



Hoosick Area Community Participation Work Group

- Providing a forum for the greater Hoosick Falls community to discuss the progress of the PFOA cleanup and options for municipal water supply.
- Providing local residents a voice in the process with an opportunity to provide information, opinions and perspectives on the project.

Hoosick Area CPWG

ORGANIZATION AND CHARGE

PURPOSE

The Community Participation Working Group (CPWG) is to provide a forum for enhancing public dialogue, fostering public understanding, and encouraging discussion about the Hoosick area State Superfund Sites, including one Federal Superfund site, and related water quality projects. These sites include the Saint-Gobain McCaffrey Street, Former Oak Materials John Street, Former Oak-Mitsui-First Street, Saint-Gobain Liberty Street, Hoosick Falls Landfill, Alexander Schmigel Property, Oak Materials River Road, Interface Solutions, Former Dodge Machine and Allied-Signal Laminate Systems - Mechanic Street. Community working groups are typically formed to help advance public engagement at superfund site cleanups, and this CPWG for the Hoosick area is being established in response to feedback from the community.

The CPWG will make recommendations and provide relevant community input regarding community concerns and perceptions as the remedial projects are being performed. It will also provide recommendations and input as to appropriate and effective strategies for communication to the residents and the public by agencies regarding the technical aspects of the remedial activities or public health implications.

The CPWG does not serve as a decision-making body. It is not a voting entity and does not set policy or make decisions regarding project design or implementation.

State agencies with Federal agency assistance will provide updated information about the ongoing remedial investigations and cleanup efforts along with related water quality programs. An emphasis will be placed on informing project progress in a structured forum and soliciting feedback from the community.

ROLE

The CPWG will be a self-governing and voluntary body - its role will include, but not be limited to:

- Providing a forum for enhancing public dialogue, fostering public understanding, and encouraging input and discussion about the Hoosick area remedial programs and the associated municipal water supply system review;
- Working closely with the NYSDEC, NYSDOH, USEPA, Village, Town and County governments and the responsible parties to ensure the sharing of relevant information;
- Establishing a schedule to ensure the release of relevant information from all involved public and private entities to the community in a timely fashion so that community residents have time to have their questions and/or concerns addressed before decisions are made;
- Making recommendations on outreach and public participation activities and facilitating outreach, communication and citizen participation aspects with the public.

MANAGEMENT

A third-party facilitator will be selected by the NYSDEC, to establish the CPWG and the bylaws that provide a framework by which the CPWG will operate. The Facilitator is to provide assistance to the CPWG, as needed, for up to one year after establishment of the CPWG.

Bylaws shall, among other things, establish ground rules, allow for committees, describe the duties of each of the CPWG chairs, prescribe how membership and committee chair elections are carried out, inform meeting announcements, and set the minimum frequency of meetings.

The CPWG Facilitator shall establish meeting schedules and locations. An agenda shall be provided to the CPWG and the agencies in a timely manner to ensure productive participation.

The facilitator will work with local officials and agencies to host an initial meeting to solicit interest and membership in the CPWG. The community will be informed of the meeting through on-line fact sheets, distribution of hard copy fact sheets and, public notice in print media. An agenda will be included in the fact sheets and on-line.

MEMBERSHIP

The CPWG will be a voluntary group consisting of citizens, community and business leaders, public officials, and other local community stakeholders. Interested members shall submit letters of interest to the Facilitator for consideration of appointment to the CPWG. Applicants for the CPWG will be selected by the Facilitator using a selection process based on response to the CPWG announcement, consideration of a variety of selection models, and professional judgement. The selection process will be described by the Facilitator during the initial solicitation of members meeting.

The selection process and rationale for each member will be documented and publicly available to ensure CPWG membership is determined openly and transparently. CPWG meetings will be open to the public. To allow a continual sharing of ideas and encourage new voices, it is recommended that CPWG members serve limited terms. Membership should represent a broad cross section of the community but applicants who are determined to have a conflict of interest or undue influence over other applicants will be disqualified from consideration, this includes executive management representatives of the Potentially Responsible Parties.

TERMS

Lead CPWG members will be appointed for a renewable three (3) year term.

TECHNICAL SUPPORT

NYSDEC, NYSDOH and USEPA and other agencies as needed shall provide technical support for the CPWG in consultation with the Facilitator.

GUIDING PRINCIPLES

The Facilitator will work with committee members to develop bylaws which will guide the work of the CPWG including:

OFFICERS

The officers of the CPWG shall include a Chairperson, Vice-Chairperson, and Secretary. Officers will serve renewable one-year terms with elections occurring annually in

September. In the absence of the CPWG Chairperson and Vice Chairperson, the CPWG shall elect a temporary chairperson. Officer duties will be in accordance with Robert's Rules of Order.

SUB-COMMITTEES

The Lead CPWG shall define and create sub-committees on an "as needed" basis. Subcommittees will present recommendations for the consideration of the Lead CPWG.

TOPIC SPECIFIC CPWGs

The Lead CPWG may recommend the establishment of Topic-Specific CPWGs. Once established, the TCPWG must maintain active and frequent communication with the Lead CPWG through a dedicated liaison. Members of the Lead CPWG may serve concurrently on topic-specific community participation working groups.

ATTENDANCE

If any member fails to attend four (4) consecutive meetings or six (6) meetings in a calendar year without extenuating circumstances, the Chair shall recommend that the individual be removed and request that the facilitator expeditiously appoint a replacement.

QUORUM

A quorum, for the purposes of having an official meeting of the CPWG and/or conducting official business shall be a minimum of one half of the members plus one, not counting technical support staff.

VACANCY

The CPWG facilitator shall fill any vacancy expeditiously via public solicitation and review of credentials. Members of the Lead CPWG may recommend a candidate for membership based on specific experience or skills or by name for the facilitator to consider.

CONFLICT OF INTEREST

If a CPWG member stands, or appears to stand, to personally benefit, professionally, financially or otherwise, from a formal decision, s/he should recuse him/herself from the discussion and any voting on that decision. This recusal shall be noted in the minutes by the Secretary.

Bylaws may be amended by the CPWG as deemed necessary and/or appropriate by its members as long as the resulting CPWG processes and activities remain open and transparent to the public.