



Hoosick Area Community Participation Work Group

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



Department
of Health

Department of
Environmental
Conservation



Hoosick Area CPWG

ORGANIZATION AND CHARGE

PURPOSE

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

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

State agencies with Federal agency assistance will provide updated information about the ongoing remediation investigations and cleanup efforts along with related water quality programs with an emphasis on informing project progress, and solicit feedback on community outreach activities to determine the effectiveness of the agency outreach efforts.

ROLE

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

- Providing a forum for enhancing public dialogue, fostering public understanding, and

encouraging input and discussion about the Hoosick area remediation program and the associated municipal water supply system review;

- Working closely with the NYSDEC, NYSDOH, USEPA, Village, Town and County governments and the responsible parties to ensure the sharing of relevant information;
- Establishing a schedule to ensure the release of relevant information from all involved public and private entities to the community in a timely fashion so that community residents have time to have their questions and/or concerns addressed before decisions are made;
- Making recommendations on outreach and public participation activities and facilitating outreach, communication and citizen participation aspects with the public.

MANAGEMENT

A third-party facilitator will be selected by the NYSDEC, to establish bylaws that provide a framework by which the CPWG will operate. Bylaws shall, among other things, allow for committees, describe the duties of each of the CPWG chairs, prescribe how membership and committee chair elections are carried out, inform meeting announcements, identify the process for taking minutes, and set the minimum frequency of meetings. The CPWG Facilitator shall establish initial meeting schedules and locations. An agenda shall be provided to the CPWG and the agencies in a timely manner.

The facilitator will work with local officials and agencies to host an initial meeting to solicit interest and membership in the CPWG.

MEMBERSHIP

The CPWG will be a voluntary group consisting of citizens, community and business leaders, public officials, and other local stakeholders. Interested members shall submit resumes to the facilitator for consideration of appointment to the CPWG and members will be appointed by the town and village with the involved agencies and the Facilitator. CPWG meetings will be open to the public. To allow a continual sharing of ideas and encourage new voices, it is recommended that CPWG members serve limited terms.

TERMS

Lead CPWG members will be appointed for staggered renewable three (3) year terms.

TECHNICAL SUPPORT

NYSDEC, NYSDOH and USEPA and other agencies as needed shall provide the CPWG information regarding the availability of technical assistance and process for seeking such support in consultation with the Facilitator.

GUIDING PRINCIPLES

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

OFFICERS

The officers of the CPWG shall include a Chairperson, Vice-Chairperson, and Secretary. Officers will serve renewable one-year terms with elections occurring annually in September. In the absence of the CPWG Chairperson and Vice Chairperson, the CPWG shall elect a temporary chairperson. Officer duties will be in accordance with Robert's Rules of Order.

SUB-COMMITTEES

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

TOPIC SPECIFIC CPWGs

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

ATTENDANCE

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

QUORUM

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

VACANCY

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

CONFLICT OF INTEREST

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