Southwest Region Brownfields Assessment Program

Advisory Committee Agenda

August 22, 2016
11:45 a.m.

Conference Room, SWRPC Offices
37 Ashuelot Street, Keene

I. Welcome and Introductions

II. Minutes of March 16, 2015 Meeting

III. Program Updates

IV. Site Nominations
   a. Jerusalem Lodge #104, Hinsdale
   b. J. Mitchell Property, Hinsdale

V. Proposed Scopes of Work
   a. Phase I ESA, Jerusalem Lodge #104, Hinsdale
   b. Phase I ESA, J. Mitchell Property, Hinsdale
   c. Petroleum Site Inventory and Prioritization Assistance

VI. Other Matters

VII. Adjourn
SOUTHWEST REGION PLANNING COMMISSION
BROWNFIELDS ADVISORY COMMITTEE
MINUTES
March 16, 2016

Present: Sara Carbonneau, Town of Swanzey; Sandra Gillis, Town of Richmond; John Gomarlo, Town of Winchester; Robert Harcke, Town of Westmoreland; Al Merrifield, Town of Sullivan; Mike McCluskey, Jennifer Marts, NH Department of Environmental Services; Christine Lombard, Danny Rodriguez, Environmental Protection Agency (EPA) New England.

Staff: Tim Murphy, Executive Director; J.B. Mack, Principal Planner; Raul Gonzalez, Planner; Wendy Woodland, Office Assistant.


I. Welcome & Introductions

Tim Murphy called the meeting to order at 12:05 p.m. and introductions were made.

II. Minutes of November 5, 2015 Meeting

The minutes of November 5, 2015 were approved as submitted by unanimous vote.

III. Nomination of Vice Chair

Tim Murphy explained to the Committee that Rodney Bartlett had been confirmed as Vice Chair of the Brownfields Advisory Committee at the February 2016 SWRPC Board of Directors Meeting. However, due to his recent promotion and expanded responsibilities as Town Administrator for the Town of Peterborough, he has informed SWRPC that he may not be able to attend all meetings. Mr. Bartlett would like to continue to serve on the BrAC, however, he has volunteered to make his Vice Chair seat available for an alternate BrAC member. J.B. Mack suggested that Sara Carbonneau would be a very capable candidate to serve as Vice Chair.

Motion: To appoint Sara Carbonneau as Vice Chair of the Southwest Region Planning Commission Brownfields Advisory Committee.

Motion by John Gomarlo, seconded by Sandra Gillis. Approved by unanimous vote.

IV. Program Updates

J.B. Mack provided a status report on the following items:
Program Fund Balances:

J.B. Mack reported on the remaining funds in the current Brownfields grant noting that there is approximately $90,000 available for mixed hazards assessment work and $130,000 available for petroleum assessment work.

Four Corners Store, Richmond:

J.B. Mack reported that EPA Technical Assistance for Brownfields funds (TAB) have been approved to assist the Town of Richmond and the Richmond Community Development Association (RCDA) with a project to explore developer interest in the Four Corners property. The TAB funds are separate from the funds used to run the SWRPC Brownfields Assessment Program. As part of the project, the Town of Richmond and RCDA have secured a scope of work from an economic development planning firm, Fitzgerald and Halliday Inc. The TAB program and Fitzgerald Halliday Inc. is overseen by EPA TAB grantee, the New Jersey Institute of Technology. Fitzgerald and Halliday Inc. have conducted a site visit and met with Richmond officials to discuss Richmond’s goals for the property. Sandra Gillis explained that the Richmond Fire Chief has received approval to take down the remaining structure on the property, and the Highway Department will remove a large tree on the property. J.B. Mack reported that Fitzgerald and Halliday Inc. will be advertising the property in the New England Real Estate Journal to solicit developers. This ad is being paid with Community Development Block Grant funds previously secured by the Town of Richmond.

Park Theatre, Jaffrey:

J.B. Mack announced that the Park Theatre project continues to move forward. He reported that the theatre hired a new CEO/Managing Director in February. The theatre plans to break ground in May of 2016 and their first show is anticipated to begin in August of 2017.

Public Involvement Plan:

Raul Gonzalez reported that SWRPC is in the process updating the Public Involvement Plan (PIP). He reported that the goal is to encourage full participation in the decision-making process, making sure that underrepresented populations are given an equal voice. The PIP will apply to the SWRPC Brownfields Assessment Program, as well as other SWRPC programming and should be finalized in June. The BrAC will have an opportunity to provide any comments on this PIP when the final draft is released for advisory committee and public comment in June.

V. Proposed Scopes of Work

a. Supplemental Phase II Investigation and Analyses of Brownfields Clean-Up Alternatives/Remedial Action Plan, Former Central Plating, Walpole

Steve Rickerich of Ransom Consulting Inc. reviewed their scope of work for the Supplemental Phase II Investigation and Analyses of Brownfields Clean-Up Alternatives and Remedial Action Plan for the former Central Plating property in Walpole. He explained that the reason for the Phase II investigation was to allow Robert Kimball to make the decision whether or not to purchase the property before applying for EPA Clean up grants in November 2016. Steve Rickerich noted that Ransom’s Phase II ESA included the advancement of soil borings, collection and analyses of soil samples, the installation of five additional monitoring wells and the collection and analyses of groundwater samples from the new and existing wells. As a result of the Ransom Phase II ESA, chromium, nickel and other metals were found near the plating line areas located in the Former Industrial Building. Elevated levels of hazardous chemicals such as benzene, MtBE and naphthalene were also detected in groundwater samples and in the wastewater pre-treatment sumps. As a result of these findings, Steve Rickerich reported that Ransom
recommends the following remedial action plan: the prospective purchaser should prepare an ABCA/RAP to evaluate the possibility of removal and off-site storage of soils that have concentrations that exceed the NH DES soil remediation standard (SRS), but are known to have limited leaching potential. Steve Rickerich noted that DES is reluctant to support this approach, but the potential cost savings and the possibility of that metric being essential to moving the project forward make consideration of that approach appropriate. Steve Rickerich estimated that the total cost for the tasks that include Pre-ABCA services, subsurface investigations, groundwater sampling and analyses, ABCA/RAP reports and results presentation would amount to $30,000. Chris Lombard asked if the continuing obligations with groundwater monitoring were included in communications to the new owner. Steve Rickerich replied that the continuing obligations have been discussed in conversations between Ransom Engineering, Robert Kimball and the current owner.

Tim Murphy reported that SWRPC staff recommends that Ransom Engineering’s Scope of work be funded with the following contingencies:

1. Robert Kimball must have his company obtain non-profit status, and;
2. SWRPC requires a letter from the Town of Walpole selectboard indicating that it continues to support this project and that it will meet public purposes.

Robert Kimball stated that although the purpose for the property has changed from constructing an office building to creating either a playground or a parking lot, the Town of Walpole supports his goals. To this end, a member of Walpole’s selectboard has joined Robert Kimball on the board of his company, which he has renamed from Bellows Town LLC to Walpole Downtown Development Corporation (WDDC). Tim Murphy asked for a timeline of completion for the contingencies mentioned. Robert Kimball replied that WDDC’s application for non-profit status will be submitted to the IRS within the next week. He explained that if it is allowed to be submitted as an EZ status it will be approved in approximately two weeks, whereas applying for a 501(c)3 status could take from six months to 18 months. J.B. Mack stated that the schedule that Ransom Consulting, Inc., WDDC and SWRPC have put together is a fairly tight timeframe, and suggested changing the first contingency so that WDDC must provide SWRPC with evidence indicating they have applied for non-profit status.

Motion: To approve Ransom Consulting Inc.’s scope of work pending any work scope modification requests from DES, evidence showing Walpole Downtown Development Corporation’s application for non-profit status, and a letter from the Town of Walpole confirming continued support and involvement in Walpole Downtown Development Corporation’s efforts towards site clean-up and redevelopment activities at the former Central Plating site.

Motion by Al Merrifield, seconded by Sara Carbonneau. Approved by unanimous vote.

b. Phase I ESA, Former Central Plating, Walpole

Steve Rickerich gave a brief background on the purpose of the Phase I ESA. In order for the site to be eligible for clean-up status, WDDC, once it receives its non-profit status, will be seeking federal protections for purchasing the site as a prospective purchaser. In order to obtain this protection, WDDC has requested assistance from the BrAC to fund a Phase I ESA. Ransom Consulting has submitted a scope of work for this activity. Steve Rickerich outlined the scope of work, which includes a site history development, a regulatory records review, a site visit, and report preparation. If requested, Ransom Consulting Inc. will present the findings of the Phase I ESA to the BrAC. Tim Murphy noted that timing is important for the Phase I ESA because it needs to be done within six months of purchase of the property. He noted that if WDDC’s non-profit status is not approved within six months, BrAC will need to re-assess the project.
Motion: To approve Ransom Consulting Inc.’s scope of work pending proof of Walpole Downtown Development Corporation’s status as a registered non-profit and a letter from the Town of Walpole confirming continued support and involvement in Walpole Downtown Development Corporation’s efforts for site clean-up and redevelopment activities at the former Central Plating site.

Motion by Al Merrifield, seconded by John Gomarlo. Approved by unanimous vote.

VI. Other Matters

Chris Lombard informed the Committee that the Town of Hinsdale will meet with representatives from the EPA on March 24, 2016 for a workshop to discuss ideas for flooding and other issues that are facing downtown Hinsdale. J.B. Mack reported that he has attempted to meet with the Hinsdale selectboard to discuss how BrAC could assist in evaluating potential brownfields properties in the community. In addition SWRPC staff will attend and participate in the March 24th workshop.

Sandra Gillis reported that the Town of Richmond passed an ordinance at the most recent Town Meeting to allow .86 acres of the 4 Corners gas station property to be zoned as a commercial lot.

VII. Adjourn

The meeting was adjourned at 1:30 p.m.

Respectfully Submitted,

Wendy Woodland
Office Assistant
Date: August 22, 2016
To: Brownfields Advisory Committee
From: Staff

RE: Site Nomination: Jerusalem Lodge #104, Hinsdale

Background

As a result of a meeting between SWRPC staff and the Town of Hinsdale Selectboard, the Board has forwarded two nominations to the Brownfields Assessment Program. One of the nominations, the Jerusalem Lodge #104 Property, is the site of a former masonic lodge located in a dense residential neighborhood, a short walk from NH 119 Main Street in downtown Hinsdale.

Attached is a staff assessment of the site based on the SWRPC Brownfields Assessment Program’s site selection criteria. Relevant information is provided for each criterion based on reports from the Town of Hinsdale and sources of data from the Planning Commission’s regional information system. Location and site maps are included with Ransom Consulting Inc. scope of work associated with Agenda Item V(a) of this agenda packet.

Recommendation

Accept the site nomination in order to clarify possible sources of contamination and help the Town facilitate redevelopment of the property.
Site Description:

Jerusalem Lodge, #104, a former Masonic lodge built near the turn of the 19th and 20th century, is located on 29 Hancock Street in Hinsdale (where Hancock Street and Church Street intersect). The building is situated in a moderately dense residential neighborhood a short walk from Main Street in downtown Hinsdale. According to the Town of Hinsdale, the site has been vacant for decades. Historical uses adjacent to the lot included a car repair garage. Due to the age of the site, it is likely to have hazardous construction materials such as asbestos and lead paint. The Town reports that a part of the roof is leaking, will need to be repaired and the building is likely to require water damage repairs. The Town of Hinsdale is looking to tax deed the property, possibly fix up if required, and put the property back on the tax rolls. A private investor proposed many years ago to convert the building into an artist studio and artist lofts, but there are currently no private sector proposals to redevelop the building.

Threshold Criteria: In order for a site to be considered, the property owner must be willing to participate in the Brownfields Program.

The Town of Hinsdale, the nominator of the site, expects that the current owner will participate in the program. However, if the owner is not willing to participate, the Town is prepared to utilize RSA 80:19a, which allows municipalities to conduct environmental assessments for properties being considered for tax lien or tax sale.

Tier 1 Criteria. A site must satisfy a majority of these criteria to be considered further – and will be ranked among other candidate sites by direct comparison of these criteria.

1. Municipal Support for Assessment Activities;

The Town of Hinsdale has nominated the site for the SWRPC Brownfields Assessment Program.

2. Legal Status regarding Access to the Property;

The Town of Hinsdale expects that the current owner will participate in the program. However, if the owner is not willing to participate, the Town is prepared to utilize RSA 80:19a, which allows municipalities to conduct environmental assessments for properties being considered for tax lien or tax sale.

3. Level of Threat to Public Health and Safety;

The level of threat to public health is unknown. As an abandoned building it is an attraction for vandalism, trespass and physical endangerment. The former land uses adjacent to the property may endanger the public health and safety of those using the property in the future. Expected asbestos and lead paint would compromise the health of individuals using the property in the future if not properly remediated.

4. Level of Other Environmental Risk;

Unknown.
5. Readiness of Redevelopment Plans (best circumstance: Brownfields funds will trigger planned redevelopment activity);

There are no specific redevelopment plans for the site. However, the Hinsdale Board of Selectmen are exploring possible reuses as they evaluate tax deeding the property. The Town Administrator had mentioned that there was interest in the property in the past as an artist studio with artist lofts.

6. Consistency of Site Redevelopment with Municipal Zoning and Master Plan;

The site is located in Hinsdale’s Residential District. The District permits the following uses: one family residence, two-family residence, multi-family residence, tourist home, educational/religious institution, club/lodge, customary agricultural uses, roadside stands, customary home occupation uses, and personal wireless service facilities. According to the Hinsdale Zoning Ordinance, the Residential District “encompasses the more highly developed sections of town, and provides the transitional area between the outlying Rural Agricultural District and the more densely developed Business and Industrial Districts. The Residential District areas are characterized by smaller lots, less open space and more concentrated and diversified land uses than in the Rural Agricultural District” (page 14).

The Master Plan states that if housing is decided as the appropriate end use, the plan strongly advocates for a diverse housing stock and supports private as well as public actions to promote existing and future housing stock (page 90) and sees housing as integral to economic development in the town (page 94).

7. Development Potential:

a. Transportation access to the site;

The property can be accessed from Hancock Street and Church Street, both of which connect to NH 119 (Main Street).

b. Availability of off-site public/private utilities and public services;

The site is currently served by public water and sewer infrastructure.

c. Clean-up cost and nature of contamination relative to post-development value;

Clean up cost is unknown at this time and would need to be informed by additional assessment and possibly a hazardous building materials inventory.

d. Soundness of on-site conditions: utilities, buildings, other structures, drainage;

The parcel has supported masonic lodge activities in the past and is anticipated to meet development needs if redeveloped.
e. Feasibility/probability of remediation; and

If remediation were required, the Town of Hinsdale is eligible to compete for EPA clean up grants.

f. Suitability of site as public greenspace.

The town has not expressed an interest to date in converting the site to public greenspace.

**Tier 2 Criteria.** Candidate sites may be ranked among other candidate sites by comparison of these criteria.

1. Job Creation by Redevelopment;

*If converted to housing, the property would generate a small number of temporary construction jobs. Some low intensity commercial uses are also allowed on the site by current zoning.*

2. Participation by other Funders toward Clean-Up and Redevelopment;

*The Town would be eligible for EPA’s competitive clean up grant program. Low interest loans for clean up or remediation may be available through NHDES, the Capital Region Development Council based in Concord, NH or the Regional Economic Development Center based in Raymond, NH.*

3. Magnitude of Value added to Property Value by the use of Brownfields Fund;

*Currently the property is vacant and falling into disrepair. The assessed value would increase if the property is provided care and attention so that it can be reused.*

4. On-Site and Neighborhood Historic Preservation Benefits of Redevelopment;

*The site may qualify for historic preservation benefits due to its age.*

5. Environmental Justice Benefits of Redevelopment;

*Currently the site is a blighted property in a dense residential neighborhood. The intent of the proposal is to remove the blight from that neighborhood. Hinsdale is recognized as having a disproportionate number of low-income residents in the region (they have the third lowest household median income in the region behind Winchester and Gilsum).*

6. Housing Benefits of Redevelopment; and

*The site presents an opportunity to diversify and improve housing stock in Hinsdale.*

7. Other Enhancements to Quality of Life, e.g. Greenspace, Recreation, Community Character, etc.

Unknown.
Agenda Item IV(b)

Date:  August 22, 2016  
To:  Brownfields Advisory Committee  
From:  Staff  

RE:  Site Nomination: J. Mitchell Property, Hinsdale

Background

As a result of a meeting between SWRPC staff and the Town of Hinsdale Selectboard, the Board has forwarded two nominations to the Brownfields Assessment Program. One of the nominations, the J. Mitchell Property, is the site of an approximately 7-acre tire dump which is adjacent to a number of houses. The site is located on NH 119, also known as Brattleboro Road just outside and west of downtown Hinsdale.

Attached is a staff assessment of the site based on the SWRPC Brownfields Assessment Program’s site selection criteria. Relevant information is provided for each criterion based on reports from the Town of Hinsdale and sources of data from the Planning Commission’s regional information system. Location and site maps are included with Ransom Consulting Inc. scope of work associated with Agenda Item V(b) of this agenda packet.

Recommendation

Accept the site nomination in order to clarify possible sources of contamination and help the Town facilitate a clean-up of the property.
Southwest Region Brownfields Assessment Program
Site Selection Criteria for
J. Mitchell Property
Hinsdale, NH

Site Description:

The 7-acre site is located on NH 119 (Brattleboro Road) in Hinsdale just outside and west of downtown Hinsdale. The site includes a small brook, is currently vacant, and was used to dump tires and possibly other refuse or debris. According to the Town of Hinsdale, tires are partially or fully buried throughout the property, and this property has a tax lien from NHDES regarding the tire dumping violation. The owner of the site owes back taxes for the property, and the Town is considering taking the property by tax deed. The Town reports that there is a shed from an adjoining parcel that partially encroaches on to the subject property.

Threshold Criteria: In order for a site to be considered, the property owner must be willing to participate in the Brownfields Program.

The Town of Hinsdale, the nominator of this site, expects that the current owner will participate in the program. However, if the owner is not willing to participate, the Town is prepared to utilize RSA 80:19a, which allows municipalities to conduct environmental assessments for properties it is considering for tax lien or tax sale.

Tier 1 Criteria. A site must satisfy a majority of these criteria to be considered further – and will be ranked among other candidate sites by direct comparison of these criteria.

1. Municipal Support for Assessment Activities;
   The Town of Hinsdale has nominated the site for the SWRPC Brownfields Assessment Program.

2. Legal Status regarding Access to the Property;
   The Town of Hinsdale expects that the current owner will participate in the program. However, if the owner is not willing to participate, the Town is prepared to utilize RSA 80:19a, which allows towns to conduct environmental assessments for properties for tax lien or tax sale.

3. Level of Threat to Public Health and Safety;
   The level of threat to public health and safety is unknown. The site was used as a dumping ground for tires. It is unclear if other materials were dumped on the site or if there are other potential sources of contamination on the site.

4. Level of Other Environmental Risk;
   According to the Town of Hinsdale, there is a stream located on the property. As such potential contamination could threaten habitat as well as transport contaminants off-site. The property is less than 500 feet from the Connecticut River.
5. Readiness of Redevelopment Plans (best circumstance: Brownfields funds will trigger planned redevelopment activity);

There are no specific redevelopment plans drawn up for the site. However, the Hinsdale Board of Selectmen are exploring possible reuses as they evaluate tax deeding the property. Converting the property for residential use was a development idea offered by the Town Administrator.

6. Consistency of Site Redevelopment with Municipal Zoning and Master Plan;

Currently the site is located in Hinsdale’s Rural Agricultural District. The District permits the following uses: one family residence including manufactured housing; two family residence, multi-family residence, tourist home, nursing home, educational/religious institution, clubs/lodge, veterinarian/kennel/stable, general farming, gift shop/antique shop/craft shop, roadside stand, customary home occupations, recreational campground, excavation of natural materials, and personal wireless service facilities. The Rural Agricultural District abuts the Residential District and is less than 450 feet from the Roadside Commercial District.

The Master Plan states that the Rural Agricultural District is “designed to accommodate residential uses in what is commonly recognized as being a rural environment” and it “is considered to be a future growth area for the Town and new uses should be carefully considered” (page 88). If housing is decided as the appropriate end use, the plan strongly advocates for a diverse housing stock and supports private as well as public actions to promote existing and future housing stock (page 90) and sees housing as integral to economic development in the town (page 94).

7. Development Potential:

a. Transportation access to the site;

The property can be accessed from NH 119/Brattleboro Road. It is also on the Current’s Brattleboro Blue Line bus route.

b. Availability of off-site public/private utilities and public services;

The site is currently served by public water, but it is not served by public sewer. However Hinsdale’s sewer line is within 500 feet of the property line.

c. Clean-up cost and nature of contamination relative to post-development value;

Clean up cost is unknown at this time.

d. Soundness of on-site conditions: utilities, buildings, other structures, drainage;

The property is vacant, except for an abutting property’s shed which is encroaching on the property. The site seems reasonably serviceable with water and power/telecommunication line infrastructure from NH 119. According to SWRPC GIS data over half of the site is considered a steep slope (15% or greater slope), which includes the area abutting NH 119 and travels through the center of the property.
Southwest Region Brownfields Assessment Program  
Site Selection Criteria for  
J. Mitchell Property  
Hinsdale, NH

  e. Feasibility/probability of remediation; and

*If remediation were required, the Town of Hinsdale is eligible to compete for EPA clean up grants.*

  f. Suitability of site as public greenspace.

*The town has not expressed an interest to date in converting the site to public greenspace, however, if the site was considered for greenspace it is near the town’s more dense residential development and a trail could connect NH 119 with properties in the Butler Ave. neighborhood.*

**Tier 2 Criteria.** Candidate sites may be ranked among other candidate sites by comparison of these criteria.

1. **Job Creation by Redevelopment;**

*If converted to housing, the property would generate a small number of temporary construction jobs. Some low-intensity commercial uses are also allowed on the site by current zoning.*

2. **Participation by other Funders toward Clean-Up and Redevelopment;**

*The Town would be eligible for EPA’s competitive clean up grant program. Low interest loans for clean up or remediation may be available through NHDES, the Capital Region Development Council based in Concord, NH or the Regional Economic Development Center based in Raymond, NH.*

3. **Magnitude of Value added to Property Value by the use of Brownfields Fund;**

*Currently the property is unimproved. The assessed value would increase if the residential proposal moves forward. Currently the property owner owes back taxes, so it has a negative value to the town.*

4. **On-Site and Neighborhood Historic Preservation Benefits of Redevelopment;**

*Not applicable.*

5. **Environmental Justice Benefits of Redevelopment;**

*Currently the site is a blighted property fronting surrounding properties. The intent of the proposal is to remove the blight from that neighborhood. Hinsdale is recognized as having a disproportionate number of low-income residents in the region (they have the third lowest household median income in the region behind Winchester and Gilsum).*

6. **Housing Benefits of Redevelopment; and**

*The site presents an opportunity to diversify and improve housing stock in Hinsdale.*

7. **Other Enhancements to Quality of Life, e.g. Greenspace, Recreation, Community Character, etc.**

*Unknown.*
Date:  August 22, 2016  
To:  Brownfields Advisory Committee  
From:  Staff  

RE:  Proposed Scopes of Work: Phase I ESA, Jerusalem Lodge #104 Hinsdale

Background

At the request of SWRPC staff, Ransom Consulting Inc. has prepared a Phase I Environmental Site Assessment (ESA) scope of work for the Jerusalem Lodge #104 site. Knowing the building’s age and the Town of Hinsdale’s potential interest in renovating the site’s building, SWRPC staff requested an optional Hazardous Materials Inventory (HMI) as well. The proposed scope of work is attached for your review and consideration.

Recommendation

Approve a Phase I ESA as proposed; postpone for the time being any decision on conducting an HMI.
Pursuant to your request, Ransom has prepared the following PROPERTY SPECIFIC SCOPE OF SERVICES for the Jerusalem Lodge #104 Property (the “Site” or “Subject Property”) as an addendum to the Southwest Region Brownfields Assessment Program AGREEMENT FOR CONSULTANT/ENGINEER SERVICES, fully executed on March 26, 2015, for the completion of a Phase I Environmental Site Assessment (ESA).

BACKGROUND

The Subject Property is a 1 acre parcel with a former Masonic Lodge built near the turn of the 19th and 20th century. The land is identified by the Town of Hinsdale’s Assessor’s Office as Lot 0117 on Tax Map 0046, at 29 Hancock Street in Hinsdale, New Hampshire. Based on the age of the building, lead-based paint and asbestos containing building materials may be present. Historical uses of an adjacent lot include a car repair garage, so the potential for environmental impacts from an off-site source are possible.

The Town is considering taking the property by tax deed, but is concerned about the potential for recognized environmental conditions as well as hazardous building materials at the property.

Environmental assessment of the parcel will allow the Town to better quantify risk, mitigate environmental concerns, and better position the property for productive redevelopment. Past concepts for re-purposing the building have included a studio and artist lofts.

A Phase I ESA is the initial step in the process of identifying the presence or potential presence of recognized environmental conditions. The Phase I ESA will be performed in general accordance with the requirements of ASTM International Designation E 1527-13 and the United States Environmental Protection Agency (U.S. EPA) All Appropriate Inquiry (AAI) standard. As quoted from the ASTM standard, the practice of conducting environmental due diligence in “conformance with the noted requirements and standards is intended to permit a user to satisfy one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on
Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) liability (hereinafter, the “landowner liability protections,” or “LLPs”): that is, the practice that constitutes all appropriate inquiries into the previous ownership and uses of the property consistent with good commercial and customary practice as defined at 42 U.S.C. §9601(35)(B).”

Congress directed the U.S. EPA to establish by regulation, standards and practices for conducting all appropriate inquiry. Criteria cited in the Brownfields Law and highlights of the AAI standard include the following:

1. The results of an inquiry by an environmental professional;
2. Interviews with past and present owners, operators, and occupants of the property for the purpose of gathering information regarding the potential for contamination at the property;
3. Reviews of historical sources, such as chain-of-title documents, aerial photographs, building department records, and land-use records, to determine previous uses and occupancies of the property since the property was first developed;
4. Searches for recorded environmental cleanup liens against the property that are filed under federal, state, or local law;
5. Reviews of federal, state, and local government records, waste disposal records, underground storage tank records, and hazardous waste handling, generation, treatment, disposal, and spill records concerning contamination at or near the property;
6. Visual inspections of the property and adjoining properties;
7. Specialized knowledge or experience on the part of the property owner;
8. The relationship of the purchase price to the value of the property if the property was not contaminated;
9. Commonly known or reasonably ascertainable information about the property; and
10. The degree of obviousness of the presence or likely presence of contamination at the property and the ability to detect the contamination by appropriate investigation.

OBJECTIVES

In preparing this scope of work, Ransom has considered the need for this project to meet the following objectives:

1. To document the history of the Property through review of available records and interviews;
2. To evaluate the likelihood that other releases of oil and/or hazardous material (OHM) have occurred or have the potential to occur at the Property;
3. To provide our opinion regarding the environmental condition of the Property, and the need, if any, for additional investigation; and

4. To provide an up-to-date assessment of the property for a prospective purchaser.

SCOPE OF WORK

To accomplish the objectives described above, Ransom has developed the following scope of work.

Task 01 – Phase I Environmental Site Assessment

Site History Development

Ransom will review available local, state and federal records in accordance with ASTM E 1527-13 in an effort to develop the history of the Property. This will include the past use and handling of OHM. Local files to be reviewed will include those readily available at the local tax assessor’s office, clerk’s office, building department, zoning department, and fire department. We will review readily available Town Directories and Sanborn Fire Insurance Maps for the Properties and surrounding area and, if available, aerial photographs will also be consulted.

If possible, Ransom will also interview individuals familiar with the history and past use of the Property. Ransom will make good-faith efforts to request information from the property owners or others who may be familiar with the property.

Regulatory Records Review

We will use Environmental Data Resources, Inc. (EDR) of Shelton, Connecticut, to conduct a search of state and federal databases to identify sites of potential environmental concern in the vicinity of the Property or at the Property itself.

Ransom will review files available via the New Hampshire Department of Environmental Services (NH DES) OneStop database as well as at the publicly available archives of the NH DES for the Property and/or abutting properties.

Site Visit

Ransom will visit the Property to further assess current site conditions. During the site visit, we will document our observations including the presence of OHM storage areas (e.g., drums, aboveground storage tanks), stained soils, stressed vegetation, or any other evidence of a release or potential release of OHM. Ransom will collect photographic documentation of key findings and observations during our site visit.

Report Preparation

Ransom will prepare a summary report documenting the environmental assessment conducted at the Property. Specifically, the report will include the following, as appropriate:

1. A summary of the information gathered during the Phase I ESA, including site history, regulatory review, and observations made during the site visit;
2. A detailed site plan and a general location map for the Property;
3. Ransom’s opinion regarding the regulatory status of the Property; and
4. Recommendations for additional response actions, if necessary.

Task 02 – Hazardous Materials Inventory (optional)

Site-Specific Quality Assurance Project Plan

Ransom will complete a site-specific Quality Assurance Project Plan Addendum/sampling plan (SSQAPP) for submittal and approval by the NH DES, U.S. EPA, and SWRPC for the field tasks proposed below which will supplement Ransom’s NH DES and U.S. EPA-approved Generic QAPP. It is anticipated that the SSQAPP will also include a sampling plan for hazardous building materials that will require review and approval by the New Hampshire Division of Historical Review (NHDHR).

Once the proposed work plan has been approved by the property owner, SWRPC, U.S. EPA, NH DES, and NHDHR, Ransom will conduct a field investigation of the Site Building to identify locations/materials of potential concern. The Hazardous Materials Inventory (HMI) will include the following components:

Asbestos-Containing Materials Inspection

In general, observations will include both friable (easily crumbled, crushed, or pulverized) and non-friable suspect asbestos-containing material (ACM) present within the interior and exterior of the Site Building, including:

1. Thermal system insulation, such as pipe, boiler, tank, and duct insulation;
2. Surfacing materials, such as fireproofing, acoustical and decorative plasters, or other coatings applied by spray or trowel; and
3. Miscellaneous materials, such as floor and ceiling tiles, mastics, window glazing, and roofing materials and associated insulation.

The survey will be conducted by a U.S. EPA-accredited Asbestos Inspector. Not all building materials will be considered to be suspect ACM. Certain materials, such as fiberglass, wood, glass, and rubber can visually be identified as non-suspect ACM. To determine the asbestos content of suspect materials, representative bulk samples will be collected using the following protocol:

1. For thermal system insulation, a minimum of three samples of each type, except for small patched areas (less than 6 square feet), in which case at least one sample will be collected;
2. For surfacing materials, a minimum of three samples of each type of material present in quantities less than 1,000 square feet, a minimum of five samples of each type of material present in quantities of 1,000 square feet to 5,000 square feet, and seven samples for areas greater than 5,000 square feet; and
3. For miscellaneous materials, at least two samples of each type of material present.
Bulk samples will be analyzed by a laboratory accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) in accordance with the U.S. EPA’s Recommended Method for the Determination of Asbestos in Bulk Samples by Polarized Light Microscopy and Dispersion Staining (PLM/DS) (EPA-600/M4-82-020 and EPA-600/R-93-116). This method is sensitive to the presence of asbestos fibers typically at less than one percent of the sample composition. In instances where multiple samples of a similar homogeneous material are collected, the laboratory will be directed to analyze each sample of the material until a positive result is obtained (i.e., a sample containing greater than one percent asbestos). The inspection will be limited to areas that are accessible for observation. The samples collected will be as small as reasonably feasible in order to obtain a representative portion of the material. Only hand tools will be utilized to collect samples of suspect ACM.

For the purposes of this proposal, we have included the costs to collect up to 80 samples for asbestos analysis (including quality assurance/quality control (QA/QC) and/or duplicate samples). Ransom will request a standard turnaround (6-10 business days) time for laboratory analysis on the collected samples. Additional samples beyond 80 will be charged at $8 per sample. A faster laboratory turnaround is possible for increased laboratory fees.

Lead-Based Paint Inspection

To identify lead-based paint (LBP), a portable X-ray Fluorescence (XRF) Spectrum Analyzer will be used to screen lead content on representative interior and exterior surfaces throughout the Site Building. Ransom will contract Titan Lead Testing (New Hampshire-licensed Risk Assessor #RA-59) to conduct the inspection.

According to the U.S. Housing and Urban Development (HUD) Lead-Based Paint Guidelines, levels of lead greater than 1.0 mg/cm² are referred to as “lead-based” (Section 1017 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 [also referred to as Title X]). Therefore, for the purposes of the proposed HMI and consistent with HUD guidelines, LBP will be defined as any paint containing at least 1.0 mg/cm² lead, as tested using the XRF analyzer. Please note that the HUD guidelines apply to federal housing projects and are referenced for comparison purposes only. The LBP inspection proposed as part of this HMI is not intended to constitute a U.S. EPA/HUD-compliant lead survey.

Typically, to determine the appropriate disposal methods of lead-bearing wastes, sampling and analysis for lead using the Toxicity Characteristic Leaching Procedure (TCLP) must be conducted. However, depending on the findings of the LBP inspection, the range of possible re-use or redevelopment scenarios, and the selected approach for possible Site demolition and/or renovation, it will be more practical and prudent to include TCLP testing as part of a contractor’s bid. Thus, collection and analysis of samples for TCLP lead analyses are not included in our scope.

As part of this inspection, representative surface soil will be screened for the presence of lead using the XRF analyzer in the building drip-line areas, within 5 feet of foundation areas, other bare soil areas greater than 9 square feet if within 100 feet of the foundation (and on site), bare soil pathways, and any identified children play areas (none expected) or pet areas (none expected). If soils with lead concentrations elevated above background concentrations (assumed 51 mg/kg) are detected, discrete soil samples will be collected for laboratory analyses for the presence of lead according U.S. EPA Method 6010. For budgeting purposes six composite soil samples and one duplicate sample are assumed for laboratory analyses from shallow soils. Soil samples will be collected from the target interval of 0.5 to 2 inches below grade or as otherwise approved in the proposed SQAPP.
Identification of Other Hazardous Materials

The presence of other hazardous materials will be visually assessed by the inspector. These other potentially hazardous materials include mercury (fluorescent lamps, thermostat switches etc.), polychlorinated biphenyls (PCBs) (fluorescent light ballasts, transformers, hydraulic equipment, etc.), and ozone-depleting substances (ODS [air conditioners, coolants etc.]). In addition, because PCBs are known to have been present in some commercial/industrial paints and caulking, the HMI budget assumes six samples (including one duplicate sample for QA/QC purposes) will be analyzed for the presence of PCBs according to U.S. EPA Method 8082, with Sohxlet extraction method.

Summary Report

Following receipt of laboratory analytical results, Ransom will issue a summary HMI report, which will be provided as an appendix to our Phase I ESA report. The HMI report will include:

1. Summary of our findings;
2. Copies of analytical reports;
3. A tabular listing of identified ACM, including approximate locations and quantities;
4. Results of XRF testing for LBP;
5. Results of PCB analysis of paint and/or caulk samples;
6. Results of surface soil samples for lead screening and analyses;
7. Cost estimates for the management and/or removal of ACM and other hazardous materials;
8. Figures indicating locations of samples testing positive for asbestos and PCBs; and
9. A photograph log documenting our key findings.

Task 03 – Results Presentation

Ransom will present the findings of the Phase I ESA (and HMI if requested) to the SWRPC Brownfields Advisory Committee during one meeting in Keene, New Hampshire.

USER PROVIDED INFORMATION

In order to receive liability protection through the AAI process, the Users (person on whose behalf the Phase I ESA is conducted), have an obligation to complete interviews with the report preparer, complete a Ransom-provided User Questionnaire, and provide copies of the following documents, if available (including but not limited to):

1. Environmental site assessment reports;
2. Environmental compliance audit reports;
3. Environmental permits (for example, solid waste disposal permits, hazardous waste disposal permits, wastewater permits, etc.);

4. Registrations for underground and aboveground storage tanks;

5. Material safety data sheets;

6. Community right-to-know plan;

7. Safety plans; preparedness and prevention plans, spill prevention, countermeasure and control plans, facility response plans, etc.;

8. Reports regarding hydrogeological conditions at the Property or surrounding area;

9. Notices of other correspondence from any government agency relating to past or current violations of environmental laws with respect to the Property or relating to environmental liens encumbering the property;

10. Hazardous waste generator notices or reports;

11. Geotechnical studies;

12. Risk assessments; and/or

13. Recorded Activity and Use Limitations.

**BUDGET**

The proposed costs for the above-referenced Billing Group and Tasks are tabulated, below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Ransom Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase I ESA</td>
<td>$4,200</td>
</tr>
<tr>
<td>2</td>
<td>HMI SSQAPP Field Work &amp; Report</td>
<td>$970</td>
</tr>
<tr>
<td>3</td>
<td>Phase I (and HMI) Presentation</td>
<td>$600</td>
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<td><strong>TOTAL ESTIMATED COST</strong></td>
<td><strong>$12,900</strong></td>
</tr>
</tbody>
</table>

If additional tasks are required beyond this scope, a separate scope of work will be provided to SWRPC.

**REPORTING**

Ransom will provide biweekly status reports by telephone or email.

Ransom will prepare the draft Phase I ESA/HMI report in PDF format to submit electronically to the SWRPC, NH DES, and U.S. Environmental Protection Agency (EPA) for review and comment. Upon completion of review and comment, and with SWRPC approval of the draft report, Ransom will submit three final report copies and a digital copy of the Phase I ESA/HMI report on compact disc to the
SWRPC. A PDF of the final report will be uploaded to the NH DES OneStop database and, if requested, to the U.S. EPA.

**SCHEDULE**

Ransom anticipates that the draft Phase I ESA report can be completed and submitted to the SWRPC within 4 weeks of Ransom receiving written authorization from the SWRPC to proceed, and/or receipt of formal Site access authorization from the Site owner, whichever is latest contingent upon execution of a mutually agreeable SWRPC / RANSOM AGREEMENT FOR CONSULTANT / ENGINEER SERVICES.

If the HMI task is selected for implementation by the SWRC, we anticipate that an additional 6 weeks may be necessary for the completion and U.S. EPA / NH DES approval of the SSQAPP prior to conducting the HMI. After SSQAPP the HMI should take 3 weeks to complete subsequent to SSQAPP approval and contingent upon Site access. Please note that if the HMI is included in the Phase I ESA report then the longer HMI completion timeline will dictate the schedule for the Phase I ESA completion, as well (9 weeks, estimated).

We thank you for the opportunity to provide this Scope of Work and Proposed Budget for environmental services. Please call us if you have any questions.

Sincerely,

RANSOM CONSULTING, INC.

[Signature]

Stephen J. Dyer, P.E
Senior Project Manager

Steven F. Rickerich, P.G.
Vice President

SFR/SJD:jar

**APPROVED AND ACCEPTED BY SWRPC:**

Signature: _________________________________________________________________

Name (print or type): _______________________________________________________

Title: __________________________ Date: __________________________

______________________________
SITE LOCATION

Jerusalem Lodge #104 Property
29 Hancock Street
Hinsdale, New Hampshire

Regional Locator Map

Notes
1. Data Source: USGS National Map Seamless Server, 24K DRG, 1/3” NED
2. USGS Quad Name: Hinsdale
3. Latitude: 42° 47' 15" N
   Longitude: 72° 29' 4" W
   UTM Northing: 4740306 mN
   UTM Easting: 705731 mE

Scale and Orientation
1 inch = 2,000 feet

Prepared For
Southwest Region Planning Commission
37 Ashuelot Street
Keene, New Hampshire

Site Address
Jerusalem Lodge #104 Property
29 Hancock Street
Hinsdale, New Hampshire

Figure 1
Site Location
Figure 2
Site Plan

Legend
- Site Boundary
- Lot Boundary

Notes:
1. Site Plan based on National Agricultural Imagery Program Orthophotography
2. Some features are approximate in location and scale
3. This plan has been prepared for Southwest Region Planning Commission. All other uses are not authorized unless written permission is obtained from Ransom Consulting, Inc.

Scale and Orientation
1 inch = 50 feet

Prepared For
Southwest Region Planning Commission
37 Ashuelot Street
Keene, New Hampshire

Site Address
Jerusalem Lodge #140 Property
29 Hancock Street
Hinsdale, New Hampshire

141.05051 Aug 2016
Date: August 22, 2016  
To: Brownfields Advisory Committee  
From: Staff  

RE: Proposed Scopes of Work: Phase I ESA, J. Mitchell Property, Hinsdale

Background

At the request of SWRPC staff, Ransom Consulting Inc. has prepared a Phase I Environmental Site Assessment (ESA) scope of work for the J. Mitchell Property site. The proposed scope of work is attached for your review and consideration.

Recommendation

Approve a Phase I ESA as proposed.
Pursuant to your request, Ransom has prepared the following PROPERTY SPECIFIC SCOPE OF SERVICES for the J. Mitchell Property (the “Site” or “Subject Property”) as an addendum to the Southwest Region Brownfields Assessment Program AGREEMENT FOR CONSULTANT/ENGINEER SERVICES, fully executed on March 26, 2015, for the completion of a Phase I Environmental Site Assessment (ESA).

BACKGROUND

The Subject Property is a vacant parcel of land that has been the Site of miscellaneous refuse disposal including partially buried tires and may include other buried materials. The land is identified by the Town of Hinsdale’s Assessor’s Office as Lot 0009 on Tax Map 0045, on Brattleboro Road in Hinsdale, New Hampshire. The property reportedly has a tax lien imposed by the New Hampshire Department of Environmental Services (NH DES) as a penalty for improper disposal of tires.

The Town is considering taking the property by tax deed, but is concerned about the potential for recognized environmental conditions at the property.

Environmental assessment of the parcel will allow the Town to better quantify risk, mitigate environmental concerns, and better position the parcel for productive development.

A Phase I ESA is the initial step in the process of identifying the presence or potential presence of recognized environmental conditions. The Phase I ESA will be performed in general accordance with the requirements of ASTM International Designation E 1527-13 and the United States Environmental Protection Agency (U.S. EPA) All Appropriate Inquiry (AAI) standard. As quoted from the ASTM standard, the practice of conducting environmental due diligence in “conformance with the noted requirements and standards is intended to permit a user to satisfy one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) liability (hereinafter, the “landowner liability protections,” or “LLPs”): that is, the practice that constitutes all appropriate inquiries into the previous ownership and uses of the property consistent with good commercial and customary practice as defined at 42 U.S.C. §9601(35)(B).”
Congress directed the U.S. EPA to establish by regulation, standards and practices for conducting all appropriate inquiry. Criteria cited in the Brownfields Law and highlights of the AAI standard include the following:

1. The results of an inquiry by an environmental professional;
2. Interviews with past and present owners, operators, and occupants of the property for the purpose of gathering information regarding the potential for contamination at the property;
3. Reviews of historical sources, such as chain-of-title documents, aerial photographs, building department records, and land-use records, to determine previous uses and occupancies of the property since the property was first developed;
4. Searches for recorded environmental cleanup liens against the property that are filed under federal, state, or local law;
5. Reviews of federal, state, and local government records, waste disposal records, underground storage tank records, and hazardous waste handling, generation, treatment, disposal, and spill records concerning contamination at or near the property;
6. Visual inspections of the property and adjoining properties;
7. Specialized knowledge or experience on the part of the property owner;
8. The relationship of the purchase price to the value of the property if the property was not contaminated;
9. Commonly known or reasonably ascertainable information about the property; and
10. The degree of obviousness of the presence or likely presence of contamination at the property and the ability to detect the contamination by appropriate investigation.

**OBJECTIVES**

In preparing this scope of work, Ransom has considered the need for this project to meet the following objectives:

1. To document the history of the Property through review of available records and interviews;
2. To evaluate the likelihood that other releases of oil and/or hazardous material (OHM) have occurred or have the potential to occur at the Property;
3. To provide our opinion regarding the environmental condition of the Property, and the need, if any, for additional investigation; and
4. To provide an up-to-date assessment of the property for a prospective purchaser.
SCOPE OF WORK

To accomplish the objectives described above, Ransom has developed the following scope of work.

Task 01 – Phase I Environmental Site Assessment

Site History Development

Ransom will review available local, state and federal records in accordance with ASTM E 1527-13 in an effort to develop the history of the Property. This will include the past use and handling of OHM. Local files to be reviewed will include those readily available at the local tax assessor’s office, clerk’s office, building department, zoning department, and fire department. We will review readily available Town Directories and Sanborn Fire Insurance Maps for the Properties and surrounding area and, if available, aerial photographs will also be consulted.

If possible, Ransom will also interview individuals familiar with the history and past use of the Property. Ransom will make good-faith efforts to request information from the property owners and others who may be familiar with the property.

Regulatory Records Review

We will use Environmental Data Resources, Inc. (EDR) of Shelton, Connecticut, to conduct a search of state and federal databases to identify sites of potential environmental concern in the vicinity of the Property or at the Property itself.

Ransom will review files available via the NH DES OneStop database as well as at the publicly available archives of the NH DES for the Property and/or abutting properties.

Site Visit

Ransom will visit the Property to further assess current site conditions. During the site visit, we will document our observations including the presence of OHM storage areas (e.g., drums, aboveground storage tanks), stained soils, stressed vegetation, or any other evidence of a release or potential release of OHM. Ransom will collect photographic documentation of key findings and observations during our site visit.

Report Preparation

Ransom will prepare a summary report documenting the environmental assessment conducted at the Property. Specifically, the report will include the following, as appropriate:

1. A summary of the information gathered during the Phase I ESA, including site history, regulatory review, and observations made during the site visit;

2. A detailed site plan and a general location map for the Property;

3. Ransom’s opinion regarding the regulatory status of the Property; and

4. Recommendations for additional response actions, if necessary.
Task 02 – Results Presentation

Ransom will present the findings of the Phase I ESA to the SWRPC Brownfields Advisory Committee during one meeting in Keene, New Hampshire.

USER PROVIDED INFORMATION

In order to receive liability protection through the AAI process, the Users (person on whose behalf the Phase I ESA is conducted), have an obligation to complete interviews with the report preparer, complete a Ransom-provided User Questionnaire, and provide copies of the following documents, if available (including but not limited to):

1. Environmental site assessment reports;
2. Environmental compliance audit reports;
3. Environmental permits (for example, solid waste disposal permits, hazardous waste disposal permits, wastewater permits, etc.);
4. Registrations for underground and aboveground storage tanks;
5. Material safety data sheets;
6. Community right-to-know plan;
7. Safety plans; preparedness and prevention plans, spill prevention, countermeasure and control plans, facility response plans, etc.;
8. Reports regarding hydrogeological conditions at the Property or surrounding area;
9. Notices of other correspondence from any government agency relating to past or current violations of environmental laws with respect to the Property or relating to environmental liens encumbering the property;
10. Hazardous waste generator notices or reports;
11. Geotechnical studies;
12. Risk assessments; and/or
13. Recorded Activity and Use Limitations.

BUDGET

The proposed costs for the above-referenced Billing Group and Tasks are tabulated, below.
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Ransom Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase I ESA</td>
<td>$4,200</td>
</tr>
<tr>
<td>2</td>
<td>Phase I Presentation</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ESTIMATED COST</strong></td>
<td><strong>$4,800</strong></td>
</tr>
</tbody>
</table>

If additional tasks are required beyond this scope, a separate scope of work will be provided to SWRPC.

**REPORTING**

Ransom will provide weekly status reports by telephone or email.

Ransom will prepare the draft Phase I ESA report in PDF format to submit electronically to the SWRPC, NH DES, and U.S. EPA for review and comment. Upon completion of review and comment, and with SWRPC approval of the draft report, Ransom will submit three final report copies and a digital copy of the Phase I ESA report on compact disc to the SWRPC. A PDF of the final report will be uploaded to the NH DES OneStop database and, if requested, to the U.S. EPA.

**SCHEDULE**

Ransom anticipates that the draft Phase I ESA report can be completed and submitted to the SWRPC within 4 weeks of Ransom receiving written authorization from the SWRPC to proceed, and/or receipt of formal Site access authorization from the Site owner, whichever is latest contingent upon execution of a mutually agreeable SWRPC/RANSOM AGREEMENT FOR CONSULTANT/ENGINEER SERVICES.

We thank you for the opportunity to provide this Scope of Work and Proposed Budget for environmental services. Please call us if you have any questions.

Sincerely,

RANSOM CONSULTING, INC.

Stephen J. Dyer, P.E
Senior Project Manager

Steven F. Rickerich, P.G.
Vice President

SFR/SJD:jar

**APPROVED AND ACCEPTED BY SWRPC:**

Signature: ______________________________________________________________________

Name (print or type): ______________________________________________________________________

Title: ____________________________________________________________________ Date: ____________________________________________________________________
Figure 1
Site Location

Notes
1. Data Source: USGS National Map Seamless Server, 24K DRG, 1/3" NED
2. USGS Quad Name: Brattleboro
3. Latitude: 42° 47' 13" N
   Longitude: 72° 30' 7" W
   UTM Northing: 4740205 mN
   UTM Easting: 704301 mE

Scale and Orientation
1 inch = 2,000 feet

Prepared For
Southwest Region Planning Commission
37 Ashuelot Street
Keene, New Hampshire

Site Address
J. Mitchell Property
Brattleboro Road
Hinsdale, New Hampshire

Copyright © 2013 National Geographic Society, i-cubed
J. Mitchell Property  
Brattleboro Road  
Hinsdale, New Hampshire

Figure 2  
Site Plan

Notes: 
1. Site Plan based on National Agricultural Imagery Program Orthophotography.
2. Some features are approximate in location and scale.
3. This plan has been prepared for Southwest Region Planning Commission. All other uses are not authorized unless written permission is obtained from Ransom Consulting, Inc.

Scale and Orientation: 
1 inch = 200 feet

Legend: 
- Site Boundary
- Lot Boundary

Prepared For: 
Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, New Hampshire

Site Address: 
J. Mitchell Property  
Brattleboro Road  
Hinsdale, New Hampshire

141.05051  
Aug 2016
Date: August 22, 2016
To: Brownfields Advisory Committee
From: Staff

RE: Proposed Scopes of Work: Petroleum Site Inventory and Prioritization Assistance

Background

At the request of SWRPC staff, Ransom Consulting Inc. has prepared a scope of work to assist SWRPC in updating its petroleum site inventory, prioritizing the inventory, and reaching out to petroleum site owners. The scope of work follows this memo.

Recommendation

Approve the inventory and outreach activity as proposed.
Pursuant to your request, Ransom Consulting, Inc. (Ransom) has prepared the following revised scope of work outline and budget for assisting Southwest Region Planning Commission (SWRPC) in identifying prospective Petroleum Sites for Brownfields Assessment throughout SWRPC’s region in New Hampshire, with the intent of assessment work being to better position underutilized and environmentally stigmatized properties for productive redevelopment.

The work will be conducted as an addendum to the Southwest Region Brownfields Assessment Program AGREEMENT FOR CONSULTANT/ENGINEER SERVICES, fully executed on March 26, 2015.

SCOPE OF WORK

To accomplish the objectives described above, Ransom has developed the following scope of work.

Task 1: Inventory Review and Update

Review the SWRPC Petroleum Brownfields Inventory last updated in the spring 2011. In 2011, Ransom assisted the SWRPC by augmenting their existing inventory of potential petroleum Brownfields sites located in SWRPC’s region. As part of the 2011 update Ransom initially focused on the priority “Tier 1” communities (Antrim, Bennington, Greenville, Hinsdale, Jaffrey, Keene, Marlborough, New Ipswich, Peterborough, Swanzey, Troy, Walpole and Winchester). This review update will consider all 34 communities within the SWRPC planning district, and focus on selected communities, at the discretion of the SWRPC, with the highest likelihood of candidate sites, commensurate with the available task resources and budget.

As part of the 2011 Inventory process identified prospective Sites were reviewed for potential viability by SWRPC in collaboration with municipal representatives. As part of this proposed update Ransom will first re-consider the current status of previous listed possible Petroleum Sites, and confirm that the candidate status of previously excluded Sites has not changed.
While reviewing these Sites, underutilized commercial properties that are listed for sale at adjoining previously identified active New Hampshire Department or Environmental Services (NH DES) sites with known petroleum releases will also be considered, because often these properties are stigmatized by being located within or adjacent to a groundwater management zone, having an impacted water supply well, or a possible vapor intrusion issue.

Our review will include an update of the previous inventory of potential sites using the NH DES OneStop listing of NH DES “Sites”.

Ransom personnel will perform the following additional tasks in collaboration with SWRPC staff as necessary in order to prepare for site identification:

1. Distribute site nomination materials, as appropriate, to community officials, realtors and locally-identified property owners; and

2. Conduct interviews with State and local personnel. Central to the NH DES inquiries will be identifying whether lingering non-compliant or “red-tagged” registered underground storage tank facilities may be located in SWRPC communities. Initial feedback from the NH DES suggests that tank removals at many of these Sites have been assisted initially by the MTBE Remediation Bureau funds.

A significant component of the planned work is windshield surveys of member communities having suspect Sites. These surveys will target aging or non-compliant registered underground storage tank facilities, obvious former facilities, abutters to known leaking underground storage tank Sites, etc. Three field days are planned for the windshield surveys.

Ransom will update the site inventory spreadsheet, with a focus on: (1) Sites that have had a positive change in viability status (i.e. previously non-viable sites are now considered viable); and (2) new Sites. The inventory spread sheet contains basic site information, such as site location, property owner, real estate agency, zoning, site history, regulatory status, etc. For likely viable prospective Sites, Ransom will update contact information for the property owners and real estate agents, as available. Ransom will document the research conducted in a summary memorandum which will be provided to SWRPC with the site inventory. In addition, photographs of the potential petroleum Brownfields sites identified as part of this effort will be included in the site inventory.

Once the preliminary list of candidate sites has been developed, Ransom personnel will work with SWRPC staff to rank and prioritize the identified potential petroleum Brownfields sites utilizing the Southwest Region Brownfields Assessment Program Ranking Criteria established and provided to Ransom by SWRPC. The higher ranked sites will be looked at more closely for applicability to the SWRPC program and redevelopment potential.

Task 2: Assist with NH DES/U.S. EPA Eligibility Approval

Once the priority sites are identified, and if so requested, Ransom will assist SWRPC with NH DES/United States Environmental Protection Agency (U.S. EPA) Eligibility Form preparation. Ransom has assumed that up to six priority sites will be identified and submitted to NH DES/U.S. EPA for eligibility approval. Ransom will assist SWRPC in seeking eligibility approval for the select sites prior to meeting with the associated site owners/developers.
Task 3: Meetings with Site Owners

If so requested, Ransom will meet with existing/potential site owners and developers (either alone or in collaboration with SWRPC) to provide education on the Brownfields program and to discuss the benefits of entering their site into SWRPC’s Brownfields program. Through past experience, we have found that this face to face meeting between the stakeholders often can allay many of the concerns a property owner may have. Ransom has assumed that up to six meetings, including associated activities, will be held with potential site owners/developers as part of this inventory process. We have assumed that no new outreach materials will be required to be generated.

BUDGET

The approximate distribution of the proposed costs for the above-referenced tasks is tabulated below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Ransom Fees</th>
</tr>
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<td>Task 1</td>
<td>Inventory Review and Update</td>
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<td>Task 2</td>
<td>Assist with NH DES/U.S. EPA Eligibility Process</td>
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<td>Task 3</td>
<td>Meeting with Site Owners</td>
<td>$3,350</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COST** $9,950

If additional tasks are required beyond this scope, a separate scope of work will be provided to SWRPC.

REPORTING

Ransom will provide bi-weekly status reports by telephone or email.

Ransom will provide a preliminary site inventory and a summary memorandum documenting our research activities to SWRPC for review. Upon completion of review and comment, and with SWRPC approval of the draft site inventory and summary memorandum, Ransom will submit one digital copy (on CD) of the site inventory and summary memorandum to SWRPC.

SCHEDULE

Ransom anticipates that this scope can be completed and submitted to SWRPC within 6 to 8 weeks of Ransom receiving written authorization from the SWRPC to proceed dependent on the timing of meetings with site owners. The site identification task (Task 1) is anticipated to take approximately 4 weeks from authorization to proceed.
We thank you for the opportunity to provide this Scope of Work and Proposed Budget for environmental services. Please call us if you have any questions.

Sincerely,

RANSOM CONSULTING, INC.

[Signature]

Stephen J. Dyer, P.E
Senior Project Manager

Steven F. Rickerich, P.G.
Vice President

SFR/SJD:jar

**APPROVED AND ACCEPTED BY SWRPC:**

Signature: ____________________________________________

Name (print or type): _______________________________________

Title: ___________________________ Date: __________________