

**Town of Boscawen**  
**Brownfields Advisory Committee**  
**MEETING MINUTES**  
**Tuesday, January 11, 2022, at 5:30 PM**

**Members Present:** Fred Reagan, Mason Donovan (Virtual), Tim Kenney, Kellee Easler, Lorrie Carey – Ex-Officio (Virtual), Alan Hardy – Project Coordinator, Michael Tardiff – Executive Director CNHRPC, Matthew Monahan – Senior Planner CNHRPC, Katie Phelps – Town Administrator, Dorrie Paar – EPA Brownfields Project Manager.

Meeting called to order at 5:30pm

Roll call completed. Lorrie Carey participated virtually for cause. All votes will be by Roll call vote due to the virtual attendance of a member of the Committee.

**Nomination of a Chair**

Lorrie Carey inquired if a member of the Brownfields Advisory Committee that is also a staff member could act as Chair. There were no concerns as long as it is a Committee member.

**Motion made by Lorrie Carey to nominate Kellee Easler as Chair, seconded by Tim Kenney. Roll Call Vote: Mason: Not Present; Kellee: Yes; Tim: Yes; Fred: Yes; Lorrie: Yes. All in favor.** Kellee Easler was nominated Chair of the Brownfields Advisory Committee.

**Rules of Procedure**

The Committee reviewed the draft Rules of Procedure for the Brownfields Advisory Committee. Lorrie Carey suggested amendments. First, under Regular Meetings, number 1, include that “A regular meeting is held on a **non-holiday week day** during the work week...” Second, under Special Meetings, third line, take out “quarterly”. Third, under Public Participation in Meetings add a comma after “street address and”. The Committee also discussed when the public can participate in the meetings.

Mason Donovan arrived at 5:34pm and participated virtually for cause.

**Motion made by Lorrie Carey to approve the Rules of Procedure as amended, seconded by Tim Kenney. Roll Call Vote: Mason: Yes; Kellee: Yes; Tim: Yes; Fred: Yes; Lorrie: Yes. All in favor.**

**Review of Prior Meeting Minutes**

The Committee reviewed the draft meeting minutes from January 4, 2022.

**Motion made by Lorrie Carey to approve the minutes as presented, seconded by Mason Donovan. Roll Call Vote: Mason: Yes; Kellee: Yes; Tim: Yes; Fred: Yes; Lorrie: Yes. All in favor.**

**New Business:**

Michael Tardiff, Executive Director at CNHRPC, wanted to begin by apologizing for issues surrounding communication. There was a push to move quickly with the process and issues came up surrounding 91-A. Mr. Tardiff thinks the Committee is in a better position now to talk about

39 the questions and process and move forward with the QEP interviews. Historically, it has not  
40 been his practice to send out interview questions ahead of time to firms. He understands  
41 everyone has different opinions and the best place for the conversation is in a public meeting. He  
42 thinks the questions are great and the Committee will learn a lot from the QEPs.

43 Mason Donovan was in favor of sharing the questions and noted that most of the members at the  
44 last meeting were as well. He noted that the Committee is judging on technical expertise, not  
45 personality. If the Engineering firm can get the job done within the grant restrictions and do a  
46 good job for the Town that's what we're looking for. An Engineer wants that detail up front and  
47 they are able to give a full answer. We don't want someone to say they need to get back to us  
48 with information.

49 Lorrie Carey noted that the grant funder has a different process than those in the business  
50 community might be used to doing. She asked if Dorrie Paar would explain why her process is  
51 different as there may be a reason for it.

52 Dorrie Paar, EPA Brownfields Project Manager, said typically the questions come at the  
53 forefront. The QEPs have had the opportunity to research, visit the site, take pictures, and come  
54 up with answers that show that they have the qualifications and insight to do the work that needs  
55 to be done. Typically, the interviews involve more interaction. You are looking for the most  
56 technically capable firm, but you are also looking for a firm that works together. You want to see  
57 their team dynamic in the interview and know that they are a functional team. Can they explain  
58 things in a way that you understand? How do they deal with something they aren't prepared for?

