

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETINGS (Arcadis, VPC Session, VAC Post VPC Session)
(DATE: *January 23, 2019*)**

A **QUORUM** was present. (Face-to-face meetings)

1. Meeting with Arcadis (Russ Dirienzo), Arcadis Offices in Sandy Hook, CT

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich. Guests were Shannan Vance-Ocampo (General Presbyter, PSNE)

Purpose of the meeting was to discuss prepared questions (see separate attachment)

- All questions were fully addressed
- New information documented:
 - If mitigation trench, filter and separation system is needed, estimated cost is:
 - \$30K for trench
 - \$20K for filter/separation systems and shed
 - Both of the above together could be as high as \$100K
 - Est. \$15K per year to operate and maintain
 - Arcadis strongly recommended that the VPC basement not be used at this time and until further air quality testing is done later this year.
 - Arcadis recommends new test holes be drilled in the basement so that a more definitive determination can be made related to:
 - Amount of oil under the church
 - Location of any oil
 - Full remediation plan and cost
 - Arcadis is of the opinion that MER should not have made the drill hole in the oil tank, as it may potentially have “invalidated” any evidence related to root cause of the oil leak.

2. Meeting with VPC Session (at Valley Presbyterian Church)

Present from VAC were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich. Guests were Shannan Vance-Ocampo (General Presbyter, PSNE)

Present from VPC Session were: Cheryl, Lynn, Laurie, Sandy and Mike

Purpose of the meeting was to present and discuss Powerpoint prepared by VAC (see attached), including:

- Oil and propane tank updates
- Building maintenance goals
- Insurance claim status
- Financials (expenses to-date by PSNE and VPC)
- Projected Financials for 2019
- Financial Summary

- Paths forward
 - “Wait and see” – Mitigate as necessary
 - Remediate – Low volume scenario
 - Remediate – High volume scenario
- Actions coming out of VPC Session – VAC Meeting
 - Share formal disciplinary documentation with VPC
 - VAC to support one or more VPC meetings with congregation (to be scheduled and conducted prior to end of March)
 - VAC to support meeting(s) with Session members absent from 1/23/2019 meeting (to be scheduled)
 - VAC to formalize decision to have Arcadis move forward with underground testing below foundation via new drill holes

3. VAC Post-Session Meeting (at Valley Presbyterian Church)

Present from VAC were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Purpose of the meeting was to approve next level of testing by Arcadis.

- VAC approved the following: Authorize Arcadis to immediately move forward with preparing proposal, including scope and estimated cost for drilling the necessary holes in the basement so that:
 - Actual amount of oil under church can be determined
 - Location of oil can be determined
 - Remediation scenarios and costs can be determined
- Pending review of the Arcadis proposal, VAC believes that this action should commence immediately, as it is required in order to determine complete and accurate remediation scenarios.
- The priority is remediation, not mitigation.

Having no other topics to discuss, the meeting was closed.

- Discussed and finalized agenda for meeting scheduled on January 23 with Arcadis (LEP, Russ)
- Discussed and revised draft of agenda for meeting scheduled for January 23 with VPC Session
 - JC and Jimmy to finalize agenda over the next week.
 - Plan is for VAC to meet to finalize, after meeting with Arcadis on 1/23/2019, but prior to Session Meeting on same date.
- Next VAC Meeting scheduled for January 23, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *February 7, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by JC Cadwallader.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

Arcadis Proposal – Soil Remediation Assessment

Received and discussed proposal from Arcadis to determine the extent of petroleum-impacted soil and water underneath VPC.

This is a time and materials not-to-exceed contract for \$10,350.

VAC approved to immediately move forward with this proposal, as it is needed to fully determine remediation next-steps and estimated cost.

This expense will be paid by PSNE, as planned.

Arcadis Proposal – 2019 Ground Water and Air Monitoring

Received and discussed proposal from Arcadis to conduct the planned ground water and air monitoring for 2019.

This is a time and materials not-to-exceed contract for \$15,795.

VAC approved to immediately move forward with this proposal, as this service required by the regulators and is needed to monitor and assess the local environmental conditions related to the oil leak.

This expense for 2019 will be paid by the PSNE, as planned.

JC Cadwallader conducted, this past week, a Zoom meeting with VPC Session members (i.e., Colin and Johanna) that were unable to attend the VAC/VPC Session Meeting of January 23, 2019. The recording of this Zoom meeting was also forwarded to another member (i.e., Meg) of the VPC Session that was not able to attend.

VPC Congregation Meeting – Scheduled for February 24

VAC will participate in this meeting and provide a status update to the full VPC Congregation

VAC will leverage, but update the material that VAC shared with the VPC Session on January 23, 2019 and will focus on:

Overview of the VAC roles and responsibilities

Oil tank actions completed to-date

Propane tank actions completed to-date

Legal and insurance update

Financials update (VPC and PSNE spend to-date)

VPC 2019 Budget impact

Estimate of ongoing mitigation costs

Explanation of mitigation vs remediation

To further prepare for this Congregation Meeting, Sandy Zuvanich is to prepare a list of potential questions from the VPC Congregation and distribute to the VAC.

Superior Plus invoice for propane tank installation (\$1,000) has been received and will be paid by PSNE, as planned.

The VAC will next meet, as a part of the VPC Congregational Meeting scheduled for February 24, 2019. Meeting scheduled for January 23, 2019.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *February 28, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by Shannon White.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

Arcadis – Soil Remediation Assessment

Arcadis has completed the sub-basement floor assessment and shared a high-level summary with VAC. Per email from Russ Dirienzo, the oil appears to be concentrated under the furnace room and women's bathroom and contained within footprint of the building. The test "well" that was drilled where the most contaminated soil was contained no oil product.

JC to contact Arcadis to request a call within the next couple of days to walk the VAC through the details of the assessment results and the corresponding remediation proposal and costs.

As of the writing of these meetings, the call with Arcadis has been scheduled for Tuesday, March 5 at 10 AM.

As soon as the VAC completes this detailed review and discussion with Arcadis, the VPC Session will be fully updated.

VPC Congregation Meeting

The VPC Congregational Meeting was held on Sunday, February 24. VAC presented a complete update on all activities to-date, expenses paid to-date, projected expenses for VPC and mitigation and remediation options going forward

There were approximately 31 VPC congregants present.

Present from the VAC and PSNE were JC Cadwallader, Shannon White, Sandy Zuvanich, Jimmy McPherson, John Winstead and Shannan Vance-Ocampo.

Communications with VPC Session

In VPC Session's most recent meeting, Sandy reported that there was consensus that there be more frequent communications and interaction with the VAC.

VAC fully supports this request and Jimmy McPherson will outline our proposal to enhance the communications.

The VAC will next meet on Thursday, March 7 at 4 PM via Zoom.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 5, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, JC Cadwallader and Elder John Winstead. Guests included Russ Dirienzo (Arcadis) and Shannan Vance-Ocampo (PSNE)

This was a special meeting with Russ Dirienzo (Arcadis) for him to walk us through the results of the recently completed Soil Remediation Assessment (i.e., additional drilling and soil assessment under basement floor).

The following topics were discussed:

Summary highlights of the assessment results per Russ Dirienzo:

Oil appears to be concentrated under the furnace room and women's bathroom, as well as under the area just beyond the furnace room (toward the door) and utility closet area.

There is no evidence of oil outside the footprint of the building.

Groundwater testing in two wells show a decreased amount of oil in one and the down gradient wells remain clean.

Preliminary options per Russ Dirienzo:

Option 1: do nothing at this time in terms of remediation efforts; continue planned monitoring and testing in 2019 (costs already known and planned); beginning in 2020 continue ongoing monitoring and testing at an estimated cost of \$7,500; 2021 and beyond continue ongoing monitoring and testing, but expect a lower annual cost at approximately \$5,000. (Pending final report from Arcadis.)

