



BROWNFIELDS ADVISORY COMMITTEE Meeting Agenda

Thursday, February 19, 2026, 10 – 11 am

**Physical Location: Central Vermont Regional Planning Commission Conference Room
located at 29 Main Street, Suite 4 Montpelier, VT 05602**

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 CVRPC at 802-229-0389 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

Page #

1 & 2 AGENDA

10:00² Recording Reminder & Adjustments to the Agenda

10:05 Roll Call

10:10 Public Comment

3-6 10:15 Review and Approval of Draft Minutes from 1/15/26 Meeting (Action possible - enclosed)³

7-11 10:20 Review of Brownfields Advisory Committee Rules of Procedures: Conflict of Interest

10:25 Brownfields Advisory Committee Process

- 12 • Brownfields Advisory Committee Roles & Responsibilities**
- 13 • Brownfields Phases and BRELLA Timeline and Vermont Brownfields Process**
- 14 • Brownfields Advisory Committee Process – EPA Grants**

15-17 10:35 Site Selection and Requested Actions (Action possible - enclosed)³

- 18 & 19 • Phase I ESA - 9 Heaton Street, Montpelier**
- 20-22 • Phase I ESA – 150 Ayers Street, Barre City**
- 23 & 24 • Supplemental Phase II - 1756 US Rt 302 AOT Central Garage, Berlin**

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.

Page #

1 & 2 **AGENDA**

25-32 **10:45** **Program Updates**

- Assessment Grant Updates
- Revolving Loan Fund Grant Updates

11:00 Adjourn

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Brownfields Committee Meeting – MINUTES

January 15, 2026

Present:

X	Janet Shatney, Chair, Barre City Commissioner
-	Don LaHaye, Vice Chair, Waitsfield Commissioner (Alternate Seat)
-	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
X	Nicola Anderson, Downstreet Housing and Community Development
-	Liz Scharf, Capstone Community Action
-	Kevin Casey, Hickok and Boardman
-	Vacant, (environment or finance organization)
-	Vacant (environment or finance organization)

Staff present: Christian Meyer, CVRPC Executive Director, Eli Toohey, CVRPC Planner, Kari Pelletiere, CVRPC Planner

Members of the Public: Stephen Whitaker

Call to Order: Chair Janet Shatney called the meeting to order at 10:03 am.

Adjustments to the Agenda: Christian Meyer added roll call to the agenda

Public Comment: *Stephen Whitaker of Montpelier commented on the committee’s structural and governance issues, improper legal opinions, longstanding quorum problems, questionable appointments, failure of brownfields oversight, regulatory violations, improper city actions without committee advice, failure to understand and apply binding law, and approval of actions without due diligence.*

Review and Approval of Draft Minutes from 12/18/25 Meeting

Peter Carbee made a motion to accept the minutes from the 12/18/25 meeting, Heather Hurlbert seconded, passed unanimously.

Review of Open Meeting Law Violation Allegation

CVRPC Executive Director Christian Meyer reviewed the allegation made December 18 and explained that it centered on whether an advisory committee could appoint its own members or include standing organizations without becoming a non-advisory body. After reviewing the issue and consulting with the Vermont League of Cities and Towns' Municipal Assistance Center, no legal prohibition or new information requiring changes to the committee's structure was identified. Although the committee's failure to meet resulted in a de facto denial of the allegation, counsel recommended formally acknowledging that outcome and placing the committee's rationale on the record, consistent with guidance from the League of Cities and Towns.

Peter Carbee made a motion to accept the guidance of the Vermont League of Cities and Towns' Municipal Assistance Center confirming the legitimacy of the Brownfields Advisory Committee Rules of Procedure and to confirm the de facto denial of the Open Meeting Law violation allegations submitted by Stephen Whitaker of Montpelier, dated December 18, 2025. The motion was seconded by Nicola Anderson.

Member of the public Stephen Whitaker provided additional comments, including that the committee should have heard directly from legal counsel, the absence of a statutory prohibition did not constitute authorization, discontinue reliance on inadequately adopted 2018 procedures, and require board-level appointment of members.

Vote was taken and motion passed unanimously.

Site Selection and Requested Actions

9 Heaton Street, Montpelier

CVRPC staff Eli Toohey reviewed 9 Heaton Street in Montpelier and stated the rationale behind request for a Phase I ESA recommendation to the Executive Committee. There was a discussion around timing of Phase Is and real estate closing dates and Joan Marie Misek asked if we ever fund another Phase I that we had already funded a Phase I for if it times out. Eli stated that we have had to do this and also update to Phase Is. Christian noted we have also denied funding subsequent Phase Is and projects have had to find other sources of funding or fund themselves. Eli noted we don't have formal criteria for this and decide on case basis. Nicola noted that this is a Downstreet project and that a Phase I and Phase II assessments are important to more the project along as not having those done is holding up the design and development stages. Eli noted that timing of transfer and reuse planning and getting the assessments done often lead to this conundrum and we do the best we can with estimated closing dates and reuse information we have at the time of site selection. Eli noted that a Phase I has to happen before the Phase II.

Peter Carbee asked if there was a dollar amount attached to the Phase I. Janet noted that a Phase I costs between \$1,800 - \$5,000 typically. Eli noted that under the EPA grant with contracted environmental professionals the process is that the BAC recommends funding the assessment phase, it goes to EPA and DEC for site eligibility and work plan development, it goes to the full CVRPC Board of Commissioners or the Executive Committee with a proposed amount. If the BAC funds a specific amount, it may change and would have to go through the process again with the amount. Eli noted that if there is a proposed amount prior to BAC making the decision to fund the assessment or not it is included in the site information in program updates, but again, is subject to change through the EPA eligibility and work plan defining process.

