

Naval Weapons Industrial Reserve Plant Calverton Restoration Advisory Board Charter

Navy Environmental Restoration Program

1.0 Mission Statement

The mission of the Naval Weapons Industrial Reserve Plant (NWIRP) Calverton Restoration Advisory Board (RAB) is to establish and maintain open and interactive dialogue between the Navy, state and federal regulatory agencies, and the local community concerning the Environmental Restoration Program (ERP) activities at NWIRP Calverton.

2.0 General Function of the RAB

The RAB exists to give the community access to information about the progress of the Navy's ERP activities at NWIRP Calverton. The RAB concept allows an interested subset of the local community to become educated on the technical aspects of the planning, investigation, risk management decisions, and actions of specific Navy ERP sites, and provide advice to the decision-makers based on common issues and concerns of the local community. The RAB will also act as a liaison group to disseminate information to the local community and solicit feedback.

The RAB is not a decision-making board, but rather a valuable resource in ensuring local knowledge, issues, and concerns are considered and incorporated where appropriate, into the Navy's overall plan and execution of the ERP at NWIRP Calverton. The Navy will consider all advice provided by the RAB, whether offered as a consensus or by individual members, including minority views of individual RAB members.

3.0 RAB Structure

3.1 The RAB is made up of stakeholders from the following groups:

- Local residents, who broadly represent different community sectors. RAB participation by community members is done on a voluntary basis.
- The Navy as the responsible party and party accountable for environmental restoration actions on and near NWIRP Calverton. Representatives from Naval Facilities Engineering Systems Command (NAVFAC), Mid-Atlantic manage Navy actions and projects and act as the official Navy RAB representative.

3.2 Partnering agencies or Non-Department of Defense decision-making agencies include:

- New York State Department of Environmental Conservation (NYSDEC) and the New York State Department of Health (NYSDOH)..
- Suffolk County Department of Health (SCDOH) provides comments and input through the NYSDOH.

3.3 The NWIRP Calverton RAB shall have Chairmanship, representing both the Navy and the local community. The Navy's chair will be appointed by the commanding officer, NAVFAC, Mid-Atlantic, and a community chair will be elected by community members of the RAB.

- The community chair will be elected by a majority vote of the community RAB members. The community chair will be asked to serve a three-year term.
- The existing community co-chair will remain in the position for one-year following the charter signing, whereupon the first election of the community chair will be conducted.
- The community chair may be removed if it is determined they are unable to perform required duties for the RAB. Community chair removal is initiated by a majority vote of the community RAB members.

3.4 RAB meetings will be called by joint agreement between the NWIRP Calverton RAB chairpersons on a semi-annual basis at a minimum, or as needed. Agenda items will be submitted 30 days in advance to the co-chairs. The Navy co-chair will then provide the agenda to board members 10 days in advance of the given meeting. RAB presentations will be posted to the NWIRP Calverton website at least three calendar days prior to the meeting.

4.0 Operating Procedures

4.1 Meetings will be held at a location convenient to community members. Potential locations include, but are not limited to, the *Manorville Fire Department, 14 Silas Carter Road, Manorville, NY 11949* and the *Riverhead Senior Center, 60 Shade Tree Lane, Riverhead, NY*. If needed, the Navy may opt to host meetings using a virtual platform; all RAB members and the public will be notified.

4.2 All official RAB meetings are open to the general public, and RAB members should encourage other interested community members to attend meetings and ask questions. The RAB may convene for orientation, training, or other administrative purposes which may not be advertised and/or open to the general public or media.

4.3 Meetings will be conducted according to the following format:

- Official RAB members will have a designated seating area to facilitate discussions with the chairs and government representatives.
- A trained facilitator who is a neutral third-party and is acceptable to all members of the board may be used. The facilitator's role is to guide the RAB through a cooperative communication process to fulfill the agenda as easily as possible. The facilitator has no substantive decision-making authority. The facilitator focuses on the group's communication process rather than the technical content of what is discussed.
- The chairs or the facilitator will run the NWIRP Calverton RAB meetings. The chairs and/or facilitator will make every effort to keep the presentations moving according to the time allotted in the agenda.
- The chairs or facilitator will introduce speakers. Most presentations will be given using PowerPoint presentations or some other type of visual aid to assist RAB members. RAB members may ask questions by first raising their hands and being acknowledged by a chair or the facilitator before speaking. It is recommended that RAB members hold

questions when possible until the end of each presentation. Questions can be asked during the presentations if necessary.

- All remarks or questions will be made in a courteous manner. Profanity, angry or violent outbursts, and other types of disrespectful or rude behavior will not be tolerated. Chairs and/or the facilitator will provide a warning to anyone exhibiting unacceptable behavior. Anyone continuing to exhibit poor behavior after a warning will be asked to leave the RAB meeting and his/her future membership privileges may be considered by the RAB.
- While voting or polling, the members may facilitate RAB discussions. Such votes are advisory only and not binding on agency decision makers. The NWIRP Calverton RAB community chair will work with RAB members to determine how the group would like to handle proposing and debating recommendations. If group consensus on a recommendation is achieved, then the community chair will either summarize the group's opinions/position during RAB meetings or submit a written summary to the Navy chair. Group consensus is not required for RAB input; each member of the RAB may provide advice as an individual.
- Non-members will be allowed to ask questions and provide comments during the open discussion portion of the meeting that will follow the presentations, and will be included on each agenda.

4.4 The Navy co-chair will be responsible for the minutes of each meeting and for dissemination of the meeting minutes within 21 days after each meeting, and other data requiring committee review and comments. RAB members have 30 days to review the meeting minutes and provide comments. The Navy will finalize and upload meeting minutes to the website before the next RAB meeting.. Meeting minutes, including all questions/answers received in the allotted period, will be made available to the public on the NWIRP Calverton ERP website.

4.5 The Navy will make available copies of technical and other documents pertinent to the environmental programs. These documents will be made available in the Information Repository located in the Riverhead Free Library, and on the Navy's official NWIRP Calverton ERP website.

4.6 During RAB meetings, the Navy chair will provide a progress report on environmental activities to the board. At a minimum, this report will describe activities since the last RAB meeting and a summary of the projected work and documents that will likely be available for RAB review before the next RAB meeting.

4.7 Sub-committees may be established by joint agreement between chairpersons, and as deemed necessary to facilitate RAB operations.

5.0 Membership

5.1 The participation goal for NWIRP Calverton RAB is 10 community members with a maximum of 20 community members. The Navy considers *active participation by 5 or more local community RAB members* to be indicative of "sufficient and sustained interest" to continue operating the RAB as defined by the DoD RAB Rule.

- Community RAB membership terms are for three years and are renewable based on a majority vote of the community RAB members. Public explanation of votes against membership renewal will be required. Membership records will be reviewed at the end of each meeting. Membership will be voted on for each RAB member whose term will expire before the next scheduled RAB meeting. If a scheduled RAB meeting is postponed and causes a membership vote to be missed, any expiring memberships will be extended and a vote made at the first available meeting.
- Community RAB members are expected to attend all regularly scheduled RAB meetings (virtual/webinar and/or in-person) or to send an alternate if they are not able to attend a meeting.
- To designate an alternate, the RAB member will notify the community co-chair in advance.
- In the case that an alternate attends, he/she will have the same rights of participation as the official RAB member.

5.2 Community RAB members, or their designated alternate, not attending two consecutive meetings without reasonable explanation may be subject to removal by vote of the remaining community RAB members.

5.3 Regardless of attendance, a RAB community member can be asked to resign for actions detrimental to the working process. This requires a motion to be made during a RAB meeting by one RAB member, seconding by another RAB member, and a confirming vote by at least 75 percent of the community RAB members. Detrimental actions could include, for example:

- Consistently unwilling or unable to participate constructively in RAB meetings.
- Conflict of interest (for example, stands to gain monetarily from remediation decisions).
- Being disruptive and/or exhibiting behavior not indicative of section 4.3.