Option 2: execute full oil remediation, which assumes that church building is removed; estimated cost is approximately \$100K to \$150K, excluding the cost of removing the building. (Pending final report from Arcadis.)

Additional opinions offered by Russ Dirienzo

Very low odds of oil plume moving off site of the Church property.

Very low odds of neighbors' water wells ever being contaminated.

Need for active remediation not necessary at this time.

“Significant hazard” has been abated. (Pending final report from Arcadis.)

Formal Arcadis report on this Soil Remediation Assessment to be delivered to VAC by March 15.

Arcadis to provide a separate report to VAC on the costs to complete the two options above, also expected on March 15 or soon thereafter.

Other topics covered by Russ Dirienzo

Next air quality test to be completed this coming Summer.

Third request to neighbors that have not responded to request to test their water wells has been made.

The first of four ground water tests, as included in the executed 2019 Ground Water and Air Quality contract, has been completed with the results noted above.

All open questions from the VAC were satisfactorily addressed by Russ Dirienzo. The meeting was Zoom-recorded for future reference and reviews.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 7, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson and JC Cadwallader and Elder John Winstead. Guest included was Rev. Shannan Vance-Ocampo

Purpose of the meeting was to discuss open actions new actions.

The following topics were discussed:

VPC COM debrief provided by Shannan Vance-Ocampo

Zoom recording of VAC Meeting with Arcadis on March 5, 2019 has been sent by SVO to Michael Kirk (Dir. of Legal Services, PCUSA)

Jimmy to send summary of VAC Meeting with Arcadis on March 5, 2019 to VPC Session (i.e., Cheryl Freeston). As of the writing of these meeting minutes, this action has been completed.

JC to prepare and send VPC Session (i.e., Cheryl Freeston) discussion material that the VAC used in the VPC Congregational Meeting on February 24, 2019. As of the writing of these meeting minutes, this action has been completed.

VAC is planning to meet again with the VPC Session the week of March 25, 2019.

The VAC will next meet on Thursday, March 14 at 4 PM via Zoom.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 14, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions new actions.

The following topics were discussed:

Discussed note from Colin Harrison (VPC), in which he requested a meeting with Arcadis without the VAC present

VAC unanimously decided to continue with the existing communications protocol (i.e., communicating with the Session and they communicate with us), as opposed to fielding individual requests.

VAC decided that it was up to the VPC Session to make such a request and that the Session would need to decide if such a meeting was needed, and if so, then to make the request of the VAC.

VAC decided to conduct a joint update meeting with the VPC Session on March 27 or 28.

In this meeting, if VPC Session confirms, the VAC would invite Arcadis to present the findings of their recently completed Soil Remediation Assessment.

The Arcadis final report for the Soil Remediation Assessment was received today (during our meeting), but was not discussed in detail in this meeting.

VAC received an Arcadis invoice for "Soil, Indoor Air & Ground Water Sampling Services" conducted between 1/28/2019 and 2/24/2019 for \$7,321.33.

VAC approved payment of this invoice but took the action to confirm how this invoice ties to the previously approved Arcadis proposals ("Soil Remediation Assessment" for \$10,350 and "2019 Ground Water & Air Monitoring" for \$15,795)

The VAC will next meet on Thursday, March 21.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 21, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elder Sandy Zuvanich.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

Sandy Zuvanich reported on oil-related discussion at recent VPC Session meeting.

Discussed upcoming joint meeting with the session and Arcadis (LEP, Russ) at VPC on Wednesday, March 27 beginning at 7pm.

Meeting to be limited to AC, session, and Arcadis (LEP, Russ).

AC to arrive by 6:30pm.

Jimmy to prepare powerpoint outlining report's conclusions.

Arcadis (LEP, Russ) will be available for a limited time (up to 1-hour).

Discussed possible next steps per Remedial Investigation Report's findings.

Jimmy to email report to Mike Kirk (PCUSA legal department) for review and input.