Peter Carbee made the motion to recommend to the CVRPC Board of Commissioner' Executive Committee funding of a Phase I Environmental Site Assessment for 9 Heaton Street, Montpelier. Joan Marie seconded. Member of the public, Steve Whitaker asks for a roll call.

Roll call voted as follows:

Peter Carbee (Washington) – Yes, Ron Krauth (Middlesex) – Yes, Joan Marie Misek (VT Department of Health) – Yes, Nicola Anderson (Downstreet) – Abstain, Heather Hurlbert (CVEDC) – Yes, Janet Shatney (Barre City) – Yes

Motion did not pass.

Peter Carbee noted that the abstention was due to a conflict of interest, and he didn't see a conflict of interest. The committee decided to table it for next month's meeting and to look at the CVRPC Conflict of Interest policy.

707 Stonecutters Way, Montpelier

CVRPC staff gave a review of the site, reuse potential plans and reviewed the site selection criteria and explained the rationale for requesting a Supplemental Phase II for 707 Stonecutters Way. Flood resilience and budgetary context were discussed.

Peter Carbee made the motion to recommend to the CVRPC Executive Committee funding the amount of \$41,057.08 for a Supplemental Phase II at 707 Stonecutters Way in Montpelier. CVRPC staff noted that if the amount comes in differently it will need to come back to the BAC for new recommendation. Heather Hurlbert seconded. Motion passed unanimously.

Program Updates

CVRPC Staff gave updates on current sites, MARC Assessment Funds, EPA Coalition Assessment Grant activities and EPA Revolving Loan Fund Grant, noting that the anticipated date for the Revolving Loan Fund to be operational is March or April 2026.

Peter Carbee noted that during the Brownfields National Conference it was hammered on that the faster we can spend the money down, the more likely more funding will be allocated in future requests for additional EPA Brownfields funds.

Public comment was made by Steve Whitaker of Montpelier, summarized here: Mr. Whitaker said that the absence of an approved work plan for the Country Club Road site was crucial, particularly because a developer RFP was already underway while related planning decisions were being litigated for alleged violations of community planning statutes. The speaker noted that the approved Phase 2 Supplemental Site Investigation scope lacked required depth delineation, meaning the extent of contaminated soil removal was still unknown. This created a serious sequencing and safety problem, as development planning was proceeding without understanding how much soil would need to be excavated, potentially while a daycare remained in operation on or near the site. The speaker warned that proceeding without this information risked significant operational and public safety consequences and urged the committee to place the issue on a future agenda for detailed discussion.

BAC Chair noted that a clear understanding of the BAC role and jurisdiction in making decisions on recommendations needs to be reviewed.

Meeting Adjournment: Motion to adjourn was made by Peter Carbee and seconded by Janet Shatney and passed unanimously. Meeting adjourned at 11:03.



Brownfields Advisory Committee

RULES OF PROCEDURE

PROGRAM MISSION: The CVRPC Brownfields Program facilitates the return of undeveloped or underdeveloped properties with real or perceived contamination to more productive use in both the public & private sector.

COMMITTEE PURPOSE: To oversee the Commission's brownfields program and to provide local and regional input regarding brownfield issues important to the region.

GENERAL ACTIVITIES:

- ◆ Submit recommendations to the Executive Committee for investment of funds designated for brownfields work to achieve the program mission.
- ◆ Assist to identify and prioritize communities or neighborhoods in need of support for brownfields revitalization and the projects that will support those efforts
- ◆ Develop brownfield-related policies for recommendation to the Commission, and provide input into any policies developed by the Commission related to brownfields.
- ◆ Provide oversight for and assist in the development of the Commission's brownfields work program and budget.
- ◆ Participate in public outreach efforts, including, but not limited to education of the professional community, public notification, liaison to municipalities and other local and regional boards as appropriate.
- ◆ Maintain site selection criteria.
- ◆ Review and prioritize nominated sites for inclusion in the Region's brownfields program
- ◆ Assist in the hiring of consultants and oversee consultant progress in order to bring projects to completion, including reviewing staff decisions as appropriate.

ADVISORY ROLE: The Committee shall be advisory to the Regional Commission, who shall have final authority over decisions related to this program. The Committee will offer recommendations, advice, input, and opinions to the Commission, the US EPA, the State of Vermont, and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Commission. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

Expenditure of Commission funds as recommended by the Committee may only be authorized by the Executive Committee. The Commission has the ultimate authority over program decisions. The Commission shall designate staff to assist the Committee as necessary.

MEMBERSHIP: Participation is optional. The Brownfields Advisory Committee will constitute eleven (11) voting membership seats and three alternates to the Committee as follows:

Regional Commissioner Representation: Four (4) membership seats and one alternate shall be designated for Regional Commissioners. These representatives shall represent the interests of the region as a whole and municipalities in general. Commissioners will be appointed by the CVRPC Board of Commissioners.

Interest Group Representation: Non-Regional Commission representation on the Committee shall be limited to 7 members. Of these, membership seats shall be designated for the following: Central Vermont Economic Development Corporation and Vermont Department of Health, each of which may appoint one voting representative and one alternate to the Committee. Other brownfield interest groups, organizations and/or individuals may be considered for a membership seat by the Committee and invited to nominate one voting member to the Committee. The Committee may also directly nominate interest groups, organizations and/or individuals to be considered for appointment. Representation should be sought from the following five (5) interest groups: housing, real estate, finance, at-risk populations, and the environment.

