



BROWNFIELDS COMMITTEE

Thursday, December 4, 2025, 11– 11:30 am

Participation via Zoom¹

<https://us02web.zoom.us/j/88055614529?pwd=c2dVaTMvUnc0VU55bUd1TExTWjkzUT09>

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, Recording Reminder |
| | 10:05 | Public Comment |
| 2-7 | 10:10 | Review and Approval of Draft Minutes from 7/17/25 Meeting and 9/25/25 Special Meeting (Action - enclosed)³ |
| | 10:15 | Brownfields Advisory Member Nominations (Action - enclosed)⁴ <ul style="list-style-type: none"> • Liz Scharf, Capstone Community Action • Kevin Casey, Hickok and Boardman |
| 8-9 | 10:20 | Site Selection (Action - enclosed)⁵ <ul style="list-style-type: none"> • 203 Country Club Road, Montpelier, • 9 Heaton Street, Montpelier |
| 12-17 | 10:25 | Program Updates – <ul style="list-style-type: none"> • Progress on filling vacant seats, Rules of Procedure attached • EPA Grants Administration • Waterbury Buyouts – Phase Is for 33 & 35 • Memo of Agreement for Coalition Leads |
| | 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.

⁴ Anticipated action item.

⁵ 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)
	Vacant, (environment, finance, or real estate organization)

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 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.***
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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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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Brownfields Committee Meeting – Special Meeting
MINUTES
September 25, 2025

Present:

X	Janet Shatney, Chair, Barre City Commissioner
X	Don LaHaye, Vice Chair, Waitsfield Commissioner (Alternate Seat)
X	Alice Farrell, Barre Town Commissioner
X	Lee Cattaneo, Orange Town Commissioner
X	Ron Krauth, Middlesex Town Commissioner
-	Joan Marie Misek, VT Dept of Health
-	Nicola Anderson, Downstreet Housing
X	Emmanuelle Soumeilhan, Capstone Community Action
-	Melissa Bounty, CVEDC
	Vacant, (environment, finance, or real estate organization)
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	Vacant, (environment, finance, or real estate organization)

Peter Carbee, Washington Town Commissioner (visitor)

Staff: Eli Toohey, CVRPC Planner

Call to Order: 10:12am

Adjustments to the Agenda: None

Public Comment: None

The Brownfields Advisory Committee met to go over the funding request before the committee. As stated, the special meeting was called to review the funding request so that staff could move forward with the project.

Staff, Eli Toohey, went over the memo which included a funding request for 2 Phase I environmental assessments to be done at the same time.

Motion ***That the Brownfields Advisory Committee recommend to the Commission use of State Brownfields Revitalization Grant Assessment funding, not to exceed \$2,000 to be used for Phase I Environmental Assessments of the 33 & 35 North Main Street, Waterbury, VT (BRELLA Application Pending)***

Motion made by Alice Farrell, seconded by Ron Krauth, passed unanimously.

Motion made to adjourn the meeting by Don Lahaye, Emmanuelle seconded,
meeting closed at 10:18

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Table 1
Site Scoring Matrix
Central Vermont Regional Planning Commission

Factor	Criteria	Points	Score
Ownership	Publicly owned or access secured from private owner	25	25
	Private ownership but owner cooperative	10	
	Owner non-responsive and no access	0	
Redevelopment Potential	Clearly defined reuse plan	20	20
	Conceptual reuse plan or general community support	10	
	No clear reuse plan or barriers exist to reuse	5	
Equitable Housing Potential	Provide safe & affordable housing for diverse social and income groups	20	20
	Provide housing options above market value	10	
	Not a housing project	0	
Flood Resiliency Potential	Development outside of floodplain OR supports protection/restoration of floodplain	20	20
	Project located in floodplain but will not exacerbate flooding & fluvial erosion	10	
	Project located in flood hazard area & lacking clear plans for resiliency measures	0	
Community Benefit	Creation of new jobs, green space, and/or healthcare or other essential services	15	15
	Community benefits are expected but intangible or not easily quantified	10	
	No specific community benefit	5	
Disadvantaged or Overburdened Community	Site is located in a low income, area of negative socioeconomic outcomes, or historically overburdened area	15	5
	Moderately low income, moderately poor negative socioeconomic outcomes, or somewhat overburdened area	10	
	Limited alignment with the above criteria	5	
Environmental or Health Risks	Documented contamination with high potential exposure pathway	15	15
	Suspected contaminated with potential high or medium potential exposure pathway	10	
	Low likelihood of contamination	5	
Readiness to Proceed	Site is, "shovel ready" for assessment to begin	10	10
	Site groundwork or clearing is needed for assessment	5	
	Site has limited safe access or requires extensive preparations to investigate	2	
Priority and Planning Alignment	Site is in an adopted land use plan, AWP area, or is prioritized by local government	5	5
	General alignment with land use plans but not explicitly prioritized	3	
	No known alignment with existing plans	1	
Displacement	Reuse plans will not displace existing tenants or residents	5	5
	Potential to displace existing tenants or residents	3	
	Tennants or residents will be displaced	0	
State Planning Goal #11: Housing	Zoning Compatibility: Sites located in areas zoned or planned for residential or mixed-use development	5	5
	Not compatibly zoned.	1	
	Proximity to Services: Within ½ mile of transit, schools, or essential services to support workforce and affordable housing.	+1	-
	Infrastructure Readiness: Access to water, sewer, and broadband to reduce development costs	+1	1
	Affordability Leverage: Potential to support income-qualified or workforce housing through public-private or nonprofit partnerships	+1	1
	Reuse Potential: Vacant or underutilized sites within existing settlement areas (to prevent sprawl).	+1	1
State Planning Goal #14: Flood Resilient Communities	Flood Hazard Avoidance: Outside mapped floodways and special flood hazard areas (SFHAs).	5	5
	Inside a mapped floodway or special flood hazard area	0	
	Elevation and Drainage: Sites that allow safe building elevations or low-cost mitigation.	+1	1
	Natural Buffer Preservation: Maintains riparian buffers or wetlands that reduce downstream flood risks.	+1	1
	Stormwater Management: Opportunities for green infrastructure or flood storage enhancement.	+1	1
	Community Resilience Value: Supports relocation or redevelopment of vulnerable properties.	+1	1

