Windham Region Brownfields Reuse Initiative
DRAFT Steering Committee Meeting Minutes
October 14, 2026
4:00 p.m.

Attendees: Bonnie North Chair, Stephen Dotson, Sue Fillion, Adam Grinold, Dan Toomey

Guests: Suzanne Welch, new WRC Commissioner

Absent: Ralph Meima, Elizabeth Bridgewater (resigned)

Staff: Susan Westa & Margo Ghia

Bonnie North, Chair called the meeting to order at 4:02 pm with a quorum present. All attendees joined the meeting by Zoom.

Introductions
Suzanne Welch, a new WRC Commissioner and potential Brownfields Committee member, was introduced to the group.

Agenda Amendments – There were none.

Minutes Approval
The Minutes of December 10, 2025 were approved unanimously with a motion by Stephen Dotson and seconded by Dan Toomey. Sue Fillion abstained.

The Minutes of August 12, 2026 were approved unanimously with a motion by Sue Fillion and seconded by Stephen Dotson. Dan Toomey abstained.

Status of WRBRI Funds
Susan Westa said that overall, not a lot has changes since the meeting. We are almost entirely out of assessment funding but Susan will apply for new assessment funding from EPA this fall.

Vermont Assessment Funds 2024
▪ $0

EPA Assessment Funds 2023
▪ $2,045

Susan said that she is in the process of closing out the 15 year old RLF grant. The revolved funds will stay in place and continue to grow as loans are repaid and interest accumulates. Right now the balance of the revolved funds is low because we gave/granted a significant amount of this funding to the BF Train Station project but it will build up again. Groundworks is ready to pay off their new loan for 81 Royal Rd. now.

RLF Funds Revolved available for Loans, Grants and staff time
▪ $43,506

Susan noted that we have a significant amount of loan funding and some grant funding in the Supplemental RLF funds which is important for considering a new project today.

FY '23 Supplemental RLF Loan/Grant Funds
▪ Loans = $1,250,000
▪ Grants = $338,288
▪ Consultant Services = $28,627

CONSULTANTS 2026

Site	**Consultants**
37 Main St., Saxtons River	Stone
108 Rockingham St., BF	LEE
Adams Grist Mill	Stone
Bellows Falls Bike Project	Stone & LEE
BF Island Gas Station	LEE
Bellows Falls Train Station	Stone & LEE
Boys & Girls Club, Bratt.	Stone
CF Church, Brattleboro	Stone
Foodworks, Brattleboro	Nobis
McNeill's Brewery, Bratt.	Stantec
Morningside Shelter, Bratt.	KAS & LEE
Penta Wyman,Bellows Falls	Stone
S. Newfane Store Buyout	KAS
TLR, Bellows Falls	Stone
Windham School Site	W&S
WW Building Supply, Wilm.	LEE
Winston Prouty, Bratt.	KAS
Weston FEMA Buyout	Waite-Heindel

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WRBRI Applications

- Boys and Girls Club, Brattleboro – Susan said that the BGCB previously applied for assessment funds to address contamination concerns at their current location on Flat St. They are now considering building a new structure at the NEYT site which is down the road. This would involve completely demolishing the empty building that we previously demolished and cleaned up an addition to. The project involves parts of three sites, including the sites that NEYT is currently using. The contamination on these sites is interconnected.

  BGCB is not yet the site owner but they are working on that and that would have to happen before we can officially approve this project but Susan thought it would be good to start the eligibility determination process, since this all takes time.

  BGCB understands that we do not have a lot of grant funding available but do have more loan funding and they are willing to consider using those funds. The application is for $800,000. However, Susan has since connected with them because she is aware that their cleanup estimate is over $2M. She let them know what funding we have left and they would now like to be considered for as much grant funding as we can give them and all of our loan funding ($1.25M).

  Susan reviewed the Site Selection Matrix and noted one change. The project will use existing infrastructure.

  Adam Grinold said that BDCC has offered to support the BGCB by managing and administering the cleanup. Sue Fillion asked what other sources of funding they are pursuing. Sue said she would like to see this site cleanup and building demolished. She asked if we can put in a caveat that we need more information before moving the project forward. Susan responded that today's approval is for eligibility determination only. They have submitted our application Part A and will need to submit Part B before full approval.

  Stephen Dotson made a motion to enable a determination of eligibility but not make any promises of funding. He asked that the BGCB come back to us once eligibility has been determined and plans are in place. Dan Toomey seconded the motion and it passed unanimously.

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Active Sites Updates

Site	Updates
108 Rockingham St., BF	Phase II work is underway.
37 Main St., Saxtons River	HBMA & BRELLA application underway.
Bellows Falls Bike Project	Cleanup underway.
Bellows Falls Train Station	Cleanup is underway.
CF Church, Brattleboro	ECAA/CAP report underway.
Morningside Shelter Site, Bratt.	Cleanup is complete. New shelter, Hope's House, is open!
Penta, Rockingham	CAP development underway.
Windham School Site	Partial Phase II is underway.
Winston Prouty, Bratt.	ECAA complete.
Weston FEMA Buyout Site	Moving forward with Phase II partially funded by FEMA.

Public Comment – There was none.

Adjourn - Sue made a motion to adjourn the meeting at 4:27, which Dan second and passed unanimously.

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Grant/Loan Selection Prioritization Matrix

Boys and Girls Club Brattleboro

		Score
Subgrant considerations required by CERCLA 104(k)(3)(C)**		
Will the project meet the needs of a community that has the inability to draw on other sources of funding for environmental remediation and subsequent redevelopment of the area because of the small population or low income of the community? (All populations within Windham Region meet the small population requirement. Economic Condition analysis below addresses second part of this requirement.)	(Yes =5, No=0)	5
Does the project facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, recreational property, or other property used for nonprofit purposes?	(Yes =5, No=0)	5
Will the project facilitate the use or reuse of existing infrastructure?	(Yes =5, No=0)	5
Project History		
Has the project previously been involved in the WRC's Brownfield program?	(Yes =5, No=0)	5
Has the applicant demonstrated a continuity of effort to limit the effects and exposure of the existing contamination?	(Yes =5, No=0)	5
Project Location		
Is the project located within the Windham Region?	(Yes =5, No=0)	5
Is the project located within a state designated village or downtown?	(Yes=5, No=0)	5
Is the project located within a state designated Neighborhood Development Area?		0
Is the project located within a nondesignated village or downtown?	(Yes=5, No=0)	0
Is the project located adjacent to a village or downtown?	(Yes=3, No=0)	0
Is the project located adjacent to another brownfields site?	(Yes=5, No=0)	5
Project Financial Stability		
Is the applicant seeking a grant/loan combination?	(Yes =5, No=0)	5
Can the remediation portion of the project be completed within a year?	(Yes =5, No=0)	5
Has the project demonstrated evidence of seeking other sources of funding for implementing the corrective action plan?	(Yes =5, No=0)	5
Project Economic Impact		
Does the project create or retain jobs?	(Yes =5, No=0)	5
If no direct jobs are created or retained, does the project lead to indirect job creation?	(Yes=3, No=0)	0
Will there be other economic and/or community benefits? i.e. affordable housing, public transporation improvements, etc.	(Yes = 3, No=0)	3

Project Location Economic Conditions

Is the project located in area where the unemployment rate exceeds the county unemployment rate?		
Exceeds county unemployment rate	10	10
Does not exceed the county unemployment rate	0	
Is the project located in an area where the median household income is less than the county median household income?		
	0	
Exceeds county median household income		
	10	10
Does not exceed county median household income		
Total Score		83