

October 15, 2019 @ 8:30am

Town Clerks Office.

Agenda:

1. Review 09/17/19 Minutes
2. Kate Lehman – Pet Waste Stations
3. Rebecca MacLeod – Apple Butter Proceeds. LRS Funding
4. BSWW Server Proposal
5. Streetscape Checks for \$59K and \$103K sent to DOH
6. Personnel issues

Minutes:

1. The minutes from the 9/17/19 Finance meeting were reviewed and approved.
2. Kate requested the Town take over the expense of the 2 pet waste stations in town. Expected cost would be around \$100.00. Council agreed and it will be added in the budget for next year. She also notified council that they have applied for a grant for 2 more waste stations that will go in Greenway Cemetery. She said she would be willing to give training if necessary, on how to place the liners in correctly so they don't fall down. After Kate left Sharron informed Council that the station at the BSWW plant was removed as it was being used for everything other than the dog waste. A new location is needed for that. Kate also spoke about the possibility of acquiring a grant for cigarette butt receptacles and how that would work for the Town.
3. Rebecca shared that they raised \$3,625.00 in parking revenue from the Apple Butter Festival, \$300.00 of that was from parking cars at Cacapon Brewing Co's parking lot and would go directly to Streetscape, the remainder \$3,325.00 would be split evenly between Streetscape and the Cemetery. Pete and Rebecca presented a chart for NBRT LRS expenses, a additional upfront payment of \$1,280.00 that the Town would cover for the LRS to review the Cap & Fill, would drastically reduce the amount of fill needed, in turn reduce the overall cost. Council were in agreement of that expense; the funds are available in the NBRT account. Pete explained that MC were going to add an additional \$8k from the Hotel/Motel funds to help with funding.
4. Chris addressed the BSWW ASI Server issue that was carried over from last month. They have scheduled a teleconference with ASI to address some of the costs.
5. Sharron informed the Council that the Streetscape checks were received Friday 10/11/19 by DOH.
6. Personnel issues were addressed.

**Licensed Remediation Specialist (LRS)
Environmental Consultant Services
North Berkeley Rail Trail (NBRT) Brownfield Remediation
Town of Bath, Berkeley Springs, West Virginia
Scope of Work as of August 8, 2019**

Introduction

The West Virginia Licensed Remediation Specialist (LRS) will provide technical services necessary to guide the remediation of Town of Bath property known as Parcel 3 for the purpose of building the North Berkeley Rail Trail (NBRT). Consulting and technical services may also be provided as identified for the location known as Berkeley Springs Depot Parcel 1. Both Parcel 1 and 3 have been entered into the West Virginia Voluntary Remediation Program (WV VRP) and a Certificate of Completion(s) will be evidence of compliance and successful release of the two parcels from the WV VRP.

Parcel 3 is covered by a U.S. Environmental Protection Services (EPA) Grant for remediation and a cooperative agreement between EPA Region III and the Town. The primary responsibility of the LRS will be to provide guidance, necessary sampling, oversight and reporting activities including technical documentation to support the receipt of a Certificate of Completion for Parcel 3.

The LRS will prepare technical documents required by the WVDEP and by the EPA as part of the remediation activities on the Town property. It will also serve as the LRS of record, acting for the Town, to navigate the site through completion of the requirements of the WV VRP approved remedial action work plan and will provide the expertise to prepare and gain WVDEP approval of any modifications to that work plan required to complete a Certificate of Completion by the WVDEP. Remediation of the NBRT is being managed and funded by the West Virginia Division of Highways (WVDOH) and work on Parcel 1 and 3 must meet WVDOH Standards.

Reference:
State Project UJ333-NBR/T-1.01
Federal Project: NRT-2012(708)D
VRP Number: 16008

Parcel 3

August 2017 - An EPA Brownfield Cleanup Grant was awarded for Parcel 3 to provide funding to the Town of Bath to clean up the Brownfields site. Parcel 3 is currently vacant with an abandoned rail line overgrown with grass and shrubs bordered by trees to the north and south. The selected remediation alternative is 20' wide fill with a 10' wide asphalt cap that will serve as a section of the NBRT.

