

TOWN OF EAST HAMPTON
Brownfields Redevelopment Agency

Regular Meeting

Monday, August 28, 2023

6:30 PM

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

Minutes

Present: Ryan Baldassario, Kay Willson (arrived 6:56 P.M.), Victoria Minor, Rachel Watkins, and Virginia Yenknier 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. Yenknier, seconded by Ms. Watkins, to adopt the agenda as submitted. Voted 4-0 in favor.*

Approval of Minutes: *A motion was made by Ms. Minor, seconded by Ms. Yenknier, to approve of the July 24, 2023 regular meeting minutes as submitted. Voted 4-0 in favor.*

Public Comment: None

Town Staff Reports: The members discussed the budget and the breakdown with the Town Manager. The budget for the agency is around \$1,452.

Review of EPA Grant Action Plan: The members looked at the grant and project details. There was discussion of items 'e' and 'f' in the grant for drafting the RFP. The draft documents and outreach plans are in the share folder for the members to review. There is a draft FAQ guide and info sheet in the share folder as well for promoting community awareness. The community involvement plan is going to be built by the agency members to be a part of the grant. This community outreach efforts and involvement is part of the RFQ for the grant. The folder is the starting point for the members to add and store their thoughts and ideas for the grant and community outreach. The members discussed the design page for the community outreach, activities in town, and events being held by the agency. It was suggested to make a separate webpage and have links on the town website and the agency page. The members discussed the Brownfields Conferences they're planning on attending. There is no national conference coming up, but there are two regional conferences coming up. The members decided to put the 2025 national conference on the list of things to remember and the calendar to schedule the members that are available. The members then discussed the RFP for the grant. The Town Manager and town staff used a previous RFP to modify it to fit the current grant for drafting the new RFQ and RFP. The members reviewed the drafted RFQ provided by the Town Manager to see if any

changes or revisions are needed. The members compared the RFQ wording to the grant wording so they can match up closely. Update phase two isn't a term used in the industry, so it was suggested to change it to another more common phrase. This would make the RFQ wording read more authentic and technical to those looking to apply or submit for it. The word 'update' is used mainly for phase ones. It was suggested to change the wording to the technical way. Check which properties would need to get which phases and tests done for including in the RFQ. It was decided to have Ms. Yenknner to review and revise the draft RFQ first. Ms. Minor would then review and revise, if needed, the draft RFQ sent from Ms. Yenknner. Mr. Baldassario will then review and read through the draft for any spelling, grammatical, and other mistakes before sending to the town for final submission. The schedule of selection was discussed by the members for awarding the RFQ. There was a suggestion of having two consulting law firms working together on the RFQ. The members want to get the revisions of the RFQ done and sent to the next member by the end of the following week. The RFQ should be sent out for responses by September 15th to the state website. There would be one week for questions from potential applicants to come in by September 22nd and another week for getting the answers out by September 29th. There could also be a link on the RFQ to a website that answers any possible questions the members may get. The members suggested holding a special meeting for interviewing the chosen responses. Give the members a month to review the responses, get the notices out about which chosen responses, and to schedule the interviews for the regular meeting in October or November. The members would then get approval from the Town Council by their January 2024 meeting. The members changed the number of copies from applicants to six copies for each member of the agency and one for the town records. The members briefly discussed that some of the EPA money may be able to go to the dam assessment on the Walnut Ave property. The dam assessment would be separate from the RFQ for the EPA grant.

CT DECD Grant: The slides from the webinar is in the share folder for the members to read and review if they want. The Town Manager and representatives for the DECD grant held a meeting. It was a brief introductions and any major questions asked at the meeting. According to DECD, the town has executed the \$200,000 financial assistance proposal. The town also provided some information and background on the project plan for the grant. DECD is in the process of developing the contract to send to the town. DECD would want to see the invoices from both projects and both grants to ensure the money is going where it should. The members should think about the timeframe for the phases and tests for the properties. It was suggested to create and include the timeframe, schedule, and/ or benchmarks for the phases and tests in the RFQ.

New Business: None

Adjournment: *A motion was made by Ms. Watkins, seconded by Ms. Yenknner, to adjourn the meeting at 7:55 P.M. Voted 5-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk