

# BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

## QUARTERLY PROGRESS REPORT #3

**Cooperative Agreement Number:** BF96166501

**Reporting Period:** April 1, 2013 – June 30, 2013

**Date Submitted:** July 30, 2013

**Prepared for:** City of Chicopee  
274 Front Street  
Chicopee, MA 01013

**Prepared by:** Lee M. Pouliot, Planner & Administrator  
Office of Community Development  
38 Center Street  
Chicopee, MA 01013  
413-594-1488

**Submitted to:**  
Brownfields Data Manager  
EPA – New England, Region 1  
5 Post Office Square, Suite 100  
Mail Code OSRR07-2  
Boston, MA 02109-3912  
[r1bf\\_forms@epa.gov](mailto:r1bf_forms@epa.gov)

Frank Gardner  
EPA New England, Region 1  
5 Post Office Square, Suite 100  
Mail Code OSRR07-3  
Boston, MA 02109-3912  
[Gardner.Frank@epa.gov](mailto:Gardner.Frank@epa.gov)

## 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***

The Information Repository established during the first quarter is up to date as of the submission of this Quarterly Report. The Information Repository remains available at the Office of Community Development (OCD) at any time during normal business hours (Monday – Friday, 9:00a.m. – 5:00p.m.). Additionally, a second copy of the Repository is available at the Chicopee Public Library for review during normal business hours. All documents have also been uploaded to the OCD's webpage and are available digitally (<https://www.chicopeema.gov/page.php?id=74>).

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

This third Quarterly Report covers April 1, 2013 through June 30, 2013.

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

A Request for Reimbursement for expenses incurred during the second and third quarters (\$4,078.24) was submitted on June 20, 2013.

***Subtask: Travel & Training***

The City of Chicopee sent four (4) City officials to the Brownfields Conference in Atlanta, GA on May 15-17, 2013. The above-discussed Request for Reimbursement covers costs associated with the Conference.

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

The final Community Relations Plan (CRP) was released on March 20, 2013 (during the second quarter).

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

A revised ABCA was released for public comment on March 20, 2013 (during the second quarter).

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

No comments regarding the ABCA were received by the Office of Community Development (OCD) during the Public Comment Period. The Public Comment Period closed on April 19, 2013.

***Subtask: Public Meetings***

A public meeting was held on April 10, 2013 at the Chicopee Public Library to review the ABCA and solicit feedback from community members. Two community members attended the meeting along with staff from the OCD and the City's Environmental Consultant, BETA Group, Inc.

***Subtask: Prepare Decision Document***

The presentation and sign-in sheets from the ABCA public meeting held on April 10, 2013 were submitted to the Project Officer on April 12, 2013. No comments were received from the community during the Public Comment Period. The ABCA was approved as final following the close of the Public Comment Period on April 19, 2013.

***Subtask: Historic Preservation***

Section 106 Review was completed during the first quarter (July 1, 2012).

**Site-specific Outputs/ Deliverables:**

- Quarterly Report #3 (April 1, 2013 – June 30, 2013)
- Updated information repository
- Presentation & Sign-in Sheet ABCA Public Meeting (April 10, 2013)
- Final ABCA (Parcel #'s 124-03, 124-11, 147-09 & 147-06) (April 20, 2013)

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

Describe the work ongoing/accomplished during the quarter:

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

Negotiations with BETA Group, Inc. the City's Licensed Site Professional (LSP)/Professional Engineer were completed in late February 2013. Amendment #9 to BETA's contract, detailing the Scope of Services related to this grant project, was executed on March 4, 2013 (during the second quarter).

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

A Kick-off Meeting was held during the first quarter.

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

Green and Sustainable Remediation techniques are discussed in the final ABCA. Techniques discussed focus on the use of Alternative Work Practices related to hazardous building material abatement and well as the on-site reuse of asphalt, brick and concrete, wastes that can be beneficially reused on site.

The following items are under consideration under this project, as well as under a grant from MassDevelopment:

- Segregation and re-use of clean asphalt, brick and concrete (ABC) materials;
- Application for beneficial reuse of building materials (BUD) (primarily coated asphalt, brick and concrete), at the Site; and
- On-site consolidation of processed waste materials, under either a BUD approval or under applicable provisions of the Massachusetts Contingency Plan (MCP).