Scope of Work

A. To Support the EPA Grant Planning and Remediation Contract on Parcel 3:

1. Act as the Town of Bath's Licensed Remediation Specialist (LRS) for remediation matters associated with Parcel 3 during the solicitation and implementation of the remediation contract to be issued by WVDOH. This will include matters under both WV VRP and EPA purview.
 - a. As requested consult on clearing and construction contracts should the Town of Bath act as General Contractor.
2. Oversee testing and obtain approval for locally-sourced clean fill and other matters covered by the approved Soil Management Plan.
3. Assure the proper accommodation of the EPA Grant requirements if WVDOH solicits and contracts for remediation of Parcel 3.
 - a. Assure proper allocation of progress payments and final closeout payments between the WVDOH contract funding and the EPA Grant funding for Parcel 3 work.
4. As requested, provide input to the Quarterly Progress Reports to be submitted by the Town to EPA Region III.
5. As requested, attend meetings with WVDEP, EPA Region III and other regulatory stakeholders.
6. Prepare close-out documentation as required by WVDEP VRP and the EPA Grant Guidelines for Parcel 3.

B. To Support the Town of Bath on its Portion of Parcel 1: (These are separate work items from the EPA Grant and should be separately priced)

1. Act as the Town of Bath's LRS and technical advisor for remediation planning and implementation in the Town's portion of Parcel 1, which may include technical discussion and subsequent approval by WVDEP of modifications in remediation and the Voluntary Remediation Agreement (VRA), and other matters covered by the approved Soil Management Plan. It is the Town's responsibility to complete approved remediation on its portion as this is not funded under the NBRT project that is shown on Figure 1.
2. Prepare close-out documentation as required by WVDEP VRP Guidelines for the Town portion of Parcel 1.
3. As requested, complete LRS functions needed to record completion of the VRP remediation on the NBRT portion of Parcel 1.

Overall Remediation Tasks	Responsible	Actual Date	Proposed Dates
EPA Acceptance of the NBRT Brownfield Community Relations Plan	EPA	24-Oct-18	
Complete Public Workshop on Remediation	Town	25-Oct-18	
Final Submittal of RA/RAWP Revision	HDR	22-Jan-19	
Final Remediation Plan Approved	WVDEP	22-Jan-19	
Memo to Town of Bath: Summary of Remediation Requirements	HDR/DOH	1-Mar-19	
Meeting on Next Steps & Town portion of Parcel 1 with DEP, Town & County	DEP/Town/County	12-Mar-19	
PROJECT IS AT THIS POINT ON APRIL 11, 2019			
Provide draft designs for Remediation & Trail Construction	HDR/DOH		Apr 2019
Review HDR Design and Costs for Remediation & Trail Alignment	Task Force		Apr 2019
Update ABCA and send to EPA for approval (Parcel 3 Only)	WVU/Town		Apr 2019
Agree on Final Designs	Task Force		May 2019
EPA approves ABCA (estimate a 30-day period)	EPA		Apr-May 2019
Public Notice for EPA 30 day public comment period	Town		May 2019
Public review ends	Town		Jun 2019
Town submits decision document to EPA	Town		Jun 2019
EPA completes review of decision document	EPA		Jun 2019
County/Town/DOH finalize remediation Design Schedule	DOH/County/Town		May 2019
DOH completes bid documents	DOH/DOH		Spring 2019
Town/County submit QAAP, SAP, Safety Plan to EPA as needed	TBD		Spring 2019
EPA completes review of QAAP, SAP, Safety Plan	EPA		Spring 2019
DOH issues RFP for construction	DOH		Spring 2019
DOH Awards Contract for construction	DOH		Spring 2019
Cleanup implemented	Town/County/DOH		Summer 2019
Town submits final cleanup report to EPA	Town		Late 2019
EPA reviews final cleanup report	EPA		Late 2019
Town enters cleanup completion into ACRES	Town		Late 2019
Town obtains Modified Land Use Covenant for VRP	Town/CSX		Late 2019
Town requests Certificate of Completion for VRP	Town		Late 2019

The performance of the services described herein by Environmental Standards, Inc. shall be governed by Environmental Standards' Terms of Service (5/17), a copy of which is attached hereto and incorporated as part of the Scope of Work, which together, upon acceptance by the undersigned, shall constitute the complete and exclusive statement of the terms and conditions of the binding agreement between the parties (*i.e.*, the contract).

Within 30 days of the executed contract, Environmental Standards will review the provided project records and meet with the NBRT project team in order to draft an Estimated Probable Cost (EPC) to complete the above Scope of Work. The EPC will be segregated by Parcel (1 and 3) and by individual tasks. The EPC is to be approved by the Town of Bath prior to Environmental Standards expending any additional resources.

ENVIRONMENTAL STANDARDS, INC.

By: _____ By: _____

Lydia M. Work, LRS
Associate Principal Chemist

Rock J. Vitale, CEAC
Technical Director of Chemistry/
Principal

Agreed and Accepted:

By: _____

Name: _____
(Printed or Typed)

Title: _____

Date: _____