Central New Hampshire Regional Planning Commission Narrative Information Sheet

1. **Application Identification:** Central New Hampshire Regional Planning Commission (also known as CNHRPC). 28 Commercial Street, Suite 3, Concord, New Hampshire, 03301-5061.

2. **Funding Requested:**
   a. **Assessment Grant Type:** “Community-Wide”
   b. **Federal Funds Requested:**
      i. $500,000 from EPA.
      ii. $200,000 waiver request: NA.

3. **Location:** All communities of the CNHRPC region, including: Allenstown, Boscawen, Bradford, Bow, Canterbury, Chichester, Concord, Deering, Dunbarton, Epsom, Henniker, Hillsborough, Hopkinton, Loudon, Pembroke, Pittsfield, Salisbury, Sutton, Warner, Webster. Target area communities include: Boscawen, Hillsborough, and Pittsfield. Communities are located in the counties of Hillsborough and Merrimack in the State of New Hampshire.

4. **Target Area and Priority Site/Property Information.**
   - **Community-Wide Assessment Grant Applicants, Other Than Tribes:**
     o List the target areas discussed in the Narrative: Boscawen, Hillsborough, and Pittsfield.
     o For each target area that is smaller than a city/town, list the census tract number(s) within the target area: NA
     o Provide the address of the priority site(s) proposed in the narrative:
       ▪ Hillsborough - Associated Electric:
       ▪ Boscawen - Allied Tannery (Town Property): 48-56 Commercial Street.
       ▪ Boscawen - Allied Tannery (Dratner Property): 30-34 Commercial Street.
       ▪ Boscawen - Allied Tannery (Dougherty Property): 20-28 Commercial Street.
       ▪ Pittsfield - Freese Property: 16 Clark Street.
       ▪ Pittsfield - Town Garage: 36 Clark Street.
       ▪ Pittsfield - Steam Plant: 17 Clark Street.
   - **Community-Wide Assessment Grant for States and tribes Applicants:** NA
   - **Site-Specific Assessment Grant Applicants:** NA
5. **Contacts:**
   a. **Project Director:** Matt Monahan, Principal Planner, 603-226-6020; mmonahan@cnhrpc.org. Central New Hampshire Regional Planning Commission, 28 Commercial Street, Suite 3, Concord, New Hampshire, 03301-5061.

   b. **Chief Executive:** Michael Tardiff, Executive Director, 603-226-6020; mtardiff@cnhrpc.org. Central New Hampshire Regional Planning Commission, 28 Commercial Street, Suite 3, Concord, New Hampshire, 03301-5061.

6. **Population:** Population per town, according to 2020 US Census De Annual Census Summary File 1 is as follows: Allenstown, 4,707; Boscawen, 3,998 Bradford, 1,662; Bow, 8,229; Canterbury, 2,389; Chichester, 2,665; Concord, 43,976; Deering, 1,904; Dunbarton, 3,005; Epsom, 4,834; Henniker, 6,185; Hillsborough, 5,939; Hopkinton, 5,914; Loudon, 5,576; Pembroke, 7,207; Pittsfield, 4,075; Salisbury, 1,422; Sutton, 1,978; Warner, 2,937; Webster, 1,913. Full CNHRPC region, per same source, is 120,515. Target area towns (consists of Boscawen, Hillsborough, Pittsfield), per same source, is 14,012.

7. **Other Factors:** Within the target communities, priority sites are located along waterfronts as follows: in Boscawen the Allied Tannery is located along Contoocook River; in Hillsborough the Woods Woolen Mill site is located along Contoocook River; in Pittsfield, the Town Garage site and the Freese Property are located across the street from the Town’s public swimming area that feeds Whites Pond.

8. **Letter from state or tribal Environmental Authority:** Enclosed.

9. **Releasing Copies of Applications:** N/A.
November 12, 2021

Michael Tardiff, Executive Director
Central New Hampshire Regional Planning Commission
28 Commercial Street, Suite 3
Concord, NH 03301

Subject: Central New Hampshire Regional Planning Commission
FY22 Proposal for EPA Brownfields Community-Wide Assessment Grant

State Letter of Acknowledgement and Support

Dear Mr. Tardiff:

The New Hampshire Department of Environmental Services (NHDES) hereby acknowledges and expresses our support for Central New Hampshire Regional Planning Commission’s (CNHRPC) proposal for an EPA Brownfields Community-Wide Assessment Grant. Should your proposal be successful, NHDES will again commit to providing a liaison to provide technical support. This assistance can include serving as a non-voting member of your advisory committee, helping vet proposed sites, and reviewing the various technical documents prepared pursuant to the grant.

While we cannot commit to providing specific funding for future work at sites addressed under this assessment grant, please note that NHDES anticipates making cleanup grants available pursuant to a grant competition in 2022.

We look forward to continuing our working relationship with CNHRPC. Please contact me should you have any questions.

Sincerely,

Michael McCluskey, P.E.
Brownfields Program
Hazardous Waste Remediation Bureau
Tel: (603) 271-2183
Email: Michael.G.McCluskey@des.nh.gov

cc: Matthew Monahan, Senior Planner, CNHRPC
    Dorrie Paar, EPA New England – Region 1
    Karlee Kenison, P.G., Administrator, NHDES-HWRB
    Amy Doherty, P.G., State Sites Supervisor, NHDES-HWRB
    Melinda Bubier, NHDES-HWRB
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION
1.a. Target area and Brownfields
1.a.i. Background and Description of Target Area: The Central New Hampshire Regional Planning Commission’s (CNHRPC) region consists of 20 communities in and around New Hampshire’s capital of Concord. The region is part of two counties: Merrimack (18 communities) and Hillsborough (two communities). The region has a proud industrial past of mills built to take advantage of the hydropower of the Merrimack, Contoocook, and Suncook rivers. Vibrant 19th century villages formed around these mills and rivers. Target areas of Boscawen, Hillsborough and Pittsfield hosted much of the region’s industry for 150 years.

Over the years the economy has shifted with jobs lost but dilapidated mill sites remaining. This has been further exacerbated by the COVID-19 pandemic. From 2000 and 2010, the target area made up about 20% of the regional manufacturing base (2000 Census and ACS) and 16.8% in 2019. Regional manufacturing contracted 23% over the 19-year period and the target area 36%. Between 2010 and 2019 alone, the region’s manufacturing contracted about 16% while the target area 30%. As a result, these communities are littered with abandoned industrial sites and their suspect soil, groundwater, and sediment contamination. Private investment avoids these areas due to concerns about environmental uncertainty caused by these vacant brownfield sites.

Target area communities contain priority sites that the assessment program will continue to focus on: in Pittsfield, the “charrette area” (from a 2010 charrette: a collaboration between the public, engineers, architects, and planners to create a future buildout vision for an area) near the town garage/cannery/steam plant across the street from the town’s public swimming pond; in Hillsborough, a mill site along the river near the downtown and abandoned industrial properties nearby in the main business area in town; and in Boscawen a former industrial area between an historic residential area and the river. All areas have specific sites in the CNHRPC assessment program and nearby sites being considered for the program: Pittsfield, Town Garage (36 Clark St.) and Freese Property (16 Clark St.) current sites and Steam Plant (17 Clark St.) a potential; in Hillsborough, Woods Woolen Mill (23-25 West Mill St.) and Associated Electric (171 West Main St.) are current, and sites near both are potential; and, in Boscawen, the Allied Tannery Town Parcel (1-15 Commercial St.) and Dratner parcel (48 Commercial St.) are current and the Doherty parcel (40 Commercial St.) is a potential site. Current sites need additional assessment and potential sites need to be brought into the program, if possible. The problem can be overwhelming and often beyond the scope of what a property owner or community can even begin to address without participation in the Brownfield Assessment Program. Past grants attempted to fill the broad gap between the hope for future redevelopment and actual cleanup and redevelopment of the sites.

1.a.ii. Description of the Priority Brownfields Site(s): The priority sites are all vital for the assessment effort to address contamination concerns such as asbestos, lead-based paint, petroleum constituents and other hazardous materials that may have impacted soil, groundwater, and soil vapor. In Pittsfield, the Freese site (16 Clark St.), Town Garage (36 Clark St.), and the Steam Plant (17 Clark St.) are all key parcels in implementing the vision of the planning charrette completed a decade ago. As each of these sites are assessed, it will lay the foundation for redevelopment. The Freese site in particular represents the largest area. Further, there is another parcel to the north that would need to be assessed after the Steam Plant site (17 Clark St.) and, taken together, all of these sites represent the majority of the charrette area allowing for long-planned crucial downtown revitalization. In Boscawen, the sites along Commercial Street
(the three Allied Tannery parcels: 1-15, 40, and 48 Commercial St.) are key to cleaning up an important shoreline along the Contoocook River and protecting historic residential homes across the street. Further, redevelopment of these parcels would result in viable land uses that could trigger revitalization nearby on an abutting lot for an old gravel pit. In Hillsborough, the Woods Woolen Mill sites (23-25 West Mill St.) have been identified for redevelopment as part of a regional river-side recreational trail. Further, it will facilitate the cleanup a portion of the Contoocook River. The Associated Electric site (171 West Main St.) and adjacent parcels are key properties in Hillsborough’s main business area. Both sites are near the village and are situated on main entry ways into town. To cleanup these areas in Hillsborough would result in both recreational opportunities and economic growth. For each community, further assessment activity will play a large role in future development.

1.b. Revitalization of the target area

1.b.i. Reuse Strategy and Alignment with Revitalization Plans: Priority sites are tied directly to a reuse/community plans that are vital to the communities. Pittsfield sites are included in a revitalization charrette for the community’s downtown. The charrette targets the heart of the community which has seen significant decline of the decades. The area represents a very large part of the village (the Freese property is one of the two largest parcels). Such redevelopment is also noted in the Pittsfield 2018 Master Plan. Both documents envision the area as a mixed-use, pedestrian friendly core in harmony with the nearby wetlands. In Boscawen, priority sites are part of the 2021 Economic Chapter of the Master Plan where their cleanup is an economic development priority. Boscawen has also been awarded an EPA cleanup grant for their parcel and is currently beginning the process, including providing matching funds. In Hillsborough the 2004 Village Master Plan includes both the Woods Woolen Mill and Associated Electric areas. For Woods, it envisions a rail trail area. For Associated Electric, this portion of West Main Street is seen as an area in need of revitalization, preservation, protection, and pedestrian accommodation. Cleaning up this site will protect nearby historic sites and other properties from moving, underground plumes of contamination. Redevelopment of these areas are objectives in the 2018 Hillsborough Master Plan. Woods Woolen Mill is seen as a river walk and Associated Electric part of a larger gateway zone. These sites are key to the communities’ future plans.

1.b.ii. Outcomes and Benefits of Reuse Strategy: Cleaning up the parcels will directly affect our disadvantaged communities. The Pittsfield Charrette area envisions a mix of commercial/retail uses with green space and possible residential. Implementing the charrette will provide jobs, environmental justice (by addressing environmental threats impacting sensitive populations), quality of life, and a clean town swimming pond increasing the quality of life of Pittsfield residents. Boscawen’s sites lend themselves to green space and residential uses which will address town and regional housing shortages and cleanup this portion of the Contoocook River. It will also protect the current homes across the street from contamination and environmental challenges. Hillsborough’s revitalized brownfield sites would provide a combination of recreational use and a cleaned Contoocook riverbank (Woods Woolen Mill) along with an increase in jobs in the core business district (Associated Electric property and surrounding lots). Cleanup of both areas will prevent the further spread of contamination in the river and on abutting lots. Reuse of all sites will restore lost tax revenue (NH municipalities rely mainly on property taxes for revenue).

1.c. Strategy for Leveraging Resources
1.c.i. Resources Needed for Site Reuse: Assessment dollars will provide funding to position these parcels for cleanup and redevelopment. First, the town’s lack resources for these projects. All have high tax rates relative to the county averages per NH Economic and Labor Market Information Bureau (NH ELMI): Boscawen’s taxes are about 13% higher; Hillsborough’s, 27% and Pittsfield’s 33%. All three communities have less commercial tax base than the counties (Merrimack and Hillsborough) leading to less revenue (NH towns’ only tax base is property taxes): Hillsborough has 16% commercial tax base to the county’s 23%; Boscawen has 11% to the county’s 20%, and Pittsfield 17% to the county’s 20%. Finally, all three communities had a median family income less than the region: Hillsborough, 13% less; Boscawen, 15%; and Pittsfield 26%. Taken together, the target area towns have less public revenue available for brownfield assessment and cleanup.

Despite the lack of public finding available for brownfields cleanup, each community has been able to put some funding towards revitalization while leveraging even more. In Pittsfield the revitalization of the brownfields area was driven by a design charrette for downtown. It was conducted by professionals from Plan New Hampshire (a nonprofit organization of engineers, architects and planners who provide a weekend-long charrette for communities via a competitive grant process). The Town had to provide a modest amount of funding to cover the expenses such as printing and other administrative elements, but this charrette has been vital to the revitalization of the target properties when coupled with CNHRPC’s assessment funds in the past. Private funds for the Freese property have also been used for some modest tank removal efforts. In Hillsborough, multiple assessment grants have been utilized to move the Woods Woolen Mill site towards redevelopment. The Town was awarded an EPA assessment grant in the mid-2000’s and the CNHRPC assessment funds took the site much further laying the foundation for NHDES cleanup funds to be used for the removal of portions of the mill collapsing into the river. Without the assessment grants, the relationships and momentum would not have seen the NHDES funds brought to bear on an important issue on the site - a contaminated mill collapsing into a river that already has water quality issues. Finally, in Boscawen, the two sites already assessed have leveraged additional funds towards cleanup. First, the Town-owned piece was awarded an EPA cleanup grant in the last round. The assessment work under the CNHRPC grant made this possible, and, as part of the cleanup match, the Town has earmarked modest funds coupled with public works equipment and labor to assist the cleanup effort as part of its 20% match. Also, the addition of the Dratner property was able to attract private funds for 100% of the cleanup costs once CNHRPC assessment work was complete. Moving forward, the target sites can leverage additional funds from various sources. It is anticipated that in Pittsfield additional funds can come from private funding and cleanup grants. In Hillsborough, private funds are likely to be brought to bear with cleanup grants for Associated Electric, and for Woods, additional state funds and other cleanup grants will be sought. In Boscawen, additional cleanup grant funds will be sought as will private funds, especially if/when the Dougherty Property is assessed.

1.c.ii. Use of Existing Infrastructure: All of the priority sites in target area communities are located where existing sewer and water are situated. Also, as they are in core areas of each town, they will utilize existing stormwater management infrastructure (it is also anticipated that the Town Allied Property, both Woods Woolen Mill properties, the Associated Electric property, and the Freese property will have less impervious coverage decreasing the demand on existing stormwater infrastructure). Further, all of the sites have existing curb cuts/driveways eliminating the need to increasing the burden on road networks. Finally, all of the sites have access to
existing electrical and telecommunications infrastructure. All of the sites represent classic infill redevelopment opportunities by utilizing existing infrastructure to the maximum extent possible. No infrastructure needs or upgrades are anticipated for any of the sites.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

2.a. Community Need

2.a.i. The Community’s Need for Funding: This grant will provide funding for the three Target Communities to assess, cleanup, and reuse the identified priority sites. First, each of the Target Communities lack the ability to generate public funds to cleanup these sites. The tax rates for each of the three Target Communities is between 13% and 32% higher than county averages. Further, they all have median family incomes 13% to 26% less than that of the CNHRPC region. Finally, the communities have between 3% and 7% less of a commercial tax base than the county averages. This is an issue as New Hampshire communities rely solely on property taxes for tax revenue. The effect is that the three towns simply do not have the resource base other NH communities might have to address brownfields cleanup, which is especially an issue for them as they have seen about a 30% decline in manufacturing jobs in the last 20 years. In short, they have more to do with less when it comes to brownfields.

The needs for the priority sites are further assessment, cleanup/remediation, and reuse/development funds and this assessment grant can open the door for all three. First, with assessment, the Town-owned Allied Tannery site in Boscawen will need post-clean up assessment work (the Town is currently using an EPA cleanup grant to clean up the site) and the nearby Dougherty property (on the other site of the Dratner property) will need initial assessment funds. In Hillsborough, post-clean up assessment work will be needed following the use of EPA cleanup funds for the building falling into the Contoocook River. Also, the Associated Electric site in Hillsborough will need Phase II work. Finally, in Pittsfield, the Freese site will need further assessment and the Steam Plant site will need Phase I and Phase II assessment work. Assessing these properties will leverage cleanup funds that they all need (and for Allied tannery and Woods Woolen Mill, further cleanup) given the results of previous assessment work. The Freese and Town Garage sites in Pittsfield, all of the Allied Tannery sites in Boscawen, and the Woods Woolen Mill and Associated Electric sites in Hillsborough all have multiple Recognized Environmental Conditions (RECs) from previous assessment work; portions of the Woods Woolen mill is falling into the Contoocook River, and the Town’s portion of the Allied Tannery in Boscawen are collapsing. Property-specific reuse planning is needed for all the properties as well. To date, there are some general plans in place for all of the areas around the priority sites - Pittsfield sites are located within and next to the redevelopment charrette for downtown (mixed use/infill/recreation), the Hillsborough sites are part of a village master plan and a municipal master plan (also general mixed use/infill/recreation), and lastly, the Boscawen properties are described as a reuse priority in the 2021 Master Plan Economic Chapter (also mixed use/infill/recreation). What is needed though, is a parcel-specific reuse plan for each Priority Site that provides further detailed clarity for the various master plans and charrettes, which is what this grant will help provide.

2.a.ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations: Using the EPA’s Environmental Justice Screening and Mapping Tool (EJ Screen Mapper), all of the target areas have sensitive populations near the priority sites. The Hillsborough CDP that is home to both the Woods Woolen Mill and Associated Electric sites has lead paint in the 60th percentile and wastewater
discharge in the 79th percentile (US). These areas also include the following sensitive populations: low income (48%), linguistically isolated (45%), less than high school education (57%), under the age of 5 (54%), and over 64 years of age (56%). Per the NHDES OneStop site there are or have been 900+ sites of environmental interest in this CDP as well as an impaired waterway (the Contoocook River), churches, a ball field, and another industrial facility. In Boscawen, lead paint is at the 65th percentile (also US) and wastewater discharge is the 56th percentile in the census tract that contains the priority sites. Sensitive populations include low income (37%), linguistically isolated (49%), less than high school (45%), under 5 years (48%), and over 64 at (53%). The Boscawen tract also contains 300+ sites in OneStop as well as an impaired waterway - the Contoocook, churches, public housing, and a public school. In Pittsfield the census tract with the priority sites has lead paint at the 72nd percentile (US), superfund proximity at 39th percentile, and wastewater discharge at the 45th percentile. The tract contains low-income persons (53%), linguistically isolated (45%), less than high school education level (44%), under 5 years (46%), over 64 years (51%). Lastly, the tract contains an impaired waterway - Whites Pond (the town swimming area), churches, public housing, subsidized housing, and both schools.

In the target areas, the revitalization of these priority sites will directly address several threats to these populations. First, it will address the impaired waterway issue. The Contoocook is an impaired waterway in both Hillsborough and Boscawen. Cleanup of these sites on the river, with structures collapsing into the river will be addressed. Lead paint was used in these buildings as well and removing these structures will address this issue too. For Pittsfield, the impaired waterway (Whites Pond) right across the street will be addressed by the cleanup of the priority sites. All of the sites also have wastewater discharge issues and if these sites are cleaned up these discharges are likely to be cleaner. Lastly, lead paint is suspected at the Steam Plant.

(2) Greater than Normal Incidence of Disease and Adverse Health Conditions: The sensitive populations within the Target Areas face health risks due to their proximity to these sites. In Hillsborough, the EPA EJ Mapper indicates that air toxin cancer risk is in the 56th percentile compared to the nation. National Air Toxics Assessment (NATA) respiratory hazard and particulate matter are also in the 56th percentile, while lead paint risk is in the 76th percentile. Boscawen is in the 78th percentile for lead paint and Pittsfield is 67th percentile. According to the CDC, lead paint can be a major hazard for young children, especially those under the age of 6. For the target areas, there are significant populations near the priority sites that are under the age of 5 (between 46% and 54% per the EPA EJ Mapper). When looking at the RECs for the Allied Tannery and Woods Woolen Mill sites lead paint is present. Arsenic is another cancer-causing agent which is of particular concern in Pittsfield. One of the significant findings of the Phase II assessment of the Freese Property was the presence of high levels of arsenic in the soils at the water table. Given that the town swimming pond, Whites Pond, is across the street, coupled with a high percentage of children under the age of 5, this is of particular concern. Finally, the Contoocook River runs by both Woods Woolen Mill and Allied Tannery and, given that it is an impaired waterway, the health risk from groundwater contamination is a significant threat. With the reuse plans for these areas (the Pittsfield Charrette, the Boscawen Master Plan Economic Chapter, and the Hillsborough Master Plan and Village Master Plan) focus on not only reuse, but also recreation, the groundwater issues surrounding the Contoocook and Whites Pond can be addressed. Lead paint challenges with the old, crumbling buildings can also be addressed by revitalization efforts of these priority sites (including being suspected at the Steam Plant in
Pittsfield). Limiting lead paint threats and arsenic in the groundwater will go a long way to preventing health challenges of these sensitive populations near these sites.

(3) Promoting Environmental Justice: This grant will directly address priority sites within the target areas. As mentioned previously, the target areas contain sensitive populations that are subject to various environmental threats including impaired waterways, lead paint, and wastewater discharge. Further, per the EPA EJ Mapper, these areas contain larger numbers of low-income persons, linguistically isolated persons, young children under 5 (46% – 54%) and seniors over 64 (51% - 56%), and those with less than a high school education. Industrial contraction has also been more prevalent in these areas. Per Census ACS data, the past 20 years have seen a 30% contraction in manufacturing in the target area communities. To address these sites would result in environmental justice by addressing sites that these populations interact with on a daily basis. The redevelopment plans for all of the areas include a variety of a mix of uses including residential, recreational, and economic end uses. These focal points would provide jobs and quality of life benefits to these populations where the currently don’t exist. Without this funding, local governments lack the resources to fully address these challenges. With this grant, assessment work continues at priority sites (Woods Woolen Mill, Associated Electric, Allied Tannery, Freese Property) and adds new properties to the assessment process (Steam Plan in Pittsfield, Dougherty property in Boscawen, and properties abutting Associated Electric in Hillsborough). Funds remaining will be used to identify other potentials sites in other CNHRPC communities.

2.b. Community Engagement.
2.b.i Project Involvement & 2.b.ii Project Roles: CNHRPC will engage each community via priority site abutters, general public, and organizations. Site abutters will be personally invited to Brownfield Advisory Committee (BAC) meetings; the public invited via meetings published in accordance with NH RSA 91:A. A virtual option for all BAC meetings will also be provided. EPA, BAC, and EPA will be involved as well as other key partners including Concord Chamber of Commerce\(^1\), Upper Merrimack River Local Advisory Committee\(^2\), Concord Neighborhood Housing\(^3\), and Capital Region Development Council\(^4\).

2.b.iii. Incorporating Community Input: CNHRPC will continue to implement an outreach plan that 1) addresses target stakeholders; 2) develops/distributes outreach materials, and 3) implements new outreach strategies. Target stakeholders include priority site landowners, abutters, local government leaders, community organizations, residents, staff and committees dealing with environmental and/or redevelopment issues. Other key stakeholders will include the private and non-profit development community, commercial realtors, NH General Court legislators, Chambers of Commerce representatives, state agencies such as NHDES, local economic development committees, NH’s Business and Industry Association and the Local River Advisory Committees; and, groups that represent economic development or community revitalization interests, historic preservation, environmental clean-up or justice and smart growth. BAC meetings will continue to be in person and virtual due to COVID 19. CNHRPC has found that virtual meetings allow for public participation across its work areas and brownfields is no

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\(^1\) Tim Sink: 603-624-2508; tsink@concordnhchamber.com

\(^2\) Michele Tremblay, 63-796-2615; MLT@naturesource.net

\(^3\) Tom Furtado, 603-223-0810; tfurtado@catchhousing.org

\(^4\) Stephen Heavener, 603-228-1872; sheavener@crdc-nh.com
different. The brownfields program webpage will continue to be maintained on CNHRPC’s website for the public. Redevelopment planning of specific parcels will include feedback from residents in the area. This will be both informal and formal including hybrid meetings. Before redesign takes place, neighbors will be consulted informally and formally during the permitting process via abutter notification as required by state law. Progress will continue to be communicated via the CNHRPC website, newsletter, FAQs, meetings with town boards, and one-on-one discussions with stakeholders. Ascentria Care Alliance (social services facilitation and stakeholder) can provide translation assistance accommodations as required

3. TASK DESCRIPTION, COST ESTIMATES, AND MEASURING PROGRESS

3.a. Description of Tasks/Activities and Outputs.

3.a.i. Project Implementation: Project Implementation will follow two previous successful grants implemented by CNHRPC:

Task/Activity: Task 1 - Cooperative Agreement Oversight: Project Implementation: CNHRPC will be responsible for the programmatic implementation of the grant including: BAC membership, developing an RFQ for QEP services advertising and selecting a QEP to execute the Program; quarterly EPA reporting in ACRES, MBE/WBE reporting, attending the Brownfields conference. EPA grant resources will be used for project implementation; BAC members provide volunteer services, NH DES and EPA staff are funded separately.

Task/Activity: Task 2 – Outreach, Engagement, Inventory, and Site Selection: CNHRPC and our QEP will work with our project partners and NHDES to update and expand our inventory of brownfields; and the inventory will be shared with the BAC and the public, as appropriate. The BAC will review/update site selection criteria and rank additional high priority sites for assessment, while moving forward with the priority sites noted in this proposal. During this process we will communicate and consult with local community officials, business leaders, community organizations, other project partners, and the general public about brownfields, brownfields redevelopment, and the CNHRPC brownfields assessment program.

Task/Activity: Task 3 – Phase I and II Environmental Site Assessments: Phase I ESAs will be performed on a minimum of eight (8) high priority sites. All Phase I ESA will be completed in accordance with ASTM 1527-13/21 and EPA’s “All Appropriate Inquiry” (AAI) rule. We also anticipate a minimum of ten (10) high priority site QAPPs, and Phase II ESAs will be conducted as part of this task. Phase II ESAs will be done in accordance with ASTM 1903-11 and NHDES regulations. Depending on availability of remaining funds additional Phase Is, QAPPs, and II ESAs will be conducted following same scope as above.

Task/Activity: Task 4 – Remediation & Reuse Planning: We anticipate that a minimum of two (2) high priority sites will have Analysis of Brownfields Cleanup Alternatives (ABCAs) and Reuse Plans conducted as part of this task. ABCAs will be conducted in accordance with both NHDES and EPA guidelines. Depending on availability of remaining funds additional Cleanup and Reuse Plans will be conducted following same scope as above.

3.a.ii. Anticipate Project Schedule: Project schedule to be implemented by CNHRPC:

Task/Activity: Task 1 - Cooperative Agreement Oversight: BAC update Q1, and QEP selection Q2, Quarterly reporting: Fall 2022 through Fall 2024.

Task/Activity: Task 2 - Outreach, Engagement, Inventory, and Site Selection: Fall/Winter 2022 through Fall 2024.
**Assessment Grant Ranking Criteria: CNHRPC**

**Task/Activity: Task 3 - Phase I and II Environmental Site Assessments:**

**Task/Activity: Task 4 - Remediation & Reuse Planning:** Fall/winter 2022 to 2024, (ongoing).

3.a.iii. **Task/Activity Lead:** Project lead will be as follows:

**Task/Activity: Task 1 - Cooperative Agreement Oversight:** Mike Tardiff (CNHRPC) with QEP assistance.

**Task/Activity: Task 2 - Outreach, Engagement, Inventory, and Site Selection:** Matt Monahan (CNHRPC) with QEP assistance.

**Task/Activity: Task 3 - Phase I and II Environmental Site Assessments:** QEP w/ support from Matt Monahan (CNHRPC).

**Task/Activity: Task 4 - Remediation & Reuse Planning:** QEP and Matt Monahan (CNHRPC).

3.a.iv. **Outputs:** Project implementation will follow CNHRPC’s previous EPA grants CNHRPC:

**Task/Activity: Task 1 - Cooperative Agreement Oversight:** Request for Qualifications; ACRES/Quarterly Reports; MBE/WBE Reports.

**Task/Activity: Task 2 - Outreach, Engagement, Inventory, and Site Selection:** Inventory including maps, meeting materials/minutes, marketing material, website/social media content.

**Task/Activity: Task 3 - Phase I and II Environmental Site Assessments:** EPA eligibility documents, NHDES petroleum eligibility determinations, and minimum eight (8) Phase I ESAs, QAPPS, and ten (10) Phase II ESAs.

**Task/Activity: Task 4 - Remediation & Reuse Planning:** Minimum 2 ABCAs/Reuse Plans.

3.b. **Cost Estimates**

3.b.i. **Development of Cost Estimates:** Cost estimates developed with QEPs from CNHRPC’s two previous grants and incorporated is the CNHRPC calculated fringe rate.

**TASK 1: Cooperative Agreement Oversight:** Exec. Dir at 180 hrs @ $56.99/hr=$10,258, Sr. Planner 140 hrs @ $47.17/hr=$6,603 (total personnel & fringe $16,862); airfare ($1,00), hotel ($375/night x 2 nights) and meals ($120/day x 3 days) for 2 staff persons to attend the Brownfields Conference, and QEP support contractual costs ($8,000).

**TASK 2: Outreach, Engagement, Inventory and Site Selection:** Exec. Dir 180 hrs @ $56.99/hr =$10,258, Sr. Planner 240 hrs @ $47.17/hr=$11,320, Principal Planner 140 hrs @ $33.67/hr=$4,886 (total personnel & fringe $26,466); 325 miles at $0.56 per mile; $300 for document production supplies (copies, postage); and QEP support contractual costs ($12,500).

**TASK 3: Phase I & II Environmental Site Assessments:** Exec. Dir 130hrs @ $56.99/hr = $7,408, Sr. Planner 170hrs @ $47.17/hr = $8,018 (total personnel & fringe $15,427); 400 miles at $0.56 per mile; $300 for document production supplies (copies, postage); and QEP expenses of 8x $4,655.25 for each Phase I ESA and 10 x $32,275.8 for each Phase II ESA ($360,000).

**TASK 4: Remediation and Reuse Planning:** Costs are Exec. Dir 100 hrs @ $56.99/hr = $5,699, Sr. Planner 100 hrs @ $47.17/hr = $4,717, Principal Planner 60 hrs @ $33.67/hr = $2094 (total personnel & fringe $12,510); 400 miles at $0.56 per mile; $300 for document production supplies (copies, postage); and include QEP expenses of 8 x $5,500 per plan ($44,000).

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<tr>
<th>Budget Categories</th>
<th>Project Tasks ($)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(Task 1)</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Contractual</td>
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<tr>
<td>Total Direct Costs</td>
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<tr>
<td>Total Ind. Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$27,569.65</td>
</tr>
</tbody>
</table>

3.c. Measuring Environmental Results.
Environmental results will be measured by entry in ACRES, funds leveraged, meeting participation, and number of sites positioned for cleanup/ redevelopment. Specifically, the Woods Woolen Mill redeveloped as a rail trail and the structure falling into the Contoocook River removed results in better water quality; Associated Electric redeveloped as a new commercial use improves ground water and air quality for the surrounding parcels and the subject parcel; the Freese, Town garage, and the steam plant sites redeveloped as mix of commercial, residential, and green space will improve water quality at White’s Pond; and all of the Allied Tannery parcels (Town, Dratner, and Dougherty sites) redeveloped into green space, residential, and commercial uses, will stop the mill from falling into the Contoocook River thus improving water quality. Cleanup of all sites also reduces the threat of lead paint. These efforts improve the health and quality of life for target area sensitive populations and potentially other communities.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE
4.a.i. Organizational Capacity: CNHRPC is a regional planning commission created by the state legislature representing 20 communities including the capital of Concord. CNHRPC manages/implements multiple state and federal grants as part of its annual work program across a variety of topic areas (transportation, environmental, economic development, regional planning, demographic/housing analysis to name a few) and has had no adverse grant audit findings. CNHRPC has also successfully managed two previous EPA assessment grants and is currently assisting Boscawen to administer an EPA cleanup grant for portions of Allied Tannery.

4.a.ii. Organizational Structure: CNHRPC’s 20 member communities pay annual dues (all communities are members in good standing) and send representatives to participate in quarterly meetings. An Executive Committee drawn from the RPC’s commissioners conducts the monthly business meetings. Staff consists of six plus the Executive Director. For this grant, the BAC will continue to make all policy and site selection decisions. BAC staff support for administrative and financial management of the program will continue to be undertaken by Matt Monahan and Mike Tardiff at CNHRPC. Staff will continue to manage the QEP who provide the technical guidance and conduct assessments and manage subcontractors as needed (technical support, etc.).

4.a.iii. Description of Key Staff: BAC is made of representatives from the region, partner organizations, and EPA and NHDES. Mr. Tardiff, who has 25+ years of planning experience and 15 with CNHRPC as Executive Director where he manages a staff of six, provides administrative
Assessment Grant Ranking Criteria: CNHRPC

and financial management, and engages in strategic planning for member communities. Mr. Tardiff also holds a MA in Regional Planning from Clemson University. Mr. Monahan who has 15+ years as a planner, 14 with CNHRPC as a Senior Planner working with municipalities in a variety of capacities. Mr. Monahan holds an MPA from the University of New Hampshire, and MA in Economic Development from Southern NH University, and an MA in Strategic Intelligence from the National Intelligence University. He is also an officer in the Coast Guard Reserves where he manages a team of four. QEP will be a professional engineering firm/firms with in-house capacity for the assessment/reuse planning. The QEP will contract with licensed subcontractors, as needed. When possible, QEP/subcontractors will be MBE-WBE firms.

4.a.iv. Acquiring Additional Resources: CNHRPC has not needed to acquire additional expertise or resources in either of the previous two grants. Previous QEPs had adequate in-house abilities or subcontractors for additional services (i.e., lab analysis) and it is anticipated that the QEP selected for this grant will have similar resources available. In the event that additional resources are needed (e.g., legal counsel, etc.), CNHRPC would utilize the RFQ process to procure them.