This approach is both implementable and effective, as demonstrated on the RiverMills Remediation Project, located immediately adjacent to this Site. Through the Brownfields Support Team (BST), the City successfully obtained a BUD approval and conducted a Release Abatement Measure (RAM) under the provisions of the MCP, to consolidate both asbestos-impacted soil/debris and PCB-impacted building demolition debris in a secure cell on the Site. Assuming the waste characterization data for the Uniroyal Buildings support on-site re-use of coated ABC materials, after segregation, processing and/or crushing, it is anticipated that a BUD approval through the MassDEP Solid Waste Section will be granted. While there will be site-specific conditions issued with such approval, significant savings would be realized and that any such re-use can be implemented in a manner that is protective of human health and the environment. Furthermore, significant benefits to the environment would be realized, since there would be limited off-site trucking and much less need to consume limited landfill capacity.

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

Most sampling required for this project was completed through a separately funded program – to date, additional sampling needs that would require a QAPP submittal has been defined and a QAPP submittal will come in the fourth quarter.

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

Structural assessments on Buildings 7, 33 and 43 were completed during the second quarter. In addition, a Technical Assistance Meeting and Site Walk with MassDEP representatives to discuss the viability of conventional hazardous building material abatement techniques versus alternative work practices were held on April 2, 2013. General consensus during this meeting defined/garnered support for the most appropriate approach to abatement in these structures.

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

Bid Documents for the project are currently being drafted, begun during the third quarter and will continue into the fourth quarter. Currently, the anticipated schedule includes bidding the project during the fourth quarter (end of August, 2013) with a contract awarded by October 1, 2013.

***Subtask: Project Status Meetings***

No BST meetings were held during the third quarter, a BST meeting will likely be scheduled during the fourth quarter.

**Site-specific Outputs/ Deliverables:**

- Minutes MassDEP Technical Assistance Meeting (April 2, 2013)
- Public Meeting Presentation & Sign-in Sheet (April 10, 2013)
- Final ABCA (April 20, 2013)

**Workplan Task 3: Abatement Activities**

Describe the work ongoing/accomplished during the quarter:

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

N/A in 3<sup>rd</sup> Quarter

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

N/A in 3<sup>rd</sup> Quarter

***Subtask: Abatement Activities***

N/A in 3<sup>rd</sup> Quarter

***Subtask: Cleanup Documentation***

N/A in 3<sup>rd</sup> Quarter

***Subtask: Cleanup Complete Documentation***

N/A in 3<sup>rd</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A in 3<sup>rd</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 3<sup>rd</sup> Quarter

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

N/A in 3<sup>rd</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 3<sup>rd</sup> Quarter – Note: Green Remediation efforts discussed in the ABCA include strategies to segregate and reuse/recycle asphalt, brick and concrete on-site.**

### **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 4<sup>th</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 4<sup>th</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                                   | 6/30/13  | CDBG Funds        | \$2,789.41        | \$6,179.86*                 |

**\*This total includes Personnel and Fringe Costs for Lee Pouliot, Grant Administrator and Meagen Mulherin, Community Development Intern who spent time working on this 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<br/>Cooperative<br/>Agreement<br/>Oversight</b> | <b>Task 2<br/>Abatement<br/>Design &amp;<br/>Procurement</b> | <b>Task 3<br/>Abatement<br/>Activities</b> | <b>Task 4<br/>Air Monitoring<br/>&amp; Post-<br/>Abatement Air<br/>Clearance<br/>Testing</b> | <b>Total</b> |
|------------------------|---|--|--|--|--------------|
| <b>Personnel</b>       | -   | -  | -  | -  | -            |
| <b>Fringe Benefits</b> | -   | -  | -  | -  | -            |
| <b>Travel</b>          | \$823.75  | -  | -  | -  | \$823.75     |
| <b>Supplies</b>        | 0   | -  | -  | -  | 0            |
| <b>Contractual</b>     | -   | 0  | 0  | 0  | 0            |
| <b>Other: Specify</b>  | -   | -  | -  | -  | -            |
| <b>Total</b>           | \$823.75  | 0  | 0  | 0  | \$823.75     |

