**Town of East Hampton**

Brownfields Redevelopment Agency

Monday, August 22, 2016

Regular Meeting – 7:00 P.M.

East Hampton Town Hall Meeting Room

MINUTES

**Present:** Carla Sylvester, Kay Willson (7:05 p.m.), Scott Bristol, William DeMore, Daniel Wolfram, Mary Ann Dostaler, Mike Maniscalco (Town Manager)

**Absent:** Cindy Karlson

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

**Adoption of Agenda:** Mr. Wolfram made a motion, seconded by Mr. Bristol, to approve the agenda. Voted 5-0 in favor (Ms. Willson was not present for this vote).

**Approval of Minutes:**

**Regular Meeting, July 25, 2016:** Mr. Bristol made a motion to approve the minutes as written, seconded by Mr. Wolfram. Voted 5-0-1 in favor, with Ms. Dostaler abstaining.

**Public Comment:** None

**Staff Reports:** None. It was noted that Town Manager Maniscalco will be the Town Staff liaison.

**Brownfields Agency Liaison Reports:** None

**Continued Business:**

**DECD STEAP Grant (13 Watrous Street):** Chairperson Sylvester reported that the work is in the process of being re-bid due to some information that was not included in the original bid package that should have been. The bids are due Friday (8/26/16); Anchor will review and provide a recommendation. A special meeting will most likely be held with Anchor prior to that formal presentation. Mr. Bristol elaborated that the rebidding was caused by conflicting information within the bid; the abatement costs were to be in included as a lump sum in one place and in another they were not included (on the bid form). Anchor is paying the cost of revising the RFP. Mr. Wolfram suggested that the selected contractor sign a document acknowledging that the re-bidding happened and the original bids are not applicable. All involved are still hoping that the work will be completed this construction cycle. There was discussion on the possibility that an extension on the grant has been requested. Chairperson Sylvester stated that the first request for funds was submitted. Anchor billings to date are about $24,000. Finance Director Jylkka has asked Agency members to track time and expenses by category.

**Agency record storage/website:** Discussion occurred on documents on the Town site and where they are/should be. Ms. Willson and Ms. Dostaler will be in touch with Ms. Sirois about adding documents as needed and will sit with her to review as necessary. Mr. Bristol suggested included information on demo at 13 Watrous so the public can access that if they are wondering what is happening at the site.

**New Business:** Mr. Bristol asked Mr. Maniscalco about the possible town-funded study regarding using Center School as a municipal hub and whether the study could be expanded to include the Village Center as a whole. Mr. Maniscalco stated that this would most likely occur after the use for Center School is decided and the Village Center can be included in a more holistic approach.

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

**Confirm next meeting (September 26, 2016):** Confirmed. A tentative special meeting is planned for before the regular meeting with Matt Brown from Anchor to discuss the bid award.

**Adjournment:** A motion was made by Mr. Bristol and seconded by Mr. Wolfram to adjourn the meeting at 7:350 P.M. Voted 6-0 in favor.

Respectfully submitted,

Eliza LoPresti

Recording Clerk