

RESTORATION ADVISORY BOARD (RAB) MISSION STATEMENT AND OPERATING PROCEDURES

Provisionally Adopted: **January 15, 2014**
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RESTORATION ADVISORY BOARD (RAB)

- Established in 2014
- Purpose: Community Awareness, Public Participation, Information Exchange and Stakeholder Involvement
- Foster Community / Government Partnership
- Diverse Membership Representing a Variety of Interests

RAB STRUCTURE

- Joint leadership: USACE and Community Co-Chair
- Community members appointed by USACE
- Members serve 2-year terms, must reside in, work in, or serve communities of Hanover, NH or Norwich, VT
- Up to 6 possible subcommittees, as needed (Membership, Public Information, Project, Planning, Rules and Education)

RAB MISSION AND PROCEDURES

1.0 MISSION and FUNCTION of the RESTORATION ADVISORY BOARD

The Restoration Advisory Board (RAB) is a public forum for sharing information with the community about the Environmental Restoration (ER) Program at the US Army Corps of Engineers (USACE) Cold Regions Research & Engineering Laboratory (CRREL) in Hanover, NH, and answering questions about the ER program from diverse perspectives within the community.

The RAB is intended to promote awareness and understanding of the technical and legal issues involved in the clean-up effort, and to obtain constructive input from the community on ER plans and activities.

RAB meetings are a structured opportunity to discuss, exchange, and disseminate information regarding the ER program among USACE, regulatory agencies, and community members. The RAB acts to foster a partnership between the community and government by providing an opportunity for the public to participate in the CRREL cleanup process and to provide input to decision makers.

All RAB meetings will be open to the public. Public notice will be provided in advance of the meetings. RAB meeting minutes and information will be recorded in the Information Repository for the CRREL ER program.

USACE has developed a Community Relations Plan that outlines the community involvement program. The RAB is a critical part of that community involvement effort. This Mission Statement and the Operating Procedures below will be included in the next update of the Community Relations Plan, which is available at the public information repository located at the West Lebanon Public Library.

2.0 OPERATING PROCEDURES

2.1 BASIS and AUTHORITY for the RAB

The basis and authority for the Restoration Advisory Board 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), 120(f), and 121(f), and 10 U.S.C. 2705, enacted by Section 211 of SARA.

Within the Department of Defense, the RAB is established in accordance with EP 200-3-1, "Public Participation Requirements for Defense Environmental Restoration Programs" (DERP) and DERP Manual number 4715.20 dated March 9, 2012, also referencing DoD Directive (DoDD) 5134.01 (Reference (a)) and the guidance in DoDD 4715.1E (Reference (b)) and DoD Instruction (DoDI) 4715.7 (Reference (c)).

2.2 RAB DUTIES

2.2.1 The RAB members will review and comment on technical documents and plans associated with the ongoing environmental investigations and cleanup activities of the ER Program at CRREL. RAB members will be informed of the public comment periods pertaining to specific ER Program documents and actions.

2.2.2 To facilitate the exchange of information and/or concerns between the community and the USACE, RAB members are expected to serve as a liaison to local community members and interested groups.

2.2.3 Additional guidance for RAB duties and activities are included in the RAB Rule Handbook http://www.denix.osd.mil/rab/upload/RAB-Rule-Handbook_Final.pdf

2.3 RAB MEMBERSHIP

2.3.1 RAB COMMUNITY MEMBERSHIP

Membership of the RAB should be diverse and balanced, and reflect a variety of concerns and interests in the community. RAB member participation ensures consistent involvement by the community in the cleanup process.

2.3.1.1 The RAB will make every effort to recruit members of the diverse community in terms of personal and/or professional expertise or experience, as well as residents who are affected by environmental issues at CRREL. It is envisioned that the RAB will be comprised of up to 20 members.

2.3.1.2 Members must reside in, own property in, work in, or serve the interests of the communities of Hanover, NH or Norwich, VT.

2.3.1.3 People interested in formal RAB membership may apply at any time; new applicants will always be considered. After initial establishment of the RAB, a selection panel made up of RAB members will review new applications and make recommendations to the full board. Applicants are recommended for membership by a simple majority vote of the RAB members present at any regular meeting. The USACE Chair of the RAB will advance the recommendation to the ERDC/CRREL Commander who has authority for final approval.

Criteria for Approval of a RAB Candidate:

- Represents important community interest, group or perspective,
- Brings valuable skills, experience or expertise to the RAB,
- Good character and ability to provide constructive contribution to common goal,
- Willingness to make necessary time commitment to the RAB,
- Does not have a conflict of interest resulting from RAB participation,

Upon approval of the USACE Commander, the candidate will be sent a Letter of Invitation to join the RAB.

2.3.1.4 RAB members will serve for a two year term, but may be reappointed without limitation on the number of terms served.

2.3.1.5 Members shall serve without compensation. Incidental expenses such as travel to RAB meetings or telephone charges are not covered by the RAB sponsor, and must be covered by the members themselves or their affiliated organization, if any.

2.3.1.6 RAB members are expected to attend all RAB meetings. If a member accumulates more than two consecutive absences without notifying either RAB co-chair (USACE co-chair or Community co-chair), the RAB co-chairs may ask the member to resign.

2.3.1.7 Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs.

2.3.1.8 There may be two classes of community membership: active, as described above, and inactive. Inactive community members are those, who by board action or by their own request, are placed on inactive status by a board vote (simple majority).

2.3.2 RAB REGULATORY AGENCY MEMBERSHIP

2.3.2.1 In accordance with DERP policy and guidance, representatives from the Environmental Protection Agency and state regulatory agencies may serve on the RAB. Responsibilities include attending RAB meeting; serving as an information, referral, and resource bank regarding cleanup; ensuring that federal and state environmental standards and regulatory issues are identified and addressed; and assisting in the education and training of RAB members.

2.3.2.2 A representative from USACE New England Division (NAE) will serve on the RAB. Responsibilities of the USACE representatives include attending RAB meetings; serving as an information, referral, and resource bank regarding cleanup issues; assisting in educating and

training RAB members; and providing administrative support as requested by the USACE co-chair.

2.4 RAB STRUCTURE

2.4.1 RAB leadership is a joint responsibility. The RAB will be co-chaired by a representative from USACE 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 alternate between the co-chairs.

2.4.2 Duties of the Community co-chair include but are not limited to ensuring membership participation 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 USACE co-chair; assisting in the dissemination of information; and alternating chairing the meeting with the USACE co-chair.

2.4.3 Duties of the USACE 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 RAB members, and retention of all pertinent documents; ensuring that USACE 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 not part of the ER program, as well as non-cleanup issues, to the appropriate officials; publicizing all RAB meetings to the community; and maintaining the information repositories. RAB mailing lists will be updated on a regular basis.

2.4.4 The USACE 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, reports, 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.

2.4.5 The USACE co-chair may use staff or a contractor to serve as facilitator for meeting planning, recording and coordination.

2.4.6 Public Participation - The public may attend meetings, and members of the public (non-RAB members) will be encouraged to channel their comments and questions through a RAB member. At the discretion of the meeting chair, members of the public may participate in the meeting after being recognized by the chair and by directing all comments to the chair. Public participation time may be limited by the chair.

Also at the discretion of the chair, and depending on time available, the chair may allow a specified amount of time for public comment and questions at the end of the meeting. The chair may establish any other reasonable ground rules for such participation at that time.

2.5 COMMITTEES

2.5.1 The following standing committees may be established by the chairs:

- Project Planning

- Education and Public Information,
- RAB Membership, Rules and Procedures.

2.5.2 Additional Committees, consisting of one or more members, may be formed in the RAB 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 a committee is raised.

2.6 MEETING NOTICES

2.6.1 Standing meetings of the RAB will be on the second Wednesday of each of the following months: January, March, May, July, September, and November. The time, date and place may vary, and additional meetings may be held if deemed necessary by the RAB or if events and issues dictate a need.

The RAB may use a meeting facilitator (professional or volunteer) during sessions involving especially complex and/or controversial issues.

2.6.2 Notification of any additional RAB meetings will be emailed to RAB members at least 72 hours prior to the date set for the meeting. A public notice will be posted on the RAB web page at the same time.

2.6.3 All meeting minutes, agendas, and other materials pertinent to the RAB will be included in the information repositories.

2.6.4 The co-chairs will work together to review and distribute minutes from all RAB meetings.

2.6.5 Committees will meet as needed between regular RAB meetings. Meeting notices, time and location will be provided during RAB meetings, or posted on the website.

2.7 NOMINATIONS, ELECTIONS, VOTING AND QUORUMS

2.7.1 The September meeting is designated the Annual Meeting. At the Annual Meeting, candidates for the community co-chair and all standing committee chairs will be nominated from the floor and elected by a majority vote of the community members of the RAB. The term for all chairs is 1 year. Each chair may serve additional terms, if re-elected by the RAB community members.

2.7.2 Although the RAB is not a decision-making body for the USACE, the RAB will vote on administrative procedural issues by having a motion made and seconded. A simple majority vote of those members present will carry the issue. For voting purposes, a quorum of RAB members must be present. A quorum is made up of a simple 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.

2.8 ACCOUNTABILITY

2.8.1 If the majority of RAB members determine that a member is not performing his or her duties (has excused 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.

2.8.2 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. The USACE co-chair must be present at such a meeting.

2.9 WEB SITE AND COMMUNICATIONS

2.9.1 The USACE will maintain a website of information for easy access by the RAB members and the public. The content of the RAB portion of the web site will be determined by the Public Information Committee, with approval from the RAB co-chairs. Review of web site information (for adequacy, accuracy, clarity, etc.) will be a standing item on the RAB meeting agenda.

2.9.2 The RAB co-chairs are the official spokespersons for the RAB. Any other comments from RAB members to the press will represent only their individual views and not the actions or views of the RAB.

2.10 EFFECTIVE DATE and AMENDMENTS

2.10.1 This Mission Statement and Operating Procedures may be revised or amended by a majority vote of the RAB members. Revisions and amendments must be consistent with the statues stated in section 2.1 (Basis and Authority for the Mission Statement and Operating Procedures).

2.10.2 The effective date of this Mission Statement and Operating Procedures and any amendment or revision is the date of the vote by the RAB to accept the document.