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

|                        | <b>Task 1<br/>Cooperative<br/>Agreement<br/>Oversight</b> | <b>Task 2<br/>Abatement<br/>Design &amp;<br/>Procurement</b> | <b>Task 3<br/>Abatement<br/>Activities</b> | <b>Task 4<br/>Air Monitoring<br/>&amp; Post-<br/>Abatement Air<br/>Clearance<br/>Testing</b> | <b>Total</b> |
|------------------------|---|--|--|--|--------------|
| <b>Personnel</b>       | -   | -  | -  | -  | -            |
| <b>Fringe Benefits</b> | -   | -  | -  | -  | -            |
| <b>Travel</b>          | \$823.76  | -  | -  | -  | \$823.76     |
| <b>Supplies</b>        | 0   | -  | -  | -  | 0            |
| <b>Contractual</b>     | -   | 0  | 0  | 0  | 0            |
| <b>Other: Specify</b>  | -   | -  | -  | -  | -            |
| <b>Total</b>           | \$823.76  | 0  | 0  | 0  | \$823.76     |

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

|                        | <b>Task 1<br/>Cooperative<br/>Agreement<br/>Oversight</b> | <b>Task 2<br/>Abatement<br/>Design &amp;<br/>Procurement</b> | <b>Task 3<br/>Abatement<br/>Activities</b> | <b>Task 4<br/>Air Monitoring<br/>&amp; Post-<br/>Abatement Air<br/>Clearance<br/>Testing</b> | <b>Total</b> |
|------------------------|---|--|--|--|--------------|
| <b>Personnel</b>       | -   | -  | -  | -  | -            |
| <b>Fringe Benefits</b> | -   | -  | -  | -  | -            |
| <b>Travel</b>          | \$823.73  | -  | -  | -  | \$823.73     |
| <b>Supplies</b>        | 0   | -  | -  | -  | 0            |
| <b>Contractual</b>     | -   | 0  | 0  | 0  | 0            |
| <b>Other: Specify</b>  | -   | -  | -  | -  | -            |
| <b>Total</b>           | \$823.73  | 0  | 0  | 0  | \$823.73     |

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

| <b>Object Class</b>    | <b>Current<br/>Approved<br/>Budget</b> | <b>Costs Incurred<br/>This Quarter</b> | <b>Cumulative<br/>Costs Incurred<br/>to Date</b> | <b>Total<br/>Remaining</b> |
|------------------------|--|--|--|----------------------------|
| <b>Personnel</b>       | -                                      | -                                      | -  | -                          |
| <b>Fringe Benefits</b> | -                                      | -                                      | -  | -                          |
| <b>Travel</b>          | \$5,428.00*                            | \$2,471.24                             | \$4,544.64                                       | \$883.36*                  |
| <b>Supplies</b>        | \$2,072.00*                            | 0                                      | \$1,821.25                                       | \$250.75*                  |
| <b>Contractual</b>     | \$592,500.00                           | 0                                      | 0  | \$592,500.00               |
| <b>Other: Specify</b>  | -                                      | -                                      | -  | -                          |
| <b>Total</b>           | \$600,000.00                           | \$2,471.24                             | \$6,365.89                                       | \$593,634.11               |

**\*A Minor Budget Modification was approved by the Project Officer on May 6, 2013.**

### 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<br/>154 Grove Street<br/>Chicopee, MA 01020</b> | <b>Parcel # 124-11<br/>154 Grove Street<br/>Chicopee, MA 01020</b> | <b>Parcel # 147-09<br/>154 Grove Street<br/>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<br/>Final – 3/20/13</i>                        | <i>Draft – 11/26/12<br/>Final – 3/20/13</i>                        | <i>Draft – 11/26/12<br/>Final – 3/20/13</i>                        |
| <b>ABCA</b>                         | <i>Draft – 3/20/13<br/>Final – 4/20/13</i>                         | <i>Draft – 3/20/13<br/>Final – 4/20/13</i>                         | <i>Draft – 3/20/13<br/>Final – 4/20/13</i>                         |
| <b>Public Meeting Date</b>          | <i>4/10/13</i>   | <i>4/10/13</i>   | <i>4/10/13</i>   |
| <b>Cleanup Plan Completion Date</b> |  |  |  |
| <b>Approved SSQAPP Date</b>         |  |  |  |
| <b>Cleanup Start Date</b>           |  |  |  |
| <b>Cleanup Completion Date</b>      |  |  |  |