

Former Pease Air Force Base  
Restoration Advisory Board  
Operating Procedures

10 Jan 2017

Final

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Figure 1 – Pease Site Locations

Appendix A – Restoration Advisory Board Rule Handbook

## FOREWORD

### BASIS AND AUTHORITY FOR PROCEDURES

The basis and authority for these Procedures 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) and 121(f), and 10 USC 2705, enacted by Section 211 of SARA. The activities of the Pease RAB are to be conducted in accordance with the guidance stated in 32 C.F.R. § 202 and the Restoration Advisory Board Rule Handbook issued by the U.S. Department of Defense (DOD) March 2007.

### ROLE OF THE RAB

Title 10 of USC 2705(d) directs DOD to establish a RAB where DOD is planning or implementing environmental restoration activities. The RAB's activities are to address issues associated with environmental restoration activities under the DERP and in accordance with the Management Guidance for the DERP.

## 1. PURPOSE, MISSION, GOALS, AND DEFINITIONS

### 1.1 Purpose

These Procedures establish operating procedures regarding the scope, characteristics, composition, funding, establishment, operation, adjournment, and dissolution of the RAB.

### 1.2 RAB Mission and Goals

The Pease RAB provides the community with the opportunity to become involved in the environmental restoration process at the former Pease Air Force Base either as a RAB member or through attendance at RAB meetings. Figure 1 is a map that shows the location of the former Pease Air Force Base (AFB) in New Hampshire. This RAB offers members the opportunity to influence cleanup decisions through discussion and to provide input to the installation decision makers. Because representatives of the environmental agencies overseeing cleanup participate in the RAB, the RAB offers members and the public the opportunity to share their questions, concerns, and ideas with agencies involved in the cleanup.

The goals of the RAB include:

- Review and comment on technical documents and related site information.
- Exchange research from global sources regarding environmental restoration.
- Serve as a community liaison, providing information from the RAB meetings to the community and information from the community to the RAB.
- Advise government agencies, regulators, engineers, and installation managers about restoration advances made at Pease to benefit other sites with similar problems.
- Maximize efficiency and limit expense in completing environmental restoration efforts.
- Provide positive, solution-focused input to regulators.

### 1.3 Definitions

— “Community RAB members” shall mean those individuals identified by community members to participate in a RAB who live and/or work in the affected community or are affected by

the installation's environmental restoration program.

- “Environmental restoration” shall include the identification, investigation, research and development, and cleanup of contamination from hazardous substances, including munitions and explosives of concern, and pollutants and contaminants.
- “Installation” shall mean the former Pease AFB.
- “Public participants” shall include anyone else who may want to attend the RAB meetings, including those individuals that may not live and/or work in the affected community or may not be affected by the installation's environmental restoration program but would like to attend and provide comments to the RAB.
- “Stakeholders” are those that may be affected by environmental restoration activities at the installation, including local and state governments, and current landowners, as appropriate.
- “RAB adjournment” shall mean when the Air Force, in consultation with the United States Environmental Protection Agency Region I (USEPA), New Hampshire Department of Environmental Services (NHDES), RAB members, and the local community, as appropriate, closes the RAB based on a determination that there is no longer a need for a RAB or when community interest in the RAB declines.
- “RAB dissolution” shall mean when the Air Force, with the appropriate Environmental Deputy Assistant Secretary's approval, disbands a RAB that is no longer fulfilling the intended purpose of advising and providing community input to the decision makers on environmental restoration projects.

## **2. FUNCTION**

### **2.1 Board Composition**

The total number of Board members shall not be greater than 20. The RAB may consider adjusting the maximum membership at a later date through amendment to these operating procedures as described in Section 2.6.2, Amendments. The RAB will be run by a facilitator. The RAB shall include one representative from Air Force Civil Engineer Center, USEPA Region I, NHDES, the City of Portsmouth, and the Pease Development Authority. The remaining representatives shall be appointed from the community as described in Section 2.2.2, Appointment of Community Board Members.

### **2.2 Board Membership**

#### **2.2.1 Applications**

Community members may apply for membership to the Board as community RAB members. To be considered, a person must submit an application on a form approved by the Board no later than fourteen (14) days prior to the date of the Board meeting at which membership will be considered for approval. The applicant should either be present or inform one of the co-chairs or the facilitator if they cannot attend.

