

TOWN OF EAST HAMPTON
Brownfields Redevelopment Agency

Regular Meeting

Monday, June 26, 2023

6:30 PM

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

Minutes

Present: Ryan Baldassario, Kay Willson, Virginia Yenkner and Victoria Minor with Town Manager David Cox.

Absent: Brian Corvo.

Call to Order: Mr. Baldassario called the meeting to order at 6:35 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. Willson, seconded by Ms. Yenkner, to adopt the agenda as submitted. Voted 4-0 in favor.*

Approval of Minutes: *A motion was made by Ms. Willson, seconded by Ms. Minor, to take out the sentence, 'A safety rating needs to be performed on the dam,' from the paragraph under CT State Historic Preservation Office. Voted 4-0 in favor.*

A motion was made by Ms. Yenkner, seconded by Ms. Willson, to approve of the May 22, 2023 regular meeting minutes as revised. Voted 4-0 in favor.

Public Comment: Sam Myers attended the meeting via zoom. Ms. Myers stated she couldn't join the agency as a member, but she plans to sit in on meetings periodically.

Town Staff Reports

- a. Liaison Reports:** Defer to later.

Status Updates - Grant Funding

- a. EPA Grant:** The Town Manager provided EPA with paperwork and information they inquired about. There was a change made to the work plan. The town is waiting on EPA to send the contract for the grant. It was figured that the work wouldn't start until the end of the year or beginning of next year. The RFP needs to be developed but details of the EPA procurement process is needed for starting the RFP drafting. It was suggested to take an existing RFP and revise and edit it to the current grant. The members could help the town staff with drafting the RFP/RFQ. Once the RFP has been completed it would be sent out. The members discussed coordinating the two grants, EPA and DECD, to work in tandem with each other. The members want to add the RFP/ RFQ to next month's

agenda. The EPA is also pushing to have some members go to the regional and national conference for the upcoming year. It was suggested to plan ahead for having members attend the conference next year.

- b. CT DECD Grant:** The town was awarded the DECD grant for \$700,000. The members want to submit an article to the Rivereast about the grants being awarded to the town. Another suggestion was to post the grants on the agency's page on the town website. An upcoming webinar about grants will be held on July 12th at 9 am. The members briefly discussed drafting the RFP/ RFQ for the grant the same way as the EPA grant.

CT State Historic Preservation Office: Chairman Baldassario received confirmation that the dam is listed on the registry. The town would need to let the state know of any work being done on the property in the future. The members discussed assessing the structural integrity of the dam. The first step would be having an assessment performed to figure out what needs to be done for the dam. The members briefly discussed tying the 3 Walnut property into one of the grants for an assessment to start the project for the property and the dam. Approval from the grant companies is needed for adding the dam and 3 walnut property to either of the grants scope of work.

Planning Formal EHBRA By-Law Review in July Meeting: The by-laws are posted in the Share Point folder for the agency members to review. The by-laws were last review in 2018. The members will review and make suggestions for changes, if any, by next month's meeting. The members should use the comments on the track changes feature in the Share Point folder. There should be no actual changes made until the July meeting as official business. The ordinance listed in the by-laws is posted on the town website.

New Business: Rachel Watkins applied to become a member of the agency and is going through the process. There was a suggestion to form groups to help plan and initiate activities and drafting RFP's, RFQ's, and applications for grants. There was some discussion of having a members of the public helping on the groups for planning and volunteering for agency activities. The members suggested adding review of the RFP to next month's meeting agenda.

Adjournment: *A motion was made by Ms. Yenker, seconded by Ms. Willson, to adjourn the meeting at 7:28 P.M. Voted 4-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk