

Central NH Regional Planning Commission

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Brownfields Advisory Committee Meeting #1

November 16, 2015 - Meeting Notes

Community Resource Room, 26 Commercial Street, Concord, NH – 5:30 P.M.

Attendees	
Larry Anderson, Town of Allentown	Bruce Crawford, Town of Boscawen
Mike Hansen, UMLAC	Nick Hayes, Town of Pittsfield
Jay Hickey, Town of Epsom	Jennifer Marts, NHDES
Matt Walsh, City of Concord	Mike McCluskey, NHDES
Dorrie Paar, US EPA (via telephone)	

Commission Staff: Steve Henninger, Jennifer Mock, Matt Monahan, Michael Tardiff

Advisory Committee and Staff Introductions

The meeting began at 5:36 P.M., called to order by Michael Tardiff. All attendees present introduced themselves.

Brownfields Background and Opportunity Overview

Michael Tardiff gave a brief introduction about the Brownfields Grant process and the funds that have been awarded to CNHPRC for Brownfields Assessments in the Central NH region. Mike introduced Dorrie Paar, CNHPRC's project officer from the US Environmental Protection Agency (EPA). Dorrie provided EPA's perspective of the Central NH Region. She indicated that her role was to help assist and navigate CNHPRC throughout the Brownfields program. CNHPRC is responsible for carrying out the program and making the overall assessment decisions while she is responsible for keeping track of the program dollars and making sure that benchmarks are met. Dorrie introduced Mike McCluskey and Jennifer Marts from NH Department of Environmental Services (DES) who are responsible for the Brownfield coordination for the State of NH. They are available to assist with technical resources, questions, site visits or meetings. Additionally Dorrie mentioned Matt Walsh from the City of Concord as an additional resource as he has overseen a number of Brownfields assessment and cleanup projects throughout the City of Concord over the past few years.

Project Milestone Overview

Matt Monahan discussed the Brownfields program milestones and the program process in further detail. The grants that were applied for are for Phase One Assessments that include conducting historical research and assessments of Brownfield sites throughout the region as well as Phase Two

Assessments that include testing of the selected sites and their potential uses after clean up. Next steps will include selecting a qualified environmental professional (QEP) in order to assist CNHRPC in finding, receiving and ranking potential Brownfields projects. After that, the site selection criteria will be determined to aid in selecting appropriate sites. The Committee will conduct a region wide Brownfields inventory in March 2016 and aim to solicit projects in April 2016. The program is a three year process with a 2018 deadline.

Consultant Selection Discussion

Discussion was had among committee members as to how many QEPs should be selected to assist with the Brownfields projects. Dorrie mentioned that the number selected is based upon preference and can be determined upon a number of factors including how much control the committee wishes to have, personalities or conflict of interests between members and QEPs, allowing property owners to feel comfortable throughout the process, QEPs existing workload, competitive pricing, etc. Southwest Regional Planning Commission has been through the process a few times. The first time around they choose three QEPs and now have narrowed it down to their top two QEPs. Matt Walsh (Concord) mentioned that the City of Concord selected two firms to work with on their Brownfields projects. In the end it is up to the committee to decide how many QEPs to select.

The committee members briefly discussed the criteria to include in the Request for Qualifications (RFQ) from QEPs. Dorrie offered to forward a RFQ that a different organization used to work off from. Matt Walsh offered to forward the RFQ that Concord used however noted it was Brownfields cleanup and not assessment.

Next Step: Post Request for Qualifications

Once the RFQ is received from Dorrie, Matt Monahan will review and develop CNHRPC's RFQ. Matt hopes to have the RFQ published and advertised by the first week in December in order for all QEPs to have submitted their proposals by mid January.

Next Meeting

The committee decided to meet again in mid-January once the RFQs were received and communicate virtually by email over the month of December and early January to address any questions or concerns.

Meeting Adjournment

The meeting was adjourned at 6:15 P.M.