



# Brown & Root Environmental

## MEMORANDUM

C-52-3-6-2982W

**TO:** Bob Krivinskas

**FROM:** Betsy Horne

**DATE:** March 6, 1996

**REFERENCE:** CLEAN Contract Number N62472-90-D-1298  
Contract Task Order Number 218

**SUBJECT:** Transmittal of Meeting Summary  
February 8, 1996 RAB Meeting

---

Enclosed is a copy of the summary of the RAB meeting held on February 8, 1996, pursuant to subtask 0750.

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

### Enclosures

c: J. Wyman, NETC (w/enc.)  
B. Wheeler/D. Sanders, NETC (w/enc.)  
L. Chu, B&RE - Wilmington (w/enc.)  
G. Bullard, 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**

**SUMMARY**

On Thursday, February 8, 1996, NETC Newport conducted its first Installation Restoration Program Restoration Advisory Board (RAB), at the Officer's Club. 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. Twelve community members attended.

Captain Wyman, the Director of the Base's Public Works Department and the RAB's Navy Co-chair, moderated the meeting. He 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.

Brad Wheeler, NETC's IR Program Manager, discussed the steps necessary to create a fully operational RAB. These activities include dealing with procedural matters such as selecting a community co-chair and creating a charter, as well as imparting an understanding of the cleanup process and a knowledge of NETC's IR sites and their cleanup status.

Following self introductions, Captain Wyman discussed the roles and responsibilities of the Navy Co-chair. The same functions were reviewed for the community Co-chair, as well as issues the community members should consider as they develop the charter and elect a Co-chair. Each community member was asked to fill in the mini-biography in their binder and return it. The biographies will be published in a fact sheet.

On Saturday, March 9, community members will be guided on a tour of the NETC sites. In preparation, the types and status of the 12 NETC sites were discussed and displayed on a NETC-wide map. The tour will leave at 9:00 am from the Officer's Club. Lunch will be provided. NETC also hopes to have a facilitator and team-building expert present for the day's activities.

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, on Wednesday, April 17. After that meeting, the RAB will determine when and where it meets. Community members were encouraged to ask questions and to let NETC know what additional types of information are necessary for them to become an effective board.

Community members were assigned homework contained in their binders: reviewing the draft charter and learning the list of acronyms.