

# WORKPLAN

## *Town of Sprague*

### **Workplan for CERCLA Section 104(k) Cleanup Cooperative Agreement**

*October 1, 2007 through December 31, 2010*

#### **1. GOAL 4: Healthy Communities and Ecosystems**

##### **Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them**

##### **Sub-objective 4.2.3 Assess, Clean Up and Redevelop Brownfields**

#### **CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants**

**OBJECTIVE:** (Insert short (2-3 paragraph) description and objectives of recipient's project/program)

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The Town of Sprague, CT was selected for Assessment funding in the 2005 competition and for Hazardous Materials Cleanup funds in the 2006 competition.

Although a Distressed Municipality with a population still recovering from the after-effects of the withdrawal of industry, Sprague has worked hard to educate itself regarding the economic advantages of planned development that provides both immediate benefits and long-term effects.

The Sprague Economic Development Commission (SEDC), with assistance from the Southeastern Connecticut Council of Governments (SECCOG) and the Southeastern Connecticut Enterprise Region (SECTER), has engaged the community in a series of needs analyses over the past four years that have consistently focused on the revitalization of the 16-acre Baltic Mill complex as a key to Sprague's revival and economic survival. Destroyed by fire in 1999, the complex, in the heart of downtown, is an economic and physical barometer of the Town's potential for growth and change. This year the Town took possession of the property and hopes to use the majority of the awarded Brownfields cleanup funds to eliminate the asbestos from the roof and windows of the remaining mill building, a granite, four-story 56,000 square foot structure that could serve as the cornerstone for the future redevelopment of the entire site. Our ability to demonstrate that one significant area of the site is free of hazardous materials and ready to be considered for adaptive re-use will act as powerful leverage to potential investors and stakeholders interested in the site's possibilities.

An additional and concurrent project earmarked for implementation with these funds is the restoration of the adjacent granite headrace, a large and important structure from an archaeological and historical standpoint due to its beauty and design, and its being one of the very few such structures in the US currently above water and available for preservation and use as a green space/outdoor museum.

The importance of this property as a resource to the community and a symbol of its identity, then, cannot be overstated .

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the Project Manager, assisted by the First Selectman and Town Treasurer, with technical assistance and oversight to be performed by the Connecticut DEP Department of Remediation and the CT Department of Public Health.

**2. FUNDING: \$200,000 Hazardous Substances**

**3. BUDGET:**

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a). (Use amounts from proposal. Submit two budgets if you receive both hazardous substances and petroleum funding.)

	Task 1 Cooperative Agreement Oversight	Task 2 Community Involvement	Task 3 Permitting/ Signage	Task 4 Professional Services Oversight	Task 5. Asbestos Abatement	Task 6 Green Space Creation	Task 7 Project Management	Totals
a. Personnel								
b. Fringe Benefits								
c. Travel								
d. Equipment*								
e. Supplies								
f. Contractual			7,000.00	21,000.00	170,900.00	1,100.00		200,000.00
g. Other (specify)	1,000.00	100.00	3,000.00	8,900.00		20,000.00	7,000.00	40,000.00
<b>Total EPA</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>21,000.00</b>	<b>170,900.00</b>	<b>1,100.00</b>	<b>0.00</b>	200,000.00
<b>Total Cost Share</b>	<b>1,000.00</b>	<b>100.00</b>	<b>3,000.00</b>	<b>8,900.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>7,000.00</b>	40,000.00
<b>Total</b>	<b>1,000.00</b>	<b>100.00</b>	<b>10,000.00</b>	<b>29,900.00</b>	<b>170,900.00</b>	<b>21,100.00</b>	<b>7,000.00</b>	240,000.00

- EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

- 1g. Legal Notices/RFP's for LEP and Asbestos Contractor
- 2g. Legal Notices for Community Hearing
- 3f. Fence repair/replacement and signage
- 3g. Task I DEP voluntary remediation fee;
- 6g Headrace restoration
- 7g: Town oversight

**WORKPLAN TASKS:**

**Task 1: Cooperative Agreement**

<b>Activities (commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Activity 1: Obtain LEP/asbestos consultant services.</b> Prepare Request For Proposals, post appropriate notices and RFP's evaluate applications, conduct interviews, hire contractor. LEP/asbestos consultant prepares scope of work for abatement contractor.	1 <sup>st</sup> Quarter	High quality contractor work products that meets the recipient's and EPA's expectations; confirmation in quarterly report that contractor selection was competed and made.	Maintain effective work force to meet workplan commitments
<b>Activity 2: Submission of an environmental conditions assessment form (ECAAF) to CTDEP</b> by the Town of Sprague regarding notification of a Voluntary Remediation under Connecticut General Statutes 22a-133x.	1 <sup>st</sup> Quarter	Participation in DEP program and assignment of remediation representative	Coordination between Town, EPA and DEP regarding proposed and actual cleanup activities
<b>Activity 3: Reporting;</b> including Quarterly reports, preparation and updating of property profile forms	Ongoing activities	Report on Grant Activities	Ensures compliance with Terms & Conditions Reporting Requirements
<b>Activity 4: Request for Reimbursements or Advances</b>	Ongoing activities	Ensure payments for grant related activities and contractors	Keeps Project moving toward completion
<b>Activity 5: Travel &amp; Training;</b> Attend brownfields related meetings, training sessions and conferences	Ongoing activities	Meetings, conferences, training sessions attended	Increase knowledge of brownfields issues and programs

**Task 2: Community Involvement**

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Activity 1: Press Release</b> re: commencement of cleanup activities and plans for public meeting; in local papers and on Town Web Page	1 <sup>st</sup> quarter	Gives overview of Mill redevelopment history and current status; prepares citizens (and surrounding towns) for future activities	Community and Region notified of general scope of activity
<b>Activity 2: Prepare Community Relations Plan</b> , that includes Informational Repository	2 <sup>nd</sup> quarter	Describes plan for notifying community about cleanup, and allows public to review site assessment & cleanup history	Improves understanding of how cleanup activity was selected and promotes participation in cleanup and Mill redevelopment process
<b>Activity 3: Public Meetings</b>	2 <sup>nd</sup> quarter	Inform public of cleanup activities and provide a chance for input & comment	Improves understanding of cleanup and allows for potential modifications based on public input
<b>Activity 4: 30 Day Public Comment Period</b> on the proposed cleanup activities	2 <sup>nd</sup> quarter	Public review and comment of cleanup related documents after the meeting	Allows for consensus on cleanup and allows Brownfield cleanup committee to collect other public opinion regarding Mill redevelopment

### Task 3: Site-Specific Activities

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<b>Activity 1: Hold a plenary meeting</b> with LEP, Town and volunteer commission representatives	2nd quarter	meeting	All parties in agreement with cleanup plan and have reviewed EPA and DEP expectations
<b>Activity 2: Permitting and Signage</b>	3 <sup>rd</sup> quarter	Local inland wetlands approval, building/ demolition permits, site secured; DPH permits for asbestos removal as required, fencing repaired/augmented if necessary	Protection of site and preparation for all future cleanup activity under this project
<b>Activity 3: Oversight of cleanup activities</b>	During remedial activities	LEP provides technical oversight of the entire project until its termination, contracting with appropriate asbestos remediation professionals.	Assures cleanup is conducted in compliance with VCP
<b>Activity 3: Project Management</b> (in addition to Project Oversight):	During all grant funded activities	Involvement of First Selectman, Assistant, Treasurer, Grant Writer, EDC, and Historical Society.	Assures that in-kind portion of grant is completed; assures coordination with historical, architectural, and conservation interests as well as compliance with Master Plan for Baltic Village.

**Task 4: Cleanup and Green Space Related Activities**

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Activity 1: Asbestos Abatement</b>	4th quarter 2008	The licensed asbestos abatement consultant will prepare a bid document for the asbestos abatement and will conduct any required oversight and follow-up asbestos clearance inspection and sampling	Mill #10 and the surrounding area will be free of hazardous materials; asbestos exposure will be eliminated, thus protecting public health and the environment
<b>Activity 2:Headrace conversion to Green Space</b>	4 <sup>th</sup> quarter 2009	Reclamation and restoration of granite headrace through the conversion to walkway/recreational trail/interpretive outdoor museum	Public safety and quality of life issues improved in downtown area; historic preservation; creation of recreational trails; coordination with several state agencies including cost sharing
<b>Activity 3:Prepare State- required cleanup completion/closeout documents , including AULs if needed</b>	TBD	Report documenting cleanup is complete	State approval of cleanup and assurances that cleanup is protective of human health and the environment

**5. QUALITY ASSURANCE**

Prior to undertaking any confirmatory sampling (if required), the Town of Sprague will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, methods and procedures approved by EPA that will be used in all assessments.

**PRE-AWARD COSTS**

N/A