59 Mr. Donovan said you can see the team interaction regardless of whether the questions are  
60 received in advance. He agreed that you want the QEP to feel comfortable presenting in case  
61 something comes up that they aren't expecting. Ms. Paar said sometimes Scientists will hit a tank  
62 in the field and they need to be quick on their feet and don't have the time to go back to the  
63 office to find regulations. It requires an immediate response, a call to DES, and immediate  
64 reporting. She would prefer that they not plan each aspect of the interview with the advanced  
65 knowledge of the questions.

66 The Committee was polled on their thoughts. Chair Easler doesn't feel that the QEPs need the  
67 interview questions ahead of time. Tim Kenney said he thinks the QEPs were already given the  
68 information ahead of time when the RFQ documents were sent out. He doesn't agree with giving  
69 them the information ahead of the interviews. Fred Reagan said the QEPs have had the questions  
70 multiple times during other interviews. They have answered the questions through their  
71 submittals. He doesn't see the need to send them ahead of time. Mr. Donovan said that Ms.  
72 Paar's explanation helped him understand more.

73 **Motion made by Mason Donovan not to send the interview questions to the QEPs ahead of**  
74 **time, seconded by Lorrie Carey. Roll Call Vote: Mason: Yes; Kellee: Yes; Tim: Yes; Fred:**  
75 **Yes; Lorrie: Yes. All in favor.**

76 Ms. Carey asked if the interview questions would be split up between Committee members and  
77 staff. Mr. Tardiff said that is up to the Committee.

78 **Motion made by Kellee Easler to have Mike Tardiff assign the Committee members and**  
79 **staff interview questions at random, seconded by Fred Reagan. Roll Call Vote: Mason:**  
80 **Yes; Kellee: Yes; Tim: Yes; Fred: Yes; Lorrie: Yes. All in favor.**

81 Mr. Kenney asked if the interviews would be held virtually. If so, would there be a moderator.  
82 He also has questions regarding the procedure. Mr. Donovan asked if a meeting could be held  
83 entirely virtual under the current guidelines. Mr. Tardiff said 91-A requires a quorum in person  
84 and the remainder can be virtual. Ms. Easler, Mr. Kenney, and Mr. Reagan are able to attend the  
85 interviews at the Municipal Complex to make the quorum.

86 Ms. Carey noted that we can invest approximately three minutes per question, three minutes for  
87 the introduction and three minutes for the closing. Ms. Easler will do the introduction and Ms.  
88 Carey will do the closing. Mr. Reagan inquired about a reference check following the interviews.  
89 Mr. Tardiff said it's more about the Committee conversation after the interviews are complete.  
90 Mr. Donovan asked about non-public session. Discussion ensued regarding that process.

91 **Conflict of Interest**

92 Ms. Paar inquired if any members of the BAC have a Conflict of Interest in the deliberation for  
93 the selection of the Qualified Environmental Professional. This would include a personal or  
94 business interest in either of the applicants that would lead to a perceived or actual conflict. It is  
95 a requirement of the grant award to notify EPA if any Conflict of Interest arises.

96 Mr. Donovan requested a roll call vote of members.

97 **Roll Call Vote: Mason: No Conflict; Kellee: No Conflict; Tim: No Conflict; Fred: No**  
98 **Conflict; Lorrie: No Conflict.**

99 Ms. Paar asked about procedure for the interviews and who was going to be timekeeper. Katie  
100 Phelps will be in charge of timekeeping. Keeping to the three minute time limit will allow the  
101 Committee to hear all questions.

102 Mr. Monahan will set up three Zoom sessions for January 18<sup>th</sup>. Two interview blocks and one  
103 final for discussion.

104 Mr. Donovan inquired about scoring and whether to score individually or as a group. Mr. Tardiff  
105 recommended both. Discussion ensued regarding scoring values and criteria. The question  
106 assignments and scoring sheets will be sent out to the group to review.

107 **Motion to adjourn made by Lorrie Carey and seconded by Mason Donovan. Roll Call**  
108 **Vote: Mason: Yes; Kellee: Yes; Tim: Yes; Fred: Yes; Lorrie: Yes. All in favor.**

109 Meeting adjourned at 6:25pm.

110 Next Meeting: February 18, 2022 at 2:30pm

111 *Minutes respectfully submitted by Katie Phelps*