Message

From: Samuel, Donette [Samuel.Donette@epa.gov]
Sent: 7/28/2020 4:00:07 PM
To: Kandil, Shereen [Kandil.Shereen@epa.gov]
Subject: RE: Weekly notes - 07/28

Hi Shereen,

Below are my notes for this week:

Upcoming Meetings:
On 7/28, the Unimatic team will meet for an internal debrief about the Virtual Public Meeting that happened on 7/23. The debrief will include lessons learned and ways to improve future virtual public meetings. Feedback will strengthen the PAO virtual public meeting guide, a document used across divisions incorporates best practices for hosting virtual public meetings.

Past Week:
The Unimatic Virtual Public Meeting was 7/23. There were 40 attendees, three times more attendees than the first public meeting, and lasted for one and a half hours. The proposed plan and presentation slides for the public meeting are available on the Unimatic Manufacturing Corp. Superfund site's homepage (POC Donette Samuel).

Upcoming Week:
In August, at a date to be determined, EPA will meet with Community Boards 4 and 5 to discuss and clarify differences between the superfund work led by EPA at the Wolff-Alport Superfund site and sewer restoration project led by NYC near the site (POC Donette Samuel).

Best,
Donette

From: Kandil, Shereen <Kandil.Shereen@epa.gov>
Sent: Monday, July 27, 2020 8:40 AM
To: Basile, Michael <Basile.Michael@epa.gov>; Dimas, Melissa <Dimas.Melissa@epa.gov>; Gladkowski, Mary <Gladkowski.Mary@epa.gov>; Loney, Natalie <Loney.Natalie@epa.gov>; Romanowski, Larisa <Romanowski.Larisa@epa.gov>; Samuel, Donette <Samuel.Donette@epa.gov>; Seppi, Pat <Seppi.Pat@epa.gov>
Cc: Byck, Sabina <Byck.Sabina@epa.gov>
Subject: Weekly notes - due TOMORROW NOON

Hi everyone,

This is a reminder that I need information for the weekly notes by **NOON on Tuesday.** The information you provide will help me to draft the weekly notes and it'll provide an update to management on what's on the horizon and past activities. You should be including items to the weekly notes every week. I am happy to talk through what can be included, but in general, be overly communicative. If you've drafted an email with an update, I will do my best to keep track, but it would be helpful for you to also remind me of that email so that I can pull information from it to the weekly notes.

Below are the categories in the weekly notes. Please see the description of each and examples.

Upcoming Community Meetings - These should include CAG meetings, public meetings, availability sessions, internal meetings that lead to outreach needs, events. Please include dates. Last week's notes highlighted the following items. Please update:

Upcoming Community Meetings:

- Gowanus CAG Meeting, July 28
- Pesticide Warehouse 1 (PR) Virtual Public Meeting, July 30
- Riverside Industrial Virtual Public Meeting, August 5
- Imperial Oil Virtual Public Meeting, August 11

Past Week - These should include summaries for past CAG meetings, public meetings, availability sessions, stakeholder meetings, internal meetings that led to outreach needs, and events in which you participated. They should also include any communication we have with communities, including response letters. Please make sure you provide when the letters were sent, to whom, and the topic. Some examples: the Judy Sullivan letter on Ringwood, the CPWG letter addressing PFAS

Specific Example:

Red Hook

EPA participated on a call on May 19 with tenant representatives from Red Hook Houses, NYCHA, and Center for Court Innovation over concerns that were raised about dust getting into tenants apartment, construction crews not employing best practices (washing down truck tires before leaving the construction zone), lack of notification for residents and whether NYCHA was implementing the Community Air Monitoring Plan (CAMP). Tenant representatives clarified that there are three projects happening concurrently at Red Hook Houses: road repair, NYCHA groundskeeping, and Recovery and Resiliency construction. Community representatives requested that air monitors be operational 24 hours rather than only during work hours and that a general mailer be sent to all tenants updating them on activities at the site. NYCHA indicated that most staff was working remotely due to COVID impacts and completing a community update mailing at this time would be difficult. NYCHA indicated that they would follow up with site crews regarding best practices and asked that they be notified if tenants noticed any unacceptable site conditions. (POC: Natalie Loney)

Upcoming Week– These should include upcoming meeting narratives, FYRs, door to door activities, sampling letters (Maywood sampling letters we plan to send to residents the following week), plans to conduct interviews for a CIP (Riverside interview for CIP), plans for an event (Gowanus 10 year anniversary, Braddock Bay engagement with ArmyCorp), start of field activities and our planned outreach (Pohatcong door hangers for the start of work).

Specific Example:

Diaz Chemical

The prime contractor for the US Army Corps of Engineers has been asked by EPA to prepare to mobilize to the Diaz Chemical site in Holley, NY. The region is preparing to enter phase one following the COVID-19 pause work order. Plans call for the contractor to begin site prep work on May 30 and begin field work on June 15. SEMD and PAO management will discuss with the RA on May 19 and develop updated communications language as appropriate. The Mayor of Holley was supportive of the temporary pause on work and provided a quote for an EPA press release earlier this Spring. (POC Mike Basile)

Regional Administrator's Pending Action Items – These are items that are with the Regional Administrator, and can include factsheets, emails, and letters.

Subject	Date Sent to RA's Office	Required By/Due Date	Comments

Kiryas Joel – RA to share letter sent to NYSDEC with Orange County attorney, Langdon Chapman	3/9/2020		Mary shared WD draft
Draft email to Joe Brazauskas re: Vieques/GAO Audit	6/23	ASAP	Sabina shared with RA via email
Email response to Bob Spiegel re: American Cyanamid	7/14	ASAP	Sabina shared with RA via email
Email response to ASW Galef re: Arsenic Mine land use questions	7/14	ASAP	Sabina shared with RA via email

Please let me know if you have questions, need clarification, or would like to brainstorm ideas.

Thank you for your willingness to help improve our weekly notes.

Shereen

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