Non-Voting Membership: The Committee may also appoint non-voting members to serve on the committee and advise on special topics or as unique issues arise. Staff from the US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation, and other agencies and departments may serve on the Committee in a non-voting advisory capacity.

Membership terms shall be two years beginning July 1, 2016. Appointments will be renewed or replaced annually on a staggered basis thereafter. The first year after commencement of terms, Interest Group appointments will be renewed or replaced. The second year after commencement of terms, Regional Commissioner appointments will be renewed or replaced. Annual appointments will occur according to this alternating pattern thereafter.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of the total voting membership seats designated on the body. As there are 11 voting membership seats on the Committee, a quorum will consist of 6 voting members present. Members and alternates are encouraged to attend all regular meetings and special meetings as they arise. Members with three unexplained absences in a row will be contacted by the Chair or Commission staff to

determine if they still wish to serve on the Committee. The Committee shall meet monthly, or as needed, to carry out the stated purpose.

VOTING: A quorum is required for the Committee to conduct a vote. Each appointed member shall have one vote. Alternates may participate in discussion and will only vote when filling in for the regular Commission or named seats. One member from each participating organization apportioned a membership seat shall be appointed to vote by that organization. Proxy voting is not permitted.

As of the date of adoption of these rules, the following agencies and departments have been determined to have a potential conflict and do not have voting privileges: US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation.

Voting privileges for other State and Federal agencies and departments shall be determined on an individual basis by the Committee. This determination shall be based on the potential for conflicts of interest to arise.

Non-voting members and Regional Commission staff do not have voting privileges.

CONFLICTS OF INTEREST: In the event any Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Committee, the member shall disclose and state on the record the nature of his or her interest.

If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any discussions or vote on any related motion.

If the member is uncertain whether he/she should participate in the discussion or decision, the Committee shall determine by vote whether the member should participate. The Committee may also make a determination of conflict of interest and disallow participation and voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

OFFICERS/ELECTIONS: The Committee will elect a Chair and Vice-Chair for one year terms, upon Committee formation and annually thereafter at the Committee's July meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and representing the Committee at various meetings as needed.

The Chair and Vice-Chair may be elected from the Commissioner or Interest Group membership. Members elected to any office may not be represented by an alternate in the performance of their duties as officers.

The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before his/her term is expired, the Vice Chair shall serve as Chair until elections are held to fill the vacancy for the remainder of the term. Chair and Vice-Chair shall be limited to serving two consecutive terms within an eight year cycle.

COMMUNICATION AND COORDINATION:

- ◆ Committee members are encouraged to serve as liaisons to their local legislative boards or the group/organization/interest they are representing by reporting on activities on a regular basis.
- ◆ Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee consideration.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee, or final action/approval by the Commission.
- ◆ Agendas and notices of all regular meetings shall be sent to Committee members, the Board of Commissioners, the media, and interested persons at least five days before the scheduled meeting, and shall be posted at the Commission.
- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with public records and open meeting law.
- ◆ Minutes will report the results of any vote taken by the Committee, noting which members voted and their position on the question.

RESOLUTION OF DIFFERENCES: Any issue that cannot be reasonably resolved by the Committee may be taken up by the Executive Committee.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to Committee members, and interested parties, before consideration at a regular Committee meeting. Amendments will then be forwarded to the Commission for review and ratification.

The Committee is not a standing or special committee of the Central Vermont Regional Planning

Commission, and is therefore not subject to the Commission's bylaws. These rules of procedure, combined with Robert's Rules of Order, and Vermont Open Meeting and Public Records Law, provide procedural and administrative guidance for the Committee.

Recommended by the Brownfields Advisory Committee to the Board of Commissioners for
Adoption: September 19, 2016

Adopted by the Board of Regional Commissioners: October 11, 2016

CVRPC BROWNFIELDS ADVISORY COMMITTEE

Guiding Brownfield Redevelopment in Central Vermont

KEY RESPONSIBILITIES



Oversee Brownfields Program

Program Guidance & Resource Allocation



Prioritize Sites for Assessment

Site Ranking & Evaluation



Hire & Oversee Contractors

Consultant Selection & Oversight



Recommend Policy

Brownfields Policy Suggestions



Public Outreach & Education

Community Engagement

ADVISORY ROLE

Provides Recommendations & Input

No Final Decision-Making Authority



COMMITTEE COMPOSITION



Commissioners

Local Stakeholders

Economic

Health

Housing

Environment

Finance

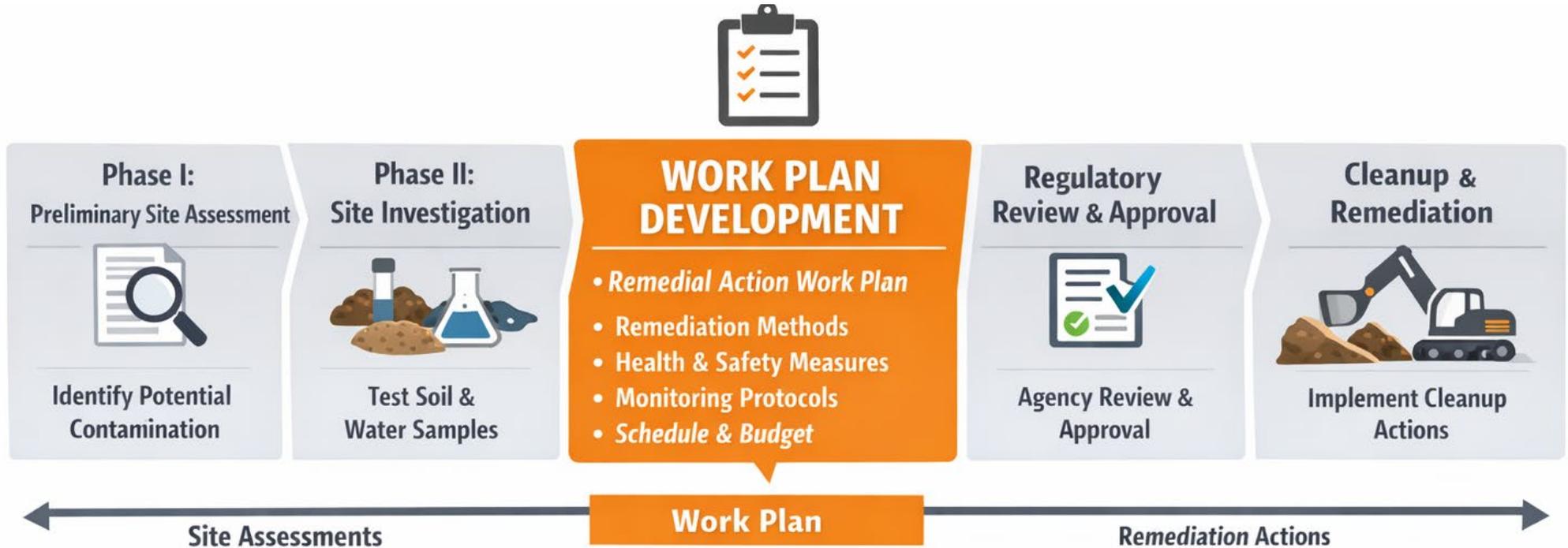
Real Estate

Non-Voting Partners

EPA & State Agencies

Brownfields Project Timeline

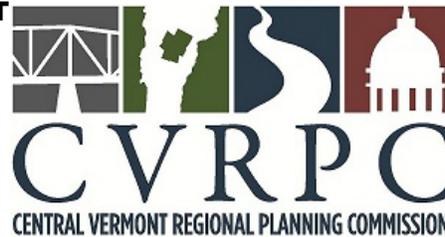
For a **brownfields site**, a **work plan**, sometimes called a **Remedial Action Work Plan (RAWP)** or **Site Investigation Work Plan** depending on the jurisdiction, typically happens **after the site assessment phase but before cleanup or remediation begins**. **Regulatory Review & Approval** - the work plan is usually submitted to the **state environmental agency** (or EPA if federally funded) for review and approval. **Implementation / Remediation** - Cleanup or remedial actions are carried out according to the approved work plan, Post-cleanup verification sampling may follow.



The **work plan is prepared only after sufficient site data exists** to design an effective remediation strategy. You **cannot skip straight to cleanup without it**, because regulators require documentation showing the plan is protective of human health and the environment.

It is important to note that redevelopment and other activity can be happening at a site as long as it adheres to VT Department of Environmental Conservation (DEC) compliance requirements. The IRule (Institutional Controls Rule) establishes how institutional controls are created, recorded, and enforced on a property after cleanup for sites where contamination will remain on site and cleanup levels rely on restricted use and/or exposure controls. Assessment grants are not constrained by the IRule. Cleanup grants or site closure may trigger IRule.

A Site Management Activities Completed (SMAC) letter is a formal closure determination issued by the Vermont DEC (Department of Environmental Conservation). Vermont also has the Vermont Brownfields Reuse and Environmental Liability Limitation Act (BRELLA) law and program that provides liability protection to eligible parties, clarifies environmental responsibilities during redevelopment, and supports safe reuse of properties with known contamination. Upon meeting DEC-approved cleanup requirements an eligible participant can receive a Certificate of Completion (COC).



Brownfields

Site Assessment Process



Project lead submits Site Nomination Form



Project goes to the Brownfields Advisory Committee (BAC), and the BAC recommends project assessment phase to the CVRPC Board of Commissioners' Executive Committee for site eligibility



The site goes to the EPA for Site Eligibility Review



The site goes to the VT DEC for input on Site Investigation Plan



Project goes back to the Brownfields Advisory Committee (BAC) for assessment phase funding recommendation to the CVRPC Board of Commissioners' Executive Committee tied to a cost proposal



Project goes to the CVRPC Board of Commissioners' Executive Committee for funding approval



Assessment reports go to the VT DEC and EPA for Work Plan Development & Regulatory Review



Clean up may be through CVRPC Brownfields Program funding or a different funding source



MEMO

Date: February 11, 2026
 To: Brownfields Advisory Committee
 From: Eli Toohey, Planner
 Re: New Project Review Memo

9 Heaton Street, Montpelier

☒ ACTION REQUESTED: *move to recommend the CVRPC Board of Commissioners’ Executive Committee approve funding of a Phase I Environmental Site Assessment for 9 Heaton Street in Montpelier.*

At their December 18, 2025, meeting, the Brownfields Advisory Committee recommended the CVRPC Board of Commissioners fund a Phase II ESA at 9 Heaton Street. In review of the Site Nomination Form, staff noted that the most recent Phase I ESA was completed in August of 2023. At the January 15, 2026 Brownfields Advisory Committee meeting the motion to recommend to the CVRPC Board of Commissioners’ Executive Committee approval of funding a Phase I failed. A Phase I needs to be completed within 6 months of the transfer of property and also prior to the recommended Phase II. The transfer of property is anticipated to happen around August of 2026.

SMS #:	TBD
Reuse:	Affordable Housing
Owner:	Washington County Mental Health Services, Inc.
Prospective Owner:	Downstreet Housing
Developer:	Downstreet Housing
Assessment Activity:	BAC made the recommendation for the CVRPC Board of Commissioners to fund a Phase II ESA (12-18-2025 Meeting). Phase I will need to be done as well as the last one was done in August 2023 (action item for 1-15-26 BAC meeting).
Assessment Status:	Awaiting EPA Site eligibility approval prior to CVRPC Board of Commissioners approval if Phase I is recommended by BAC to CVRPC Executive Committee to be funded.
Funds recommended:	TBD

Contractor:	Montrose/Stone Environmental
BRELLA status:	Pending BRELLA enrollment

150 Ayers Street, Barre City

☒ **ACTION REQUESTED:** *move to recommend to the CVRPC Board of Commissioners’ Executive Committee to approve funding of a Phase I Environmental Site Assessment for 150 Ayers Street in Barre City.*

This site is a new project located at 150 Ayers Street in Barre City (a lot adjacent to Spaulding High School and the current Central Vermont Technical Career Center). In January 2026 CVTCC submitted a site nomination form requesting funding of Phase I ESA. They are not yet BRELLA enrolled but have been advised to apply. The intended reuse is for Central Vermont Technical Career Center programming.

SMS #:	TBD
Reuse:	TBD, Programming for Central Vermont Career Center
Owner:	Allen Jones & Sons, prospective owner CVTCC
Developer:	TBD
Assessment Activity:	Requested Phase I
Assessment Status:	No known prior assessment
Funds recommended:	TBD
Contractor:	Montrose/Stone Environmental
BRELLA status:	Pre-application, not eligible unless 2 owners removed from responsible party

1756 US Route 302, Berlin

☒ **ACTION REQUESTED:** *move to recommend to the CVRPC Board of Commissioners’ Executive Committee to approve funding of a Phase I Environmental Site Assessment for 150 Ayers Street in Barre City.*

This site is a new site and is listed in our EPA grant application. The site is not BRELLA enrolled, and they are unclear if the property would be transferring ownership. VTRANS is the current owner. A Phase I ESA done in October 2023 found the following RECs in connection with the Subject Property:

REC #1: Historic free product near underground storage tank.

REC #2: Contaminated soils beneath the former pump islands and USTs removed in 1992 & 2010.

REC #3: Former USTs and pump island removed in 1984

REC #4: Historic buried drum area

REC #5: Filling in Former Brook Channel (AOC #6A/B/C)

REC #6: Petroleum Solvent Release (AOC #6B)

REC #7: Arsenic and lead in groundwater

REC #8: Former drum storage area

REC #9: Discharge to Traffic Shop Floor Drains

REC #10: Pond Brook

This assessment has also revealed the following BERs in connection with the Subject Property:

BER #1: Active aboveground storage tanks and inventory storage

BER #2: Staining on competent concrete slabs

BER #3: The Subject Property buildings were constructed prior to 1980.

They are moving their fleet and equipment maintenance (vehicle maintenance, engine repair and auto-body shop) to a property that is not flood prone. The intended reuse is to return the property to the flood plain/other flood mitigation measures. The request is for a Supplemental Phase II, it is unclear if the property would transfer ownership at this time (not necessary for our program). If it were to transfer later, a new Phase I would need to be completed.

SMS #:	TBD
Reuse:	TBD, Floodplain restoration, flood mitigation
Owner:	VTRANS
Developer:	Unknown
Assessment Activity:	Requested Supplemental Phase II
Assessment Status:	Prior Assessments Phase I done in 2023, ongoing groundwater monitoring, UST closures
Funds recommended:	TBD, cost estimate is \$142, 295.10
Contractor:	Montrose/Stone Environmental
BRELLA status:	Not applied, not eligible unless 2 owners removed from responsible party

See also; *Site Selection Criteria in packet for 2-19-26 meeting*

Site Scoring Matrix
Central Vermont Regional Planning Commission

Factor	Criteria	Point	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	10
	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	3
	General alignment with land use plans but not explicitly prioritized	3	
	No known alignment with existing plans	1	

REVISED MEETING PACKET		19	5
Displacement	Proposed project will not displace existing tenants or residents		5
	Potential to displace existing tenants or residents		3
	Tennants or residetns 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
	Not compatibiliy zoned.		1
	Proximity to Services: Within ½ mile of transit, schools, or essential services to support workforce and affordable housing.	+1	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 Resillient Communities	Flood Hazard Avoidance: Outside mapped floodways and special flood hazard areas (SFHAs).		5
	Inside a mapped floodway or special flood hazara 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	-

Total Score (out of 160 points): 145

Site Scoring Matrix

Central Vermont Regional Planning Commission

Factor	Criteria	Points	Score
Ownership	Publicly owned or access secured from private owner	25	10
	Private ownership but owner cooperative	10	
	Owner non-responsive and no access	0	
Redevelopment Potential	Clearly defined reuse plan	20	10
	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	0
	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	15
	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	5
	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 residetns will be displaced	0	