Next VAC Meeting scheduled for March 28, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Jimmy McPherson, Co-Chair

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 27, 2019*)**

Special Meeting: VPC Session, Arcadis (LEP) and VAC

Present from VPC Session were six elders; present from Arcadis was Russ Dirienzo; present from VAC were JC Cadwallader, Jimmy McPherson, Shannon White, John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was for Russ Dirienzo (Arcadis) to present findings from the recently completed Soil Remediation Assessment and to give the VPC Session the opportunity to ask questions about the assessment.

The following topics were discussed:

Russ presented background on the oil leak and a complete overview of the Soil Remediation Assessment work and findings.

Members of the VPC Session asked questions about the Assessment.

All questions from the VPC Session were fully addressed and VPC Session had no outstanding or unanswered questions about the Assessment or any work to-date by Arcadis by the end of the meeting. It was observed that there was apparent relief among the VPC Session members after hearing and discussing the results of the Assessment.

There was also open and candid discussion and opinions brought forward by the VPC Session around the Buildings & Grounds Committee, including concerns around behaviors and personalities of individuals.

The VPC Session asked for VAC support in the next wave of communications about the Soil Remediation Assessment with the VPC Building & Grounds Committee and the VPC Congregation.

Actions taken away by the VAC to further discuss and take action included:

Approach for supporting VPC Session in the next wave of communications with VPC Building & Grounds Committee and VPC congregation

Plan or next steps with regard to the "CT DEEP abatement" recommendation included in the Arcadis Soil Remediation Assessment Report

Latest and revised estimate of oil-related expenses for VPC in 2019 and going forward

Develop a point of view around improved governance, roles and responsibilities, and composition of the Building & Grounds Committee and interaction with the VPC Session

The VAC will next meet on Thursday, March 28.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *March 28, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson, Shannon White and JC Cadwallader and Elder John Winstead

Meeting was opened in prayer by Shannon White.

Purpose of the meeting was to discuss open actions new actions.

The following topics were discussed:

Debrief of VPC Session-Arcadis-VAC Meeting of March 27

There was consensus within the VAC that the VPC Session may have been left with the impression that the outlook for VPC was more positive than reality.

It was decided that the VAC would circle back with Cheryl to remind the VPC Session, that while there may be no need for any immediate and further mitigation steps, and that the oil was contained and stable within the footprint of the church building, the long-term remediation action and responsibility was still there and still the responsibility of VPC and PSNE. (As of the writing of these minutes, Jimmy McPherson had formally communicated this to Cheryl Freeston.)

VAC communications to VPC Session regarding VAC's support for the next VPC Congregational Meeting

Jimmy McPherson took the action to send an email to VPC Session (Cheryl Freeston) offering to provide the VPC Session with a Powerpoint that summarizes the material that Russ Dirienzo (Arcadis LEP) presented to the VPC Session on March 27. This material could be used by the VPC Session in further communications with their congregation. Further, the VAC will offer to be present at this next VPC Congregational meeting in support of the VPC Session. (As of the writing of these minutes, this communication had been completed.)

Jimmy McPherson took the action to prepare the summary presentation with the intention of sending this to the VPC Session by April 4. This summary presentation would also include the revised and latest estimate of the projected expenditures for 2019 and 2020.

VAC decided that based on governance, communications and leadership issues voiced by the VPC Session during the March 27 Meeting, that it was necessary for the VAC to brief the COM.

John Winstead took the action to talk to Russ Dirienzo about the next steps related to the Arcadis abatement recommendation in their Remedial Investigation Report March 2019. (As of the writing of these minutes, this has been completed. The recommendation from Russ Dirienzo was to take no further action at this point since their report clearly made the abatement request in their report.)

VAC decided to move to monthly meetings, on the second Thursday of each month. The VAC agreed to stay close on all topics and communications and that if an interim meeting was deemed necessary that such a meeting would be called.

The VAC will next meet on Thursday, April 11.

There being no further business to transact, the meeting was adjourned.

Ref. B-1

Respectfully submitted,
Elder John Winstead, Secretary