

# **Regional Brownfields Partnership of West Central CT**

**c/o VCOG, Main St., Derby RR Station  
Derby, CT 06418**

## **Meeting Notice**

### **Nominating/Executive Committee Meeting**

**Monday, May 12, 2008**

**9:00 a.m.**

**at**

**Waterbury Development Corp.  
24 Leavenworth Street, Waterbury  
(directions attached)**

## **Agenda**

### Nominating Committee:

1. Acceptance of Letters of Nomination
2. Nominations from the Floor
3. Review and Nomination of Candidates by Nominating Committee

### Executive Committee:

1. Discussion/Possible Action re: O'Sullivan's Island Invoices
2. Upcoming Meetings:
  - (a) June 12<sup>th</sup> RBP Annual Meeting – In Combination with Naugatuck Valley Comprehensive Economic Development Strategy (CEDS)
  - (b) September RBP Meeting, DEP-UST Fund Speaker
3. Request for Down to Earth Consulting to Propose on a Project in Bristol

**Regional Brownfields Partnership of West Central CT**  
**Nominating/Executive Committee Meeting**  
**May 12, 2008**  
**At Waterbury Development Corp.**

The meeting was called to order at 9:13 a.m.

RBP representatives present were Robyn Bugbee, Bristol; Sheila O'Malley, Derby; William Kuehn, Plymouth; Roy Cavanaugh, Watertown; Jill Harris, CCRPA; Carol Burkhart-Lyons, Robert Halgreen, NVP  
RBP Staff: Rick Dunne, Arthur Bogen

Acceptance of Letters of Nomination – Three letters of nomination were presented—one from Roy Cavanaugh of Watertown to serve as Chairman; one from CCRPA for Robyn Bugbee of Bristol to serve as Secretary/Treasurer; one from Mayor Staffieri nominating Sheila O'Malley of Derby for another term as Vice-Chairman.

There were no nominations from the floor.

Motion by Sheila O'Malley, seconded by Robyn Bugbee to accept the three nominations – Motion passed.

O'Sullivan's Island – There was a discussion of the invoice question over the Addendum to the contract. There was concern of proof of work actually performed – we will wait for lab costs to be defined and wait for detailed back up. There was discussion of other projects with Tighe and Bond; discussion about process of reviewing bids, contracts, contract addendums and invoices; discussion of Board Counsel involvement; recommendations by staff to Committee; discussion of another project on which the contractor had done work on their own and then asked for payment - this was a change to scope of work without RBP approval and without a contract addendum; question of value to be received for the additional money; for the O'Sullivan's Island project there was an on-site discussion with the contractor about amount available, review process and procedure before a contractor is authorized to proceed; suggestion for future contract addendum procedure to establish a cover sheet for contract with original amount and then an addendum amount with signature by RBP and the contractor before the work is started.

Without objection, the item was tabled pending receipt of detailed back up and reports from T&B.

Motion to add item regarding NVP representation to agenda by Roy Cavanaugh; seconded by Sheila O'Malley. Motion passed.

Upcoming meetings:

- a) June 12<sup>th</sup> RBP Annual Meeting in combination with CEDS group; economic strategy issues concentration. This will be a two hour meeting starting at 8 a.m. There will be election of officers from the slate nominated today and review of last year's activities. We will then close the meeting at 8:30 and the joint meeting

with the CEDS group will begin. Jim Byrne and Graham Stevens are confirmed. There was a suggestion to ask DOD for representation.

- b) September RBP meeting agenda was discussed. Arthur is proposing a presentation on the DEP-UST program. Also, discussion of budget because no new EPA grant funding; assessment funds paid technical time on reimbursement; if not a project then dues paid for the initial time; need money to reimburse expenses on future projects that move to assessment with outside funding. There was discussion of raising dues as some money from the VCOG four-town region is spent on RBP inquiries. This will be under review; preliminary dues notice in January; could it be notified earlier? Flat funding to March 2009 anticipated.

There was an informational discussion about the potential of a proposal by Down To Earth LLC to the City of Bristol.

Robyn Bugbee reported that she attended the National Brownfields Conference in Detroit. Among the valuable meetings she attended was one on RCRA liability and she brought back a new manual on the topic. She indicated that EPA has completed a draft Petroleum Brownfields Revitalization Action Plan. Unfortunately, copies of the draft were not available, but can be obtained by emailing your request to [PBF\\_strategy@sra.com](mailto:PBF_strategy@sra.com). She also mentioned an emerging program for which federal legislation is being proposed and titled Recovered Property Protection and Assurance Trust (R-PAT). It would involve setting up trust funds for companies to pay into and then receive release of liability after a cleanup.

Executive Director Rick Dunne mentioned that EPA was exploring how to raise the \$200,000 cap on cleanup grant projects. He also discussed the intent of EPA to focus on consortiums to apply for assessment funding with a combination of specific sites and as yet undetermined sites. He felt that this might improve RBP's chances of being selected for funding in the next round.

Carol Burkhart-Lyons asked for clarification on how to nominate Robert Halgreen to replace her as the RBP representative from the Naugatuck Valley Project. Rick will research the bylaws and get back to her.

The meeting was adjourned at 11 a.m.