Total Score (out of 160 points): 157

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	Site groundwork or clearing is needed for assessment	5	
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	Natural Buffer Preservation: Maintains riparian buffers or wetlands that reduce downstream flood risks.	+1	1
	Stormwater Management: Opportunities for green infrastructure or flood storage enhancement.	+1	1
	Community Resilience Value: Supports relocation or redevelopment of vulnerable properties.	+1	-

Total Score (out of 160 points): 145



UPDATED MEMO

Date: November 6, 2025
 To: Brownfields Advisory Committee
 From: Eli Toohey, Planner and Brownfield Program Manager
 Re: Brownfields Program

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 (closed) 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. We got an extension to encumber these through March 2026 and complete the grant by June 2026.
- 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.

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)	Remaining encumbered balance
203 Country Club Rd, Montpelier VT	2022	Commercial to residential	Phase II	Enrolled	Stone	Final Reports Completed	11/18/24	\$65,396	\$2,411.05

173 S. Main St. Barre City	2024	Commercial to residential	Phase II Supplemental	Enrolled	Kas	Contract Funds Fully Disbursed	1/1/25	\$14,857	\$1,485
300-302 Granger Road, Berlin	2024	Commercial	CAP Planning	Enrolled	Weston & Sampson	Contract Funds Fully Disbursed	2/1/25	\$8,400	\$125
33&35 North Main Street, Waterbury			Phase Is	pending	LE.E	Contracted, Phase Is in progress	9/15/25	\$2,000	
							Sub-Total	\$ 90,653	\$4,021.05
		Admin Costs (9%)						\$8,159	
							Total	\$98,812	\$94,790.95

Funding Status - FY22 and FY23

Fully disbursed and closed.

Funding Status – FY24

Open, 33 & 35 North Main in Waterbury are potentially last projects. MARC funds have been extended to June 2026. Financial reports are being completed now. There may be small amount to do smaller projects such as Phase Is.

Sites Update

33 & 35 North Main Street Waterbury (waiting on SMS Site letter, BRELLA application had to be resubmitted as 2 separate applications for each property)

These FEMA buyout properties have suspected contamination and we are under contract for Phase Is to be done. Kick off meeting was held on November 3, 2025 and was attended by LE Environmental, Waterbury Municipal Manager, and CVRPC brownfields program director.

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

The old Dessureau Machine shop location at 53 Granite Street in Barre City 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. Phase II report can be accessed by reaching out to Eli. A Supplemental Phase II is recommended by the consultant and DEC. Site Selection criteria included.

9 Heaton Street (waiting on SMS Site Letter)

A Phase II has been requested through a Site Nomination Form. A Phase I will likely be needed prior to transfer of the property (Phase I, Tier I VES, LBP, PCB, and asbestos testing done in August 2023). Downstreet is the

prospective purchaser and developer with planned acquisition date of 08/2026 and the reuse plan is for housing. Site Selection criteria included.

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 have had a multiple meetings with Montrose to go over details of grants administration and setting up RLF
- Met with VEDA October 29 to discuss their servicing for the State RLF
- Regular monthly meeting with EPA Project Officer, CVRPC and Montrose began September 11, 2025 (EPA Project Officer is currently furloughed due to the Government Shutdown)

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.
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.		

