

BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT #5

Cooperative Agreement Number: BF96166501

Reporting Period: October 1, 2013 – December 31, 2013

Date Submitted: January 29, 2014

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

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>).

Additionally, the City is pursuing the development of a new website for the Brownfields Program. Entitled HEAL Chicopee and incorporating the elements of Health, Ecology, Activity and Legacy – the HEAL Chicopee website will serve as the City’s main community outreach platform for the Brownfields Program. All materials in the

Information Repository will be uploaded and available from the website which is expected to launch in March 2014. The City will also utilize social media including RSS Feeds, Facebook, Twitter, LinkedIn, YouTube, Vimeo, Tumblr and Instagram to further connect the community to the program while opening numerous avenues for residents to provide feedback, thoughts and ideas to the City.

Subtask: Reporting

This fifth Quarterly Report covers October 1, 2013 through December 31, 2013.

Subtask: Requests for Reimbursements or Advances

A Request for Reimbursement for expenses incurred during the third and fourth quarters (\$9,025.25) was submitted through the ASAP system on 11/13/13. A Request for Reimbursement for additional fourth quarter expenses (\$11,124.44) was submitted through the ASAP system on 11/14/13. Expenses during the fifth quarter will be drawn during the sixth quarter.

Subtask: Travel & Training

N/A during the 5th Quarter

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.

In lieu of a public meeting prior to the beginning of cleanup activities, the City will develop and install a project sign at the Uniroyal property that will provide contact information and link residents interested in project information to the HEAL Chicopee website, which will go live in March 2014.

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 #5 (October 1, 2013 – September 31, 2013)
- HEAL Chicopee Website Draft Documents (cdeVision) – November 22, 2013
- HEAL Chicopee Website Revision Documents (cdeVision) – December 26, 2013
- Updated information repository

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 (AWP) related to hazardous building material abatement as well as the on-site reuse of asphalt, brick and concrete, wastes that can be beneficially reused on site.

The following items are being considered as part of 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.

A plan of Alternative Work Practices (AWP) was submitted to the Massachusetts Department of Environmental Protection (MassDEP) on October 3, 2013 for review. The final AWP was approved by MassDEP on November 13, 2013.

A Beneficial Use Determination (BUD) for coated asphalt, brick and concrete (ABC) will be submitted to MassDEP during the next quarter. The City expects to receive plan approvals early in November 2013.

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

Additional sampling required to move forward with Abatement Design & Engineering was identified during the fourth quarter. A Site Specific Quality Assurance Project Plan (QAPP) and Health & Safety Plan were drafted and submitted to the EPA on August 8, 2013 for review and approval. Following the incorporation of edits, the QAPP was approved on September 6, 2013 and implementation of the proposed sampling plan was initiated.

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.

Abatement Design and Engineering documents were completed and incorporated into Bid Documents on October 3, 2013.

Subtask: Project Bidding / Contractor Selection

Bid documents were released by the City's Purchasing Department on October 3, 2013. The project was advertised in the Republican (local newspaper) on October 3, 2013 and in the Massachusetts Central Register on October 3, 2013. Bids were due to the City's Purchasing Office on October 24, 2013. Twelve (12) bids were received, two were disqualified. BETA Group reviewed all accepted bids and recommended the City execute a contract with low bidder, Costello Dismantling, Inc. of Middleboro, MA. A Notice of Award was issued to Costello on November 6, 2013 and a contract between Costello and the City was executed on November 21, 2013.

Subtask: Project Status Meetings

No BST meetings were held during the third quarter, a BST meeting will likely be scheduled later in 2014. Periodic update meetings between City Staff and the Licensed Site Professional were ongoing throughout the fifth quarter.

Additionally, a Kick-off meeting with Costello Dismantling, BETA Group and the City was held on November 26, 2013. Progress meetings have been held on December 11, 2013 and December 19, 2013.

Site-specific Outputs/ Deliverables:

- Final Alternative Work Practices (AWP) Plan – November 13, 2013
- Draft Beneficial Use Determination (BUD) Application – pending submission
- Bid Advertisement, The Republican – October 3, 2013
- Bid Advertisement, Massachusetts Central Register – October 3, 2013
- Abatement Design & Engineering Documents – October 3, 2013
- Bid Documents – October 3, 2013
- Bid Talley Sheet – October 24, 2013
- Notice of Recommendation to Award – October 24, 2013
- Notice of Award – November 6, 2013
- Executed Contract for Costello Dismantling – November 21, 2013
- Construction Kick-off Meeting Minutes – November 26, 2013
- Costello Progress Meeting #1 Meeting Minutes – December 11, 2013
- Costello Progress Meeting #2 Meeting Minutes – December 19, 2013

Workplan Task 3: Abatement Activities

Describe the work ongoing/accomplished during the quarter:

Subtask: Oversight of cleanup activities

Cleanup activities began on December 1, 2013. BETA Group, the City’s LSP is providing oversight of all cleanup activities. BETA has dedicated staff for continuous on-site monitoring when abatement work is being completed by the contractor. Inspection staff has attended the kick-off and all progress meetings to date. Information related to on-site inspections has been incorporated into Progress Meeting Minutes which are included in the Information Repository.

Subtask: Davis-Bacon Documentation

All required postings were reviewed with the contractor during the kick-off meeting for posting at the site. Davis-Bacon Wage Rates, Certified Payrolls, Statement of Compliance and Employee Interview forms were reviewed as well. Certified Payrolls are up-to-date for Costello Dismantling and one sub-contractor, American Environmental, Inc. Interviews will be conducted during the sixth quarter.

Subtask: Abatement Activities

Costello’s first Application for Payment was submitted to BETA Group on December 18, 2013 covering the work period from December 1, 2013 – December 17, 2013.

Completed percentages of abatement work approved for payment include the following:

- Abatement of regulated building materials in basement of Building #33, 100%
- Demolition of Building #7, 23%
- Pre-demolition abatement of regulated building materials, Building #43, 100%.

Subtask: Cleanup Documentation

N/A in 5th Quarter

Subtask: Cleanup Complete Documentation

N/A in 5th Quarter

Site-specific Outputs/ Deliverables:

- Construction Kick-off Meeting Minutes – November 26, 2013
- Costello Progress Meeting #1 Meeting Minutes – December 11, 2013
- Costello Progress Meeting #2 Meeting Minutes – December 19, 2013
- American Environmental, Inc. Certified Payroll Report & Signed Statement of Compliance
 - Payroll #1 – December 8, 2013
 - Payroll #2 – December 15, 2013
 - Payroll #3 – December 22, 2013
 - Payroll #4 – December 29, 2013
- Costello Application for Payment #1 – December 18, 2013

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 5th Quarter

Site-specific Outputs/ Deliverables:

N/A in 5th 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 5th 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 next 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 significant 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 the 5th 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	12/31/13	CDBG Funds	\$1,448.64	\$9,100.26*

***This total includes Personnel and Fringe Costs for Lee Pouliot, Grant Administrator and Meagen Mulherin, Community Development Intern / City Grant Writer 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 Community Development Block Grant (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).

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	0	-	-	-	0
Supplies	0	-	-	-	0
Contractual	-	\$4,032.22	0	0	\$4,032.22
Other: Specify	-	-	-	-	-
Total	0	\$4,032.22	0	0	\$4,032.22

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

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	0	-	-	-	0
Supplies	0	-	-	-	0
Contractual	-	\$3,060.00	0	0	\$3,060.00
Other: Specify	-	-	-	-	-
Total	0	\$3,060.00	0	0	\$3,060.00

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

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	0	-	-	-	0
Supplies	0	-	-	-	0
Contractual	-	\$4,032.22	0	0	\$4,032.22
Other: Specify	-	-	-	-	-
Total	0	\$4,032.22	0	0	\$4,032.22

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

Object Class	Current Approved Budget	Costs Incurred This Quarter	Cumulative Costs Incurred to Date	Total Remaining
Personnel	-	-	-	-
Fringe Benefits	-	-	-	-
Travel	\$5,428.00	0	\$4,656.92	\$771.08
Supplies	\$2,072.00	0	\$1,870.76	\$201.24
Contractual	\$592,500.00	\$11,124.44	\$19,987.90	\$572,512.10
Other: Specify	-	-	-	-
Total	\$600,000.00	\$9,025.25	\$26,515.58	\$573,484.42

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.

	Parcel # 124-03 154 Grove Street Chicopee, MA 01020	Parcel # 124-11 154 Grove Street Chicopee, MA 01020	Parcel # 147-09 154 Grove Street Chicopee, MA 01020
Hazardous Substance Amount	\$200,000.00	\$200,000.00	\$200,000.00
Petroleum Amount	N/A	N/A	N/A
CRP Date	<i>Draft – 11/26/12 Final – 3/20/13</i>	<i>Draft – 11/26/12 Final – 3/20/13</i>	<i>Draft – 11/26/12 Final – 3/20/13</i>
ABCA	<i>Draft – 3/20/13 Final – 4/20/13</i>	<i>Draft – 3/20/13 Final – 4/20/13</i>	<i>Draft – 3/20/13 Final – 4/20/13</i>
Public Meeting Date	<i>4/10/13</i>	<i>4/10/13</i>	<i>4/10/13</i>
Cleanup Plan Completion Date	<i>4/20/13</i>	<i>4/20/13</i>	<i>4/20/13</i>
Approved SSQAPP Date	<i>9/6/13</i>	<i>9/6/13</i>	<i>9/6/13</i>
Cleanup Start Date	<i>12/1/13</i>	<i>12/1/13</i>	<i>12/1/13</i>
Cleanup Completion Date			