

**SOUTHWEST REGION PLANNING COMMISSION**  
**BROWNFIELDS ADVISORY COMMITTEE**  
**MINUTES**  
**September 15, 2009**

**Present:** Bill Prokop, Chairman, Town of Antrim; Dorianne Almann, Town of Hinsdale; Rodney Bartlett, Town of Peterborough; John Gomarlo, Town of Winchester; Bob Harcke, Town of Westmoreland; Larry Robinson, Town of Marlborough; Ralph Wentworth, Town of Troy.

Staff: Tim Murphy, Executive Director; Becky Baldwin, Office Manager; J. B. Mack, Senior Planner; Eric Smith, Planner.

Guests: Mike McCluskey, NH Department of Environmental Services; Carol Ogilvie, Town of Peterborough; Matt Robbins, TRC; Steve Dyer, Ransom Environmental.

**I. Welcome & Introductions**

Chairman Prokop called the meeting to order at 12:00 p.m. and introductions were made.

**II. Minutes of June 25, 2009**

The minutes of June 25, 2009 were approved as submitted by unanimous vote.

**III. Non-Public Session Under RSA 91-A:3**

**Motion: To enter into non-public session under RSA 91-A:3 Section II (c).**

Motion by Larry Robinson seconded by John Gomarlo. Approved by a unanimous roll call vote.

Committee members adjourned from the non-public session and announced that the minutes of the session have been sealed by unanimous roll call vote.

**IV. Phase I Scope of Work: 30-50 Recycle Way, Winchester, NH**

J.B. Mack reviewed the nomination that was presented to the Committee at their June 25<sup>th</sup> meeting to perform a Phase I Environmental Site Assessment and Hazardous Building Assessment on the property located at 30-50 Recycle Way in Winchester. At that meeting, the Brownfields Advisory Committee (BrAC) requested that the staff examine the floodplain status of the site. J.B. reported that recently completed Federal Emergency Management Administration (FEMA) data shows that the structures on the site are mostly outside of the floodplain with some of the structure in a 500 year flood plain. He explained that a 500 year floodplain is considered a “buildable” site, but noted that the FEMA data is not as accurate as a field survey of the site. J.B. then explained that through correspondence with the owner of the site and some questions staff had about which parcels and structures should be included in a Phase I ESA, staff met with the owner and Steve Dyer from Ransom Environmental to gain

familiarity with the site and design a Phase I ESA scope.. Upon completing the site visit it was determined that a Phase I ESA would only be conducted on the 1.5 acre parcel identified by the Town of Winchester as tax map #16 parcel 1. Steve Dyer of Ransom Environmental Consultants, Inc. reviewed the scope of work containing several options that was proposed by his firm and was included in the agenda packet. He noted that several of the buildings on the property were severely damaged by flooding and there is also an asbestos issue. Larry Robinson questioned what degree of assessment would need to be done if the intent is to demolish the buildings containing asbestos and Chairman Prokop asked which option would satisfy HUD requirements. Mr. Dyer responded that the middle option proposed by his firm would identify where asbestos is but not how much and should meet HUD requirements. Bob Harcke questioned what would become of a Phase I Assessment if there is not currently a plan in place for the future development of the property. Mr. Dyer noted that the Phase I results are typically good for six months and after that time period they would need to be updated. Ralph Wentworth suggested conducting a Phase I Assessment only at this time rather than also doing a Hazardous Building Assessment. Tim Murphy asked if postponing the Hazardous Building Assessment would jeopardize the ability to apply for the next round of HUD grants. Eric Smith questioned if a project partner has been identified since this is a requirement in applying for HUD funds. Rodney Bartlett suggested supporting the Town of Winchester in their efforts by proceeding with a Phase I Assessment. Tim Murphy asked if committee members are reluctant to proceed beyond a Phase I Assessment at this time without there being a redevelopment plan for the property. Committee members concurred with this and Mike McCluskey suggested finding out what the minimum HUD requirements are. J.B. Mack offered to make the Town aware of the committees concerns and also speak with HUD regarding grant requirements.

**Motion: To approve a Phase I Environmental Site Assessment not to exceed \$3,600 for property located at 30-50 Recycle Way in Winchester.**

Motion by Larry Robinson, seconded by Ralph Wentworth. Approved by a majority vote.

#### **V. Phase I Scope of Work: 560 Main Street, Keene, NH**

Chairman Prokop recused himself from any discussion or vote on this proposal. J.B. Mack provided a brief review of the presentation that was provided by the City of Keene on this property at the last Brownfields Committee meeting. Matt Robbins from TRC reviewed his firm's scope of work for this property that was included in the agenda packet. He noted that piles of debris and petroleum are present throughout the property. He explained that although the committee approved a Phase I Environmental Site Assessment for 8 acres, following discussions with staff and city officials, TRC is recommending that a Phase I Environmental Site Assessment be conducted on the entire 30 acre parcel. They further recommend that a Phase II Assessment could be considered for the 8 acre parcel should it be warranted by the Phase I Assessment. Rodney Bartlett asked if our Brownfields Program would be reimbursed when the City sells the property. Tim Murphy noted our program is designed to assist municipalities in placing properties back on to the tax rolls and does not have provisions for reimbursement. Mike McCluskey noted the state program works the same way.

**Motion: To approve a Phase I Environmental Site Assessment not to exceed the sum of \$8,200 for a 30 acre parcel located at 560 Main Street in Keene.**

Motion by Rodney Bartlett, seconded by Bob Harcke. Approved by unanimous vote with Chairman Prokop abstaining.

#### **Vi. Other Matters**

**a. Peterborough Armory update**

Rodney Bartlett provided committee members with an update on the status of the former National Guard Armory site in Peterborough. He noted that the Board of Selectmen have agreed to proceed with the acquisition of the building and hope to utilize it for the senior lunch program and other community activities. It was further reported that GZA has submitted their site plan to the NH Department of Environmental Services so that repairs can be made to the damaged oil line on the property.

**b. Jaffrey Elite Laundry update**

J.B. Mack reported that the Town of Jaffrey is proceeding with an Request-for-Proposals process for consultants to assist the Town with its recent \$600 K Clean up Grant Award from EPA.

**c. Fall Brownfields Forum**

Eric Smith reported staff is in the process of finalizing preparations for the Fall Brownfields Forum. The forum has been scheduled to take place at the former National Guard Armory site in Peterborough on October 21<sup>st</sup> from 11:30 a.m. to 2:00 p.m. Provisions are being made for an optional site visit to the Elite Laundry site in Jaffrey at the conclusion of the forum. Tim Murphy noted that a similar event was held in 2007. Notices will be distributed in the near future.

**d. Other**

Tim Murphy reported that staff is moving forward with another EPA grant proposal to continue the Brownfields Assessment program. Staff is also examining EPA grant proposal guidelines for their Clean-up Revolving Loan Fund program.

**VII. Next Meeting**

Tim Murphy suggested that the next meeting of the Brownfields Advisory Committee be held in conjunction with the Brownfields Forum on October 21, 2009. Committee members agreed with the suggestion.

**VIII. Adjourn**

Meeting adjourned at 1:35 p.m.

Respectfully Submitted,

Rebecca I. Baldwin  
Office Manager