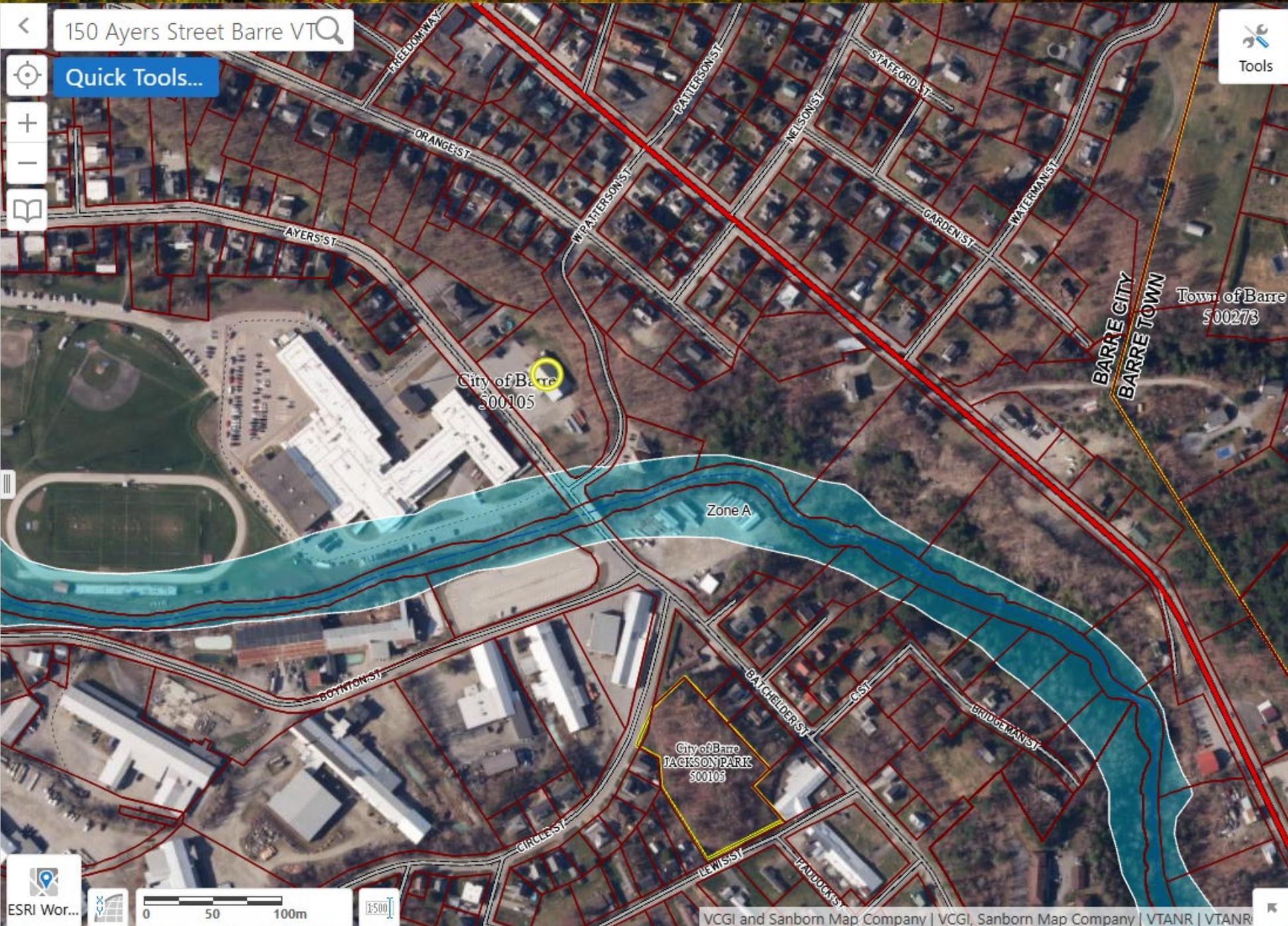
REVISED MEETING PACKET			
State Planning Goal #11: Housing	Zoning Compatibility: Sites located in areas zoned or planned for residential or mixed-use development	21	5
	Not compatibly zoned.	1	-
	Proximity to Services: Within ½ mile of transit, schools, or essential services to support workforce and affordable housing.	+1	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	1	-
	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	-

Total Score (out of 160 points): 112



150 Ayers Street Barre VT

Quick Tools...



0 50 100m

1:500

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	10
	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	0
	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	10
	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	2
	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	3
	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 residetns will be displaced	0	

REVISED MEETING PACKET			
State Planning Goal #11: Housing	Zoning Compatibility: Sites located in areas zoned or planned for residential or mixed-use development	24	5 -
	Not compatibiliy 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	-
	Affordability Leverage: Potential to support income-qualified or workforce housing through public-private or nonprofit partnerships	+1	-
	Reuse Potential: Vacant or underutilized sites within existing settlement areas (to prevent sprawl).	+1	-
State Planning Goal #14: Flood Resilient Communities	Flood Hazard Avoidance: Outside mapped floodways and special flood hazard areas (SFHAs).	5	-
	Inside a mapped floodway or special flood hazara area	0	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): 109

CVRPC BROWNFIELD PROGRAM UPDATES

February 19, 2026

These updates keep the Brownfields Advisory Committee informed about program activities, potential modifications to state and federal programs and practices, and other news that may be of interest. CVRPC Brownfields Program receives funding from Mount Ascutney Regional Planning Commission through a subgrant agreement for assessments. This subgrant agreement is active through June 30, 2026. The program also received funding through EPA Brownfields Assessment Grant and an EPA Brownfields Revolving Loan Fund grant. The project period for the Brownfields Coalition Assessment Grant is 5/16/2025 - 09/30/2029. The project period for the Brownfields Revolving Loan Fund is 05/16/2025 - 09/30/2030. Acronyms and brownfield-related terms are defined at the end of this document. Please feel free to share additional acronyms or terms you would like explained.

