

TOWN OF EAST HAMPTON
Brownfields Redevelopment Agency
Regular Meeting

Monday, July 24, 2023

6:30 PM

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

Minutes

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

Absent: Victoria Minor.

Call to Order: Mr. Baldassario called the meeting to order at 6:32 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 June 26, 2023 regular meeting minutes as submitted. Voted 3-0-2 with Mr. Corvo and Ms. Watkins abstaining.*

Public Comment: None

Town Staff Reports

- a. **Liaison Reports:** The town budget passed. Jeremy DeCarli had conversations with an interested group for the 13 Summit property.

Review of EHBRA By-Laws

- a. **Discussion of Comments from Agency Members:** The members reviewed the proposed revisions for the EHBRA by-laws. Rehabilitation of abandoned buildings and promote economic development of the brownfields properties in the Village Center. The revised language for section 1 article 4, the purpose of the property.
A motion was made by Ms. Willson, seconded by Ms. Yenker, to amend section 1 article 4 to the proposed revised language. Voted 5-0 in favor.
Section 2 article 4 regarding the budget from the town for the commission. The budget for the agency is \$1,500 to spend on agency related items and events. The members can use their budget for mailing, meetings/ conferences, etc. Section 8 article 4 regarding the chairman's duties for the agency. It was suggested to have a summary of the agency's budget created to keep the members updated. Section 3 article 10 regarding the meeting procedures. It was suggested to change the language and update the by-laws to have the members use emails for sending and receiving the meeting agendas and announcements. The members should also inform the chairman if they can't attend a meeting to ensure a quorum is able to be met.

A motion was made by Ms. Yenknner, seconded by Ms. Watkins, to accept revisions for section 3 article 10 as submitted. Voted 5-0 in favor.

EPA Grant

- a. Status Updates from Town Staff:** There is no update for the EPA grant.
 - i. Eligibility of EPA Funding for 3 Walnut Ave Dam Study:** The members briefly discussed investigating EPA grants for the 3 Walnut Ave dam study. There are no current or existing RFP's to revise to apply for funding. The members discussed drafting and creating an RFP for an EPA grant.
- b. Discussion of Next Steps - RFP/RFQ:** The Town Manager put together a work plan for the EPA grant contract. The members reviewed the work plan and tasks. The members would need to draft and revise an RFP/ RFQ to review and approve by the September meeting. The action dates for the grant start in October 2023. It was suggested that the members review the work plan before the August meeting so a discussion can be held.
- c. Review of Action Plan from Grant Submission:** The members briefly discussed having members attend the fall and/ or spring Brownfields conferences. The members also discussed the agency's community outreach and involvement. Look into promoting events and activities to the community using flyers and pamphlets and articles in the Events magazine and Rivereast. The members could also post updates and announcements on the town website and agency webpage. The members also suggested using social media to promote events and activities in town to the community. The agency needs to hold two presentations at two Town Council meetings for the work plan to be approved.
- d. Discussion on Special Committee Formation:** The members discussed forming a special committee for community outreach and involvement. All members should be present when the committee is formed; so the members will discuss it further at next month's meeting. There was a suggestion to have a member of the public on the committee.

CT DECD Grant: The town is waiting for the contract from CT DECD for the awarded grant.

New Business: The members need to re-elect a chairman and vice chairman. The elections are held each July meeting. The members would need to hold a special election at the August meeting to nominate and elect the vice chairman.

A motion was made by Ms. Yenknner, seconded by Ms. Willson, to nominate Mr. Baldassario as chairman. Voted 4-0-1 with Mr. Baldassario abstaining.

Adjournment: *A motion was made by Ms. Willson, seconded by Ms. Yenknner, to adjourn the meeting at 7:29 P.M. Voted 5-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk