

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Brownfields Committee Meeting – MINUTES

December 4, 2025

**Present:**

X	Janet Shatney, Chair, Barre City Commissioner
-	Don LaHaye, Vice Chair, Waitsfield Commissioner (Alternate Seat)
X	Alice Farrell, Barre Town Commissioner
X	Peter Carbee, Washington Town Commissioner
X	Ron Krauth, Middlesex Town Commissioner
X	Heather Hurlbert, CVEDC
X	Joan Marie Misek, VT Dept of Health
-	Nicola Anderson, Downstreet Housing and Community Development
X	Liz Scharf, Capstone Community Action
X	Kevin Casey, Hickok and Boardman
-	Vacant, (environment or finance organization)
-	Vacant (environment or finance organization)

**Staff present:** Eli Toohey, CVRPC Planner

**Call to Order:** 11:06 am

**Adjustments to the Agenda:** Noted the agenda listed the times as 10-10:30 in the body of agenda timetable. Meeting was posted and listed the accurate 11-11:30 time at the top of the agenda and on the CVRPC website. Also noted that the site selection matrices on pages 8 and 9 are in the order they fall on the agenda with 203 Country Club Road, Montpelier on page 8 and 9 Heaton Street, Montpelier on page 9.

**Public Comment:** Any members of the public were invited to speak on any items not on the agenda and to hold comments for items on the agenda to the time when those are addressed on the agenda. No one had public comments at the time.

**Review and adopt Meeting Minutes:** Draft meeting minutes from July 17, 2025 and September 25, 2025. Peter Carbee made the motion to accept the meeting minutes from July 17, 2025 and September 25, 2025, Ron Krauth seconded and it passed unanimously.

**Member Nominations:** Noted that Heather Hurlbert will be taking the existing seat for Central Vermont Economic Development Corporation (CVEDC). Peter noted that Lee Cattaneo stepped down and Peter has taken his place.

Kevin Casey was nominated for the real estate seat and Liz Scharf was nominated for the at-risk populations seat. Liz noted she will be trying to recruit someone else from Capstone but will fill the role until that time.

Alice Farrell nominated Liz Scharf to be a member of the Brownfields Advisory Committee, Joan Marie Misek seconded, passed unanimously.

Kevin was nominated to join the Brownfields by Peter Carbee, Alice Farrell seconded, passed unanimously.

**Site Selection:** Eli Toohey explained changes to process due to new EPA grants and working with the environmental consultant Montrose Environmental and the EPA for site eligibility determination as opposed to MARC Assessment grant where we went out to bid for each project.

Eli explained that we received 2 site nominations for 203 Country Club Road, Montpelier for a Supplemental Phase II and for 9 Heaton Street, Montpelier for a Phase II. Site Selection criteria matrices were explained including the added category lines connected to state planning goals of housing and flood resilience.

Motion was made by Peter Carbee to recommend funding of the Phase II Supplemental to the Board of Commissioners, Alice Farrell seconded.

A member of the public, Steve Whitaker, questioned the motion and if it was the remaining \$2,000 and if we have a budget to complete an entire SSI and what the price for the Phase II was. He asked how this related to the new funding sources.

Eli Toohey clarified the different funding sources and that the ~2,000 is what's left of CVRPC's MARC Assessment funding and will not be used towards the Supplemental Phase II for 203 Country Club Road. She elaborated that the EPA Coalition Assessment Grant Funds will be used to fund the Supplemental Phase II for 203 Country Club Road and that that grant period began on October 1, 2025.

Steve Whitaker asserted that we weren't voting to release those funds because there's no budget for that yet.

Eli clarified that the motion is to vote to move forward on a Supplemental Phase II and that Montrose/Stone and DEC determine the budget.

Steve stated that a Phase II has not been completed. Eli noted that a Phase II was completed by Stone Environmental, and that report is available that a Supplemental Phase II was recommended. The process was further explained and noted that those recommendations are determined by the Qualified Environmental Professional and DEC in the work plan. He again asked about an amount to which Eli said we could wait to vote on a specific proposed amount and Janet noted that that's not what's on the agenda for today.

Peter restated the motion is to recommend to the full Board of Commissioners the funding of the Phase II Supplemental. Peter confirmed that Steve is welcome to bring it to the full Board of Commissioners. Janet explained that the Brownfields Advisory Committee makes funding decisions to get assessments done that inform the work plan, but we don't determine the work plans.

Stephen Whitaker Shared concerns with how the process was being undertaken and stated the Phase II Supplemental should be undertaken before any other uses are considered for the site.

The motion on the table to fund a Supplemental Phase II was reiterated by the Chair. Motion passed unanimously.

Eli Toohey described the 9 Heaton Street project and the scoring criteria. Eli stated it was for a Phase I and Joan Marie asked about the amount proposed. Eli explained there is no proposal as this goes to EPA site eligibility, DEC and the QEP prior to determining the amount. Eli did a review of the Brownfields phases. Joan Marie clarified that it is for a Phase II, not a Phase I as Eli mistakenly stated. Eli confirmed.

Motion was stated to recommend the site to the full commission for funding for a Phase II of 9 Heaton Street, Montpelier. Alice made the motion and Joan Marie Misek seconded. Motion passed unanimously.

Eli gave program updates of the final projects for MARC Assessment funding for FY 24 and noted that FY 22/23 is closed out. EPA Brownfields updates were given. Peter reminded that acronyms might be confusing, so Eli explained the acronyms used.

Meeting Adjournment: Motion to adjourn was made by Peter Carbee and Kevin Casey seconded. Passed unanimously. Meeting adjourned at 11:49