Active Sites

EPA Brownfields Assessment Coalition Grant Sites

707 Stonecutters Way, Montpelier

This site is located at 707 Stonecutters Way (the old RK Myles lo, next to the Hunger Mountain Coop). In December 2025 the Coop submitted a site nomination form requesting funding of a Supplemental Phase II ESA. The project is BRELLA enrolled, had a Phase I done prior to the transfer to the Hunger Mountain Coop and a Phase II done by Stone Environmental in June 2025. Exceedances of VOCs, PAHs and heavy metals were found, and a Supplemental Phase II ESA was recommended. The Brownfields Advisory Committee passed a motion to recommend to the CVRPC Board of Commissioners' Executive Committee to fund the Supplemental Phase II.

SMS #:	2025-5528
Reuse:	TBD
Owner:	Hunger Mountain Coop
Developer:	TBD
Assessment Activity:	Requested Supplemental Site Investigation
Assessment Status:	Phase I ESA was completed in April 2025, Phase II ESA completed in June 2025. Awaiting site eligibility checklist form from Montrose prior to sending it to EPA for review.
Funds recommended:	TBD, initial proposed amount \$41,057.08

Contractor:	Montrose/Stone Environmental
BRELLA status:	Enrolled

Update: 707 Stonecutters Way has completed Phase I and Phase II ESAs and is BRELLA enrolled. During the January 15, 2026 Brownfields Advisory Committee the advisory committee recommended a Phase II Supplemental for the site. The site is currently awaiting a site eligibility checklist form from Montrose which will then go to EPA for review.

Next Steps: Work with Montrose and EPA on site eligibility approval process. Work with Montrose, Stone Environmental, DEC and EPA to get Supplemental Phase II ESA completed.

203 Country Club Road, Montpelier

SMS #:	2022-5116
Reuse:	Housing and Community Center
Owner:	City of Montpelier
Developer:	TBD
Assessment Activity:	BAC made the recommendation for the CVRPC Board of Commissioners to fund a Supplemental Phase II ESA (12-18-2025 Meeting)
Assessment Status:	Awaiting EPA Site eligibility approval prior to CVRPC Board of Commissioners approval
Funds recommended:	TBD
Contractor:	Montrose/Stone Environmental
BRELLA status:	Enrolled

Update: 203 Country Club Road has completed the site nomination form and gone through site selection process. During the 12-18-25 Brownfields Advisory Committee the committee made the recommendation to the CVRPC Board of Commissioners to fund a Phase II Supplemental ESA. The Site Eligibility Checklist form is fully signed and has been sent to EPA for review. Once approved Phase II Supplemental ESA will commence.

Next Steps: Work with Montrose and EPA on site eligibility approval process. Work with Montrose, Stone Environmental, DEC and EPA to get Supplemental Phase II ESA completed.

9 Heaton Street, Montpelier

SMS #:	TBD
Reuse:	Affordable Housing

Owner:	Washington County Mental Health Services, Inc.
Prospective Owner:	Downstreet Housing
Developer:	Downstreet Housing
Assessment Activity:	BAC made the recommendation for the CVRPC Board of Commissioners to fund a Phase II ESA (12-18-2025 Meeting). Phase I will need to be done as well as the last one was done in August 2023 (action item for 1-15-26 BAC meeting).
Assessment Status:	Awaiting EPA Site eligibility approval prior to CVRPC Board of Commissioners approval
Funds recommended:	TBD
Contractor:	Montrose/Stone Environmental
BRELLA status:	Pending BRELLA enrollment

Update: 9 Heaton Street has completed the site nomination form and gone through site selection process. During the 12-18-25 Brownfields Advisory Committee the committee made the recommendation to the CVRPC Board of Commissioners’ Executive Committee to fund a Phase II ESA for 9 Heaton Street. A Phase I ESA was done in August 2023 so a Phase I will also need to be done prior to transfer of property (on agenda for 2-19-26 BAC meeting).

Next Steps: Work with Montrose and EPA on site eligibility approval process. Work with Montrose, Stone Environmental, DEC and EPA to get Phase I (if recommended and approved), Phase II ESA completed. Brownfields Advisory Committee will need to take action on whether or not to recommend to the CVRPC Board of Commissioner funding for a Phase I ESA (this is on the agenda for BAC 2-19-26-26 meeting).

Mount Ascutney Regional Commission Assessment Funds FY24 Sites

33 North Main Street, Waterbury

SMS #:	TBD
Reuse:	Flood Plain Restoration/FEMA Buyout
Owner:	Clark Feres
Prospective Owner:	Waterbury
Developer:	N/A
Assessment Activity:	BAC made the recommendation for the CVRPC Board of Commissioners to fund a Phase I ESA in 2025.
Assessment Status:	Phase I will be complete by end of January.
Funds recommended:	\$1,000 (part of contract for \$2,000 to do 33 & 35 North Main Street at the same time)

Contractor:	LE Environmental
BRELLA status:	Pending BRELLA enrollment

Update: 33 North Main Street, Waterbury had a delay in Phase I assessment due to property access issues. As of January 5, 2026, LE Environmental was able to access the site and the Phase I report will be completed by the end of January 2026. The BRELLA application is taking longer than anticipated and Waterbury is having to do a parcel survey to meet the BRELLA application requirements. CVRPC staff reached out to Mount Ascutney program staff and have confirmed that an extension of the subgrant is approved and that funding is not dependent on BRELLA enrollment, just BRELLA eligibility (site is eligible). The extension will extend the funding period through June 30, 2026.

