



Town of Stafford Connecticut

*Office of the First Selectman
1 Main Street
Warren Memorial Town Hall
Stafford Springs, CT 06076-1208
(860) 684-1776 * Fax (860) 684-1768*

*Mary Mitta
John N. Locke Sr.
Richard F. Hartenstein Jr.
Board of Selectmen*

IV.D. Narrative Information Sheet

1. Applicant Identification

Stafford, Town of
1 Main St, Stafford, CT, 06076

2. Funding Requested

- a. Assessment Grant Type: Community wide
- b. Federal Funds Requested: \$300,000
- c. Contamination: Hazardous substances and Petroleum

3. Location:

- a. **Town of Stafford**
- b. **Tolland County**
- c. **State of Connecticut**

4. Property Information for Site-Specific Proposals:

Not applicable

5. Contacts:

- a. Project Director
Name: Richard Zulick
Phone: (860) 684-3448
Email: publicworks@staffordct.org
Mailing Address: 1 Main Street, Stafford, CT, 06076
- b. Highest Ranking Elected Official
Name: Mary Mitta
Phone: (860) 684-1777
Email: staffordtownhall@staffordct.org
Mailing Address: 1 Main Street, Stafford, CT, 06076

6. Population

Population of entire Town of Stafford: 12,087



Town of Stafford

Connecticut

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7. Other Factors Checklist

Other Factors	Page #
Community population is 10,000 or less.	N/A
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	N/A
The priority brownfield site(s) is impacted by mine-scarred land.	N/A
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	Yes, pg. 1, 2 of application, section 1.a.ii
The priority site(s) is in a federally designated flood plain.	Yes, pg. 1 of application, section 1.a.ii
The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.	Yes, pg. 2 of application, section 1.b.i
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	No, pg. 8/9 of application, section 3.b.i

8. Letter from the State or Tribal Environmental Authority: See attached letter from Mark Lewis of the CT Department of Energy and Environmental Protection (CT DEEP).

January 23, 2019

Mr. Richard Zulick
Director of Public Works
Town of Stafford
1 Main Street
Stafford, CT 06076

Re: State Acknowledgement Letter for EPA Brownfields Assessment Grant for FY 19

Dear Mr. Zulick:

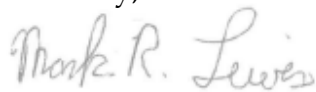
The Connecticut Department of Energy and Environmental Protection (DEEP) acknowledges that the Town of Stafford intends apply to the US Environmental Protection Agency (EPA) for a Brownfields Assessment Grant for Federal Fiscal Year 2019. The Town of Stafford plans to use the grant funding to conduct assessment activities at various properties contaminated with hazardous substances and petroleum in the Town of Stafford.

If petroleum assessment grant funds are awarded by EPA, DEEP or EPA must determine the eligibility of each petroleum site before any site specific assessment activity is undertaken using the petroleum assessment grant funds.

You may want to refer to DEEP's PREPARED Municipal Workbook. This on- line guidebook is designed to help municipalities navigate the complex process of remediating and redeveloping brownfields. The Workbook is available on our web site at http://www.ct.gov/deep/cwp/view.asp?a=2715&q=555770&deepNav_GID=1626.

If you have any questions about this letter, please contact me at (860) 424-3768 or by e-mail at mark.lewis@ct.gov. Good luck with your application.

Sincerely,



Mark R. Lewis
Brownfields Coordinator
Office of Constituent Affairs & Land Management

C: Ms. Dorrie Paar, EPA (via e- mail)
Dr. Nefeli Bompoti, UConn (via e- mail)

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

i Background and Description of Target Area – Situated in the Willimantic River Valley, the Town of Stafford is located in the northern portion of Tolland County, Connecticut, covering 58 square miles. As the third largest town (land area) in the state, Stafford is distinguished by a developed downtown, commercial corridor, numerous villages and hamlets, unique industrial resources, and farmland. The town is known for its natural beauty which is manifested by State Parks such as the Shenipsit and Nipmuck State Forests. As of today, Stafford attracts over 2,000 seasonal residents per year along with about 125,000 spectators to the Stafford Motor Speedway.

By the mid-1800's, the railroad connected Stafford to the rest of New England, and since then it was developed to an industrial hub. Between 1870 and 1920, Stafford had become one of the largest industrial communities and experienced a lot of growth. However, once the majority of these industries closed down in the following years, they left behind abandoned and underutilized properties and Stafford experienced significant economic hardship. Stafford is home to major manufacturers such as TTM Technologies, 3M and American Woolen Company, which are large parts of the current industrial culture. The center of the Town is oriented to be an active and attractive center of both recreational and business activity to be bolstered by its industrial production. As of today, many of the previously industrial buildings are abandoned or underutilized, bringing blight and imposing environmental and health risks to Stafford residents. The two main areas to be targeted by this project is the center (Downtown) and the North East part of the Town. Both target areas are located in a flood plain (zone B: areas between limits of 100-year flood and 500-year flood) while a high number of dams are also present. Approximately 57 dams are located in the Town of Stafford, with 8 designated as high hazard (category C) and 6 as a significant high hazard (category B) by the CT Department of Energy and Environmental Protection (DEEP). Several of these dams, such as the Warren Pond Dam or Staffordville Reservoir Dam, are located near brownfield sites in the target areas and pose a significant hazard of contamination spread in case of a flood. Both target areas are currently facing negative impacts due to the presence of brownfield sites. The detriment to the economy, societal welfare, and overall quality of life in Stafford is directly connected to the existence of brownfield sites.

ii. Description of the Priority Brownfield Site(s) – We have identified several priority sites in both target areas (three brownfield sites in Downtown Stafford and two in the highway business district along route 19 in the North East part of town) which are described below:

- The Witt School, an abandoned elementary school located on Hyde Park Road in the Downtown area, induces the biggest detriment to the community. Abandoned for over a decade, the Witt School is packed with lead, asbestos, and mold contamination, and poses health and welfare risks for the residents of Stafford. Its degraded structure sits atop the beautiful hills of the 4.3-acre Hyde Park, where numerous community activities take place. Currently, the building has lead paint peeling off the walls along with holes opening up to the infestation of asbestos in the ceiling. Graffiti, broken property, and other signs of criminal activity are present. Mercury lamps and fluorescent lighting fixtures with suspected presence of polychlorinated biphenyls (PCBs), are stored in the basement of the building. In 2012, a petroleum leakage from a 10,000 gallon underground storage tank (UST) occurred, contaminating the soil and surface water of the nearby pond. The town had to fully cover the expenses of the emergency cleanup at a cost of \$50,396, increasing the financial burden on its

residents. There was previously two other 4,000-gallon USTs removed from the site. The site has prime redevelopment potential since it is located at the center of the Town.

- In the Downtown area, in proximity to the Witt School, a former landfill is located at 16 Sellars Lane which was previously an unregulated dumping area. A stream adjacent to this site is presenting a serious environmental concern for the spread of pollution in Stafford's surface water during heavy precipitation. Trespassing is also suspected on this property. The Town envisions to create a green space with walking trails for its residents.
- Another priority brownfield in the Downtown area is an underutilized building owned by the American Woolen Company, located in their property at 8 Furnace Avenue. The property is in near proximity to the Furnace Brook which is connected to the Willimantic River. This building was formerly a place where dyeing and finishing activities occurred. A Phase I site investigation was previously conducted, showing the presence of urban fill in a large area of the site while two 20,000 gallon fuel oil tanks and a 450-gallon tank of alcohol blended gas is present on the site. The Town is in contact with the owner to facilitate the assessment and redevelopment of the property.
- An old paper mill, located at Hydeville Road in the North East part of the town. This site was formerly a manufacturing plant for gun parts, metal blades, insulation foam, and ceramics. Currently, the former mill has signs of vandalism and trespassing. There is a small stream located in the site which flows directly to the Furnace Brook and Hydeville Pond, while a large farm community is located nearby.
- A former mill located in the New City Road, in the North East corner of the town named as American Felt or Filter Mill. The mill had multiple uses in the past, from manufacturing of felt and filter materials, and production of motorcycle engines. Currently, there is a haphazard pile of lead painted, rusted metal antiques stored outside the property along with an unused underground storage tank. The site is upstream to the New City Reservoir.

b. Revitalization of the Target Area

i. Redevelopment Strategy and Alignment with Revitalization Plans – Stafford's overarching goals are to *preserve attractiveness of the community, increase growth of employment and tax base, and improve the overall quality of life of its residents*. According to the 2012 Plan of Conservation and Development (POCD), *commercial development is encouraged in the downtown area* where many underutilized buildings are currently present. At least three targeted brownfields are present in this area in which the Town will seek to develop commercially while maintaining the quaint, small-town feel of the area. *Incorporation of green space is also in the redevelopment plans of the Town*. The abandoned landfill located at 16 Sellars Lane is a multi-acre plot that the town is planning to turn into a clean recreational development for its residents. Further plans include the extension of a walking and biking trail from this property to Hyde Park. Both 16 Sellars Lane and Witt School are located in a commercial district, where the Town plans to *use and reuse existing commercial properties to encourage development that meets the needs of the community, while preserving the existing natural resources of the community*. The Witt School has several possible uses, proposed by a recent study of the Stafford Historic Advisory Commission, including a community center, congregate living, and others. The Warren Mill is located in an industrial district in the downtown area and resides right along a street crowded with industrial buildings. It represents a perfect location for a gathering place, and there is a current discussion for this building to be the town's only brewery, with accommodations such as a waterside patio with a view, plenty of space, and a quaint atmosphere that is characteristic of the town and its people. Plans for the New City and Hydeville Mills, located in the highway business

zone, can be derived from the development plans outlined in the POCD for this area in combination with considering the natural capabilities of the land. The New City Mill is only partially used which leaves a large portion of the building open for redevelopment with potential to host a recreational facility and other businesses. The Hydeville mill is located in a residential zone where a commercial plaza would be desirable to attract residents of neighboring towns such as Somers, Tolland, Willington, and Ashford.

ii. Outcomes and Benefits of Redevelopment Strategy – The funds from this grant will help to transform currently blighted areas within the Town of Stafford into clean public spaces that the whole community can take pride in. Through community engagement efforts, the public will gain knowledge about the brownfield sites affecting their community. These funds will allow us to identify and quantify the contaminants that exist within these brownfield sites so that they can eventually be remediated and redeveloped with additional leveraged funding. ***The assessment, cleanup, and redevelopment of brownfields will act as a catalyst for the area’s revitalization and lead to sustainable development of Stafford.*** As a result of the elimination of contaminants: air quality, ground and surface water quality, and soil quality will all improve. After the environmental site assessments, potential risks posed by the contaminants will be evaluated and cleanup measures will be chosen to directly reduce threats to human and environmental health. ***The redevelopment plan will incorporate green infrastructure practices such as solar panels for renewable energy generation, green roofs and storm water infiltration planters to manage storm water on the site, while it will incorporate parks and green spaces.***

The mills and old industrial sites of Stafford were once the center of the town’s economy and remediating these sites would bring new life to the town. ***The town will work with the community to develop a plan where these brownfields will be replaced with new commercial and other uses that will bring economic benefits to the residents, including providing job opportunities for Stafford’s unemployed population and lessening the grand list deficit.*** The revitalization of the properties in our target areas will help bring a new vibrancy to the town of Stafford. Places that have been abandoned and underutilized for years will transform into places of work, recreation, and support for the people of Stafford. The ideas for revitalization mentioned above will increase open green spaces, create places for community recreation, and foster a sense of inclusivity and equitable development.

c. Strategy for Leveraging Resources

i. Resources Needed for Site Reuse – Leveraged funds for the town of Stafford will come from state and federal grants and loans. The town’s direct contribution to the project will be an ***in-kind contribution of the town officials paired with tax incentives.*** Directors and town officials from the Department of Public Works, Building and Zoning and the Town Selectman will be offering their time and effort to towards this project.

