

## **TOWN OF EAST HAMPTON**

Brownfields Redevelopment Agency

Monday, June 24, 2019

Regular Meeting- 7:00 P.M.

Town Hall Meeting Room

### **Minutes**

**Present:** Chairperson Kelly Kerrigan, Brian Corvo, Dan Wolfram, Scott Bristol, Kay Willson and William DeMore.

**Absent:** None.

**Call to Order:** Chairperson Kelly Kerrigan called the meeting to order at 7:09 p.m.

**Adoption of Agenda:** *Ms. Willson moved, and Mr. Bristol seconded to adopt the agenda with two additions made. Voted 6-0 in favor.*

### **Approval of Minutes:**

- a) **Regular Meeting of April 22, 2019:** *Mr. Wolfram moved, and Mr. Corvo seconded to approve of the regular meeting minutes of April 22, 2019 with the spelling corrections for SEH, DEEP, and off to section c under continued business. Voted 6-0 in favor.*

**Public Comment:** None

**Staff Town Reports:** None

- a) **Liaison Reports:** None

### **Continued Business:**

- a) **DECD STEAP Grant Project Discussion (13 Watrous Street):** A copy of the bid documents were emailed to the members to review before sending out as a final copy. The members discussed whether a confirmation sample should be split from a character sample. It was suggested to find out when the grant will expire or end. The members created a schedule for the project to move forward. The bid documents should be due back by July 22<sup>nd</sup>. The bid walk will occur on July 9<sup>th</sup> at 10am, and that will be when the agency will authorize Anchor for bidding assistance. If there are any questions about the project for the members, they will be due to the agency by July 12<sup>th</sup> by 3pm. This will give the members time to answer the questions and send them back to Anchor. Invoices were emailed to the Chairperson, but the members would like to table the invoices until the RFP is sent out for the project. *Mr. Bristol made a motion, seconded by Mr. DeMore, to continue to pay amounts due for tasks to Anchor and continue not paying for unauthorized tasks 3 and 4 in invoices. Voted 6-0 in favor.*

- b) **Main Street ELUR:** The members are looking for the older documents for this property for the project. There was a survey performed on the property by CLA. The survey was for the parking lot on the premises.
- c) **SEH Updates:** There was correspondence from DEEP asking for more documentation for the property. Mr. Bristol sent out all relevant documents in an email to DEEP; he will send the email to the other members for them to have copies as well.
- d) **US EPA Grant Application Results:** Chairperson Kerrigan found out that the agency wasn't awarded the grant; but EPA never contacted anyone to inform the members that they didn't win the grant.

**New Business:**

- a) **3 Walnut:** Ms. Willson has documents in different pieces in physical and electronic copy form. It was suggested that all the relevant documentation and information should be added onto the website alongside the other Brownfields projects. The link leads to an empty page for that project. The members want to add in the documents and information to keep with the continuity of all the information being included on the website.
- b) **103 Main Street (Hill side):** Landscaping is needed for the hillside at 103 Main Street. The hill is part of an engineering design. The grass is being choked out by weeds. It was suggested to contact public works to see if they could mow the grass.
- c) **US Conference in LA:** There is enough money in the budget to send one member to the US conference in LA from December 11-13. Chairperson Kerrigan volunteered herself to attend the conference on behalf of the agency.

**Confirm Next Meeting July 22, 2019 at Town Hall:** Chairperson Kerrigan confirmed the next meeting.

**Adjournment:** *Chairperson Kerrigan made a motion to adjourn the meeting at 7:54 P.M. Voted 6-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk