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February 9, 1996

Project Number 5278

**Mr. Robert Krivinkas
Remedial Project Manager
Northern Division, Naval Facilities Engineering Command
10 Industrial Highway, Mail Stop 82
Lester, Pennsylvania 19113**

**Reference: CLEAN Contract No. N62472-90-D-1298
Contract Task Order 218**

**Subject: Draft Minutes
February 8, 1996 RAB Meeting**

Dear Mr. Krivinkas:

Enclosed is a copy of draft minutes from the Restoration Advisory Board meeting held on February 8. I look forward to receiving your comments.

If you have any questions regarding these matters, please contact me at (508) 658-7899.

Very truly yours,

A handwritten signature in cursive script that reads "Betsy Horne".

**Betsy Horne
Community Relations Specialist**

Enclosure

**c: B. Wheeler, NETC (w/enc.)
L. Chu, B&RE - Wilmington (w/enc.)
J. Trepanowski/M. Turco, B&RE - Wayne (w/enc.)
File 5278 - 1.0 w/o enc./5278 - 9.0 w/enc.**

**NAVAL EDUCATION AND TRAINING CENTER
RESTORATION ADVISORY BOARD MEETING
FEBRUARY 8, 1996**

MINUTES

On Thursday, February 8, 1996, NETC Newport conducted its first Installation Restoration Program Restoration Advisory Board (RAB). The meeting's goal was to provide the RAB members with a roadmap of the procedural and training activities that will take place over the next few months and to encourage the members to become acquainted. As they arrived, community members were given personalized 3-ring binders in which to retain RAB training material.

Twenty-seven people signed the sign-in sheet, including 12 RAB community members. RAB community members attending were: D. K. Abbass, Al Arruda, Elizabeth Bermender, Mary Blake, David Brown, Tony D'Agnew, Bill Fenton, Frank Flanagan, June Gibbs, Dennis Klodner, Howard Porter, and John Torgan. Also attending were Navy personnel Captain Jon Wyman, David Sanders (Public Affairs), Robert Krivinskas (Naval Facilities Engineering Command, Northern Division), and Brad Wheeler (Environmental Affairs). Rich Gottlieb and Paul Kulpa from the Rhode Island Department of Environmental Management were also present. Kymberlee Keckler from EPA was absent due to illness; also absent were RAB community members Paul Russell and Keith Stokes.

The meeting, held at the Base Officer's Club, began at 7:05 pm with the introduction of Captain Wyman, the Director of the Base's Public Works Department, who had been named by Commanding Officer Farrell as the RAB's Navy Co-chair. Captain Wyman reviewed the Navy's original rationale for establishing RABs - to enhance the public's support for Installation Restoration Program (IRP) cleanup at facilities affected by base closures - and previewed the evening's agenda (attached).

Brad Wheeler, NETC's IR Program Manager, used an overhead to discuss the steps necessary to create a fully operational RAB (attached). These activities include dealing with procedural matters such as the selection of a community co-chair and creation of a charter, as well as

imparting an understanding of the cleanup process and a knowledge of NETC's IR sites and their cleanup status.

Brad asked those present to introduce themselves. Self introductions began with Captain Wyman and circled around the room.

Captain Wyman discussed the roles and responsibilities of the Navy Co-chair, as depicted on an overhead. Brad reviewed the same functions for the community Co-chair, as well as issues the community members should consider as they develop the charter and elect a Co-chair. The four overheads dealing with these points are attached. Brad also asked each community member to fill out the information in the mini-biography in their binder and return it to him in the self-addressed stamped envelope found in the binder's front pocket. The biographies will be compiled and shared both within the RAB and with the public.

On Saturday, March 9, NETC is sponsoring a tour of the NETC sites for the community members. Brad reviewed the types and status of the 12 NETC site (2-page overheads attached) and displayed a copy of the NETC-wide map showing the location of these sites (attached). A letter will be sent to each community member reminding them of the tour. Community members should meet at the Officer's Club at 9:00 am, where transportation will be provided. Lunch will be provided. NETC also hopes to have a facilitator and team-building expert present for the day's activities.

Brad reviewed future plans. Nominations for community Co-chair are due by March 9. A vote on the Co-chair position will take place at the next RAB meeting, scheduled for 7:00 pm, Wednesday, April 17 at the Officer's Club. Brad reviewed the agenda for that meeting (attached), noting that thereafter, the RAB will determine when and where it meets. He also encouraged community members to ask questions and to let NETC know if there are types of information they are not getting that they feel are necessary for the RAB to be an effective board.

The final issue Brad addressed was assigning two pieces of homework for the community members that are contained in their binders: review the copy of the draft charter to assess

what changes are desirable and learn the list of acronyms.

A few questions were posed:

Comment: The meeting was well organized. Is there any time frame the community members should be aware of? When is this effort scheduled to be over?

Response: Captain Wyman suggested this may be an issue to include in the charter. The continuation of funding from DoD would also affect the schedule. Rich Gottlieb from DEM mentioned that the Federal Facility Agreement would include a schedule.

Comment: Which NETC site was recently dropped by EPA from CERCLIS?

Response: Brad/Bob - I could not hear the answer.

Comment: When will we be studying Tank Farm ____? Bob/Brad - I could not hear most of the question or the answer.

The formal portion of the meeting concluded at 7:50. Everyone was invited to remain for a social hour, with coffee, cookies, and pastries.

DRAFT

Restoration Advisory Board Meeting 8 February 1996

AGENDA FOR 8 FEBRUARY MEETING

(Name Tags on Arrival)

Introduction: Captain Jon C. Wyman, USN

Welcoming Remarks

GOAL

Timely, cost effective cleanup consistent with State and Federal Regulations regarding Human Health and the Environment.

Getting Started

Member Introductions

Installation of Navy Co-Chair: Captain Jon C. Wyman

- Role and Responsibilities

Discussion of Community Co-Chair Nomination and Selection

- Roles and Responsibilities

- Nomination and Selection Process Overview

Discussion of Charter Development

Personal Biographies (Handout)

Site Tour Date (March 9, 1996)

- Map and Short Review

Set Next Meeting Date (17 April)

Preliminary Agenda

Acronym List

Questions

GETTING STARTED

Goal: Establish an Operational RAB

- Establish RAB Mission Statement and Procedures

Nomination/Selection of Community Co-chair

Develop a Charter

- Provide the RAB with knowledge of the Process

IR/CERCLA Process

Detailed Site Description and Status

RAB Operation

Advisory Operation on Issues, Investigations
and Remedial Actions

Provide Document Review and Comment

Serve as a Link to the Community

ROLES AND RESPONSIBILITIES OF THE INSTALLATION CO-CHAIR

- Ensure that the installation participates in an open and constructive manner
- Provide draft documents in a timely manner for RAB review and ensure that these documents are made available to the public
- Refer non-cleanup issues to the appropriate installation office for response
- Report back to the Commanding Officer
- Ensure that administrative support is provided to the RAB
- Co-ordinate with the Community Co-chair in preparing and distributing agendas before meetings
- Co-ordinate with the Community Co-chair for review and distribution of meeting minutes

ROLES AND RESPONSIBILITIES OF COMMUNITY CO-CHAIR

Ensure that community issues and concerns related to the IR process are discussed

Assist NETC in communicating technical information in understandable terms

Ensure that community members participate in an open and constructive manner

Assist in passing on information to the public

Coordinate with NETC in preparing and distributing meeting agendas before each RAB meeting

- Work with the NETC co-chair to review and distribute RAB meeting minutes
- Commit to reporting back to the community

Serve in a voluntary capacity

POINTS TO CONSIDER

- Co-chair responsibilities will be jointly held between the installation and community and they will serve as equal partners
- The Charter will specify the length of term
- Co-chair termination procedures will be articulated in the RAB's operating procedures

COMMUNITY CO-CHAIR SELECTION SUGGESTED PROCESS

- Nominations (Self and Second Party) by 9 March

Presentation of Candidates on 17 April

Candidates explain why they want to assume duties of Co-chair

- Candidates explain how they will meet the roles and responsibilities of the Co-chair

Paper ballot voting on 17 April

RAB CHARTER

The Charter contains the RAB mission statement and its operating procedures.

Mission Statement Example:

Operating procedures that may be addressed:

- meeting frequency, time, and day of the week
 - the process for reviewing and responding to public comments
 - procedures for public participation and attendance
 - terms of and procedures for removing/replacing/adding co-chairs and members, including specifying conditions under which members will be asked to relinquish membership
- methods for resolving member disputes

A summary of the adopted charter should be written clearly and described in fact sheets and published in local newspapers. Adoption of the charter is one of the procedural situations where the RAB votes.

INSTALLATION RESTORATION PROGRAM 12 NETC SITES

5 TANK FARMS - typical contamination found at the tank farms includes gas, oil, and other petroleum products

Tank Farms 1 - 3: Studies under way by the Defense Fuel Supply Point (DFSP) but coordinated with NETC.

Tank Farm 4: 12 Tanks - Tanks are being cleaned, soil and groundwater are being investigated.

Tank Farm 5: 11 Tanks - Tanks have been cleaned, soil and groundwater cleanup is underway.

2 LANDFILLS - typical contamination found in the landfills includes solvents, acids, and PCB'S

Melville North Landfill - Limited excavation is underway. Investigation to begin in the spring of 1996.

McAllister Point Landfill - Landfill cap construction is under way.

INSTALLATION RESTORATION PROGRAM
12 NETC SITES (continued)

2 DISPOSAL AREAS - typical contamination found in the disposal areas includes scrap lumber, empty paint cans, tires, wire, and cable

Naval Undersea Warfare Center (NUWC, formerly NUSC) Investigations are planned for 1997.

Coddington Cove Rubble Fill Area - Investigations are planned for 1997.

3 MISCELLANEOUS AREAS

Former Derecktor Shipyard - used sand blast grit; asbestos containing material; PCB's; petroleum, oil, and lubricants; adhesives, strippers, and acids. Offshore investigation is underway. Onshore investigation to begin in the spring of 1996. Surface cleanup is completed.

Old Firefighting Training Area - waste oils and solvents. Initial investigation is completed. Offshore investigation start date is uncertain.

Gould Island Electroplating Shop - acids and solvents. Investigation is planned for 1997.

AGENDA

RESTORATION ADVISORY BOARD TRAINING SESSION APRIL 17, 1996

- Nominate and select Community Co-Chair
- Develop charter
- Discuss whether important groups are not represented on the RAB
- Complete biographies
- Distribute RAB member names and telephone numbers
- Review acronyms list
- Discuss CERCLA overview
- Discuss questions, comments, new items