RAB members whose terms are ending must notify the RAB co-chairs or facilitator of their intention to seek reappointment prior to the roll call for voting on appointments. RAB members are not required to complete a new application unless any information on their previously filed application needs to be updated.

### **2.2.2 Appointment of Community Board Members**

Community members may nominate themselves as a community RAB member. New applicants, as well as members seeking reappointment, shall be considered for membership on the Board. Applicants must be approved by both RAB co-chairs. Selection meetings shall be held during the spring meeting of each calendar year. Appointed community Board members may designate an alternate to attend regular or special meetings on their behalf. This designation shall be made publicly at a regular or special Board meeting. To ensure public notification of RAB membership opportunities and the process for self-nomination to the RAB, the Air Force will advertise, as appropriate, in advance of the RAB membership selection meeting.

### **2.2.3 Compensation**

Members shall serve without monetary compensation. All expenses incidental to travel and document review shall be borne by the respective members or their organizations. Subject to the availability of funds, the Air Force may provide training for Board members if it is unique to and mutually benefits the establishment and operation of a RAB and if it is relevant to the environmental restoration activities occurring at the installation.

### **2.2.4 Attendance**

Members are expected to attend all Board meetings. If a member or his or her designated alternate fails to attend three consecutive meetings, their membership shall be deemed vacated without further action by the Board.

### **2.2.5 Responsibilities**

- The community co-chair is expected to coordinate with the installation co-chair, the facilitator and community members to prepare agendas; ensure that all RAB community members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; coordinate with installation co-chair to ensure that periodic training assessments are conducted and training needs are met; assist with information sharing with the general public; report back to the community, and coordinate with other RAB members to ensure that they are adequately representing segments of the community at RAB meetings; and serve without compensation on the RAB.
- The installation co-chair is expected to coordinate with the community co-chair and the facilitator to prepare and distribute agendas for meetings; ensure that DoD participates in an open, honest, constructive manner; discuss environmental matters in a manner that will ensure that lay members of the RAB can understand; attend all RAB meetings; ensure RAB members have the opportunity to provide input; ensure community issues and concerns related to restoration are addressed when raised; ensure documents distributed to the RAB are written in layman's terms when possible and made available to the general public; ensure an accurate list of interested parties is developed and maintained; provide relevant policies and guidance documents to the RAB; refer issues not related to restoration to the appropriate officials; report back to the BRAC Program Management Division Chief; produce meeting summaries, and ensure that RAB members receive necessary training.
- The facilitator is expected to coordinate with the both co-chairs and other appropriate

RAB members as needed to prepare meeting agendas; facilitate RAB meetings so that all RAB members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; communicate with RAB members and members of the public on RAB issues as needed between RAB meetings, attend all RAB meetings, track membership, assist with meeting summary development, and assist with overall RAB management.

- 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; represent and communicate RAB issues to the community; and serve without compensation on the RAB.
- Local, state and EPA government 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 flexible and innovative resolutions of environmental issues and concerns; and assist in education and training of RAB members.

#### **2.2.6 Resignation**

Any member who determines he or she is unable to continue to participate fully may submit a resignation in writing to either of the Board Co-chairs or the facilitator.

#### **2.2.7 Term**

The term of office for a community Board position is approximately two years. Community member terms shall commence at the start of the spring meeting each calendar year and conclude prior to the start of the spring meeting two years later. Community members appointed as replacements for members unwilling or unable to complete 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 by complying with the provisions of Section 2.2.1, Applications and Section 2.2.2, Appointment of Community Board Members. The co-chairs and facilitator will be responsible for tracking member term limits.

#### **2.2.8 Removal of Community Members**

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 are deemed ineffective or detrimental to the progress of the Board.

### **2.3 Election/ Appointment of Board Officers**

#### **2.3.1 Election of Community Co-chair**

The RAB Community Co-chair shall be selected by a majority vote of community members. The Board Community Co-chair shall serve a 12-month term. A Community Co-chair may serve two or more terms if approved by the Board community members. The Community Co-chair may choose to resign his or her chair without affecting his or her RAB membership.

If the Community Co-chair is unable to attend a RAB meeting, he or she will designate another community member of the RAB to carry out the Community Co-chair's duties at that meeting.

### **2.3.2 Appointment of Installation Co-chair**

The Base Realignment and Closure (BRAC) Program Manager for the former Pease AFB shall serve as the Installation Co-chair, unless the Air Force designates another representative. If the Installation Co-chair is unable to attend a RAB meeting, he or she will designate an alternate to carry out the Installation Co-chair's duties at that meeting.

## **2.4 Board Operation**

### **2.4.1 Meeting Schedule and Location**

Regular meetings of the Board shall be held at times approved by the Co-chairs. The meetings shall be generally held at the NHDES conference room on the Pease Tradeport. In the event this location is unavailable, the Air Force shall secure an alternate location convenient to the RAB members. Special meetings may be held at any time if deemed necessary by the Co-chairs, provided that all members shall be given advance notice of any special meeting.

### **2.4.2 Public Participation**

In order to ensure public input into the planning and implementation of environmental restoration activities, the public shall have an opportunity to make comments at each Board meeting. Public meeting announcements shall contain the date, time and location of the meetings. The Co-chairs shall assign responsibility for responding to public comments.

### **2.4.3 Meeting Agendas and Materials**

The agenda for each RAB meeting shall be prepared by the Co-chairs and the facilitator, with input on suggested topics from RAB members. Agenda items are limited to topics regarding environmental restoration activities at the former Pease AFB.

The Air Force shall provide each RAB member a copy of the meeting agenda, presentation materials, and meeting summaries, as appropriate. Additionally, the Air Force shall ensure a copy of each meeting's summary, including presentations and reports, are placed in the on-line Administrative Record for public review. The Administrative Record is available at <http://afcec.publicadmin-record.us.af.mil/> Copies of meeting materials, if available, shall be provided to public participants during the meeting.

### **2.4.4 Meeting Summaries**

Meeting summaries shall document the topics discussed at RAB meetings. The Air Force and facilitator shall distribute draft summaries to the RAB members for review and comment. The Air Force and facilitator will revise the summaries in consideration of the comments and distribute the revision for RAB concurrence.

## **2.5 Adjournment and Dissolution**

### **2.5.1 Decision to Adjourn**



The appropriate circumstances for adjournment include program completion and inadequate sustained community interest. RAB adjournment is addressed in 32 C.F.R. § 202.10. The Installation Co-chair shall discuss potential adjournment and consider input from the Board, local community members, and other stakeholders, as appropriate, prior to reaching a decision concerning RAB adjournment.

#### **2.5.2 Decision to Dissolve**

The appropriate circumstances for dissolution of the RAB include inefficient operation or failure to fulfill the intended purpose of the Board. RAB dissolution is also addressed in 32 C.F.R. § 202.10. The Installation Co-chair may discuss potential dissolution and consider all input from the Board, the local community, and other stakeholders as appropriate. The public shall be notified of the proposal to dissolve the RAB and provided a 30- day public comment period on the proposal.

### **2.6 Effective Date and Amendments**

#### **2.6.1 Effective Date**

The effective date of these Procedures shall be the date of approval by a majority of the RAB members. Such approval shall be indicated by the execution below by the Community and Installation Co-chairs.

#### **2.6.2 Amendments**

These operating procedures may be further amended by a majority of the Board members. Such proposed amendment shall be distributed in writing to all Board members prior to the meeting at which the proposed amendment is discussed and considered for approval. Amendments shall be consistent with applicable laws, regulations, guidelines, Air Force 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 shall be effective immediately.

### **2.7 Expiration**

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

## **3. CERTIFICATION OF RAB APPROVAL**

The duly appointed Restoration Advisory Board Co-chairs certify that the foregoing RAB Operating Procedures, having as attachment thereto Appendix A identified below (the Handbook), were approved by a majority of Board members present at a regular or special meeting of the Board.

**Signatures appear on the following page.**

SIGNATURE PAGE TO  
FORMER PEASE AFB RAB OPERATING PROCEDURES

**IN WITNESS WHEREOF, we have set our hands below.**

Installation Co-chair:

Community Co-chair:

\_\_\_\_\_  
PETER FORBES

\_\_\_\_\_  
JAMESON PAINE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FIGURE 1**  
**PEASE SITE LOCATIONS**

**APPENDIX A –  
RESTORATION ADVISORY BOARD RULE HANDBOOK  
(MARCH 2007)**