

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT #8

Cooperative Agreement Number: BF96166601

Reporting Period: July 1, 2014 – September 30, 2014

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1. PROJECT PROGRESS

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the grant workplan.

1.1 Status of Activities During the Reporting Period

For each task described in the workplan:

Describe the work ongoing/accomplished during the quarter

Descriptions should correlate to the activities (tasks, subtasks, objectives, milestones, etc.) agreed upon in the grant workplan.

Site-specific Outputs/Deliverables

Include a listing of site-specific products completed during the quarter; include dates. These outputs should align with the outputs in your approved workplan. Examples include:

- sites entered into the inventory
- site eligibility determination for site X
- signed access agreement for site X
- the sampling and analysis plan/quality assurance project plan for site X
- Phase I and/or Phase II investigation reports for site X
- ABCA or other cleanup planning documents for site X
- Community Relations Plan for site X

List other deliverables or work products completed in the reporting period and provide as attachments. The following are examples of attachments:

- list of properties considered for grant activities
- community meeting minutes or summaries
- educational brochures
- newspaper articles about the grant properties or the grant program
- photographs of properties

Workplan Task 1: Cooperative Agreement Oversight

Describe the work ongoing/accomplished during the quarter:

Subtask: Obtain QEP and legal services (if necessary)

A contract between the City of Chicopee and Tighe & Bond, the City's selected Environmental Consultant was executed on April 1, 2013 (during the 2nd Quarter) and a Project Kick-off Meeting was held on April 30, 2013.

Subtask: Reporting

Quarterly Report #8 covers July 1, 2014 through September 30, 2014.

Subtask: Records

Grant and site project files are up to date, as of the submission of this Quarterly Report.

Subtask: Requests for Reimbursements or Advances

Funds were expended during the 8th Quarter. A Request for Reimbursement for 8th

Quarter expenses (\$358.19) will be submitted through the ASAP system during the next Quarter.

Subtask: Travel & Training

N/A in 8th Quarter

Site-specific Outputs/ Deliverables:

- Quarterly Report #8 (July 1, 2014 – September 30, 2014)

Workplan Task 2: Community Outreach & Involvement

Describe the work ongoing/accomplished during the quarter:

Subtask: Establish Brownfields Steering Committee

The City is currently considering the advancement of Phase I and possibly Phase II studies on a number of new properties, and is now prepared to coordinate a Steering Committee to guide the advancement of these potential assessment projects. The framework of this Steering Committee has been established, including the following individuals:

- Carl Dietz, Director of Community Development
- Lee Pouliot, Planner & Administrator, Office of Community Development
- Kate Brown, Director of Planning
- Andrew Loew, AICP, Senior Planner/Specialist: PVPC.

Two additional members will be approached during the next Quarter include:

- Eileen Drumm, President, Chicopee Chamber of Commerce
- Stephen Huntley, Executive Director, Valley Opportunity Council.

The Steering Committee's first meeting will likely be held during the next Quarter.

Subtask: Establish Information Repository

The Information Repository established during the first quarter is up to date as of the submission of this Quarterly Report. The Information Repository remains available at the Office of Community Development (OCD) at any time during normal business hours (Monday – Friday, 9:00a.m. – 5:00p.m.). Additionally, a second copy of the Repository is available at the Chicopee Public Library for review during normal business hours. All documents have also been uploaded to the OCD's webpage and are available digitally at (<https://www.chicopeema.gov/page.php?id=74>).

Additionally, the City is completing development of the Brownfields Program website. Entitled HEAL Chicopee and incorporating the elements of Health, Ecology, Activity and Legacy – the HEAL Chicopee website will serve as the City's main community outreach platform for the Brownfields Program. All materials in the Information Repository will be uploaded and available from the website which is expected to launch in December 2014, following a delay in content development. The City will also utilize social media including RSS Feeds, Facebook, Twitter, LinkedIn, YouTube, Vimeo, Tumblr and Instagram to further connect the community to the program while opening numerous avenues for residents to provide feedback, thoughts and ideas to the City.

Subtask: Development of Marketing Materials

N/A in 8th Quarter

Subtask: Implement outreach strategy in target areas

N/A in 8th Quarter

Subtask: Hold local public meeting on Phase II sites

N/A in 8th Quarter

Site-specific Outputs/ Deliverables:

- Established Brownfields Steering Committee
- Updated information repository

Workplan Task 3: Phase I & Phase II Assessments

Describe the work ongoing/accomplished during the quarter:

Subtask: Site prioritization and eligibility determination

No site eligibility determinations were submitted to the EPA for review during the 8th Quarter. Two properties are being considered for Phase I Assessments and one property for Phase II Assessment as follows:

- 43 Grace Street (Phase I)
- 296 Front Street (Phase I)
- Facemate Redevelopment Parcel #1 (Phase II).

Eligibility determinations will be submitted to EPA for these properties during the next Quarter if the City and Steering Committee wish to advance the assessment of these properties.

Subtask: Phase I Investigations

N/A during the 8th Quarter

Subtask: Phase II preparation

N/A in 8th Quarter

Subtask: Phase II investigation

N/A in 8th Quarter

Site-specific Outputs/ Deliverables:

- N/A during the 8th Quarter

Workplan Task 4: Clean-up Planning

Describe the work ongoing/accomplished during the quarter:

Subtask: Cleanup Planning

N/A in 8th Quarter

Site-specific Outputs/ Deliverables:

N/A in 8th Quarter

1.2 Modifications to the Workplan and Schedule

- 1.2.1** Include a description of any modifications to the workplan that were approved during the reporting period. Also mention in this section modifications to the workplan that will be proposed in the next reporting period. **If none, please state so.**

Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA. *Modifications requiring formal approval include changes to the budget and the approved scope of work. Other items requiring approval, such as selection of grant sites, are identified under the terms and conditions of the cooperative agreement.*

No modifications to the workplan were approved during the reporting period; no modifications are anticipated during the next Quarter.