4.b Past Performance and Accomplishments.

4.b.i. Currently Has or Previously Received an EPA Brownfields Grant: CNHRPC has successfully managed two EPA assessment grants. The first was completely spent with numerous Phase I and Phase II assessments completed. The second was nearly completely drawn down though some funds remained due to the COVID pandemic delaying one project and the scope/budget for other projects exceeding the amount of funds remaining. Several of the assessed sites have also leveraged additional public and private funds: the Town-owned Allied Tannery site has been awarded an EPA cleanup grant while the Dratner Allied Tannery site has leveraged private cleanup funds. The Woods Woolen Mill site has leveraged NHDES cleanup funds. In Pittsfield, the Freese site has leveraged some modest private funds for the removal of a petroleum tank. All sites were updated in ACRES as of the presentation of this grant application.

(1) Accomplishments: CNHRPC has successfully managed two EPA assessment grants totaling $700,000 at 8 brownfields in 5 towns including target areas and priority sites. Work remains at 7 of those sites including Phase II assessments, ABCAs and reuse planning. Currently, two new sites are proposed for Phase I Assessments in two new communities: one is a former junk yard and the other is a potential rail trail. The sites chosen are almost all key properties in their communities, and reuse is imminent at many. For example, the Pittsfield sites are part of a redevelopment plan for downtown while the two Boscawen sites are key to the revitalization of an area along the Contoocook River - as is Woods Woolen Mill in Hillsborough. CNHRPC has or plans to leverage other resources: in Pittsfield, State funds are being leveraged to carry out supplemental assessment and reuse planning work and support the ABCA while state cleanup funds will be leveraged for Woods Woolen Mill in Hillsborough. Our EPA-funded program has sparked vital momentum towards cleaning up our brownfields. Sites are shown in ACRES.

(2) Compliance with grant Requirements: CNHRPC’s first grant was closed out on time with all funds expended. The second grant had a remainder of $10,685.80 as of November 30, 2021, due to potential scopes of work exceeding this amount as well delays due to COVID. Phase II work on the Associated Electric site alone was closer to $50,000. In terms of deliverables, ACRES has been updated on a regular basis and Phase I, Phase II, and other products have been completed. Quarterly reports, with the exception of one (due to COVID 19) have all been submitted on time. CNHRPC has had no adverse audit findings with any grant.
Central New Hampshire Regional Planning Commission Threshold Criteria for Assessment Grants (Section III.B)

1. **Applicant Eligibility:** As a Regional Planning Commission, Central New Hampshire Regional Planning Commission (CNHRPC) is a Government Entity Created by State Legislature, as established by New Hampshire State Law. New Hampshire RSA 36:45 through 36:53 establishes planning commissions, including CNHRPC, as a political subdivision of the State. See attached RSA.

2. **Community Involvement:** CNHRPC will continue to use a comprehensive outreach plan consisting of three parts that 1) address target stakeholders; 2) develop and distribute outreach and educational materials, and 3) implement new outreach and education strategies. Target stakeholders include local government leaders, community organizations, residents, staff and committees dealing with environmental and/or redevelopment issues. Local governments are further prioritized in tiers. Other key stakeholders will include the private and non-profit development community, commercial realtors, NH General Court legislators, Chambers of Commerce, state agencies such as NHDES, local economic development committees, NH’s Business and Industry Association and the Local River Advisory Committees, the general public involved through groups that represent economic development or community revitalization interests, historic preservation, environmental clean-up or justice and smart growth.

CNHRPC will continue to employ personal meetings with stakeholders as a way to develop the brownfields inventory as needed. This will continue to be done via face-to-face or virtual meetings, as needed, and through bi-annual Regional Brownfields Forums that will provide basic information about the program and when possible, demonstrate local examples of brownfields projects. A brownfields program webpage will continue to be maintained regularly on CNHRPC’s website for the general public. Planning for the redevelopment of specific tracts of land will also include feedback from residents in the area. This will be both informal and formal in nature. Before redesign takes place neighbors will be consulted on a somewhat informal basis, and formally during the permitting process via abutter notification as required by NH State law.

The program will continue using pamphlets, packets, other literature and web-based information for communicating progress. Material conveys redevelopment opportunities, liability, Frequently Asked Questions and a program fact sheet outlining what the BAC does, how it helps and how state and other brownfields programs can be utilized in concert with the CNHRPC program. In addition, CNHRPC uses a monthly newsletter to discuss the program. In the event translation services are needed, CNHRPC will work to
accommodate those needs as well as any cultural/hearing/reading needs as they arise. Ascentria Care Alliance (social services facilitation and stakeholder) can provide assistance with meeting any accommodations that may be required.

3. **Named Contractors and Subrecipients:** NA

4. **Expenditure to Existing Grant Funds:** The performance period for the most recent grant ended on September 30, 2021 and CNHRPC has no other open grants. Attached, please find a screenshot of the account.