5.4 Recommendations for addition to and removal from the RAB of community RAB members must be submitted to either community co-chair in writing and will be approved by vote of the remaining community RAB members.

5.5 When a member resigns or the RAB decides to expand membership, the vacancies will be filled by requesting applications that will be made available to all interested. Existing RAB members will act as a selection panel for new members. If there are more prospective members than vacancies on the RAB, then the panel will establish and announce the following:

- Procedures for nominating community RAB members,
- Criteria for selecting community RAB members, and
- List of RAB nominees.

Following the panel nominations, the community and Navy co-chairs will review the nominations to ensure they fairly represent the local community. Specifically, the RAB community members should live and/or work in the affected community, or be affected by the environmental restoration work being conducted by the Navy for NWIRP Calverton ERP. The overall makeup of the RAB should be diverse and represent the affected community as a whole. As an example, the RAB should avoid selecting members solely from one neighborhood if there are applications available from people in other neighborhoods that are also considered part of the

local, affected community. The co-chairs will provide the recommended list to the NWIRP Calverton Project Manager (Melvin L. Acree, NAVFAC Mid-Atlantic), who will then appoint the community RAB members.

5.6 All RAB members will serve without compensation. All expenses related to serving on the board will be borne by the respective member, and/or his/her organization.

6.0 Responsibilities

6.1 Responsibilities of the Community Co-Chair include:

- Ensuring membership participation in an open and constructive manner.
- Ensuring that community issues and concerns related to cleanup are fully communicated to the Navy.
- Coordinating, preparing and distributing the meeting agenda with the Navy co-chair after consultation with the RAB community members.
- Providing review and comment on Draft RAB meeting minutes along with the other RAB community members.
- Reporting communications with Navy co-chair that occur outside of RAB meetings back to the other RAB community members as soon as possible.
- Assisting in the dissemination of information to the general public.
- Working with the RAB members to identify areas or topics where Technical Assistance for Public Participation (TAPP) grants would be appropriate. Money is available under the TAPP program for DoD to hire technical support to help RAB members better understand the Environmental Restoration program. The primary responsibility for completing the TAPP application lies with the RAB community members and, especially the Community Co-Chair. The Deputy Under Secretary of Defense for Environmental Security TAPP handbook contains detailed information on the TAPP program and applying for TAPP grants. It is available on the internet at:
<https://apps.dtic.mil/dtic/tr/fulltext/u2/a376044.pdf>

6.2 Responsibilities of the RAB Navy co-chair include (but are not limited to) the same duties listed for the community co-chair in 6.1 above, as well as:

- Ensuring adequate administrative and logistics support to the RAB, in accordance with the DoD RAB Rule (40 Federal Register 4061, January 28, 2005), Management Guidance for the Defense Environmental Restoration Program (Office of the Deputy Under Secretary of Defense, September 2001) and the Navy/Marine Corps Installation Restoration Manual (2001).
- Providing routine allowable administrative support necessary to establish and operate the RAB, such as:
 - Provision and preparation of meeting facilities
 - Preparation of meeting minutes and other routine word processing tasks
 - Copying/printing/distributing RAB minutes, public notices, status reports, etc.
 - Distribution of public notices in a local newspaper and in public places, such as libraries, schools, government offices, businesses, etc.,
 - Distribution of outreach and other RAB materials
 - Meeting facilitation

- Developing and maintaining attendance records and a mailing list of RAB and other interested parties.
- Ensuring that the Navy considers and responds in writing to comments related to environmental restoration activities that are provided in writing at RAB meetings. In most cases, RAB meeting minutes will serve as responses to specific comments provided verbally during RAB meetings, but some comments or questions may require additional written responses, which will be determined by the RAB members.
- Providing relevant policies and guidance documents to enhance operations of the RAB.
- Maintaining and updating the information repository located at the Riverhead Free Library.
- Maintaining and updating a website which includes links to documents for review.
- Providing information to the RAB regarding the TAPP program, reviewing any TAPP applications for completeness and submitting completed applications for processing.