In order to complete the tasks necessary for redevelopment, the town of Stafford will request funding from several different sources. These sources include the ***Connecticut Office of Brownfield Remediation and Development grant, the Connecticut Office of Brownfield Remediation and Development loan, historical tax credits, and the EPA Region 1 targeted Brownfields funding resources.*** Stafford will leverage additional funding from ***Tax Increment Financing*** program. Finally, additional funding from the ***CT Green Bank*** could be used for green infrastructure and renewable energy projects during the redevelopment process. The Town will

seek to develop an ESPC with CT Greenbank as well as make use of their C-Pace economic development tool in order to retain business and lower energy costs further allowing them to save money for implementing redevelopment plans.

ii. Use of Existing Infrastructure – All redevelopments will require integration with current infrastructure in the area. The sites of the abandoned mill buildings and the Witt School are connected to the power system, sewage system, and water system. The Central Corridor Rail Line that will connect Stafford with the Southern Connecticut, Massachusetts, and Vermont is currently proposed. Once this project is completed connection of the redeveloped brownfield sites with the transportation network will be ensured. All the redeveloped properties will then be connected to the rest of the state and nearby areas.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need

i. The Community's Need for Funding – Stafford needs economic growth; there is about 33% job availability in the town for residents of working age; of the 9,796 residents of age 16 or older, 2,986 are employed outside of Stafford. Stafford does not have the capability to assess its brownfield sites without receiving external aid due to the fact that no private investments have been garnered as of yet and the impact of the state budget crisis is causing the town of Stafford to struggle further financially. Stafford's community is comprised of a percentage of Veterans that is significant (5.9%), a potentially sensitive portion of the population. The median household income for the town is \$63,681, which is significantly lower than the median income for the rest of the state at \$74,168 (2017 ACS 1-yr survey). Stafford is located in Tolland County, which has a lower poverty rate (5.1%) than the state average of 10.2%, but Stafford is at a poverty rate of 11.2% indicating it is more in need than surrounding towns of similar setting (US Census 2017).

Stafford is a small town with limited municipal budget, and it is not financially capable of assessing the brownfield sites without federal assistance. Crumbling home foundations is a current economic burden that the town now faces (due to a presence of the pyrrhotite mineral in the concrete aggregate), which caused a grand list reduction of \$3,347,360. With a mill rate of 33.93, lost revenue totals \$113,575.92, with 56 properties that have been adjusted as a result of the issue. Stafford's budget deficit surpassed \$5 million dollars in 2017. An additional cost of redeveloping the brownfields sites would not be easily feasible. With tax revenue already up to 61% of the Town's total revenue, a tax increase would worsen the tax burden for Stafford's residents.

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations – Stafford's downtown area has a significantly higher percentage of low-income population (41%) compared to the State (23%) (EPA EJSCREEN TOOL), with a 17% of the population to have less than high school education compared to 10% in the state. Although the percentage of minorities is not high in the area, the minorities present suffer from high poverty levels and low median household income. For example, the median household income for Hispanic households in Downtown Stafford is \$16,076 and 67.2% of the Hispanic population is in poverty status (Census Tract 8901). Three of Stafford's brownfield sites targeted by this grant are located in the center of the town. Clearly, the ones who live close to the brownfield sites are disproportionately affected by the blight and health impacts associated with their presence. About 4,015 people live downtown in the vicinity of the target areas and many others are exposed to safety risks inherent to brownfields sites when being active in this

area of the community. Some brownfield sites, such as the former Witt School, have been targets of vandalism. Residents and visitors are put at risk due to the existence of broken windows, lighting fixtures, and graffiti on site.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions – Exposure to environmental hazards and other socioeconomic factors had a disproportionate impact in the residents of the target community which is reflected by higher than normal incidence of diseases and health impacts. While the average asthma hospitalization rate per 10,000 people in the state of CT is 7.8, and even lower in the County (4.97 in Tolland County), Stafford exhibits a higher asthma rate at 11.6, indicating that the air quality is quite lower (CT DPH). Stafford has a higher rate of cancer cases than the rest of the state, and is particularly in lung cancer, oral, and non-Hodgkin’s lymphoma (CTDPH). According to the EPA EJSCREEN tool, the Downtown target area in Stafford has a higher Lead Paint Indicator (0.74) compared to the state (0.45) due to the presence of pre-1960s buildings, which further increases the health risk of the sensitive populations. The increased disease rates exhibited by the residents of these areas are strong indicators of negative health impacts associated with the environmental quality and the presence of contamination, among other factors.

(3) Economically Impoverished/Disproportionately Impacted Populations – Although Stafford’s community does not have a high percentage of minorities (approximately 5%), approximately half of this small portion of the population is below the poverty line. A 44% of the minorities is under poverty status compared to 5% of the white population in the Town of Stafford, with the Downtown to exhibit an even higher number. A high percentage of disengaged youth is also a considerable problem for the town. An 11.3% of female and 27.5% of male young people are disengaged compared to the state averages of 4.5% and 5.5%, respectively. The downtown has multiple elderly living communities comprised of approximately 110 units. The old units are in shambles and still have many residents inhabiting them. In the downtown area, there is a 7% unemployment rate compared to 2.4% in the state. Another indicator is the financial assistance, where an additional 10% of people that receive income assistance are located nearby the Witt School. The funding from the grant will seek to level out this disparity by making the living environment more equitable.

b. Community Engagement

i. Community Involvement – The Town of Stafford will work with key partners to identify site selection/prioritization, conduct community engagement activities, invite participation and collect feedback. Our essential partners and their role in the project are summarized in the table below.

Partner Name	Point of Contact (name, email & phone)	Specific role in the project
Citizen Advisory Committee	John Locke, selectmanlocke@staffordct.org, (860) 748-1371	Community involvement, solicitation of resident input.
Agriculture Advisory Commission	Dr. David Mordasky dmmordaskydv@gmail.com (860) 729-7921	Input on site selection prioritization, reuse planning, project communication.
Economic Development Commission	Richard Shuck shuck86@gmail.com (860) 729-9566	Pledge of support, input of reuse planning and prioritization, participation in

		creating economic development strategy.
North Central District Health Department	Westford Lirot, B.S. R.S. wlirot@ncdhd.org (860) 684-5609	Input on site selection prioritization, technical support, reuse planning.
Historic Advisory Commission	Leonard Clark lvclarkey@cox.net (860) 684-3246	Advisement of historical resources/preservation, regulatory review.
Stafford Community Center	Grace Parrow parrowg@staffordct.org (860) 684-3906	Assistance with community engagement, venue for meetings.

In order for any redevelopment plans to truly have a positive impact for the town, we will ensure that every group of the community is informed, involved, and represented during the whole process. ***The town is equipped with many strategies for community involvement; with a primary focus on disseminating project-related communications and hosting open town at the Stafford Community Center***, a centralized location. To help create a vision and development that promotes cohesive excitement, Stafford will solicit professional facilitation services, from organizations like the Connecticut Economic Resource Center, for example. Working with Stafford-based groups such as the Historical Advisory Commission, Citizen’s Advisory Committee, Economic Development Commission, Board of Finance and Planning and Zoning Commission, the Stafford will further ensure meaningful and wide-spread involvement of local leaders, residents, staff, and stakeholders.

ii. Incorporating Community Input – The success of this project highly depends on an engaged community of citizens, stakeholders, local businesses, civic organizations and landowners. To demonstrate unity and cooperation, ***a Brownfield Steering Committee – comprised of project partners, staff, stakeholders, residents, and civic leaders – will be created to establish needs, prioritize sites and communicate progress.*** Town staff will meet frequently (initially, and then at least quarterly) with the steering committee. The Brownfield Steering Committee will ***create a concentrated outreach program by conducting surveys, hosting public outreach events, and distributing maps and information about all related activities.*** The Committee will share information, collect feedback describe next steps, and facilitate public meetings. Invitations to town planning meetings will be extended to both outside owners, and a memo will be sent amongst town municipals requesting their attendance as well. All public engagement activities will occur at convenient times in centrally located, handicapped accessible venues to a provide maximum public involvement. Considerations will be given to specific populations, like residents at nearby senior living facilities. The town can deposit fliers to notify of the meeting date and location, as well as leave comment cards if they are unable to attend. Stafford is home to a large industrial workforce, who may often work in the evenings when these town meetings would take place; they will need a vessel of communication for voicing their opinions on redevelopment plans. In order to effectively engage these citizens, communication materials can be dropped at local workplaces inviting people to contact the Town Hall with their concerns for development. Additionally, online tools will assist in sending and receiving information. ***Staffordct.org and social media tools will describe brownfield cleanup efforts, promote engagement opportunities and provide opportunities for community input. All resident concerns will be recorded and answered.*** We will also continue to issue press releases to our local newspapers to generate and maintain interest.

During market analysis phase the community will be surveyed in a variety of ways to gather individual opinions on goals for the target areas.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Description of Tasks and Activities – The proposed project will be executed in four tasks summarized below. Prior to any assessment, the town had developed a site inventory with 46 sites, with a specific focus on the five discussed in this proposal.

Task 1 – Oversight and Project Coordination (Allocation: \$4,000 for hazardous; \$3,000 for petroleum; \$7,000 combined): This task will involve the management and oversight of contractors, including a competitive process (RFP/RFQ) for securing a project consultant, personnel and financial management, coordination with stakeholders, by town officials. Specifically, this task will also involve the procurement of a hire qualified/ licensed environmental professional (QEP/LEP) who will undertake the environmental assessment projects. Town officials will also travel to participate in available national brownfields conferences and training opportunities. Regarding site access, the town owns two of the targeted sites, and is in contact with all the owners of the other three sites. **Timeline: 1-3 months.**

Task 2 – Outreach and Community Involvement (Allocation: \$7,000 for hazardous; \$4,000 for petroleum; \$11,000 combined): This task will involve the coordination of the activities described in Section 2b above. The Town plans to reach out to residents and local stakeholders, organize meetings and develop and distribute project summaries. **Timeline: 1-3 years.**

Task 3 – Site assessments (Allocation: \$202,000 for hazardous; \$64,000 for petroleum; \$266,000 combined): This task will involve the use of environmental professional that will conduct Phase I, Phase II Environmental Site Investigations, hazardous building material assessments, and remedial action plans for some of the sites. **Timeline: 1- 3 years.** The following activities are proposed:

- *Phase I Site Assessments on 3 hazardous sites and 1 petroleum sites* (\$16,000 total)
- *Phase II Site Assessments on 4 hazardous sites and 1 petroleum sites* (\$200,000 total)
- *Hazardous Building Materials Assessments on 2 hazardous site and 1 petroleum site* (\$30,000 total)
- *Remedial Action Plan on 1 hazardous site and 1 petroleum site* (\$20,000 total)

Task 4 – Market Analysis and Reuse Planning. (Allocation: \$8,000 for hazardous; \$8,000 for petroleum; \$16,000 combined): In this task, we propose to conduct a reuse plan or market analysis for two of the sites. A professional will be hired through a competitive process to investigate the market potential for the site and the results will be announced on the Town's website and advertised to potential developers. The Public Works Department and building department heads will oversee the implementation of these plans and how they align with relevant codes and land use regulations. **Timeline: 8 months.**

b. Cost Estimates and Outputs

Cost Breakdown per unit:

Task 1- Oversight and Project Coordination

- Town officials travel = \$5,000
- Contractor costs: 20 hours at average rate of \$100/hr. = \$1,700.

Task 2 – Outreach and Community Involvement

- Meeting expenses and materials = \$11,000

Task 3 – Site assessments

- Phase I Site Assessments on 3 hazardous and 1 petroleum sites at \$4,000/site = \$16,000
- Phase II Site Assessments on 4 hazardous and 1 petroleum sites at \$40,000/site = \$200,000
- Hazardous Building Materials Assessments on 2 hazardous sites and 1 petroleum sites at \$10,000/site = \$30,000
- Remedial Action Plan on 1 hazardous and 1 petroleum site at \$10,000/site = \$20,000

Task 4 – Market Analysis and Reuse Planning

- Reuse plan study or market analysis for 1 hazardous site and 1 petroleum site at \$10,000 per site = \$20,000

Budget Categories	Project Tasks (\$)					
	Task 1- Oversight and Project Coordination	Task 2 - Outreach and Community Involvement	Task 3 - Site assessments	Task 4 - Market Analysis and Reuse Planning	Totals	
Direct Costs	Hazardous Substance Budget					
	Personnel	\$0	\$0	\$0	\$0	\$0
	Fringe Benefits	\$0	\$0	\$0	\$0	\$0
	Travel	\$3,000	\$0	\$0	\$0	\$3,000
	Equipment	\$0	\$0	\$0	\$0	\$0
	Supplies	\$0	\$0	\$0	\$0	\$0
	Contractual	\$1,000	\$0	\$202,000	\$8,000	\$211,000
	Other - Meeting Expenses	\$0	\$7,000	\$0	\$0	\$7,000
	Total	\$4,000	\$7,000	\$202,000	\$8,000	\$221,000
	Petroleum Budget					
	Personnel	\$0	\$0	\$0	\$0	\$0
	Fringe Benefits	\$0	\$0	\$0	\$0	\$0
	Travel	\$2,000	\$0	\$0	\$0	\$2,000
	Equipment	\$0	\$0	\$0	\$0	\$0
	Supplies	\$0	\$0	\$0	\$0	\$0
	Contractual	\$1,000	\$0	\$64,000	\$8,000	\$73,000
	Other - Meeting Expenses	\$0	\$4,000	\$0	\$0	\$4,000
	Total	\$3,000	\$4,000	\$64,000	\$0	\$79,000

Total Direct Costs	\$7,000	\$11,000	\$266,000	\$16,000	\$300,000
Indirect Costs	\$0	\$0	\$0	\$0	\$0
Total Budget (Total Direct Costs + Indirect Costs)	\$7,000	\$11,000	\$266,000	\$16,000	\$300,000

Outputs

- Task 1 – Procurement of LEP/QEP, quarterly reports, conference and training attendance
- Task 2 – Development and distribution of project summaries, website updates, meetings organization, communication and meetings with municipalities, stakeholders, and community organizations.
- Task 3 – **4** Phase I Site Investigations, **5** Phase II Site Investigations, **3** Hazardous Building Materials Assessments, and **2** Remedial Action Plans
- Task 4 – **1** Market Analysis study

c. Measuring Environmental Results – The Town will track and measure the expected environmental results throughout the project progress. Our strategy to monitor and evaluate the project progress and environmental results involves 4 key measurable outputs associated with the project tasks: *1) cooperative agreements established, number of meetings and conferences attended, development of reports; 2) track of number of community meetings held and other forms of outreach; 3) track of number of sites environmentally assessed; 4) track of number of market analysis performed.* Towards the end of the project, outcomes will include the number of acres being assessed and made ready for reuse, acres of green space created, number of jobs created, amount of funding leveraged, and estimation of population affected by the minimization of hazardous substances and petroleum contamination exposure. In addition, occurrence rates of health problems related to the contaminants in the brownfield sites will be monitored through data from local hospitals to evaluate the impact of the project on the health of the community.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability

i. Organizational Structure – The Town of Stafford has a proven ability to effectively managing grant funds and collaborative programming. Similar to previous grant-funded projects, a detailed work plan will establish clear milestones, key personnel, and responsibilities. An initial planning meeting will take place, identifying goals, strategies, performance measures, and a well-defined work plan. Staff will meet regularly with the Brownfield Steering Committee, and project partners from the Economic Development Commission, Stafford Citizens Advisory Commission, Board of Finance, and Planning and Zoning Commission, among others. To ensure that the project is on schedule and budget, status updates will be incorporated into the Town’s current reporting structure. Monthly reports will be submitted to the Board of Selectmen to help track progress. Key Staff Include:

- Richard Zulick - Director of Public Works - will be responsible for management of the Highway Department, Parks Department, and Transfer Station. 40 years’ experience in construction and Environmental Engineering Management, and is a registered soil scientist and sanitarian.

Oversees a 2.67-Million-dollar annual municipal budget and administration of LOTCIP, LOCIP, and HUD grant funding.

