

# BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

## QUARTERLY PROGRESS REPORT #1

**Cooperative Agreement Number:** BF96166501

**Reporting Period:** October 1, 2012 – December 31, 2012

**Date Submitted:** January 29, 2013

**Prepared for:** City of Chicopee  
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## 1. PROJECT PROGRESS

*Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the grant workplan.*

### 1.1 Status of Activities During the Reporting Period

For each task described in the workplan:

#### **Describe the work ongoing/accomplished during the quarter**

Descriptions should correlate to the activities (tasks, subtasks, objectives, milestones, etc.) agreed upon in the grant workplan.

#### **Site-specific Outputs/Deliverables**

Include a listing of site-specific products completed during the quarter; include dates. These outputs should align with the outputs in your approved workplan. Examples include:

- Established and updated information repository
- Approved ABCA or other cleanup planning documents
- Approved Community Relations Plan
- Sampling and analysis plan/quality assurance project plan
- Davis-Bacon documentation
- Final cleanup completion letter from the state agency (or LEP/LSP in CT/MA)

List other deliverables or work products completed in the reporting period and provide as attachments. The following are examples of attachments:

- Community meeting minutes or summaries
- Educational brochures
- Newspaper articles about the grant properties or the grant program
- Photographs of properties

#### **Workplan Task 1: Cooperative Agreement Oversight**

Describe the work ongoing/accomplished during the quarter:

##### ***Subtask: Establish Information Repository***

An Information Repository for this project has been developed and is available for review in the Office of Community Development (OCD) at any time during normal business hours (Monday – Friday, 9:00a.m. – 5:00p.m.). Additionally, all documents included in the Information Repository will be available digitally from OCD’s webpage (<https://www.chicopeema.gov/page.php?id=74>).

##### ***Subtask: Reporting***

This first quarterly report covers October 1, 2012 – December 31, 2012 as well as the Pre-Award period. All three Uniroyal parcels (Parcel #124-03, ACRES ID #155101; Parcel #124-11, ACRES ID #155102 and Parcel #147-09, ACRES ID 155103) have been entered into the ACRES Database.

***Subtask: Requests for Reimbursements or Advances***

Funds have been expended; a Request for Reimbursement will be submitted during the second quarter.

***Subtask: Travel & Training***

N/A in 1<sup>st</sup> Quarter

***Subtask: Prepare Community Relations Plan (CRP)***

A Draft Community Relations Plan (CRP) has been developed which describes the City of Chicopee's strategy to address the needs and concerns of residents who will potentially be affected by the proposed cleanup and redevelopment at the former Uniroyal Tire Complex. Parcels addressed by the CRP include Parcel #'s 124-03, 124-11, 147-09 as well as 147-06. (Parcel 147-06 is the subject of potential future funding.) A final CRP will be released in the second quarter when the Analysis of Brownfields Cleanup Alternatives (ABCA) is released for public comment.

***Subtask: Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)***

Draft Analysis of Brownfields Cleanup Alternatives (ABCA) that were developed for the grant proposals have been reviewed and edited based on additional information regarding the targeted buildings. A revised ABCA will be released for public comment during the second quarter.

***Subtask: Implement 30-Day Public Comment Period on ABCA***

N/A in 1<sup>st</sup> Quarter

***Subtask: Public Meetings***

N/A in 1<sup>st</sup> Quarter

***Subtask: Prepare Decision Document***

N/A in 1<sup>st</sup> Quarter

***Subtask: Historic Preservation***

A Memorandum of Agreement (MOA) between the Massachusetts Historical Commission (MHC) and the City of Chicopee was executed on May 18, 2011 regarding the former Uniroyal property and structures being addressed through this EPA Cleanup Grant. Documentation was provided to the EPA Project Officer on June 26, 2012 and on June 27, 2012 it was determined that compliance with MHC and Section 106 had been met.

**Site-specific Outputs/ Deliverables:**

- Established and updated information repository
- Three sites added to the ACRES Database (Parcel #'s 124-03, 124-11 & 147-09)
- Quarterly Report #1 (October 1, 2012 – December 31, 2012 & Pre-Award)
- Draft CRP (Parcel #'s 124-03, 124-11, 147-09 & 147-06)
- Draft ABCA (Parcel #'s 124-03, 124-11, 147-09 & 147-06)
- Compliance with MHC & Section 106 Process

## **Workplan Task 2: Abatement Design & Procurement**

Describe the work ongoing/accomplished during the quarter:

### ***Subtask: Obtain Professional Engineering Services***

Prior to the City being awarded cleanup grant funds, a Licensed Site Professional (LSP) / Professional Engineer had been procured by the City for assessment and cleanup activities occurring at the property. BETA Group, Inc., the City's LSP, was procured through an open/competitive process (MA 30B Procurement requirements). BETA has been under contract with the City since January 2010.

A review of the procurement process, by the City and EPA Project Officer, determined that BETA was procured through an open/competitive process and therefore could provide the LSP/professional engineering services required on this project. Negotiations regarding a Scope of Work specific to this project began in the first quarter and the final Scope will be completed during the second quarter.

### ***Subtask: Hold a kickoff meeting with State, EPA, LSP & Professional Engineer***

A number of initial/update meetings occurred during the first quarter. The City holds regular meetings with the Brownfield Support Team (BST) designated for the site, which includes representatives from the City, EPA, MassDEP, MassDOT, MassDevelopment, the Massachusetts Office of Business Development, the Office of the Attorney General and the Executive Office of Energy and Environmental Affairs. At BST meetings, updates on the project's status are reviewed by the group, including efforts related to this cleanup project. BST meetings during the first quarter, at which the Project Officer was present, were held on the following dates:

- June 26, 2012;
- September 13, 2012; and
- November 27, 2012.

### ***Subtask: Green and Sustainable Remediation (GSR)***

N/A in 1<sup>st</sup> Quarter

### ***Subtask: Prepare Site Specific Quality Assurance Project Plan and Health & Safety Plan***

N/A in 1<sup>st</sup> Quarter

### ***Subtask: Abatement Design & Engineering***

N/A in 1<sup>st</sup> Quarter

### ***Subtask: Project Bidding / Contractor Selection***

N/A in 1<sup>st</sup> Quarter

### ***Subtask: Project Status Meetings***

N/A in 1<sup>st</sup> Quarter

### **Site-specific Outputs/ Deliverables:**

- Compliance with the procurement of LSP/Professional Engineering Services
- Meeting minutes from three BST meetings

**Workplan Task 3: Abatement Activities**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Oversight of cleanup activities***

N/A in 1<sup>st</sup> Quarter

***Subtask: Davis-Bacon Documentation***

N/A in 1<sup>st</sup> Quarter

***Subtask: Abatement Activities***

N/A in 1<sup>st</sup> Quarter

***Subtask: Cleanup Documentation***

N/A in 1<sup>st</sup> Quarter

***Subtask: Cleanup Complete Documentation***

N/A in 1<sup>st</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A in 1<sup>st</sup> Quarter

**Workplan Task 4: Air Monitoring & Post-Abatement Testing**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Air Monitoring & Post-Abatement Testing***

N/A in 1<sup>st</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A in 1<sup>st</sup> Quarter

**1.1.1 Green Remediation Efforts (if any)**

Describe briefly any green remediation efforts that have been implemented on any projects funded by this grant. Green remediation efforts should be consistent with the goals of EPA Region 1's Clean and Green Policy for Contaminated Sites, found at <http://www.epa.gov/region1/brownfields/pdfs/CleanGreenPolicy.pdf>.

EPA would like to have a site-specific comprehensive listing of these efforts, so please carry forward any activities reported during prior reporting periods. The following are examples of ways green remediation can be incorporated into a project:

- Minimizing energy consumption by using energy efficient equipment
- Maximizing use of machinery equipped with advanced emission controls
- Using cleaner fuels, such as ultra-low sulfur diesel and/or fuel-grade biodiesel, to power machinery and auxiliary equipment

- Minimizing water demand for revegetation (e.g., planting native species)
- Segregating and reusing or recycling materials, products, and infrastructure (e.g., soil, construction and demolition debris, and building materials)
- Providing erosion and sediment control to minimize runoff into environmentally sensitive areas
- Avoiding damage to environmentally sensitive areas when placing trailers and storage areas

N/A in 1<sup>st</sup> Quarter

## 1.2 Modifications to the Workplan

- 1.2.1 Include a description of any modifications to the workplan that were approved during the reporting period. Also mention in this section modifications to the workplan that will be proposed in the next reporting period. **If none, please state so.**

Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA. *Modifications requiring formal approval include changes to the budget and the approved scope of work. Other items requiring approval, such as selection of grant sites, are identified under the terms and conditions of the cooperative agreement.*

**No modifications to the workplan were approved during the reporting period; no modifications are anticipated for the 2<sup>nd</sup> Quarter.**

- 1.2.2 Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (such as training or technical support) is needed to address these problems in the future.  
**If none, please state so.**

**No significant delays or other problems have been encountered during this reporting period.**

- 1.2.3 Submit a revised schedule if changes have occurred. **If none, please state so.**

**No changes to the schedule have occurred during this reporting period.**

## 1.3 Resources Leveraged

Describe the efforts you have made during this quarter to leverage additional funds/resources to support your project(s). Describe how these funds are being used to contribute to the performance and success of your project(s) and the amounts.

This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.

These efforts should align with the leveraging efforts you proposed in your grant application and match leveraging data reported in ACRES.

**N/A in 1<sup>st</sup> Quarter**

**1.4 Progress in Meeting the Cost Share**

Describe your status in meeting the 20% cost share for this grant. Include the amount documented to date, the sources of the cost share, and plans to make up the difference. Also include the steps you are taking to ensure that you will meet the cost share by the end of the grant period of performance. (If you received a cost share waiver and do not have to meet the cost share requirement, please state so.)

Required cost share amount (20% of total grant)	Cost share information for <u>this quarter</u>			Total Cost Share Amount Met
	Cost share date	Cost share source	Cost share amount	
\$ 120,000.00	12/31/12	CDBG Funds	\$1,369.78*	\$1,369.78*

\*This total includes Personnel and Fringe Costs for Lee Pouliot, Grant Administrator for time spent on this grant project.

Describe how you plan to make of the remaining balance of the cost share:

**The City will utilize CDBG funds to meet the required cost share.**

## 2. PROJECT FUNDS

Include tables with details about how much was spent by task and object class and how much program income was generated and/or expended. Tables similar to the ones following may be used to summarize the overall finances for the project.

**If your cleanup grant includes both hazardous substance and petroleum funding, you must have separate budget tables for each funding type.**

**Table 1: Costs incurred by task and object class for the quarter (Parcel # 124-03).**

	<b>Task 1 Cooperative Agreement Oversight</b>	<b>Task 2 Abatement Design &amp; Procurement</b>	<b>Task 3 Abatement Activities</b>	<b>Task 4 Air Monitoring &amp; Post- Abatement Air Clearance Testing</b>	<b>Total</b>
<b>Personnel</b>	-	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-	-
<b>Travel</b>	0	-	-	-	0
<b>Supplies</b>	\$495.88	-	-	-	\$495.88
<b>Contractual</b>	-	0	0	0	0
<b>Other: Specify</b>	-	-	-	-	-
<b>Total</b>	\$495.88	0	0	0	\$495.88

**Table 2: Costs incurred by task and object class for the quarter (Parcel # 124-11).**

	<b>Task 1 Cooperative Agreement Oversight</b>	<b>Task 2 Abatement Design &amp; Procurement</b>	<b>Task 3 Abatement Activities</b>	<b>Task 4 Air Monitoring &amp; Post- Abatement Air Clearance Testing</b>	<b>Total</b>
<b>Personnel</b>	-	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-	-
<b>Travel</b>	0	-	-	-	0
<b>Supplies</b>	\$495.89	-	-	-	\$495.89
<b>Contractual</b>	-	0	0	0	0
<b>Other: Specify</b>	-	-	-	-	-
<b>Total</b>	\$495.89	0	0	0	\$495.89

**Table 3: Costs incurred by task and object class for the quarter (Parcel # 147-09).**

	<b>Task 1 Cooperative Agreement Oversight</b>	<b>Task 2 Abatement Design &amp; Procurement</b>	<b>Task 3 Abatement Activities</b>	<b>Task 4 Air Monitoring &amp; Post- Abatement Air Clearance Testing</b>	<b>Total</b>
<b>Personnel</b>	-	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-	-
<b>Travel</b>	<b>0</b>	-	-	-	-
<b>Supplies</b>	<b>\$495.88</b>	-	-	-	<b>\$495.88</b>
<b>Contractual</b>	-	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other: Specify</b>	-	-	-	-	-
<b>Total</b>	<b>\$495.88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$495.88</b>

**Table 2: Summary of costs incurred for project (reflects funding drawdown from grant).**

<b>Object Class</b>	<b>Current Approved Budget</b>	<b>Costs Incurred This Quarter</b>	<b>Cumulative Costs Incurred to Date</b>	<b>Total Remaining</b>
<b>Personnel</b>	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-
<b>Travel</b>	<b>\$5,928.00</b>	<b>0</b>	<b>0</b>	<b>\$5,928.00</b>
<b>Supplies</b>	<b>\$1,572.00</b>	<b>\$1,487.65</b>	<b>\$1,487.65</b>	<b>\$84.35</b>
<b>Contractual</b>	<b>\$592,500.00</b>	<b>0</b>	<b>0</b>	<b>\$592,500</b>
<b>Other: Specify</b>	-	-	-	-
<b>Total</b>	<b>\$600,000.00</b>	<b>\$1,487.65</b>	<b>\$1,487.65</b>	<b>\$598,512.35</b>

### 3. BUDGET AND OVERALL PROJECT STATUS

Include an estimate of the time and funds needed to complete the activities identified in the approved workplan, comparing that estimate with the time and funds remaining, and provide an explanation for any changes. If **overall**, the project is expected to be on target, please state so. For example, individual tasks may be behind schedule, but overall, is the project expected to be completed on time and within budget?

**As of this report, the project is expected to be completed on time and within budget. No significant changes are currently anticipated.**

### 4. PROPERTY-SPECIFIC INFORMATION

Include a listing of site-specific products completed. Examples include the community relations plan, analysis of brownfields cleanup alternatives, sampling and analysis plan, quality assurance project plan, site investigation/assessment reports, and remediation plans and designs.

Ensure final deliverable dates are consistent in all reports and in **ACRES**. Clean-up properties should be entered into ACRES immediately upon receipt of cooperative agreement award. Cleanup grant properties are often pre-existing in ACRES due to previous assessment work by other grantees. You may only need to associate your subject property record to your grant, rather than creating a new property record from scratch. Please consult you Project Officer if you have questions.

	<b>Parcel # 124-03 154 Grove Street Chicopee, MA 01020</b>	<b>Parcel # 124-11 154 Grove Street Chicopee, MA 01020</b>	<b>Parcel # 147-09 154 Grove Street Chicopee, MA 01020</b>
<b>Hazardous Substance Amount</b>	\$200,000.00	\$200,000.00	\$200,000.00
<b>Petroleum Amount</b>	N/A	N/A	N/A
<b>CRP Date</b>	<i>Draft – 11/26/12</i>	<i>Draft – 11/26/12</i>	<i>Draft – 11/26/12</i>
<b>ABCA</b>			
<b>Public Meeting Date</b>			
<b>Cleanup Plan Completion Date</b>			
<b>Approved SSQAPP Date</b>			
<b>Cleanup Start Date</b>			
<b>Cleanup Completion Date</b>			