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CMRPC BROWNFIELDS STEERING COMMITTEE

March 24, 2010 Meeting Notes

Attendees:

Terry Cummings, BSC
Adam Burney, BSC
Jeff Schaaf, BSC
Al Lanni, BSC
Sue Courtemache, BSC
Gene Bernat, BSC

Bruce Nickelson, BSC
Heather Gould, BSC
Diane Belliveau, MassDEP
Rosemary Scrivens, CMRPC
David Foss, F&O
John Chambers, F&O

The meeting started at 5:05 PM. Eight of nine current voting members of the Brownfield Steering Committee (BSC), were in attendance; a quorum was achieved. Rosemary Scrivens stated that over the last couple of months Adam Gaudette, Thomas Purcell and Andrew Loew had communicated with her that they intended to end their volunteer service on the BSC due to other obligations and time commitments. Andrew may attend some future meetings, as time allows. Consensus was reached that the BSC, as currently constituted, is representative of the public and private sectors and can manage the CMRPC Brownfield Program.

David Foss of Fuss & O'Neill (F&O) presented a summary of the February 24, 2010 discussion. F&O had prepared draft application forms for seven nominated sites based on F&O's recommendation to the BSC on February 24, 2010. Mr. Foss reviewed the application form for the 121 Southbridge Street site in Auburn. This application was presented as an example, to review the questions and types of issues to be evaluated by the USEPA in their evaluation of site eligibility.

The BSC discussed the seven sites, the issues that may affect an eligibility evaluation, and the potential values of the sites to their communities.

MOTION:

Adam Burney made the following motion, seconded by Gene Bernat:

Request Fuss & O'Neill to complete and submit EPA eligibility forms for the seven (7) recommended sites to the USEPA. Upon receipt of a favorable determination of eligibility, F&O shall submit a Task Authorization Request (scope of work and budget) to the BSC for a Phase I Environmental Site Assessment (ESA). If the scope of work and budget for the Phase I ESA is \$3,400 (consistent with F&O's authorized proposal and contract), then F&O is authorized to conduct the Phase I ESA. If the scope of work and budget is greater than the typical scope specified in F&O's proposal, then the BSC shall review and consider the scope and budget prior to granting authorization to proceed.

The BSC voted unanimously to approve the motion.

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F&O discussed on-going outreach efforts. David Foss and Rosemary Scrivens attended the “Brookfields” regional selectmen’s meeting (Brookfield, North Brookfield, East Brookfield, New Braintree, and Warren) on February 25, 2010. F&O has been in communication with Al Lanni and John Gatti regarding a planned presentation for a local cable TV program in Southbridge. The objective of the outreach is to conduct a panel discussion and presentation about the Brownfield Program that may be recorded and utilized in multiple communities.

ACTION ITEMS:

F&O will communicate with the property owners and/or parties that submitted the nomination forms and finalize the EPA Eligibility Application Forms. F&O will coordinate with the USEPA and address requests for information from the USEPA with respect to the eligibility applications.

As per the approved motion (detailed above), F&O will provide the CMRPC a Task Authorization Request detailing the scope of work and budget for each eligible site. For “typical” sites, F&O will coordinate with the CMRPC and the property owner and proceed with the Phase I ESA upon receipt of authorization to proceed from CMRPC.

SCHEDULE:

The next BSC meetings are scheduled for 5:00 PM, Wednesday, May 19, 2010 and Wednesday July 21, 2010.

F&O will provide monthly update reports via email to the BSC during months when a BSC meeting is not scheduled.