community Centers
  - Second Life for Rural Brownfields: Identifying Market-supported Options for Reuse
  - Enhanced Community Engagement: Not Just Checking a Box
  - A Match Made in Brownfields: Finding the Right Property Owner for Project Success
  - Not FIDO, Phyto: Phytoremediation Myths, Facts and Essentials Introduction
  - A Small Rural Town's Incorporation of Resiliency Planning in its Brownfields Program
  - Land Banks and Brownfields: Practical Considerations and Emerging Practices
  - Brownfields Partnership Enables a Small Town to Meet Future Needs
  - Is Your Brownfields Program BREAKING NEWS or Background Noise? How to Advocate for State Funded Grant Programs and Sway Decision Makers

- The Little Engines That Could: Big Wins for Small Rural Communities in Brownfields Redevelopment
- Eli Toohey and Christian Meyer had a kick off meeting with Montrose to go over details of grants administration and setting up RLF
- Regular monthly meeting with EPA Project Officer, CVRPC and Montrose begin September 11, 2025

Brownfield Assessment Activities		
Acronym	Assessment Activity	Description
Phase I ESA*	Phase I Environmental Site Assessment	-Background information gathering and historical records review -Visual site inspections -Other requirements according to ASTM standards
Phase II ESA	Phase II Environmental Site Assessment	-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	- 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	- 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	- 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.
<b>Notes:</b> *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.