

## **MINUTES**

### **Lakes Region Brownfields Advisory Committee (BAC) Meeting**

**LRPC Office Building  
103 Main Street  
Meredith, NH**

**November 5, 2009 ~ 1:00 PM**

#### **Committee Members Present**

Michelle Bonsteel, Town of Bristol  
Bill Seed, Coldwell Banker Commercial Weeks Associates  
Dean Anson, Lake Winnepesaukee Watershed Association  
Tom Hoopes, Alton Planning Board  
Carol Pierce, Laconia Human Relations Committee  
Mark Scarano, Grafton County Economic Development Council  
Jennifer Boulanger, Belknap County Economic Development Council  
Doug Holmes, Lakes Region Chamber of Commerce  
John Liptak, NH Department of Environmental Services (DES)

#### **LRPC Staff**

Kimon Koulet  
Erica Anderson  
Stephanie Dulac

#### **Others Present**

Scott McPhie (in place of Shanna Saunders), Town of Laconia  
Steve Schuster (in place of Linda Harvey), Laconia Area Community Land Trust  
Steve Rickerich, Ransom Environmental Consultants, Inc.

#### **1. Call to Order and Introductions**

Kimon K. called the meeting to order at 1:10. He welcomed the group and asked them to go around the table and introduce themselves as well as give a brief overview of their brownfields knowledge.

Kimon K. stated that the LRPC received funding for the Brownfields process in August and that he is looking for committed committee members to sign on to the project.

#### **2. Overview of Brownfields Program: The State's Perspective**

John L. gave a power point presentation outlining the EPA Brownfields Program. The presentation went over what a Brownfield site is and why it is important to clean it up. The presentation included information regarding both the federal and state governments' influence in reducing financial and liability barriers to reusing brownfield sites.

### **3. LRPC Brownfields Scope of Work**

Erica A. described the LRPC's project outline in Brownfield redevelopment process. Through the \$400K Federal EPA Grant, the BAC will examine approximately 6 petroleum sites and 4 hazardous materials sites all within the Lakes Region. Half of the grant should be spent on sites that were contaminated by petroleum and half on sites that were contaminated by hazardous materials. The grant supports the completion of Phase I and Phase II and some Remediation Planning within a three-year period.

**Phase I** - Identify potential Brownfields Remediation sites and conduct background research on ownership history of parcel. Verify what activities were conducted on the land throughout the years.

**Phase II** - Environmental assessment of site. Take soil samples to identify what substances are present on the property and to what extent the site is contaminated. The BAC will work with the consultant to identify which sites are appropriate to move forward with the remediation process.

**Remediation Planning** - Develop a working plan of how to redevelop the site. This should be done with input from the consultant, the communities, the municipalities and developers. The goal is to make the site viable economically, socially and environmentally.

There will be Brownfield informational and outreach materials posted on LRPC's website as well as links to DES's Brownfields website page.

### **4. Role of the Brownfields Advisory Committee**

Kimon K. gave a process timeline for distributing an RFP and selecting a consultant to work on the project. The goal is to get the RFP out by December. A representative from the New Jersey Institute of Technology will come up next week to meet with Kimon K. and Erica A. to guide them through the RFP process. The RFP applications will be posted to LRPC's website.

Kimon K. distributed a draft of the consultant selection criteria and asked that committee members email him with any comments and/or recommendations to the criteria in the next couple days. Kimon K. would like to create a consultant selection sub-committee that would interview potential consultants and ultimately make the final selection.

The LRPC Executive Board would need to approve of the consultant selection process at their meeting next week before the sub-committee is formed as the contract for hiring the consultant is through the LRPC. The goal is to have a consultant selected by the next BAC meeting in February.

The consultant would help to identify sites, will conduct the environmental assessment of the sites and will work with the BAC to determine which sites will be selected for remediation. They will also be working on the remediation plan with the municipality, developer, property owner and community. From that point there is the opportunity to apply for clean-up funding.

**5. Next Meeting**

For future meetings, the first Thursday of the month seems to work for most of the BAC committee members at 2pm. The meetings will last for a maximum of 2 hours and committee members will be notified if the meetings will be less than that. Erica A. will email meeting materials to committee members for review before scheduled meetings.

**6. Adjournment**

The meeting was adjourned at 3:10pm.