

TOWN OF EAST HAMPTON
Brownfields Redevelopment Agency

Regular Meeting

Monday, October 24, 2022

6:30 PM

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

Minutes

Present: Ryan Baldassario, Kay Willson, Brian Corvo, and Virginia Yenknier with Town Manager David Cox.

Absent: William DeMore and Victoria Man

Call to Order: Chairman 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. Yenknier, seconded by Mr. Corvo, to adopt the agenda as submitted. Voted 4-0 in favor.*

Approval of Minutes: *A motion was made by Ms. Willson, seconded by Ms. Yenknier, to approve of the September 26th, 2022 regular meeting with no changes. Voted 3-0-1 in favor with Mr. Corvo abstaining.*

Public Comment: John Olin attended the meeting as public to witness how the agency operates and to gain more information about the group. Mr. Olin expressed his interest in the Brownfields agency in his own town of East Haddam, so he decided to join East Hampton's Brownfields meeting to observe how the agency work and to interact with the members.

Town Staff Reports: There are some grant activities occurring downtown. There has been some interest in the 3 Walnut property. The town is working on capital improvement projects in the Village Center as well. The town is having early conversations with interested parties in the redevelopment of the 1 Watrous and 13 Summit properties.

a. Liaison Reports: None

Update on UConn TAB Collaboration

- a. Review of Most Recent Grant Draft/UConn TAB Feedback:** The members reviewed the feedback provided by TAB for the most recent draft of the grant application. The most up to date drafts of each section of the grant application are on the Share Point drive for the members to review and revise. The green edit comments are from TAB, the blue comments are from Mr. Baldassario, and the pink comments are from various users.
- b. Review of UConn TAB Resources:** TAB stated they would need a few weeks to review the finished application. The agency would need to finish the draft and have it sent to

them by November 2nd or the 4th at the latest. This would allow TAB the time to review and make any last minute suggestions before the agency sends the document out to apply for the grant on November 22nd.

Planning for Final Stages of EPA Grant Application

a. Assignment of Roles

- i. **Revisions of Grant Sections:** The members went through each section of the draft to discuss what needs to be changed and revised if needed. There are some sections that need to be revised. Community engagement and Threats to population are two sections that need revising and rewriting. Both topics are under major section two for the application. Look into how to approach the external partners in the community to figure out how to get their contact information so they can assist in the final draft of the application. The last items needing to be revised and cleaned up are the task descriptions and the cost estimates for the projects. These two items will be discussed and reviewed with Ms. Man at a later date.
- ii. **Gathering Related Application Materials:** There were follow up questions sent to Ms. Bompoti and the TAB team to gain more structured guidance for the draft application. Chairman Baldassario worked with Jeff Jylkka, the town's Finance Director, to retrieve the demographic data needed for incorporating into the draft. Mr. Baldassario also inquired about getting details of an audited financial report for the town.
- iii. **Completing Accompanying Documents to Grant Narrative:** The members discussed the accompanying documents to the grant narrative that gives a background and story to the properties. It was suggested to use the original property or company names in the application. 1 Watrous and 13 Summit properties would be called Summit Thread North while the 13 Watrous property would be called Summit Thread South. Although, the 13 Watrous property could also be used as a community gathering space and/or overflow parking for the local businesses in the Village Center. There is potential for the properties to enrich the community and the town.

b. Timeline Discussion

- i. **Establish Due Dates for Revisions:** The revisions on the draft should be finished so the application can be sent to TAB on November 2nd, or the 4th at the latest, to give them enough time to review. This would also give TAB an opportunity to give the agency members some time to make any last minute changes, if needed, before sending out the completed application for the grant.
- ii. **Schedule Writing Sessions - Advance of EPA Due Date:** Some resources in the town would be the EDC, RiverCOG, High School Science club/ class, groups that organize events within the town and THE Village Center, The Rotary Club, and Lions Club. The members will reach out to the contacts they have and the other groups discussed. The members discussed writing sessions to get the new data and information added to the current draft. Some sections need feedback from TAB before being revised.
- iii. **Scheduling Meeting with UConn TAB:** It was suggested to hold a zoom meeting during the day to meet with TAB to go over revisions of the draft. Ask

TAB if it would make sense for them to join the zoom meeting with the members. A special meeting should be scheduled with the agency members and TAB. The special meeting will be held on Wednesday, November 9th at 6:30 P.M. over zoom and the meeting room in the Town Hall will be open.

New Business: The members asked the Town Manager about chronic absenteeism with current members on the agency. The chairman will contact the absent member to inquire about their status on the agency.

Adjournment: *A motion was made by Ms. Yenker, seconded by Mr. Willson, to adjourn the meeting at 7:40 P.M. Voted 4-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk