**Town of East Hampton**

Brownfields Redevelopment Agency

Monday, July 25, 2016

Regular Meeting – 7:00 P.M.

East Hampton Town Hall Meeting Room

MINUTES

**Present:** Carla Sylvester, Kay Willson, Scott Bristol, William DeMore, Daniel Wolfram, Mike Maniscalco (Town Manager)

**Absent:** Cindy Karlson, Mary Ann Dostaler

**Call to Order:** Chairperson Sylvester called the meeting to order at 7:03 P.M.

**Adoption of Agenda:** Ms. Willson made a motion, seconded by Mr. DeMore, to approve the agenda. Voted 4-0 in favor (Mr. Wolfram was not present for this vote).

**Approval of Minutes:**

**Regular Meeting, June 27, 2016:** Mr. Bristol made a motion to approve the minutes as written, seconded by Mr. DeMore. Voted 4-0 in favor (Mr. Wolfram was not present for this vote).

**Public Comment:** None

**Staff Reports:** None.

**Brownfields Agency Liaison Reports:** Chairperson Sylvester reported that she reached out to the Economic Development Commission Chair to try and coordinate a workshop for July, but schedules did not permit. She will reach out again and see what they can schedule moving forward.

Mr. Bristol referenced an article in the River East that talked about Big Y coming into Marlborough. He noted that there was a passage that talked about how the development of that location is progressing along the Marlborough development plan. He found it interesting that they have a specific plan for development of that area, and they are trying to follow it. Perhaps this is something that East Hampton should consider at some point in time.

**Continued Business:**

**DECD STEAP Grant (13 Watrous Street):** Chairperson Sylvester reported that the bid walk took place about a week and a half ago. The responses to questions are due tomorrow (July 28), and she has heard of no specific questions from Matt. The bids are due on Friday (July 29). Mr. Maniscalco reported that the question being discussed by possible bidders was whether they would take down the building, or leave a piece, or remediate in the building. This led to a discussion about leaving on the roof or removing the roof. As of now, the roof is planned for demo but some Agency members thought that it may make more sense for the roof to stay on. They will wait and see what the bids come in as. If all continues on schedule, completion should be by the end of October.

**Agency record storage/website:** As related to the EPA grant closeout, Lori O’Connor is asking for some reports electronically (Fuss & O’Neill update, Brownfields Inventory, Epoch Arts Phase III). She would like the reports this week. Ms. Willson is going to look into getting these to her and possibly working with Ms. Sirois to upload them to the site.

**New Business:**

 **Annual organizational meeting – bylaws review and officer elections:**

Ms. Willson stated that there is an area in the bylaws that needs editing. On page 2 a highlighted section states that on 1/25/15 they added cancelled meetings. She asked that the item be added to page 6 as an amended item that action was taken on. It should say that it was reviewed and affirmed with today’s date (7/25/16). This is in regard to the authority of the Chairperson to cancel a meeting. Ms. Willson also asked about the stated annual report prepared and transmitted by the Chairperson. Ms. Sylvester stated that does not transmit an annual report, but instead goes to the Board of Finance meeting annually and in the past, the Public Works Director gives a report to the Town Council. Mr. Bristol noted that the Town Council receives an update at the end of the year from the Agency as well.

*Mr. Bristol nominated Ms. Sylvester as Chairperson. This was seconded by Mr. Wolfram. Voted 4-1-0 in favor (with Ms. Sylvester abstaining).*

*Ms. Sylvester nominated Mr. Bristol as Vice Chairperson. This was seconded by Mr. Wolfram. Voted 4-1-0 in favor (with Mr. Bristol abstaining).*

**Public Comment (pertaining to current agenda items only):** None

**Confirm next meeting (August 22, 2016):** Confirmed. A tentative special meeting is planned for August 8 with Matt Brown from Anchor to discuss the bid award.

**Adjournment:** A motion was made by Mr. Bristol and seconded by Chairperson Sylvester to adjourn the meeting at 7.30 P.M. Voted 5-0 in favor.

Respectfully submitted,

Eliza LoPresti

Recording Clerk