Next Steps: Work with MARC and DEC to make sure all contract and reporting requirements were completed.

35 North Main Street, Waterbury

SMS #:	TBD
Reuse:	Flood Plain Restoration/FEMA Buyout
Owner:	Clothes Quarters, LLC
Prospective Owner:	Waterbury
Developer:	N/A
Assessment Activity:	BAC made the recommendation for the CVRPC Board of Commissioners to fund a Phase I ESA in 2025.
Assessment Status:	Phase I will be completed by end of January.
Funds recommended:	TBD
Contractor:	LE Environmental
BRELLA status:	Pending BRELLA enrollment

Update: 35 North Main Street, Waterbury had a delay in Phase I assessment due to property access issues. As of January 5, 2026, LE Environmental was able to access the site and the Phase I report will be completed by the end of January 2026. The BRELLA application is taking longer than anticipated and Waterbury is having to do a parcel survey to meet the BRELLA application requirements. CVRPC staff reached out to Mount Ascutney program staff and have confirmed that an extension of the subgrant is approved and that funding is not dependent on BRELLA enrollment, just BRELLA eligibility (site is eligible). The extension will extend the funding period through June 30, 2026.

Next Steps: Work with MARC and DEC to make sure all contract and reporting requirements were completed.

Program Outreach

Continue to outreach to prospective sites, finance partners, real estate partners, and municipal leaders about CVRPC Brownfields Program and current funds available.

Work Plan and Budget

Mount Ascutney Regional Commission Assessment Subaward - FY24

The Mount Ascutney Regional Commission Assessment subgrant for FY24 has funded 3 completed assessment projects and has one currently underway (this one includes 2 properties at 33 & 35 North Main Street in Waterbury. The total encumbered amount for these projects is \$ 90,653. Not all of these projects spent the full proposed amounts and there is a remaining encumbered balance of \$4,021.05. Here is a list of the projects funded with FY 24 MARC Subaward funds;

- 203 Country Club Road, Montpelier - Phase II ESA
- 173 South Main Street, Barre – Supplemental Phase II ESA
- 300-302 Granger Road, Berlin – Corrective Action Plan (CAP) Planning
- 33 & 35 North Main Street, Waterbury – 2 Phase I ESAs

EPA Brownfields Coalition Assessment and Revolving Loan Fund Grants

No assessment or loan funds have been expended to date. Funding through EPA Brownfields Assessment Grant and an EPA Brownfields Revolving Loan Fund grant is for the following periods, 5/16/2025 - 09/30/2029 and 05/16/2025 - 09/30/2030, respectively. The first funding requisition will be at the end of January.

Program updates

Ongoing.MARC.Assessment.Project.Work

- 33 & 35 North Main Street, Waterbury
 - BRELLA support to Waterbury
 - Currently getting parcels surveyed, a requirement of the BRELLA application if the land records doesn't have the needed details
 - Contract administration
 - Contract end date will need to be extended. Property access took longer than expected
 - Reporting compliance

- Assuring that all reports are sent to DEC
- Phase I reports (separate reports, same contract) due to be completed by end of January

Ongoing.EPA.Coalition.Assessment.Grant.Work;

- Master Quality Assurance Project Plan is being updated per new guidance from Region 1
- Sites recommended for assessment being monitored
 - 203 Country Club Road, Montpelier – Property Access Agreement has been completed, and Supplemental Phase II is being reviewed by the EPA for site eligibility. It will also be reviewed by EPA and DEC, and the cost will be based on the final scope. This will be reviewed by the next CVRPC Executive Committee for funding approval.
 - 9 Heaton Street, Montpelier – Property Access Agreement was not needed because Downstreet is a Coalition member. Phase I and Phase II ESA will be reviewed by EPA for site eligibility (pending recommendation to the CVRPC Board of Commissioners’ Executive Committee and approval by the Executive Committee). Phase I was done in August 2023 and failed during 1-15-26 meeting so is on the agenda for 2-19-26 meeting for BAC.
 - 707 Stonecutters Way, Montpelier – BAC made the recommendation to fund during the 1-15-26 meeting. The site eligibility checklist is being filled out and will go to the EPA for review. Property Access Agreement is being processed.
- Outreach for potential site nominations
 - Prospect Heights, Barre has historical uses that require a Phase I. Kas was hired by the City of Barre. May be nominated for CVRPC funds if further assessment is needed.
 - 143 Main Street, Barre Area Development contracted with Weston & Sampson to do a Phase I and they are updating after getting comments from DEC. They are BRELLA enrolled. The property will eventually be transferred to the City of Barre. They may nominate the site for CVRPC Assessment funds if further assessment is needed.

Ongoing.Revolving.Loan.Fund.Work;

- Research and checklist for potential contracting of underwriter and/or loan servicing agent. Request for Proposals for Financial Services to manage the CVRPC Brownfields Revolving Loan Fund is being drafted. This will be on March’s BAC meeting agenda.

- Draft of Revolving Loan Fund Program Manual is completed, will need terms recommendations to the CVRPC Executive Committee. Staff recommend BAC makes initial recommendation for loan/subgrant awards. The Executive Committee will make the final decision for loan/subgrant awards. This will be on the agenda for March’s BAC meeting.
- The goal is to have the Revolving Loan Fund active by April/May, 2026

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.