

Brownfield Steering Committee
November 3, 2011

Members Present:

Brian Plumb
Bruce Clarke
Donna Neylon

Representing the Highway Department:

Lucinda Thompson

Representing Fuss & O'Neill, Inc.:

David Foss, LSP
Daniel LaFrance

Members not present:

Michael Dean
Doug Cameron
Terrance Smith
Ron Couture
Herb Chaffee
Richard Magwood

Others present:

Michael Seery, Town Clerk

At 9:00 am, Chairman Bruce Clarke called the meeting to order. It was noted that many of our committee members were not here because they were dealing with the after effects of the very large snowfall over the previous weekend and extended power outage.

Mr. Seery administered the Oath of Office to Brian Plumb and the meeting was turned over to Mr. Foss and Mr. LaFrance.

Since no votes were needed, the meeting proceeded as a review and discussion of the steps and documentation that the Town must undertake according to various laws and criteria for the \$200,000 EPA grant for this project. All documents filed were reviewed by Donna and Bruce before the final filing.

1. **RAM Plan – (Release Abatement Measure Plan)**

The RAM Plan (Release Abatement Measure) Plan was submitted to the Massachusetts Department of Environmental Protection (Mass DEP) on September 28th, in accordance with the requirements of the Massachusetts Contingency Plan (MCP; 310 CMR 40.0440), and details “the procedures, technical specifications, and practices to be employed during remediation at the former Brookfield Mill, located at 59-67 Mill Street, in Brookfield, Massachusetts (the subject property) to bring the site into compliance with the provisions of the MCP.”

The RAM Plan also explains that Town of Brookfield has retained Fuss & O'Neill Inc. to complete remedial planning, oversee the implementation of the remedial measures, and conduct post-remediation response actions as part of proposed redevelopment activities at the subject property.

2. **CRP – (Community Relation Plan)**

The CRP (Community Relations Plan) documented in this report was developed to present a framework to notify the public and solicit public involvement during the cleanup of the former Brookfield Mill Property and was submitted to the United States Environmental Protection Agency (EPA) on October 21, 2011.

Excerpt from the CRP:

“The purpose of this *CRP* is to identify the communication strategies that will address the needs and concerns of the citizens of the Town, particularly the residents of the Town who live in close proximity to the site. This *CRP* describes how the Town has involved and will continue to involve Town Officials, residents, nearby business owners, and local organizations in the decision-making process regarding the environmental remediation efforts at the site.

Active residents and institutions in the community are essential resources for the success of the *CRP*. The Town perceives these citizens and organizations as key stakeholders and points of contact and communication. One measure of success of the environmental remediation will be the involvement of well-informed citizens in the remediation process.

It is also noted here that copies of all Mill Street Brownfield documents are on file in the Selectmen's office and available to the public. They are also going to be added to the Town's webpage: www.brookfieldma.us.

3. **ABCA – (Analysis of Brownfield Cleanup Alternatives)**

This document, explains that Fuss & O'Neill Inc. has “conducted an analysis of potential brownfields cleanup alternatives for the environmental remediation planned at the Former Brookfield Mill Site, located at 59-67 Mill Street in Brookfield, Massachusetts (the site). Three remedial alternatives for the mitigation of soil containing regulated levels of hazardous materials and fill material at the site were evaluated on the basis of protectiveness, implementability, and cost. The ABCA presents a summary of the environmental conditions, the evaluations of remedial alternatives, and the preferred remedial alternative. The ABCA will be finalized following the completion of public notice, presentation of this analysis at a public meeting scheduled for November 8th,

completion of the 30-day public comment period to solicit feedback from the community regarding the proposed strategy, and addressing comments received.

On October 24th a draft of the ABCA was filed with the EPA. On October 30th a 30-day comment period began the printing of a legal ad that Donna placed in the Sunday Telegram. A copy of this ad was given to Fuss & O'Neill for their files. There will be a public hearing on Tuesday, November 8th at 7:15 pm as part of the Selectmen's meeting. David will explain the process to those present and will ask for comments to be submitted to Donna. These comments will then be discussed and the committee will decide whether or not they can be incorporated into the final plans and bid specifications.

4. **DRAFT engineering design drawings of parcel / park, with summary of cut-and-fill estimates**

The Committee reviewed the drawings and discussed what the Town will supply in in-kind services. The total amount of in-kind services that the Town must supply is a percentage of the total cost of what is spent on the project. The Town's obligation is to "match" the EPA grant with a contribution of 20% (i.e. \$40,000 relative to a \$200,000 grant).

The Town expects to supply:

- Clean fill;
- Slope-type granite curbing (gleaned from other projects);
- Site preparation including grading time. Brush clearing, screening of materials to be used, and
- Planning and preparation time (which we must keep track of).

Some of the other comments regarding the draft specifications were:

- The possibility of including pieces of a part of a brick wall that may be Brookfield Brick was discussed. Perhaps it can be used around the display / educational sign included in the design;
- The base for the paved area was discussed and these specifications were agreed upon;
- Everyone agreed that the walkway should not be gravel but be something like paved or stamped cement. Fuss & O'Neill will work up alternative prices for this;
- The cement pad should be broken up;
- There should be a fence between the site and the railroad tracks;
- The result of the grading should be minimal slopes;
- Priority in the final design should be given to ease of maintenance;
- It would be nice to be able to have a view from this site and perhaps CSX would allow some trees to be cut.

Copies of these plans were left for further review by the Committee.

5. **Approve minutes of previous meetings**

Draft minutes are always sent to each member following a meeting for the member's review but Donna forgot to bring these minutes for formal approval. She will have them for the next meeting.

Next Meeting:

The Committee agreed to schedule Thursday, December 15th for their next meeting. It would either be 9:00 am or 3:00 pm, depending upon Mr. Foss' availability and the availability of the majority of the members. At this meeting all comments regarding the final site design will have been received and the Committee will give its final directions to Mr. Foss for the bid specifications.

At 10:00 am, Cindy moved to adjourn the meeting; Brian seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: _____