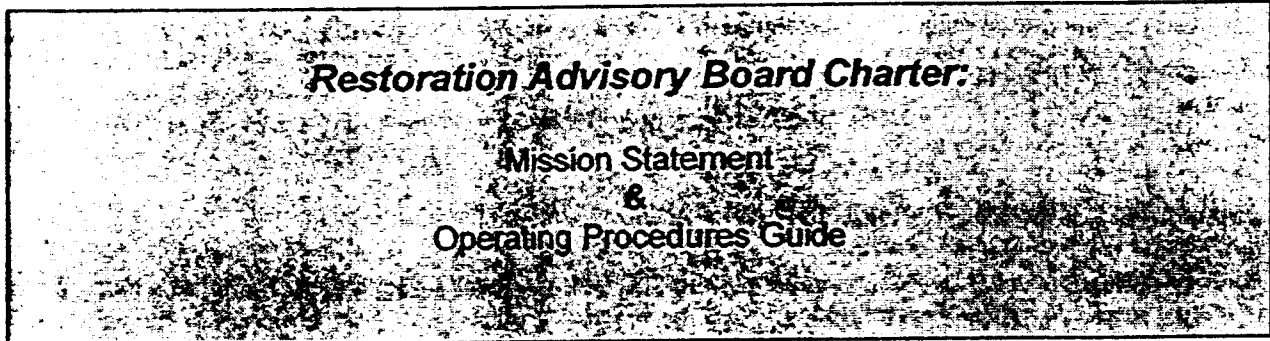


**Naval Air Station
South Weymouth**



1.0 PURPOSE and FUNCTION of the RESTORATION ADVISORY BOARD

The purpose of the Restoration Advisory Board (RAB) is to promote community awareness and understanding of the hazardous waste cleanup efforts that are a part of the Installation Restoration (IR) Program at Naval Air Station (NAS) South Weymouth. It also exists to provide a means for community questions and concerns about hazardous waste cleanup efforts of the IR program to be heard and addressed by the Navy and state and federal regulators.

The RAB is a forum for the discussion and exchange of information regarding the cleanup. It brings together representatives of the five communities (Abington, Hingham, Quincy, Rockland, Weymouth), NAS South Weymouth, and state and federal environmental agencies, and civic organizations with environmental concerns. All meetings are open to the public.

To carry out this mission, the RAB will review and comment on investigations, plans, and remedial actions of the IR program. Those investigations and actions address hazardous waste that are defined by CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) and State of Massachusetts regulations that have been generated, handled, disposed, stored at the air station or have migrated from the air station and that are potentially harmful to human health or the environment.

Specifically, the RAB is concerned with reviewing investigations and remedial actions regarding:

- Hazardous waste sites currently identified by the EPA and Navy.
- Any other hazardous waste sites that might be identified in the course of the IR program.

The RAB is a required element of the air station's involvement effort.

1.1 BASIS and AUTHORITY for the MISSION STATEMENT AND PROCEDURES GUIDE

The basis and authority for the RAB Mission Statement and Procedures Guide are contained in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 1020(f), and 121(f), and 10 USC 2705, enacted by Section 211 of SARA; the September 9, 1993 Department of Defense (DOD) policy memorandum entitled, "Fast Track Cleanup at Closing Installations," the February 9, 1994 Department of the Navy memorandum entitled, "Establishment of Restoration Advisory Boards;" the April 11, 1994 Department of the Navy memorandum entitled "Restoration Advisory Board Workshop;" the October 18, 1994 Department of the Navy memorandum entitled "Establishment of Restoration Advisory Boards (RABs);" and the December 5, 1994 Department of the Navy memorandum entitled "Joint DOD/EPA Restoration Advisory Boards (RABs) Implementation Guidelines."

1.2 RAB MEMBERSHIP and DUTIES

Membership of the RAB is to be diverse and balanced and reflect a wide variety of concerns and interests from the communities. RAB member participation ensures consistent involvement by the community in the cleanup process.

- a. Members must reside in, own property in, or serve in some official capacity in one of the five communities, or be a member/representative from a regional environmental concern.
- b. Members shall serve without compensation. All expenses incident to travel and/or attendance at RAB meetings and related events, and for providing review and input on technical documents, shall be borne by the respective members or their organization.
- c. RAB members are expected to attend all RAB meetings or send an appropriate alternate. The alternate does not have the member's proxy. If a member accumulates more than two (2) consecutive absences without notifying either of the RAB Co-Chairs (Navy Co-Chair and Community Co-Chair), the RAB Co-Chairs may ask the member to resign.
- d. RAB members will serve two-year terms. Terms will be staggered to ensure that an essential core group of members is always participating on the RAB. Members may serve consecutive terms. Names will be drawn 23 months after establishment of the RAB to determine which RAB members will serve on the next RABs.
- e. The RAB will make every effort to recruit members of the diverse communities in terms of personal and/or professional expertise/experience, race ethnicity, and gender. Priority for membership will be given to local residents who are impacted/affected by the air station's cleanup. Community members selected for RAB membership should reflect the unique mix of interests and concerns with the local communities. It is envisioned that the RAB will be comprised of ~~15-20~~ members, with a diverse representation of individuals from the five communities. Potential members come from or include:
 - . local residents/community members
 - . local reuse committees
 - . Technical Assistance Grant (TAG) recipients
 - . local officials/agencies
 - . business communities
 - . school districts
 - . air station employees/residents
 - . local environmental groups/activities

- civic/public interest organizations
 - religious communities
 - other regulatory agencies
 - labor organizations
 - local homeowners organizations
- f. Applicants for RAB membership may apply at any time; new applicants will always be considered. Applications will be reviewed by a selection panel made up of RAB community members. Applicants will be placed into nomination by the selection panel. Open nominations will take place every two years or as needed. Nominations are approved by a majority vote of the RAB members present at the meeting designated for nominee approval.
- g. In accordance with DON policy, representatives from the Environmental Protection Agency and state regulatory agencies will serve on the RAB. Responsibilities include attending RAB meetings; serving as an information/referral/and resource bank regarding cleanup; ensuring that state and federal environmental standards and regulatory issues are identified and addressed; and assisting in the education and training of RAB members.
- h. Members will review and comment on the technical documents and plans associated with the ongoing environmental investigations and cleanup activities of the IR program at NAS South Weymouth. RAB members will be informed of the public comment periods pertaining to specific IR program documents and actions.
- i. To facilitate the exchange of information and/or concerns between the community and the RAB, members are expected to serve as a liaison to local community members and interested groups.
- j. Members unable to continue to participate fully shall submit their resignation in writing to either of the RAB Co-Chairs.
- k. If the majority of RAB members determine that a member is not performing their duties (e.g., has unexcused absences, willfully disturbs the orderly conduct of meetings, or performs functions that could cause a conflict of interest, etc.) that member may be asked to resign.
- l. A public comment period of 15 minutes will be allotted at each RAB meeting for comment on IR program issues.

1.3 RAB Structure

RAB leadership is a joint responsibility.

- a. The RAB will be Co-Chaired by a representative from NAS South Weymouth (Navy Co-Chair) designated by the Commanding Officer and by a community member elected by the community membership of the RAB (Community Co-Chair). The responsibility for presiding over each meeting will be a combined effort of the two Co-Chairs.
- b. The community Co-Chair will be elected by a majority vote of the community members of the RAB before new members are added to the RAB. The RAB Community Co-Chair term will run for one (1) year. A Co-Chair may serve more than one term, if elected by the RAB community members.

- c. The Community Co-Chair may be removed as a Co-Chair if it is determined that the Co-Chair is unable to perform required duties, is ineffective, or is detrimental to the RAB. Community Co-Chair removal is initiated by a majority vote of the RAB community members present at the meeting. The Navy Co-Chair must be present at such a meeting.
- d. Duties of the Community Co-Chair include but are not limited to ensuring membership participation is conducted in an open and constructive manner, ensuring that community issues and concerns related to cleanup are brought to the table; coordinating, preparing and distributing the meeting agenda with the Navy Co-Chair, assisting in the dissemination of information; and alternating the chairing and hosting of the meeting with the Navy Co-Chair.
- e. Duties of the Navy Co-Chair include but are not limited to the same duties as the Community Co-Chair, as well as ensuring adequate administrative support to the RAB; developing and maintaining attendance records; ensuring adequate creation, distribution to the community members, federal and state regulators, and Natural Resource Trustees, and retention of all pertinent documents; ensuring that the Navy considers and responds to comments made at RAB meetings; providing relevant policies and guidance documents to enhance operation of the RAB; referring questions and concerns regarding environmental issues that are part of the IR program, as well as non-cleanup issues, to appropriate officials; publicizing all RAB meetings to the community; and maintaining the Information Repositories; ensure an announcement is made to the local/community newspapers, with an abbreviated agenda included, announcements should include common language for all acronyms.
- f. The Navy Co-Chair will work with the Community Co-Chair and the RAB members to establish a process for public review and comment on documents, plans, and other pertinent information. The Co-Chairs will ensure that a process is in place so that advice and comments from individual RAB members on cleanup issues are forwarded to the proper officials.
- g. The Co-Chairs will work together in reviewing and distributing minutes from all RAB meetings. Draft minutes will be distributed to RAB members approximately one week after the meeting. RAB members have one week to review the minutes and provide comments to either Co-Chair. Final minutes will be issued approximately three (3) weeks after the meeting.
- h. Sub-Committees and/or Steering Committees may be formed in the RAB to assist with RAB member selection (e.g., selection panel), to facilitate participation, or to address specific issues or other items pertinent to the RAB. A committee may be formed and its members selected by a majority vote of the RAB membership at the meeting the issue of committee is raised.
- i. Although the RAB is not a decision-making body for the Navy, the RAB will vote on administrative and procedural issues by having a motion made and seconded. A simple majority vote will carry the issue. For voting purposes, a quorum of RAB members must be present. A quorum is made up of the majority of RAB members in good standing. All positions on issues of concern will be noted along with the majority position and will be presented in the RAB meeting minutes. When a controversy arises regarding procedural motions, the RAB will settle these with a simple majority vote.
- j. The RAB will meet at least once every three months. More frequent meetings may be

held if deemed necessary by the RAB or if events and issues dictate a need. The RAB will, as required, consider the use of a meeting facilitator (professional or volunteer) during sessions involving especially complex and/or controversial issues. Notification of RAB meetings will be mailed to the RAB members at least 72 hours prior to the date set for the meeting.

- k. RAB mailing lists will be upgraded on a regular basis.
- l. All meeting minutes and other materials pertinent to the RAB will be included in the Information Repositories.

1.4 Effective date and Amendments

- a. This mission Statement and Procedures Guide is effective the date the last signatory signs.
- b. This Mission Statement and Procedures Guide may be amended by a majority vote of the RAB members. Amendments may be proposed by any member at any time. A vote on the proposed amendment shall be held at the next RAB meeting scheduled after the amendment is proposed. The proposed amendment shall be presented in the RAB meeting minutes for the meeting at which the amendment is proposed, with notice of the vote scheduled for the subsequent meeting. Amendments must be consistent with the statutes and policies stated in Section 1.1 (Basis and Authority for the Mission Statement and Procedures Guide).

1.5 RAB Members Signatures

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- (2).
- (3).
- (4).
- (5).
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- (10).
- (11).
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