

Newtown Creek Steering Committee Meeting  
Wednesday, December 20, 2017  
4:00 p.m. – 5:30 p.m. ET

### **Attendees**

Lisa Bloodgood  
Sean Dixon  
Willis Elkins  
Kelly MacDonald  
Paul Pullo  
Mitch Waxman  
Quincy Ely-Cate  
Michael Devigne

## **1. November 28 Steering Committee/EPA Meeting Recap**

- The Steering Committee was pleased that EPA reached out after the October CAG meeting to discuss how to improve their working relationship. The Steering Committee felt the meeting ended well, and EPA and the Committee came up with some changes moving forward. Recommendations from the meeting included: 1) providing the CAG with a facilitator to reduce administrative burden on the CAG and improve CAG-EPA communication during meetings; and 2) scheduling recurring technical meetings that alternate with general CAG meetings to provide time to discuss technical information. See below for more information on these recommendations.

## **2. Facilitation**

- EPA received final approval to hire a facilitator. The facilitator will hopefully be brought on board in early 2018.
- The Steering Committee wants to be included in hiring decisions. Sean will connect with Natalie regarding facilitator qualifications (for example, which backgrounds – such as technical expertise and mediation experience – may be most appropriate).

## **3. Technical Advising**

- The Steering Committee discussed that the need for technical assistance may increase. Committee members are interested in understanding the potential relationship between Skeo and the facilitator. The Committee envisions a facilitator who could leverage technical assistance from Skeo.
- Several fact sheets prepared by Terrie (Skeo) in early 2017 need to be finalized. The Committee also discussed the possibility of requesting new fact sheets. The Committee will hold off on making the request until the facilitator is on board.
- Willis and Kelly will discuss finalizing the early 2017 fact sheets.

#### **4. Technical Meetings**

- EPA advised the Committee to establish recurring technical meetings that alternate with general CAG meetings. These meetings, while open to the public, are intended to be a space for reviews and discussions of technical information. They will be staggered with general CAG meetings, where EPA will continue to share broader site updates. The Committee discussed having a regular meeting location for these meetings, rather than changing venues. The Committee also discussed having a chair of the Technical Committee. The chair will organize these meetings and report back to the Steering Committee.
- The Steering Committee hopes to encourage people with engineering or technical backgrounds to join the Technical Committee. Quincy will consider if there are any particularly well-qualified people to ask to join the Technical Committee.

#### **5. CAG and Technical 2018 Meetings**

- Kelly will email Willis to discuss sending out polls to schedule these meetings. There will be four CAG meetings a year (quarterly) that rotate between Queens and Brooklyn. Technical meetings will be held every other month. The first Technical Committee meeting will be held in January 2018. The first CAG meeting of 2018 will be held in February.

#### **6. CAG Membership**

- The Steering Committee is interested in a CAG members-only get-together to involve current CAG members who are not up to speed or active on the Committee. The get-together could be informal (for example, at a bar or restaurant). The Committee may consider hosting several events at different locations to reach out to wider audiences. The Committee also talked about using posters to engage attendees and explain what is happening and ways to get involved. The Committee agreed to discuss this topic further in the new year.

#### **7. Potentially Responsible Party (PRP) List**

- Mitch expressed interest in understanding the reasons for the addition of new parties to the PRP list. The Steering Committee will follow up on this with EPA.