



**Windham Region Brownfields Reuse Initiative
Special Steering Committee Meeting Minutes
July 15, 2025
4:00 p.m.
Hybrid Meeting on Zoom or in Person @ WRC**

Attendees: Gabby Ciuffreda, Stephen Dotson, Sue Fillion, Bonnie North, Cheryl Kaufman and Ralph Meima

Absent: Elizabeth Bridgewater

Staff Present: Susan Westa and Mike McConnell, WRC and Amanda Van, EPA

Gabby Ciuffreda called the meeting to order at 4:01 pm with a quorum present. All attendees joined the meeting by Zoom.

Agenda Amendments - There were none.

WRBRI Applications

- 81 Royal Rd., Brattleboro (previously Morningside Shelter site) – Susan gave a summary of the site history and noted that WRC previously funded assessment work at this site. Groundworks is now looking for cleanup funding to address soil contamination issues.

The project is a very high priority for the town and the region. Since the previous homeless shelter was closed and the motel program has been cut back, the need for a new shelter is significant. The site is located in a Neighborhood Development Area. The project will involve the demolition of an existing building and new construction of a shelter.

Susan said that EPA confirmed that the project is eligible for cleanup funding. Groundworks has applied for a grant/loan total of \$107,981. This project's financial information will be reviewed by BS&L. However, the committee might want to consider the amount of the grant/loan mix at this meeting to help move the project along. They know that we're typically doing a 20% loan/80% grant (in part to use our loan funds). The Committee may also want to suggested to the applicant that the loan would be at 2% with a 10 year term but this is all open for discussion.

Gabby asked if there were any questions on the Site Selection Matrix that Susan sent around and there were none. Gabby also asked if anyone had comments about amount of the loan grant ratio and the interest rate. Sue Fillion recommended loan/grant mix of 20%/80%. She said there is a high need for this project but that it is moving forward and there may be other

funds available. Bonnie North asked about their ability to make or not make loan repayments. Susan did not know but said that they are aware of our standard mix. Sue said they have robust fundraising. Gabby agreed with Sue. Bonnie is concerned about WRC's funding. Gabby asked about our old and new RLF funds and Susan clarified the status.

Gabby said that she would support 2% interest rate interest rate and ten year term, which Sue also supports.

Bonnie moved to approve a grant loan for a total of \$107,981 with 20% loan and 80% grant. She also included a 2% interest rate and 10 year term for the loan. Cheryl Kaufman seconded the motion and it passed unanimously.

- Windham School Site - Susan said that the town is requesting Phase II ESA funding. Weston and Sampson developed a proposal for \$45,000, although \$10,000 of that is for the hazardous building material assessment which the town may be able to pay for. Susan reminded the Committee that we only have \$40,000 remaining in our assessment funds. We may be able to get more from the state but that is uncertain and EPA funding wouldn't be available for until next summer at the earliest.

Ralph Meima asked more about the project and what the issues were. Susan gave a brief overview. Gabby asked about the planned use for the building. Susan said they are still working on that but the town would like to use it as a community center and for other town related needs. Bonnie asked the group what our priorities should be and there was a discussion.

Gabby suggested that WRC contribute \$10,000 and then we'll have fund remaining for other projects over the next year. Bonnie and Ralph agreed and noted that the use of building is desirable but not critical.

Bonnie moved to approve \$10,000 for the Phase II and Ralph seconded this. There was no further discussion and the motion was approved unanimously.

Public Comment – There was none.

Adjourn – Bonnie moved to adjourn the meeting at 4:25 and Sue seconded the motion.