- 1.2.2** Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (such as training or technical support) is needed to address these problems in the future.
If none, please state so.

No significant delays or other problems have been encountered during this reporting period.

- 1.2.3** Submit a revised schedule if changes have occurred. **If none, please state so.**

No changes to the schedule have occurred during this reporting period.

1.3 Resources Leveraged

Describe the efforts you have made during this quarter to leverage additional funds/resources to support your project(s). Describe how these funds are being used to contribute to the performance and success of your project(s) and the amounts.

This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.

These efforts should align with the leveraging efforts you proposed in your grant application and match leveraging data reported in ACRES.

The City was awarded Assessment services (Petroleum only) through the Pioneer Valley Planning Commission's (PVPC) Brownfields Assessment Grant to begin Assessment work on the former Mobil Service Station Property, 229 Center Street,

Chicopee, MA 01013. A total of \$8,000 was approved by the Brownfields Advisory Committee to complete a review of the existing Activity and Use Limitation (AUL) for the Site and conduct a Qualitative Risk Screening including an evaluation of existing data to identify useable data and to identify the need for future additional Phase II site assessment activities to support the proposed removal or modification of the existing AUL allowing greater flexibility in the property's redevelopment. These assessment activities were completed during September 2013. PVPC's Consultant recommended additional Phase II assessment activities (estimated cost of approximately \$12,000) to support the proposed removal or modification of the existing AUL. A request for \$12,000 in additional funding from the PVPC Brownfields Assessment Grant was approved by the PVPC Brownfields Steering Committee and work was completed during the fifth quarter. Currently the City, PVPC and the property owner are developing a draft cleanup proposal to address on-site environmental issues. Work on this draft will be on-going.

Additionally, the City was awarded an EPA Region 1, Targeted Brownfields Assessment (TBA) (Petroleum Funding) for the former Racing Oil Property, 181 Center Street, Chicopee, MA 01013 totaling \$100,000. The TBA has been completed and the City submitted a FY '14 U.S. EPA Brownfields Cleanup Grant Proposal to EPA on 01/27/14. This funding proposal did not receive funding in the FY'14 round and will be revised and submitted should a future round of the program be announced. A request for an estimated \$10,000 to complete additional assessment activities on the site was also submitted to PVPC on September 11, 2013 and was approved by the Brownfields Steering Committee. The City and PVPC have completed these assessment activities.

2. PROJECT FUNDS EXPENDED

If your assessment grant includes both hazardous substance and petroleum funding, you must have separate budget tables for each funding type.

Table 1: Costs incurred by task and object class for the quarter.

	Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach & Involvement	Task 3 Phase I & II Assessments	Task 4 Cleanup Planning	Total
Personnel	0	-	-	-	0
Fringe Benefits	-	-	-	-	-
Travel	0	-	-	-	0
Supplies	0	-	-	-	0
Contractual	-	0	\$358.19	0	\$358.19
Other: Specify	-	-	-	-	-
Total	0	0	\$358.19	0	\$358.19

Table 2: Summary of costs incurred for project (reflects funding drawdown from grant).

Object Class	Current Approved Budget	Costs Incurred This Quarter	Cumulative Costs Incurred to Date	Total Remaining
Personnel	-*	-	-	-
Fringe Benefits	-	-	-	-
Travel	\$1,500.00	0	0	\$1,500.00
Supplies	\$5,000.00*	0	\$4,838.40	\$161.60
Contractual	\$193,500.00	\$358.19	\$6,637.56	\$186,862.44
Other: Specify	-	-	-	-
Total	\$200,000.00	\$358.19	\$11,475.96	\$188,524.04

*A Minor Budget Modification is approved by the EPA Project Officer on May 6, 2013.

3. BUDGET AND OVERALL PROJECT STATUS

Include an estimate of the time and funds needed to complete the activities identified in the approved workplan, comparing that estimate with the time and funds remaining, and provide an explanation for any changes. If overall, the project is expected to be on target, please state so. For example, individual tasks may be behind schedule, but overall, is the project expected to be completed on time and within budget?

As of this report, the project is expected to be completed on time and within budget. No significant changes are currently anticipated.

4. PROPERTY-SPECIFIC INFORMATION

Use this table to track key milestones for each approved site worked on throughout the grant. Begin entering and updating site data in ACRES at the Phase I or greater stage of the project (not at site eligibility). Ensure final deliverable dates are consistent in all reports and in ACRES.

			Outputs			
Property Name Address	Haz/Petro	Eligibility Approval Date	Phase I - Draft & Final Date	QAPP Addenda Approval Date	Phase II Report - Draft & Final Date	Cleanup Planning - Draft & Final Date
Cotton Storage Warehouse 165 Front Street Chicopee, MA 01013	Hazardous Materials	7/19/2012	Draft: 8/10/2012 Final: 8/27/2012	N/A	N/A	N/A
Former Hampden Steam Plant Depot Street Chicopee, MA 01013	Hazardous Materials	2/5/2014	Draft: 2/21/2014 Final: 2/28/2014	N/A	N/A	N/A