

Brownfield Steering Committee
August 25, 2011

Members Present:

Richard Magwood
Bruce Clarke
Herb Chaffee
Donna Neylon

Members not present:

Michael Dean
Doug Cameron
Terrance Smith
Ron Couture
Brian Plumb

Representing the Highway Department:

Lucinda Thompson

Representing Fuss & O'Neill, Inc.:

David Foss, LSP

At 2:30 pm, Chairman Bruce Clarke called the meeting to order and turned the meeting over to David Foss.

The purpose of this meeting was to review the timeline, sequence of regulatory submittals, and to review the Town's goals for reuse of the project area. This information was needed so that David could revise the scope of the project toward a lower cost, and to develop a draft remediation plan for submittal to MassDEP.

Other points that David brought out:

- The actual field work (once all bidding, etc. is done) would be only one to two weeks.
- Jerry Minor-Gordon and Jim Byrne (EPA) have approved the combining of some subjects to cut down on the number of meetings that have to be held.
- One such combination will be combining the ABCA (Analysis Brownfield Clean up Alternatives) with the review of the bid specifications. Members agreed it would be better to hold this "Hearing" as part of a posted Board of Selectmen meeting.
- The Community Relations Plan (once filed) must be available to the residents of the Town through the Selectmen's Office.
- The ABCA has a 30-day public comment period.
- A RAM Plan is a Release Abatement Measure plan. This will be submitted to the DEP as quickly as possible and certainly before October 1st.
- Fuss & O'Neill will begin working on the bid specifications during the 30-day public comment period for the ABCA.

The committee discussed the timetable for the project:

- Probably go out to bid in late November and award the project before the year is out.
- The bid specifications will mandate the project be done by June 1st (perhaps earlier).
- Fuss & O'Neill will write the closure report and submit it after June 1st but before the August 2nd deadline.
- These dates will be firmed up later on in the process.

Goals for the property:

- Easy maintenance
- Use by the public (handicapped accessible – requirement to be determined)
- Parking area(s) included
- Grass area
- Benches (Highway has large slabs of granite to use for these benches)
- Granite curbing to separate the area from the street (Highway also has used granite that can be used for this purpose).
- Picnic table? Possibly but may need to be handicap accessible and require no maintenance underneath it (blacktop or paving stones or wood chips, etc.) to be determined.
- Monument dedicated to the old mills that used to be on this street.
- Sign that would identify the area as “Mill Park” or something similar.

Donna will ask Ron Couture if he would design some samples of the monument and the park identification sign for the committee to review.

David stressed that we should keep track of the time that Town staff and municipal employees spend on this project. Fuss & O'Neill will help us compile this information which could be used toward Brookfield's in-kind service of a minimum of 20% of the cost of the project.

Contract:

David will have the cover letter and the Proposal ready to submit to the Selectmen for their meeting on Tuesday, August 30th. These documents will reference and will later be attached to Fuss & O'Neill's proposal and the Town's Consultant Agreement which are already received.

At 3:35 pm, Bruce moved to adjourn the meeting; Herb seconded; so voted.

Respectfully submitted,

Donna L. Neylon

| Approved: December 15, 2011

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