

TOWN OF EAST HAMPTON
Brownfields Redevelopment Agency

Regular Meeting

Monday, March 25, 2024

6:30 PM

Town Hall 2nd Floor Meeting Room #201 and via Zoom

Minutes

Present: Ryan Baldassario, Kay Willson, Victoria Minor (joined at 6:36 P.M.), Virginia Yenker, and Alan Lisowski with Town Manager David Cox.

Absent: None

Call to Order: Mr. Baldassario called the meeting to order at 6:30 P.M. in the Town Hall 2nd floor meeting room #201 and virtual meeting via zoom.

Adoption of Agenda: *A motion was made by Ms. Yenker, seconded by Ms. Willson, to adopt the agenda as submitted. Voted 4-0 in favor.*

Approval of Minutes: *A motion was made by Ms. Willson, seconded by Ms. Yenker, to approve of the February 26, 2024 regular meeting minutes as submitted. Voted 3-0-1 in favor with Mr. Lisowski abstaining.*

Welcome New EHBRA Member, Alan Lisowski: Mr. Lisowski introduced himself to the members. Brief backgrounds were given by the members as part of their introduction to agency's newest member.

Public Comment: Robert Spooner- Mr. Spooner is in the process of becoming a member of the agency. His application has been submitted to the town and the appointments committee.

Town Staff Reports

- a. **Liaison Reports:** The town is in their budget season. There are deliberations with the Board of Finance. The town would see some action at the end of May for a referendum.

Progress Updates - Work with VHB: The agency members have been working with DECD and EPA about official signage for the properties. The members discussed purchasing the sign locally and obtaining pricing from one company in town and one company in Middletown or Hartford. Mr. Baldassario gave a brief overview of the brownfields properties and the progress made for each location for the benefit of the new member. The outreach approach and feedback from the community are a part of the grant process. This aspect of the grant helps to educate the residents and gain insight into what the community thinks of the properties. This also balances the capacity of the agency members and outreach with the involvement of the community. It was discussed to utilize a QR code to put out a survey for the community to partake. The code would

also cut down on the cost of doing conventional surveys. This would be great for capturing the input from the residents and community in town. This would tailor outreach to the town and community. There was another suggestion to have a banner announcing the QR code survey on the town's website. The members also discussed updating and adding more information to the agency's webpage on the town's website. It was suggested to include a link for grant information and updates to keep curious citizens up to date. There was another suggestion to mail out a letter to the abutting properties before each phase to keep them informed. There was discussion with the members and Amy Vaillancourt, the representative from VHB, about needing to do a quarterly report on the projects to the EPA as part of the scope of work for the grant process. The community outreach cost from VHB would be \$1,800. The town is still waiting for EPA paperwork for the grant. VHB had a site visit of the properties with the Town Manager. Phase two should be starting in a month and would have the results of phase one for the members at the next monthly meeting. It was suggested to have the letters to the abutting properties drafted and sent to the members to review before printing and mailing out. The EPA require formalizing a community relation plan and have it submitted in writing. The members discussed different types of meetings to hold to help further educate and inform the community about the grants and the properties. It was suggested to possibly have a site walk with anyone from the community that would be interested.

Member Recruitment and Collaboration with Other Town Groups: The Town Council has been updated on the agency's progress on the grants and projects. The Economic Development Commission and Clean Energy Task Force need to be given an update from an agency member. It was suggested to attend an upcoming meeting to inform the other commission's members. The budget with VHB will be reviewed by the members before submitting to the Town Council for approval. Once the approval has been made, VHB can be paid for their work. The members discussed needing more progress to be able to give the Town Council an update. The members discussed the signs that need to be posted on each brownfields site. It was suggested to include the town website and agency webpage to the signs for ease of access of information for the properties and the grants. This could help to keep the community well informed and up to date on the information.

New Business: None

Adjournment: *A motion was made by Ms. Yenknner, seconded by Ms. Willson, to adjourn the meeting at 7:34 P.M. Voted 5-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk