

CLEANUP WORKPLAN

City of Bristol, CT

Workplan for CERCLA Section 104(k) Cleanup Cooperative Agreement

August 3, 2009 – August 2, 2012

GOAL 4: Healthy Communities and Ecosystems

Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Bristol, CT, as a general purpose unit of local government, was selected for Cleanup funding in the FY 2009 competition.

The City of Bristol, encompassing 27 square miles, has a long history of manufacturing in clock-making, brass products, primary and fabricated metals, specialty springs, wire goods, machinery, and machine and automotive parts. By 1995, the City had lost all of its significant manufacturing businesses. Unfortunately, that history has left a legacy of vacant, underutilized, and contaminated properties throughout the City. The City will perform concurrent remediation and construction of a community parking lot on the H.J. Mills Property. The property consists of three parcels. Work under this cooperative agreement will be performed on two parcels of the property: Assessor’s Map 30 Lots 61-1A and 61-2. The Mills Property has been an abandoned and blighted site in our downtown business district for twenty-three years. The property was used for the manufacture of paper and cardboard boxes from circa 1895 through 1985, at which time the business and property were vacated. A fire destroyed the facility in December 1998. The City foreclosed on the property in July 1999. The goals of the project to be funded by this cooperative agreement are to remediate the subject brownfields property and to facilitate the property’s redevelopment. These goals will be accomplished by performing non-site-specific tasks and site-specific tasks. Non site-specific tasks include hiring a Qualified Environmental Professional, obtaining remedial contractor services and performing public outreach. Site-specific tasks include preparing a community relations plan, a QAPP, an ABCA and enrolling in the Connecticut Voluntary Remediation Program (VRP).

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the City Grants Administrator, assisted by the Comptroller's Office and the City Corporation Counsel, with technical assistance and oversight to be performed by an environmental consultant and the Connecticut VRP.

WORKPLAN TASKS:

The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes).

Task 1: Cooperative Agreement Oversight

Activities (commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<p>Obtain QEP services. Prepare Request For Proposals, evaluate applications, conduct interviews, hire contractor. Prepare scope of work. Prioritize, track and evaluate contractor products. Conduct periodic project status meetings with contractor to discuss project issues and priorities. Conduct annual performance evaluations for contractor.</p>	<p>1st Quarter/FY 2009 Ongoing</p>	<p>High quality contractor work products that meet the recipient's and EPA's expectations; confirmation in quarterly report that contractor selection was competed and made.</p>	<p>Maintain effective work force to meet workplan commitments</p>
<p>Reporting; including Quarterly reports, MBE/WBE forms, preparation and updating of property profile forms, input data into ACRES database</p>	<p>Quarterly reports are submitted quarterly; MBE/WBE forms are submitted semi-annually; update property data as activities occur</p>	<p>Report on grant activities</p>	<p>Ensures compliance with Terms & Conditions reporting requirements</p>
<p>Request for Reimbursements or Advances</p>	<p>Ongoing</p>	<p>Forms submitted to Las Vegas for payment</p>	<p>Keeps project moving toward completion</p>
<p>Travel & Training; Attend brownfields related meetings, training sessions and conferences</p>	<p>Ongoing activities</p>	<p>Meetings, conferences, training sessions attended</p>	<p>Increases knowledge of brownfields issues and programs</p>

Task 2: Community Involvement

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Work with CBOs identified in proposal to ensure commitments are implemented	TBD	Commitments that were identified in proposal are implemented	Increased coordination with stakeholders and others
Prepare Community Relations Plan	TBD	Plan for notifying community about cleanup	Improve understanding and participation in cleanup and redevelopment process
Establish Information Repository	TBD	Repository of documents which allows public to review site assessment & cleanup history	Improves understanding of how cleanup alternative was selected
Public Meetings including video taping for airing on public access television	TBD	Meetings which inform public of cleanup activities and provide a chance for input & comment	Improves understanding of cleanup and allows for potential modifications based on public input
Implement 30 Day Public Comment Period on Analysis of Cleanup Alternatives (ABCA)	TBD	Allows for review and comment of cleanup related documents	Allows for consensus on cleanup

Task 3: Site-Specific and Cleanup Related Activities

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Hold a kickoff meeting with State, EPA and QEP	TBD	Meeting	Ensures all agencies are in agreement with cleanup plan
Oversight of cleanup activities	During remedial activities	Number of inspections; site reports by QEP	Ensures cleanup is conducted in compliance with VRP
Prepare Analysis Of Brownfields Cleanup Alternatives and other State related remedial design and engineering cleanup documents	TBD	Approved Report documenting how and why cleanup alternative was selected; approved engineering design documents and approved budget	Ensures cleanup alternative is selected and communicated to public; ensures cleanup will be done in compliance with state response program and EPA funds will be used for eligible activities
Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan	TBD	EPA approved QAPP	Ensures that quality data is used in determination of cleanup complete
Pre-remedial investigation	Prior to remedial activities	Confirmation of extent of contamination	Ensures cleanup is conducted in compliance with VRP
Conduct soil remediation activities	TBD	Contaminated soils removed and/or remediated	Ensures cleanup has met VRP cleanup levels

Conduct ground water monitoring	TBD	Number of wells, number of samples and analytical results	Ensures cleanup has met VRP cleanup levels
Collection of confirmatory samples	When remedial activities are complete	Number of samples and analytical results	Ensures cleanup has met VRP cleanup levels
Prepare State-required cleanup completion/closeout documents , including Environmental Land Use Restriction (ELUR)	TBD	Report documenting cleanup is complete	State approval of cleanup and assurances that cleanup is protective of human health and the environment
Obtain State Approval of cleanup complete in writing Or LSP/LEP determination	TBD	Letter, submitted to EPA	Site is officially clean and ready for reuse; assists in documenting cleanup completes; estimated number of brownfield property acres available for reuse

Task 4: Legal Activities

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Development and filing of Environmental Land Use Restriction on deed in City Land Records	TBD	Deed restriction	Ensures cleanup has met VRP cleanup levels; ensures continuation of approved land uses