

Restoration Advisory Board Operating Procedures for the Barnes Air National Guard Base, 104th Fighter Wing

1. OVERVIEW

The 104th Fighter Wing at the Barnes Air National Guard (ANG) Base established this Restoration Advisory Board (RAB) to provide the community with the opportunity to become involved in the Environmental Restoration Program (ERP) at the Barnes ANG Base. This organization will be known as the Barnes ANG RAB. These procedures establish guidelines for operation of the Barnes ANG RAB.

2. AUTHORITY

The basis and authority for these operating procedures is the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), particularly Sections 120(a) and 120(f), and 10 *United States Code* (USC) Section 2705, enacted by Section 211 of SARA. The activities of the Barnes ANG RAB follow the guidance of the RAB Rule as defined in *Code of Federal Regulations* (CFR) Title 32, Part 202, and the *Restoration Advisory Board Rule Handbook* issued by Department of Defense (DoD) in March 2007. Establishment of a RAB is compliant with the public involvement requirements of the Massachusetts Contingency Plan (MCP), 310 *Code of Massachusetts Regulations* (CMR), 40.0000.

In accordance with the RAB Rule, a RAB is established to address issues associated with environmental restoration activities at DoD installations. A RAB is not authorized to address issues other than environmental restoration program activities.

3. MISSION AND PURPOSE

Mission Statement. The Barnes ANG RAB's mission is to establish and maintain a forum with local stakeholders for the exchange of information and ideas in an open and interactive dialogue concerning the Barnes ANG Base's ERP, specifically for per- and polyfluoroalkyl substances (PFAS).

RAB Purpose. The purpose of the RAB is to provide opportunities for the community to be involved throughout the ERP. RAB members will have the opportunity to:

- Learn about the ERP at the Base.
- Receive updates about specific cleanup project areas.
- Share input, concerns, and interests with the project managers and agencies involved in the cleanup.
- Provide positive, solution-focused input.
- Review and comment on technical documents.
- Discuss and provide input on cleanup decisions.
- Exchange research from global sources regarding environmental restoration and restoration advances being used in other communities.
- Serve as a community liaison, providing information from the RAB meetings to the community and information from the community to the RAB.
- Promote awareness and understanding of the technical and regulatory issues involved in the environmental restoration process.
- Share ideas about ways to expeditiously, thoroughly, and comprehensively complete the restoration efforts that are protective of human health and the environment in a cost-effective manner.
- Respond to, and work earnestly to address, concerns raised by community RAB members.

- Provide guidance for, and assistance with, navigating various governmental agencies involved in restoration activities.

The Barnes ANG RAB also provides the public with the opportunity to become involved in the environmental restoration process at the Barnes ANG Base either as a RAB member or through attendance at RAB meetings. The RAB offers members and the public the opportunity to share their questions, concerns, and ideas with the agencies involved in the investigation and cleanup process. RAB members will provide consensus-based advice and recommendations to the Barnes ANG. Public participants may also provide their input individually. RAB decision making and voting is further discussed in the *Voting* section of this document.

4. MEMBERS

Barnes ANG RAB Composition. The original membership was established in July 2021, with three RAB training sessions held in August and September 2021. Original membership consists of two RAB government stakeholders (the Barnes ANG and the Massachusetts Department of Environmental Protection [MassDEP]) and eight community representatives. The RAB may consider adjusting the membership using the procedures outlined in the section “Adding Community Members” below.

Installation and Regulatory Agency RAB Members. The lead federal agency for this RAB is the ANG and the lead state agency is MassDEP. The ANG ensures that adequate administrative support is made available to establish and operate the RAB. Administrative support includes securing meeting facilities, developing and distributing RAB documents and notices, facilitating meetings, preparing meeting summaries, managing the mailing list, and publishing public notices in local media.

Government RAB members are expected to attend meetings; participate in an open, honest, and constructive manner; serve as a referral and resource on restoration; ensure that state, local, and federal environmental standards and regulations are identified and addressed by the installation; facilitate productive and innovative resolutions of environmental issues and concerns; and assist in education and training of RAB members about the ERP and the CERCLA decision-making process. Government RAB members listen to and consider RAB members’ input in decision-making and ensure that state and local environmental regulations are identified and addressed by the installation.

RAB Government Stakeholders. If an agency chooses to participate as a government stakeholder, that agency will be recognized as being able to provide resources and information to the RAB as a stakeholder but will not be officially recognized as a RAB member or have voting rights. If additional government agencies are identified, the RAB may vote to add a position to the RAB by following the procedures on page 4 (adding RAB members). The RAB recognizes that government agencies have a vested interest in the environmental restoration activities at the installation. Representatives from the City of Westfield have been invited to participate in the Barnes ANG RAB.

Community Members. The Barnes ANG RAB community members are expected to attend meetings; provide individual input in an open, honest, and constructive manner; represent and communicate community concerns to the RAB; act as a conduit for exchange of information; review, evaluate, and comment on documents and other materials related to restoration; and represent and communicate RAB issues to the community.

Compensation/Funding. Members will serve without monetary compensation. All expenses incidental to travel and document review will be borne by the respective members or their organizations. Subject to the availability of funds, the ANG may provide training for RAB members if it benefits the establishment and operation of a RAB and if it is relevant to the environmental restoration activities occurring at the installation. Should community RAB members choose to, they may pursue and obtain alternate funding sources (e.g., a grant).

Attendance. Members are expected to attend all RAB meetings. Each RAB member is expected to notify the RAB Co-Chairs in advance of a RAB meeting if they are unable to attend. Community RAB members

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may designate an alternate (proxy) to attend regular or special meetings on their behalf. The RAB Co-Chairs should be notified if any alternate will be attending the meeting. RAB members can designate whether their proxy has voting rights at meetings (email-verified). Alternates may vote on issues only in the absence of the primary RAB member and with advanced designated voting rights. Alternates receive the same set of materials and correspondence via email as primary RAB members.

If a community member or his/her designated alternate fails to attend two consecutive meetings, the other RAB members can require the absent member's resignation.

Resignation. Any member who is unable to continue to participate fully may submit a resignation in writing to the RAB Co-Chairs. At the meeting after a community member resignation is received, the RAB will vote to either appoint a replacement to serve the remaining term or choose to leave the seat vacant until the next RAB meeting wherein new members will be selected. If someone is not directly appointed, the RAB will follow the guidelines below.

Term of Office. The term of office for community RAB positions will be two years. Community members appointed as replacements for members not completing their terms shall serve the remainder of the outgoing member's term. After serving all or part of a term, a member may continue to serve additional terms. The RAB Co-Chairs are responsible for tracking member terms.

Removal of Community Members. A RAB community member may be removed for good cause as determined by a majority vote of the community members present. Reasons for calling a vote of removal may include lack of attendance or if the person's actions are deemed ineffective or detrimental to the progress of the RAB. If necessary, the RAB Co-Chairs may remove a community member prior to the expiration of his or her term if that person's actions have been deemed a safety or security risk to the RAB.

Adding Community Board Members. After the initial establishment of the RAB, the membership will be responsible for filling vacant or additional community RAB positions, with a limit of 12 community members representing a cross-section of the Westfield community. New RAB applicants should complete a RAB application. Existing RAB members who wish to continue beyond their 2-year term are not required to complete a new application unless any information on their previously filed application needs to be updated.

Community members may apply to be RAB members. RAB applications can be obtained from the Co-Chairs. To be considered for RAB membership, a person must submit an application form to the RAB Co-Chairs and be approved by the Co-Chairs no later than 14 days prior to the date of the RAB meeting at which membership will be considered for approval. The applicant should be present at the voting meeting. Membership preference will be given to individuals who live or work in Westfield or are directly affected by the environmental restoration projects. To ensure public notification of RAB membership opportunities and the process for self-nomination to the RAB, the ANG will advertise RAB membership opportunities, as appropriate. Applications will be made available digitally or in hard-copy upon request.

New members may be added to the RAB to represent stakeholders not currently represented on the RAB. The RAB will decide by majority vote whether a new member should be added to represent an additional stakeholder interest. These new members will be identified and selected in accordance with the procedures outlined in this document.

RAB Member Eligibility Criteria. Candidates for the Barnes ANG RAB must meet the following qualifying criteria; failure to meet all three criteria disqualifies the candidate from the RAB:

- Candidate lives or has an obvious vested interest in Westfield.
- Candidate does NOT work for a contractor or business that could benefit financially from cleanup decisions.
- Candidate is NOT involved in litigation against any DoD entity.

Conflicts of Interest. All incoming RAB members will disclose all actual, potential, and perceived conflicts of interest. Community applicants are asked to disclose such information as part of the application process, and the RAB takes these disclosures into account in its selection process. All other new RAB members will disclose such information at the first RAB meeting they attend. Conflicts of interest may include the following:

- Any current, prior, or potential future connection to Barnes ANG.
- Any current connection, prior connection, or potential future connection to the Barnes ANG restoration program, including, but not limited to, its contractors.

The existence of actual, potential, or perceived conflicts of interest will not necessarily preclude serving as a RAB member, providing that the RAB member recuses him- or herself from any RAB discussions that may affect their conflicting interest. RAB members should disclose any actual, potential, or perceived conflict of interest at the beginning of any RAB discussion that may affect that interest, regardless of whether the conflict of interest has been previously identified or not.

Member Comments on Restoration Activities. The ANG will keep the RAB apprised of activities underway in the cleanup program with the goal of providing opportunities for RAB members to provide timely input into the decision-making process. The Barnes ANG will send copies of documents upon request to RAB members or notify them of where they may obtain ERP documents for review. RAB members are encouraged to provide oral and written comments to the ANG. RAB members are encouraged to discuss their comments during RAB meetings so that all members may participate in the discussion and be aware of the responses to questions and comments. However, RAB member comments may also be provided by telephone, email, letter, or in person. The Installation Co-Chair will ensure that responses to comments are provided to the members in a timely manner. Members are responsible for ensuring that comments reflect the position of their constituency (if applicable). RAB members are responsible for accurately representing to third parties that the information given to them for review is draft or preliminary in nature.

Quorum. A quorum comprises 50 percent or more of community RAB members.

Voting. A quorum must be present to vote. The general voting procedure for the RAB will be a simple majority vote. When a vote is warranted, a motion can be made from the floor, followed by any discussion, and then the motion must be seconded by another RAB member. If there is no further discussion, then the community RAB members will vote on the motion.

To formulate recommendations to the Barnes ANG or other outside entity, the RAB community members will strive to come to a consensus. RAB members may choose to use a voting process to define a majority view where consensus may not be achieved. However, the RAB functions to provide a full spectrum of views to the Barnes ANG; therefore, all views and comments are to be considered regardless of consensus or majority vote by the RAB.

RAB input to the Barnes ANG will be considered advisory; the RAB is not a decision-making body. However, ANG and MassDEP representatives will consider RAB input in the environmental restoration decision-making process.

Action Items. Action items will be established at each RAB meeting. The Barnes ANG's response to RAB members' comments or requests for information will be provided in writing, when requested. All action items will be listed in the meeting summary of the meeting at which they are assigned. Progress on each action item will be briefed at each RAB meeting.

5. BOARD OFFICERS

Installation Co-Chair. The Barnes ANG Base Commander will appoint a representative to serve as the Installation Co-Chair. If the Installation Co-Chair is unable to attend a RAB meeting, he or she will

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designate an alternate to carry out the Installation Co-Chair's duties at that meeting. The Installation Co-Chair's responsibilities include all RAB member responsibilities as well as the following:

- Coordinate with the Community Co-Chair(s) to prepare and distribute agendas for meetings.
- Ensure that the ANG participates in an open and constructive manner.
- Ensure that the RAB has the opportunity to participate in the restoration decision-making process and that community issues and concerns about the cleanup are addressed.
- Provide relevant policy and guidance documents and adequate administrative support to the RAB to enhance its operation.
- Attend all RAB planning meetings and address all internal RAB matters.
- Make RAB documents available to the public.
- Develop and maintain the stakeholder list.
- Refer issues not related to environmental restoration to appropriate installation officials to be addressed.
- Report back to the installation.

Community Co-Chair(s). The RAB Community Co-Chair(s) will be elected to serve a 2-year term and may serve additional terms if approved by the RAB community members. The Community Co-Chair election procedures will be conducted as follows:

1. RAB community members will volunteer or nominations will be made from the floor.
2. Consent of the nominee will be obtained prior to nomination.
3. Voting will be by secret ballot, or by voice vote if the RAB chooses. Any RAB member may request a secret ballot be taken.
4. Nominee must obtain a majority of the votes cast, allowing for absentee votes.
5. Only community RAB members may vote.
6. In the case of a tie, the RAB community members may choose to have two Community Co-Chairs.

If a Community Co-Chair is unable to attend a RAB meeting, the Co-Chair will designate another RAB member to carry out the Community Co-Chair's duties at that meeting. The Community Co-Chair's responsibilities are as follows:

- Coordinate with the Installation Co-Chair and community members to prepare agendas.
- Ensure that community members participate in an open and constructive manner.
- Ensure that the community's issues and concerns related to restoration are raised.
- Assist with sharing information to the general public.
- Coordinate with other RAB members to adequately represent segments of the community at RAB meetings.
- Report back to the community.
- Serve without compensation.

The Community Co-Chair may choose to resign from the chair position without affecting their RAB membership. The Community Co-Chair may be removed for good cause as determined by majority vote

of the community members present and as approved by a simple majority of the community members, allowing for absentee votes.

6. BOARD MEETING FUNCTION

Meeting Schedule and Location. Regular meetings of the RAB will be held at a time and location approved by the Co-Chairs. Meetings will generally be held no less than twice per year, unless the Co-Chairs agree that a meeting is not required. Special meetings may be held at any time if deemed necessary by the Co-Chairs, provided that all members are given advance notice of any special meeting. Virtual meetings may be held via online conference or teleconference forums. Public notice of a RAB meeting shall be announced in a local newspaper in both print and online versions. Except for RAB member training meetings and tours, RAB meetings will be open to the public.

Meeting Agendas and Materials. The agenda for each RAB meeting will be prepared by the Co-Chairs, with input on suggested topics from RAB members. The ANG will provide each RAB member with a copy of the meeting agenda and other support materials, as appropriate, approximately 2 weeks in advance of a RAB meeting. Additionally, the ANG will ensure that the final RAB meeting materials are posted to the Air Force's online Administrative Record at <https://ar.afcec-cloud.af.mil/>.

Meeting Summaries. Meeting summaries will document the topics discussed at RAB meetings. Meeting summaries will not be verbatim transcripts of the meetings without approval of the ANG as part of its responsibility to provide meeting support. The Barnes ANG will distribute draft summaries to the RAB members for review and comment. The ANG will revise the summaries in consideration of the comments and distribute the revision for RAB concurrence. Final meeting summaries will be made available to the public on the Environmental page of the Air National Guard's 104th Fighter Wing website (<https://www.104fw.ang.af.mil/About/Environmental/>) and on the Air Force Administrative Record website for Barnes Air National Guard Base (<https://ar.afcec-cloud.af.mil/Search.aspx>).

Meeting Operations and Discussion. All meeting attendees are asked to follow the RAB Ground Rules that are listed in Appendix A. For each agenda item, discussion and comment will be entertained on each scheduled topic. The following procedures will govern the orderly conduct of discussion and comment at regular and special RAB meetings:

1. Discussion and comment will normally be accepted only on the current agenda items; however, other aspects of the ERP may be discussed if time allows.
2. During discussion and comment periods, a speaking time of no more than 5 minutes per person may be implemented to provide for a fair, open, orderly, and productive debate. When the issue or topic is of such a nature that more than 5 minutes per person may be necessary, the length of each speaker's remarks and the duration of the discussion and comment period will be determined by a majority vote of RAB members present.
3. RAB meetings held online via video conference or teleconference will remain open to the public. Any participant who is disruptive and clearly not participating in a manner consistent with advancing the business of the RAB may be removed.

Meeting Facilitation. RAB meetings may be run by the Co-Chairs or a facilitator. ANG may provide a neutral third-party facilitator to assist the RAB in achieving its goals and objectives, if necessary. The facilitator may perform the following functions: assist the Co-Chairs in formulating meeting agendas, facilitate RAB meetings to ensure that all viewpoints are considered, act as timekeeper during RAB meetings to ensure that all agenda items are addressed, and monitor the progress of action items between RAB meetings.

Public Comment. An opportunity for public comments will be provided at all RAB meetings. If board members want to invite a particular group or individual to address the RAB, this can be done as part of the agenda-building process through the Co-Chairs.

Committees and Work Groups. The RAB is empowered to create subcommittees and working groups to accomplish the purposes of the RAB. Examples of committees may include document review groups designated to review and comment on a large multiple-volume document. All subcommittees and working groups will conduct themselves in accordance with the intent and purpose of these operating procedures. All subcommittees and working groups created by the RAB report back to the RAB and have no independent authority.

Availability of Technical Assistance. Any individual or group of RAB members may make a specific written request for independent technical assistance, to be paid for by the ANG, in accordance with the procedures spelled out in the RAB Rule Handbook. RAB members will vote on the request for technical assistance by email. A quorum of RAB members must vote and a majority of those voting must agree to have the request proceed.

Resolving Conflict. The function of the RAB is to address challenging environmental restoration issues and provide input to the ANG and MassDEP in the decision-making process. RAB members represent a cross-section of the community and have different opinions on issues. As described in the ground rules (Appendix A), all RAB members will listen to and respect each other's viewpoints and discuss issues with a focus on solutions. Conflicts that arise will be resolved in the following manner:

- First and foremost, conflicts will be addressed honestly and directly during a meeting as needed.
- If needed, members may discuss any conflicts or concerns with a Co-Chair, who will in turn discuss the issue with the other Co-Chair(s) to determine an appropriate resolution.
- Any concerns about the Installation Co-Chair will be brought to the attention of the Community Co-Chair, who is encouraged to discuss the issue directly with the ANG Co-Chair. If needed, the Community Co-Chair will contact the Installation Co-Chair's supervisor to discuss further options.
- Any concerns about the Community Co-Chair will be brought to the attention of the Installation Co-Chair (and the other Community Co-Chair if there are two) to be addressed directly. If needed, the issue will be discussed with the RAB membership.

7. ADJOURNMENT AND DISSOLUTION

Decision to Adjourn. The appropriate circumstances for adjournment include program completion (all sites have a signed Record of Decision) and inadequate sustained community interest. RAB adjournment is addressed in 32 CFR Section 202.10. Inadequate sustained community interest will be considered if:

1. The number of community members (or designated alternates) participating in RAB meetings falls to four or fewer (half of the original membership number) over a period of 18 months and no community members express interest in filling the vacant seats, or
2. The community membership has not requested a meeting for more than 18 months.

The Installation Co-Chair will discuss potential adjournment and consider input from the RAB, local community members, and other stakeholders, as appropriate, prior to reaching a decision concerning RAB adjournment.

Decision to Dissolve. The appropriate circumstances for dissolution of the RAB include inefficient operation or failure to fulfill the intended purpose of the RAB. RAB dissolution is also addressed in 32 CFR Section 202.10. Both Installation and Community Co-Chairs are required to discuss potential dissolution and consider input from the RAB, the local community, and other stakeholders as appropriate.

8. EFFECTIVE DATE AND AMENDMENTS

Effective Date. The effective date of these procedures will be the last date signed by the Barnes ANG RAB members on the signature page in Section 9.

Amendments and Additional Procedures. These operating procedures may be further amended by a majority vote of the RAB members. Such proposed amendment will be distributed in writing to all RAB members prior to the meeting at which the proposed amendment is discussed and considered for approval. The RAB is empowered to create additional operating procedures as needed, provided both the installation and community Co-Chairs agree with the new procedure and it is not contrary to existing operating procedures. The RAB should consider whether the new operating procedure is temporary or should be adopted as an amendment to this document. All new operating procedures will be reflected in the meeting summary.

Amendments must be consistent with applicable laws, regulations, guidelines, ANG agreements with state and federal regulatory agencies, and the statutes listed in the foreword of these procedures (Basis and Authority for Procedures). If the amendment is approved, it will be effective immediately.

Expiration. These operating procedures will expire without further action by the RAB or any other party upon the effective date of adjournment of the RAB.

9. CERTIFICATION OF RAB APPROVAL

The duly appointed RAB Co-Chairs certify that the foregoing RAB operating procedures, including the appendixes, were approved by the RAB members.

**SIGNATURE PAGE TO
BARNES AIR NATIONAL GUARD RAB OPERATING PROCEDURES**

IN WITNESS WHEREOF, IT IS SO AGREED:

Installation Co-Chair:

HALASIKUN.DAVID.L.1013145306
Digitally signed by
HALASIKUN.DAVID.L.1013145306
Date: 2022.03.04 16:26:38 -05'00'

Col. David Halasikun

Date

Community Co-Chair(s):

Kathleen Hillman
Date Feb 28, 2022

Kathleen Hillman

Date

Eric Oulette

2/22/22

Date

RAB Community Members

Christopher W. Clark
Chris Clark

3/7/2022

Date

Nabil Hannoush

Date

Kristen Mello
Kristen Mello

2/23/2022

Date

Rachael M. Morin

2/25/2022

Rachael Morin

Date

Kelly Pease

3/7/2022

Kelly Pease

Date

John Velis

Date

MassDEP Representative

Saadi Motamedi

Date

Appendix A. RAB Operating Procedures

Governing Principles

All RAB members accept the following governing principles related to past chemical releases at the Barnes ANG Base, environmental restoration of those releases, and general RAB membership:

1. PFAS chemicals used at Barnes ANG Base were used, handled, and disposed of in accordance with DoD policies and regulations at the time of use. Releases to the environment may have occurred as a result of authorized use. No malicious intent or deliberate misuse or disposal occurred.
2. Environmental investigation and restoration of releases at Barnes ANG Base will be conducted in accordance with CERCLA and DoD (specifically Air Force and ANG) policy, regulations, and guidance; with MassDEP oversight and regulation.
3. All members of the RAB, acting on behalf of both the installation and the community, serve in good faith with the goal of reaching resolution on the investigation and remediation of past environmental releases from Barnes ANG Base.
4. No members of the RAB, either representing the installation or the community, have any more power or influence over operation of the RAB than any other members.

Restoration Advisory Board Ground Rules

1. Meetings will start and end on time, unless the group agrees to extend.
2. There is only one meeting; no side conversations—only one person may talk at a time. This will also facilitate accurate note-taking for the meeting summaries.
3. Members will pay attention and be active participants without distraction during meetings. RAB members will not use cell phones or other devices during a meeting unless used to look up information to be shared with the group. (If needed, RAB members will excuse themselves from the meeting, whether virtual or in person, to take an urgent call.)
4. Meetings will adhere to the topics on the agenda. Open forum time is available to raise topics for future meetings.
5. All dialogue will be respectful. Disrespect produces defensiveness; defensiveness does not contribute to progress. (Note: Respectful dialogue deals with the particulars of the situation without impugning individuals, their motives, or their organizations.)
6. Necessary decisions will be made by consensus whenever possible; formal votes are a last resort. Decisions made by the group, once reached, will be supported by all the members.
7. No surprises. If a RAB member has information relevant to an agenda item, he or she will share it with all RAB members before the meeting.
8. No secrets. All relevant information concerning the site will be shared by all parties, except where privacy or security requirements apply. Information dissemination is one of the major responsibilities of all RAB members.

Appendix B. RAB Rule Handbook

The *Restoration Advisory Board Rule Handbook* (March 2007) is available on the DoD Environment, Safety, and Occupational Health Network and Information Exchange webpage:

<https://denix.osd.mil/rab/home/unassigned/rab-rule-handbook/>