**BROWNFIELDS ASSESSMENT COALITION MEMORANDUM OF AGREEMENT
BETWEEN THE FOLLOWING PARTIES:**

CENTRAL VERMONT REGIONAL PLANNING COMMISSION,
CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION, BARRE CITY, AND
DOWNSTREET HOUSING & COMMUNITY DEVELOPMENT

This Memorandum of Agreement documents the roles and responsibilities of the parties involved in the Fiscal Year 2025 Brownfield Assessment Grant awarded by the U.S. Environmental Protection Agency (EPA) to the Coalition led by the Central Vermont Regional Planning Commission and supported by Central Vermont Economic Development Corporation, Barre City, and Downstreet Housing & Community Development.

1. As the Lead Coalition Member, CVRPC is accountable to EPA for management of the Cooperative Agreement (established between EPA and CVRPC in summer 2025) and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring all Coalition Members comply with the terms and conditions.
2. It is the responsibility of CVRPC to provide timely information to the Coalition Members regarding the management of the Cooperative Agreement and any changes that may be made to the Cooperative Agreement over the period of performance.
3. In addition to CVRPC, the Coalition Members include Central Vermont Economic Development Corporation, Barre City, and Downstreet Housing & Community Development. Contact information for the lead project representative on behalf of each Coalition Member is as follows:

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Name & Title: Christian Meyer, Executive Director
Phone: 802-229-0389 | Email: meyer@cvregion.com

Name & Title: Elaine (Eli) Toohey, Community Development Planner
Phone: 802-917-2740 | Email: toohey@cvregion.com

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

Name & Title: Ed Larson, CVEDC Board Chair
Phone: 802-224-9177 | Email: edlarson117@gmail.com

BARRE CITY

Name & Title: Janet Shatney, Director of Planning
Phone: 802-476-0245 | Email: ppadirector@barrecity.org

DOWNSTREET HOUSING & COMMUNITY DEVELOPMENT

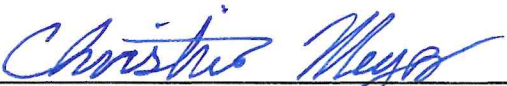
Name & Title: Nicola Anderson, Director of Real Estate Development
Phone: 802-476-4493 | Email: nanderson@downstreet.org

4. Activities funded by the EPA Brownfields Assessment Coalition Grant will be described in the Cooperative Agreement Work Plan (referred to as the "Work Plan") to be established between EPA and CVRPC in summer 2025. Project tasks outlined in the Work Plan are anticipated to include: 1) Project Management, Reporting and Other Eligible Activities; 2) Community Engagement and Site Inventory/Prioritization; and 3) Site-Specific Assessment, Cleanup Planning and Reuse Planning Activities.
5. CVRPC completed a qualifications-based procurement process in September/October 2024 to obtain the services of a consultant to assist with implementation of the EPA Brownfield Assessment Coalition Grant. Procurement was completed in accordance with 2CFR 200.317-200.326 and the *Best Practices Guide for Procuring Services Under EPA Assistance Agreements*. A panel of CVRPC staff and project partners reviewed and scored the proposals. A team lead by Montrose Environmental Solutions, Inc. was selected for grant implementation services.
6. CVRPC and its Coalition Members will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of eight sites are assessed over the life of the Cooperative Agreement, including at least two sites within the jurisdiction of each Coalition Member. Selected sites will be submitted to EPA for eligibility approval prior to initiating assessment and/or cleanup/reuse planning activities. The Work Plan (established between EPA and CVRPC in summer 2025) identifies the number of Phase I and II Environmental Site Assessments (ESAs), Regulated Building Materials (RBM) Surveys, and Cleanup/Reuse Plans anticipated for the project.
7. Upon designation of the specific sites, it will be the responsibility of CVRPC to work with the Coalition Member in whose geographic area the site is located to finalize the scope of work for the Consultant or other contractor(s). It will be the responsibility of this Coalition Member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site.
8. CVRPC is responsible for ensuring that other activities as negotiated in the Work Plan are implemented in accordance with a schedule agreed upon by CVRPC and the Coalition Member in whose geographic area the site to be assessed is located.
9. CVRPC is responsible for completing the project within the four-year period of performance (May 16, 2025 – September 30, 2029) established by EPA in the Cooperative Agreement.
10. It will be the responsibility of each Coalition Member to respond to requests for work items and information in a timely manner to allow CVRPC to meet EPA compliance reporting deadlines and other project deadlines.

EFFECTIVE: OCTOBER 1, 2025

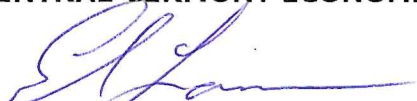
This MEMORANDUM OF AGREEMENT for the Brownfields Assessment Coalition led by the Central Vermont Regional Planning Commission is agreed upon by the parties below.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION:


Signed by: Christian Meyer, Executive Director

10/17/25
Date

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION:


Signed by: Ed Larson, CVEDC Board Chair

10/17/25
Date

BARRE CITY:


Signed by: Janet Shatney, Director of Planning

10/16/25
Date

DOWNSTREET HOUSING & COMMUNITY DEVELOPMENT:


Signed by: Nicola Anderson, Director of Real Estate Development

10/16/2025
Date

