



Technical Assistance Services for Communities
Contract No.: EP-W-07-059
TASC WA No.: TASC-4-HQ-OSRTI
Technical Directive No.: 2.02 TD #2 Newtown Creek

Newtown Creek Community Advisory Group (CAG)
Steering Committee Conference Call Summary
April 2, 2012

Attendees

Leah Archibald, EWVIDCO
Lillit Genovesi, CUNY
Christine Holowacz, GWAPP, NCMC
Ryan Kuonen, BK, CB#1 Enviro Chair, NAG
Deb Mesloh, LIC Partnership
Phillip Musegaas, Riverkeeper
Paul Pullo, Metro Terminals
Lori Raphael, Brooklyn Chamber of Commerce
Kate Zidar, Newtown Creek Alliance
Jean Tanler, Queens Business Outreach Center
Walker Holmes, Skeo Solutions

Meeting Notes

The Newtown Creek CAG Steering Committee met via conference call on April 2, 2012, at 2:00 pm. Following is a brief summary of the discussion during the call.

Summary of Agenda:

1. Updates on progress (EPA information request letter, outreach to elected officials, etc.)
2. Update on scheduling the next meeting (dependent on communication with EPA)
3. Organization of the steering committee and potential roles (such as membership coordinator, website manager, etc.). What roles are needed, and who would be willing to take them on?

Summary of Discussion:

- Additions to the proposed agenda: Christine Holowacz described her new role for Newtown Creek Monitoring Committee as a liaison to DEP for Superfund. She explained that her role is to communicate with the community, and that in this role she has no impact on any decisions at DEP. The group agreed that Christine's participation in the CAG is important and did not see a problem with her roles. Christine will disclose this information to the CAG and to EPA in order to dispel any perceptions of conflicts of interest; the group does not expect that conflicts will arise.
- Updates on progress:

- Letters about the CAG encouraging membership have been sent to all applicable elected officials via email and fax. Kate Zidar is in the process of calling all elected officials to follow up. She is also speaking to them about a Newtown Creek boat tour on behalf of Newtown Creek Alliance.
- EPA will present at the next CAG meeting. EPA suggested a few dates in April, but due to conflicts with other community meetings, the meeting will likely be in mid- to late May. The steering committee confirmed that the CAG meeting will be open to the public. All CAG meetings will alternate between Brooklyn and Queens; the steering committee agreed that if EPA attends and presents at multiple CAG meetings, those should also alternate between Brooklyn and Queens.
- The CAG website has been updated with specific instructions on how to become a CAG member. Ryan Kuonen is listed as the interim contact person regarding CAG membership.
- Organization of steering committee: The steering committee discussed potential roles that members of the committee might take on after facilitation support ends. Potential roles include:
 - Meeting Coordinator
 - Membership Co-Chairs (Brooklyn co-chair and Queens co-chair. Ryan Kuonen offered to serve as the Brooklyn membership co-chair; Deb Mesloh volunteered for the Queens membership co-chair.)
 - Website Manager
 - Others to be determined.
- Next Steps:
 1. Confirm meeting date with EPA and steering committee (Skeo)
 2. Find location for next meeting (All)
 3. Coordinate membership co-chair roles and responsibilities (Ryan, Deb, and Skeo)
 4. Update the website as needed (Skeo)
 5. Continue to think about steering committee roles and responsibilities (All)