



BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

FINAL CLOSEOUT PROGRESS REPORT

Cooperative Agreement Number: BF-96131101-0 (Hazardous & Petroleum)

Reporting Period: 10/1/10 – 9/30/14

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Prepared for:

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1. PROJECT PROGRESS

1.1 Status of Activities During the Reporting Period

Task 1 – Program Management

Subtask 1 Training & Development – Staff attended the following trainings:

April 2011-Vermont Brownfields Roundtable, Montpelier, VT

April 2011-Vermont All-Grantees Meeting, Waterbury, VT

October 2011- Brownfields Redevelopment Webinar sponsored by SmartGrowth America and NALGEP.

April 2012-Vermont Prepared Workbook Workshop Montpelier, VT

June 2012-Vermont Brownfields Forum, Montpelier, VT

November 2012 -Vermont Brownfields Forum, Stowe, VT

May 2013-National Brownfields Conference, Atlanta, GA

July 2013 Vermont All-Grantees meeting in Rutland, VT

Subtask 2 Reporting & Compliance – Staff prepared and submitted quarterly reports in; October 2011

January 2012 (+ revisions for previous quarters), April 2012; July 2012, October 2012, January 2013, April 2013; July 2013, October 2013,

January 2014, April 2014, and July 2014. Final quarterly & grant closeout report in December 2014.

MBE/WBE forms were submitted in:

April 2011 & October 2011

January 2012, July 2012 (revision to March '12 report) & October 2012

April 2013 & October 2013

April 2014 & December 2014

Minor budget revisions were made in April 2012, August 2013 and March 2014. These requests were approved by EPA.

Subtask 3 – Recordkeeping – Staff performed routine recordkeeping including updates to the ACRES database. Separate Hazardous/Petroleum invoicing codes were developed as well as sub-codes for individual tasks to properly differentiate billings. Where both pools of funds supported one activity (e.g. training, outreach), the cost was divided evenly.

Task 2 – Community Outreach

Subtask 1 Support Advisory Committee – Continued to maintain CCRPC's Brownfields Advisory Committee. Members included:

- Caroline Alves, USDA-Natural Resources Conservation Service
- Marcel Beaudin, AIA, architect
- Dr. Pablo Bose, Professor of Geography, University of Vermont
- Trish Coppolino, VT-DEC Brownfields Program (ex-officio)

- Curt Carter (Chair), Greater Burlington Industrial Corporation
- Justin Dextrateur, Redstone Commercial Group
- Razelle Hoffman-Contois, Vermont Department of Health
- Eric Howe, Lake Champlain Basin Program
- Kate McCarthy, Vermont Natural Resources Council
- Thato Ratsebe, Association of Africans Living in Vermont

Provided staffing for Brownfields Advisory Committee meetings in:

2011: March, May and June

2012: January & July

2013: January, May & August

2014: September

Provided ad hoc project status & budget status reports to Advisory Committee via email.

Subtask 2 Public Information Materials – Prepared a January 2012 CCRPC Brownfields Program Fact Sheet and updated its Program Brochure in January 2012 as well.

Subtask 3 Outreach & Education – Conferred regularly with municipal staff of City of Burlington on numerous projects. Conferred regularly with Town of Richmond staff and Richmond Economic Development Committee on redevelopment options for former Richmond Creamery building. Met with staff of Association of Africans Living in Vermont to discuss outreach mechanisms with immigrant community. Participated in VT-DEC Brownfields Economic Revitalization Alliance meetings for the Railroad Enterprise Project and 453 Pine Street Project. Conferred with Village of Essex Junction municipal planner on Village Center Zoning District Area-Wide Assessment. Conferred with City of Winooski staff on Winooski Underground Storage Tank Inventory.

Task 3 – Site Identification and Selection

Subtask 1 Identify Potential Sites for Assessment – Staff worked with its Brownfields Advisory Committee, with municipal and VT DEC staffs to identify sites and sites were also brought to our attention by private developers.

Subtask 2 Develop Criteria for Site Selection – Reviewed existing site selection criteria. Determined that no changes were required.

Subtask 3 Update Standard Assessment & Access Agreements – Reviewed existing Assessment and Access Agreements and determined that they remain relevant for this grant.

Subtask 4 Site Selection – Staff in consultation with CCRPC's Brownfields Advisory Committee and after approval from either VTDEC or EPA selected the following sites for assessments and/or cleanup planning:

<i>Site (all sites in Burlington, VT except as noted)</i>	<i>Partner / Client</i>	<i>Hazardous Substances or Petroleum</i>
27 Bright St.	Champlain Housing Trust	Petroleum
35-37 Bright St.	Champlain Housing Trust	Petroleum
47 Bright St.	Champlain Housing Trust	Petroleum
351 Pine Street	Vermont Railway	Petroleum
237 North Winooski Ave.	Redstone Commercial Group	Petroleum
28 Archibald St.	City of Burlington	Petroleum
Urban Reserve	City of Burlington	Hazardous
Moran Plant / Waterfront North	City of Burlington	Hazardous
Richmond Creamery, Richmond	Casing Development, LLC	Hazardous
Village Center Zoning District Essex Junction	Village of Essex Junction	Petroleum
City of Winooski	City of Winooski	Petroleum

Task 4 – Site Assessments and Studies

Subtask 1 Select Qualified Environmental Consultants –Developed and published RFQ. Announced RFQ in local paper of record, on CCRPC website, state bid system website and by email to consultants likely to respond. Staff worked with Advisory Committee to review SOQ submissions and select three pre-qualified firms for Environmental Consulting and one firm for Archeological Consulting

The Johnson Company	Montpelier, VT
KAS	Williston, VT
Stone Environmental	Montpelier, VT
Hartgen Archeological	Putney, VT

Reviewed and updated Master Agreement language and executed Master agreements with all four firms.

Subtask 2 – Conduct Phase I Assessments – Phase I assessments were conducted during the period of this grant at the following properties:

<i>Sites</i>	<i>Size</i>	<i>Cost</i>
28 Archibald St. Burlington	.17 acres	\$3,040
Area-Wide Assessment of Village Center Zoning District, Village of Essex Junction	47 acres	\$28,136
Underground Storage Tank inventory, City of Winooski	960 acres	\$9,391

Typical staff tasks associated with these Phase I activities included: emails, phone calls and/or in person meetings with consultant, property owner, municipal staff, VTDEC and EPA at start of project; review Scope from consultant and issue contractual letter; review draft Phase I report, circulate same to Advisory Committee; review final Phase II report and distribute same to VTDEC and/or EPA and stakeholders.

Subtask 3 Conduct Phase II Assessments - Phase II assessments, archeological assessments or reconnaissance or other work was conducted at the following sites:

<i>Site (all sites in Burlington)</i>	<i>Type of Assessment</i>	<i>Size (acres)</i>	<i>Cost</i>
27 Bright St.	Phase II and archeological	0.31	\$24,545
35-39 & 47 Bright St.	Phase II and archeological	0.72/0.11	\$26,932
351 Pine Street	Site-specific QAPP	4.28	\$3,595
237 No. Winooski Ave.	Phase II and archeological	0.43	\$33,566
28 Archibald St.	Phase II	0.17	\$21,515
Urban Reserve	Conceptual Site Model / Data Gap Analysis and Phase II	40.0	\$35,058
Moran Plant / Waterfront North	Site-specific QAPP and soil assessment & soil monitoring during construction	6.0	\$99,689

Typical staff tasks associated with these activities included: emails, phone calls and/or in person meetings with consultant, property owner, municipal staff, VTDEC and EPA at start of project; review Scope from consultant and issue contractual letter; review draft reports, circulate same to Advisory Committee; review final reports and distribute same to VTDEC and/or EPA and stakeholders. Attended consultant presentations to municipal staff and/or municipal boards & commissions.

