**TOWN OF EAST HAMPTON**

**BROWNFIELDS REDEVELOPMENT AGENCY**

 **REGULAR MEETING**

**Monday, October 28, 2013**

**6:30 p.m.**

**Town Hall Meeting Room**

**MINUTES** – Draft

**Presen**t: Vice Chair Carla Sylvester, Kay Willson, Mary Ann Dostaler, William DeMore.

**Absent**: Chair Cindy Karlson, Dan Wolfram, Scott Bristol.

**Also Present**: Public Works Director Phil Sissick.

1. **Call to Order**

 This regular meeting was called to order at 6:38 p.m. by Vice Chair Sylvester.

1. **Adoption of Agenda/Added Agenda Items**

Mr. DeMore made a motion to adopt the agenda as presented. 5/0/0. Motion passed.

1. Approval of Minutes
2. Meeting of September 23, 2013.

Minutes will be distributed at next month’s meeting***.***

1. Public Comments – None
2. Staff Reports

Public works Director Sissick had no report.

1. Liaison Reports.

Ms. Dostaler reported no discussion regarding Mr. Zahari and his request for water, Negotiations are ongoing.

Ms. Dostaler reported that the Town Council did vote $60,000 to connect water for the Historical Society. There will be a Town meeting on 11-18-13. The laterals are in place and the lines need to be installed. The only need at the site is for a single bathroom.

1. Old Business
2. Epoch Arts – Report and Invoice Status

This Agency approved their last invoice (which included field work). Any comments from the Agency on Phase III report should be submitted by email. Once we receive and review the final report, our involvement is done. $25,000 is estimated for completion. Vice Chair Sylvester will talk with Mr. Wolfram regarding meeting with Epoch Arts regarding the land use restriction.

1. Recordkeeping

Ms. Willson obtained a quote for scanning of all documents from A & A Office Systems. It is approximately .10/page. The laser fiche will be searchable and will be linked to our page.

***Ms. Dostaler made a motion to extend the $2,000 per the estimate for A & A Office Systems, seconded by William DeMore, Vote: 4/0/0. Motion passed.***

1. **New Business**
2. **Approval of 2014 Meeting Dates**

***Ms. Dostaler motioned to approve the (attached) proposed 2014 meeting dates, seconded by Mr. DeMore, Vote 4/0/0, motion passed.***

b **USEPA Grant Status**

The Agency was selected for a (random) Advanced Post Award Monitoring Review. Laurie O’Connor advised this will happen in December. There is a questionnaire that was gone through to make sure we were meeting requirements.

1. **Groundwater Evaluation** Scope of Work

The subcommittee has been working on a scope of work. Mr. Bristol noted that it may be less effort to go with contractor on short list. AE Com and Fuss and O’Neill will be asked for cost estimates.

1. **Public Comment** – None
2. **Confirm Next Meeting** – November 25, 2013 – 6:30 p.m.
3. **Adjournment**

***A motion to adjourn was made at 8:00 p.m. by Ms. Willson, seconded by Ms. Dostaler.***

Respectfully submitted,

Jennifer Carducci

Recording Secretary