6.3 Responsibilities of RAB community members are:

- Come to RAB meetings informed and participate openly and constructively.
- Review all documents related to environmental restoration activities at NWIRP Calverton that have been provided to the RAB for review and provide timely comments to the Navy and regulatory decision-makers.
- Provide advice and feedback about community concerns at RAB meetings.
- Communicate with the local community about clean-up issues.

6.4 Responsibilities of RAB Regulatory Agency Members are:

- Serve as information and referral resource for the community.
- Review documents and provide written comments to the Navy in a timely manner. This will allow RAB members access to the comments through the Navy Information Repository and requests to the Navy.
- Address Federal and State environmental standards and regulations.
- Provide comments to the community as soon as possible.

7.0 Dissolution of the RAB

7.1 The NWIRP Calverton RAB may be dissolved if:

- All required remedial actions have been implemented
- The property is transferred out of DoD control
- 75 percent of the members agree in writing to terminate the RAB, or
- There is no longer sufficient, sustained community interest, as documented by Navy with RAB community members and community-at-large input, to sustain the RAB.

7.2 Section 5.1 defines sufficient and sustained community interest as five or more active RAB members. If participation in RAB meetings drops below five community RAB members for three or more consecutive meetings, the Navy will work with active RAB members to solicit new RAB membership applications. The Navy may consider dissolving the RAB if sufficient and sustained interest cannot be maintained. If the RAB is dissolved, the Navy will be responsible for

reassessing community interest regularly that could warrant reactivation or reestablishing the RAB.

7.3 NAVFAC will consult with NYSDEC, NYSDOH, RAB members, and the local community before making a final decision to dissolve the RAB.

7.4 If the Navy dissolves the RAB, the rationale for adjournment will be documented in a memorandum in the Administrative record, and the public will be notified of the decision through written notice to the RAB members and through publication of a notice in the local newspaper. Information will also be provided about other ongoing public involvement opportunities that are available.

8.0 Effective Date and Modification

8.1 The effective date of this charter is the date on which it is approved by a simple majority (51%) of the RAB membership and signed by the RAB members present at that meeting.

8.2 This charter will be amended as required by changes in state, federal and local laws or regulations or as a result of RAB member request for modification.

8.3 Charter amendments and modifications require a simple majority vote of the RAB members present at the meeting when the amendment is presented for vote and approval of both co-chairs. All proposed changes to this charter must be in writing and placed on the meeting agenda for one meeting prior to voting on the amendment.

8.4 This charter will be evaluated every three years along with community chair elections.

9.0 Media Participation

9.1 All RAB meetings are open to the public and can be attended by various media outlets with exceptions as indicated in 4.2.

9.2 Phone and/or live interviews may be granted to media outlets before or after scheduled RAB meetings with prior request to the Navy's Public Affairs Office at NAVFAC_ML_PAO@navy.mil.

9.3 All media queries regarding the RAB shall be submitted electronically via email to the NAVFAC Mid-Atlantic Public Affairs Office at NAVFAC_ML_PAO@navy.mil. NAVFAC, Mid-Atlantic requests media outlets provide a reasonable amount of time to prepare and provide accurate responses to questions. All queries will be responded to in writing.

Approval Signatures:

Adrienne Spunt 4/5/22 _____
NAME DATE NAME DATE

Kelly McClindry 4/5/22 _____
NAME DATE NAME DATE

JM Lapato 04/05/22 _____
NAME DATE NAME DATE

Ch McKel 4/5/22 _____
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Vincent Runk 4/5/22 _____
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pk Mancini 4/5/2022 _____
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