Subtask 4 Corrective Action Planning and Redevelopment Assistance –

<i>Site</i>	<i>Type</i>	<i>Size (acres)</i>	<i>Cost</i>
237 No. Winooski Ave., Burlington	Analysis of Brownfields Cleanup Alternatives / Corrective Action Plan	0.43	\$4,300
28 Archibald St., Burlington	Corrective Action Plan	0.17	\$3,575
Richmond Creamery, Richmond	Corrective Action Feasibility Investigation.	6.0	\$29,283

Typical staff tasks associated with these activities included: emails, phone calls and/or in person meetings with consultant, property owner, municipal staff, VTDEC and EPA at start of project; review Scope from consultant and issue contractual letter; review draft plans, circulate same to Advisory Committee; review final plans and distribute same to VTDEC and/or EPA and stakeholders. Attended consultant presentations to municipal staff and/or municipal boards & commissions.

1.2 Modifications to the Workplan

A one year grant extension was requested from EPA to facilitate Soil Management services in connection with the Moran Plant / Waterfront North construction project which had to be delayed by the City of Burlington. The extension, through Sept. 2014, was approved by EPA.

1.3 Site-Specific Products

Work products identified below were previously submitted to EPA.

<i>Site (all sites in Burlington, unless noted)</i>	<i>Type of Product</i>	<i>Date of Final Submission</i>
27 Bright St.		
	Phase II ESA	August 2013
	Archeological Reconnaissance	May 2013
35-39 & 47 Bright St.		
	Phase II ESA	November 2012
	Archeological Resource Assessment	May 2012
	Archeological Reconnaissance	October 2012
351 Pine Street		
	Site-specific QAPP	July 2014
237 No. Winooski Ave.		
	Phase II ESA	September 2013
	Archeological Reconnaissance	May 2013
	Analysis of Brownfields Cleanup Alternatives / Corrective Action Plan	May 2014
28 Archibald St.		
	Phase I ESA & Phase I update	December 2013 / September 2014
	Phase II ESA	May 2014
	Corrective Action Plan	September 2014
Urban Reserve		
	Assessment data gap analysis	November 2012
	Phase II ESA	July 2014
Moran Plant / Waterfront North		
	Site-specific QAPP & Soil Management Plan	March 2014
	Soil Management Plan implementation	March 2014 – September 2014
Richmond Creamery, Richmond		
	Corrective Action Feasibility Investigation.	March 2014

1.4 Other Deliverables/Work Products

The work products identified above along with meeting summaries of CCRPC's Brownfields Advisory Committee were previously submitted to EPA during the course of the grant. A CD-ROM with deliverables and work products will be mailed to the EPA Project Officer.

2. PROJECT FUNDS EXPENDED

Include tables with details about how much was spent by task and object class.

Tables 1a and 1b: Summary of Costs Incurred for Project

Table 1a, Hazardous Substances

Object Class	Current Approved Budget	Costs Incurred This Quarter	Costs Incurred to Date	Total Remaining
Personnel	\$18,652.00	\$532.29	\$19,504.27	\$(852.27)
Fringe Benefits	\$7,136.00	\$231.20	\$7,551.43	\$(415.43)
Travel	\$900.00	\$33.60	\$933.81	\$(33.81)
Equipment	\$-	\$-	\$-	\$-
Supplies	\$2,312.00	\$-	\$2,311.83	\$0.17
Contractual	\$171,000.00	\$26,484.13	\$163,348.80	\$7,651.20
Other				
Total	\$200,000.00	\$27,281.22	\$193,650.14	\$6,349.86

Table 1b, Petroleum

Object Class	Current Approved Budget	Costs Incurred This Quarter	Costs Incurred to Date	Total Remaining
Personnel	\$21,863.00	\$375.72	\$20,134.79	\$1,728.21
Fringe Benefits	\$8,673.00	\$163.20	\$7,801.16	\$871.84
Travel	\$1,218.00	\$-	\$1,184.75	\$33.25
Equipment	\$-	\$-	\$-	\$-
Supplies	\$2,320.00	\$-	\$2,317.40	\$2.60
Contractual	\$165,926.00	\$4,665.00	\$157,278.28	\$8,647.72
Other				
Total	\$200,000.00	\$5,203.92	\$188,716.38	\$11,283.62

Tables 2a and 2b: Cumulative Expenses by Task and Category

Table 2a, Hazardous Substances

	Task 1	Task 2	Task 3	Task 4	Total
	Actual	Actual	Actual	Actual	Actual
Personnel	\$4,473.90	\$3,887.83	\$4,749.30	\$6,393.25	\$19,504.28
Fringe Benefits	\$1,822.65	\$1,622.53	\$1,746.69	\$2,359.57	\$7,551.44
Travel	\$820.60	\$15.81	\$4.29	\$93.11	\$933.81
Equipment	\$-			\$-	\$-
Supplies	\$2,311.83			\$-	\$2,311.83
Other	\$-	\$-		\$-	\$-
Contractual	\$-	\$-	\$110,769.26	\$52,579.54	\$163,348.80
Totals	\$9,428.98	\$5,526.17	\$117,269.54	\$61,425.47	\$193,650.16

Table 2b, Petroleum Substances

	Task 1	Task 2	Task 3	Task 4	Total
	Actual	Actual	Actual	Actual	Actual
Personnel	\$6,634.49	\$3,542.01	\$9,436.18	\$522.11	\$20,134.79
Fringe Benefits	\$2,592.55	\$1,367.62	\$3,610.10	\$230.89	\$7,801.16
Travel	\$1,132.59	\$4.79	\$47.37	\$-	\$1,184.75
Equipment	\$-	\$-		\$-	\$-
Supplies	\$2,309.52	\$7.88		\$-	\$2,317.40
Other	\$-	\$-		\$-	\$-
Contractual	\$-	\$-	\$149,403.28	\$7,875.00	\$157,278.28
Totals	\$12,669.15	\$4,922.30	\$162,496.93	\$8,628.00	\$188,716.38

3. BUDGET AND OVERALL PROJECT STATUS

Minor budget amendments were requested of EPA to shift funds between categories in April 2012, August 2013 and March 2014.

4. SCHEDULE

A one year extension of the grant was made to extend the grant from September 30, 2013 through September 30, 2014. All tasks were completed on schedule.

5. MINIMUM REPORTING REQUIREMENTS

Based on discussion with our Project Officer, the Winooski Underground Storage Tank Inventory and the Essex Junction Area Wide Assessment are not specific properties and so are not included in the table below or in ACRES.

	List ALL Properties associated with this grant	Has this Property been approved by EPA? (Y/N)	Has work started on this property yet? (Y / N / N/A)	Has this Property been put into ACRES? (Y / N / N/A)	Has work been done on this property THIS quarter? (Y / N / N/A)	Has this property been updated in ACRES this quarter? (Y / N / N/A)
1	Moran Plant / Waterfront North Burlington, Vermont	Y	Y	Y	Y	Y
2	27 Bright St. Burlington, Vermont	Y	Y	Y	N	N
3	35-39 Bright St. Burlington, Vermont	Y	Y	Y	N	N
4	47 Bright St. Burlington, Vermont	Y	Y	Y	N	N
5	351 Pine Street Burlington, Vermont	Y	Y	Y	N	N
6	237 North Winooski Ave. Burlington, Vermont	Y	Y	Y	Y	Y
7	28 Archibald St. Burlington, Vermont	Y	Y	Y	Y	Y
8	Urban Reserve Burlington, Vermont	Y	Y	Y	Y	Y
9	Richmond Creamery Richmond, Vermont	Y	Y	Y	N	N