

**Town of Boscawen  
Brownfields Advisory Committee  
MEETING MINUTES  
Tuesday, December 14, 2021, at 5:30 PM**

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

**Members Excused:** Mason Donovan

Meeting called to order at 5:33pm

Roll call completed.

**Review of Prior Meeting Minutes**

The Committee reviewed the draft minutes from November 2, 2021.

**Motion made by Tim Kenney to approve the minutes as presented, seconded by Kellee Easler. All in favor. None opposed.**

**New Business:**

Matthew Monahan, Senior Planner at CNHRPC, reviewed a PowerPoint presentation with the Committee regarding the Role and Selection of the Qualified Environmental Professional or QEP. The QEP is a firm selected by the Town that will manage the cleanup process and is made up of professionals such as Professional Engineers (PE) and Professional Geologists (PG).

The Request for Qualifications (RFQ) gives the requirements and scope that the QEP will be responsible for such as – working with Town and EPA project managers, conducting work in accordance with approved work plans, conducting and overseeing all phases of cleanup, and attending meetings of the Town and advisory committee as requested.

The QEP will also have a reporting requirement including quarterly and annual financial and progress reports required the U.S. EPA. Submission and updating information in the ACRES reporting system, draft and final work plans for specific sites as necessary, and other reports as required by the EPA.

Within the grant requirements there are four tasks the need to be completed. Task 1 is the Cooperative Agreement Oversight. Task 2 is Public Meetings and Community Involvement. Task 3 is Site Specific Cleanup Activities. Task 4 is Oversee Site Cleanup.

**Task 1 – Cooperative Agreement Oversight** will involve supporting the Brownfields Advisory Committee as needed. Supporting the Town and Central NH Regional Planning Commission in their efforts. Reporting and Tracking and maintaining grant files in ACRES.

**Task 2 – Public Meetings and Community Involvement** relates to preparing a plan to involve the public in the cleanup activities with a focus on how adjacent landowners, target community, and general public will be made aware of the project. Publishing meeting times and dates, fact sheets about the cleanup projects, including FAQ sheets. Implementing a 30-day public comment

period on analysis of Brownfields Cleanup alternatives and receiving and responding to questions and comments. Also, facilitating at least 3 meetings with appropriate translations services, in conjunction with community organizations.

**Task 3 – *Site Specific Cleanup Activities*** involves preparing a draft cleanup and abatement plan with review and comment from the public prior to submittal to NHDES and EPA. Preparation of a Site Specific Quality Assurance Project Plan (SSQAPP) for any environmental confirmatory sampling to be conducted on site, in accordance with NHDES and OSHA regulations. Proper disposal of asbestos and PCB's contaminated materials in a licensed land fill. Determine if Section 106 applies from a Historic Preservation standpoint. The cleanup will also consider green and sustainable remediation. Coordinate with staff and staff and stakeholders to clearly identify scope responsibilities between Brownfields Cleanup and redevelopment plan. Provide recommendation for coordination or combination of bidding. Prepare bid package, plans, specifications, Davis-Bacon requirements, and bid form per EPA guidelines and Town Purchasing Policy. Prepare budget and conduct site visit with interested contractors.

**Task 4 – *Oversee Site Cleanup*** will involve oversight of cleanup activities, project updates, confirmatory sampling, and cleanup documentation and submittal to NHDES. Ensure proper procedures are being followed, collect, review, and maintain payrolls. Ensure cleanup is conducted per applicable NHDES rules and guidelines. Submit weekly updates including photographs of work in progress. Prepare final report and grant closeout materials.

Mr. Monahan reviewed the QEP selection criteria with the Committee. Section V of the RFQ controls the evaluation. The Committee will review based on items such as understanding of the project site, respondent's experience and qualifications, the ability to work with the Town staff, EPA, NHDES and stakeholders, resumes of personnel assigned to the project, and references for similar Brownfield mill redevelopment projects. The Committee reviewed the evaluation point system.

The proposals for the QEP are due by December 21, 2021 by 2:00pm. The project is anticipated in begin in early spring of 2022. The grant period ends in October of 2025.

Michael Tardiff, Executive Director at CNHRPC noted that the number of proposals received will guide how many the interviews the Committee decides to complete. They need to meet the requirements of the RFQ. Timing will depend on the number received. Mr. Tardiff would suggest proposals be sent Committee members to review on December 22, 2021 and to hold the next meeting on January 4, 2022.

Alan Hardy, Project Coordinator, asked what the procedure will be for the Committee. Will the Committee make a recommendation to the Select Board and from there the Select Board will sign the contract. Mr. Tardiff said the Select Board makes the final decision, the BAC does the interviews and makes a recommendation to the Board based on those interviews. Mr. Tardiff noted that the interviews could be held via Zoom or Go-To-Meeting.

Mr. Tardiff inquired about the requirement of a QEP having experience specifically in NH. It limits the consulting firms. Dorrie Paar, EPA Brownfields Project Manager, said it would be a limiting factor if you said that. They have changed the procurement requirements to not have that limit.

Lorrie Carey asked if there would be any preliminary review of proposals to disqualify some that may not meet criteria. Mr. Tardiff said that he thinks it's fair that the Committee in it's entirety participate in that decision on January 4th.

Mr. Hardy noted that he visited the Commercial Street property today and noted changes to the structure. Katie Phelps took pictures and sent them to the Committee and staff to look at.

Ms. Paar wanted to clarify that there was discussion in the minutes of the November meeting regarding harvesting old bricks and selling them. There will need to be a Section 106 Historic Preservation consultation to make sure that there isn't something that needs to be protected.

Kellee Easler asked if the smoke stack would be coming down. Mr. Hardy said the smoke stack is attached to the soap building so he was questioning whether it would come down. Ms. Paar said it would depend on if the building is coming down as part of dealing with the contamination at the site. Grant dollars are not used for demo unless there is a purpose such as contamination.

Committee members are encouraged to review the QEP proposal materials between December 22nd and the next meeting in January. Sort through the information and find the relevant information. The Committee will meet January 4, 2022 to review the proposals and to move forward with selections to interview.

**Motion to adjourn made by Lorrie Carey and seconded by Tim Kenney. All in favor. None opposed.**

Next Meeting: January 4, 2022 at 5:30pm.

*Minutes respectfully submitted by Katie Phelps*