- Amber Wakley - Grants and Marketing Specialist- will be responsible for developing guidelines to help create a plan for Stafford's economic development. Maintains and tracks grant requests and reporting requirements.
- Lisa Baxter - Chief Financial Officer - will be responsible for accounting practices to ensure compliance, and that funds are expended in a timely and efficient manner.
- Dennis Milanovich - Building Official/Town Engineer - will review and approve all construction plans and issue permits for the alteration, erection, demolition or moving of any building or structure; will provide technical analysis to the town Boards and Commissions regarding design and construction of capital projects. He has been instrumental in infrastructure improvements and economic development projects.

ii. Acquiring Additional Resources – The Town of Stafford will be committing its own resources and personnel, with additional expertise solicited through an RFP. All proposals will be analyzed by Town of Stafford key personnel and Murtha Cullina LLP., New England Business Law Firm. The Town will ultimately select the winning proposal(s) and execute the pertinent contracts with the selected contractor or proposer.

b. Past Performance and Accomplishments

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

(1) Purpose and Accomplishments – Stafford has never previously received any type of EPA Brownfields Grant in the past, but has received other state assistance, with funds administered by federal programs. The Department of Housing and Urban Development (HUD) awarded Stafford a community development block grant for small cities in the amount of \$514,026. These funds were expended in 2012 and were used for developments of residential zoning on Prospect St. and High St., as well as public housing rehabilitation. Additionally, The Small Town Economic Assistance Program (STEAP) awarded Stafford \$500,000 in 2015. These funds were disbursed for extension of the public water and sewage system along Route 19, as well as administering the Woodland Springs senior housing to replace the Avery Park Housing Project. This development is a large senior and disabled people community creating over 100 units as well as accommodations for the needy population it houses. Stafford has also received assistance from the US Department of Agriculture in 2012 in the amount of \$307,817, to implement water and waste disposal systems for rural communities. In total, Stafford has successfully managed \$4,454,850 of grant funds in the past three fiscal years.

(2) Compliance with Grant Requirements – The Town of Stafford has successfully managed numerous grants funds and projects, and the project will follow established accounting principles using Edmunds & Associates MCSJ software to ensure EPA funds are expended in a timely and efficient manner. The Town of Stafford hires an independent accounting firm, O'Connell Pace & Co. P.C. CPA's, to conduct an annual financial audit, which is reviewed and approved by the Board of Finance and is made available to the public. The Town has not received any adverse audit findings related to grant compliance or any other aspect of our finances. A comprehensive work plan and schedule will be developed to ensure all proposed outputs and projects are completed. Performance measures will be established in order to track progress. Town staff will report outputs and outcomes on EPA's ACRES system.

Threshold Criteria Response

1. Applicant eligibility

The Town of Stafford, Connecticut is a “general purpose of local government” and it is eligible to apply for the EPA Brownfields Program.

2. Community Involvement

The Town of Stafford will involve the community in brownfields redevelopment through various ways described in more detail in the narrative proposal. Local stakeholders including residents, local businesses, and our key partner organizations will be involved during the process. A brownfield steering committee – comprised of project partners, staff, stakeholders and community organization – will be created to establish needs, prioritize sites and help guide assessment activities. Town staff will meet frequently with the steering committee (initially, and then at least quarterly).

We will create a concentrated outreach program, conduct surveys, host public events, and distribute maps and information about all related activities. Feedback will be solicited through various methods including public meetings, publications, written communications and online tools. The purpose of these engagements is to share information, invite participation, collect feedback and describe assessment activities. All resident concerns will be recorded and answered. All public engagement activities will occur at convenient times in centrally located, handicapped accessible venues to provide maximum public involvement

Online tools will also be used to send and receive information. The Town’s website, social media networks and town-wide communication tools will describe brownfields efforts, promote engagement opportunities and showcase opportunities for community input. Later, factsheets focusing on brownfields education, milestones, assessment results, and the estimated extent of contamination will be distributed in the communities. Any changes in activity will also be reported.

3. Expenditure of Assessment Grant Funds

The Town of Stafford affirms it does not have an active EPA Brownfields Assessment Grant.

Additional Threshold Criteria for Site-Specific proposals: Not applicable.