

**SYMMES ARLINGTON
CONSERVATION & IMPROVEMENT PROJECT**

Neighborhood Protection Plan

January 2005

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MISSION STATEMENT

The Neighborhood Protection Plan (NPP) identifies the parameters of construction operations at the Symmes site and the mitigation measures that Symmes Redevelopment Associates (SRA) will undertake to reduce, as much as is reasonable, the negative impact of the construction process on both the neighborhood and the Arlington community. In addition to local, State and Federal policies that regulate construction projects, the NPP is another layer of protection for the neighborhood and Town.

The Neighborhood Protection Plan is an agreement between the Symmes Redevelopment Associates and the Town of Arlington (Arlington Redevelopment Board and Symmes Neighborhood Advisory Committee). It outlines the methods that SRA's contractor (Suffolk Construction) will use in construction to minimize impacts on the surrounding neighborhood. It also includes methods by which the community can complain if the expectations created by the NPP are not met.

The neighborhood may expect that procedures stated in the NPP will be followed. The neighborhood may not expect that the construction will be conducted without impact in terms of noise or other inconvenience. While the NPP is a separate layer of protection, local, State and Federal regulations govern many of the contractor's activities at the site, such as demolition, blasting, and disposal of hazardous materials. In almost all cases, these regulations were created to protect the public welfare. To maintain business operations, contractors must comply with a comprehensive system of licenses, reporting and response actions that enforce these regulations.

The Neighborhood Protection Plan is as comprehensive as possible in its consideration of all foreseen construction operations and impacts. Yet, every development project is unique and therefore unforeseen issues will inevitably occur during construction that demand immediate attention and resolution. SRA has developed a Communication Plan (Section 4) to serve as way for the SRA Team and the community to effectively address unanticipated issues and problems as they arise. SRA has developed an Enforcement Plan (Section 5) to underscore the methods that will enforce and sustain the Neighborhood Protection Plan.

CONSTRUCTION OPERATIONS

1. Construction Plan

The Construction Plan will include the schedule, sequencing and a general description of construction operations for the project. Currently, SRA is contemplating a number of construction plans that vary significantly. Therefore, SRA shall establish, no later than 45 days before closing, a Construction Plan to be distributed to the Arlington Redevelopment Board (ARB) and the SNAC.

The Plan shall provide a flow-chart schedule for the project with supporting detail that generally describes the sequencing of each phase, the major construction activities in each phase (i.e. demolition, foundation work, framing, etc.), and the staging plan for said activities.

Following distribution to the ARB and SNAC, and at least one month prior to the start of construction, SRA shall conduct a public meeting to present and explain the Construction Plan. Please note that some changes to the schedule and construction operations are likely to occur over the course of the project. As a result, SRA and SNAC shall meet monthly as needed to review and make public these changes.

2. Hours of Operation

The Town of Arlington's Noise Abatement By-Law – *Title V, Article 12* (Attachment A) permits construction work between the following hours:

Monday – Friday:	7 a.m. – 8 p.m.
Saturday:	8 a.m. – 8 p.m.
Sunday:	By additional permit only

The by-law states: “No person shall operate heavy equipment or construction equipment between the hours of 8:00 P.M. and 7:00 A.M. Monday through Friday and between the hours of 8:00 P.M. and 8:00 A.M. on weekends except as permitted in emergency situations as determined by the Town Manager after consultation with the Director of Public Works, the Director of Police Services or other Town officials as appropriate. Heavy equipment shall mean commercial or industrial equipment such as motorized earth moving equipment, jack hammers, pile drivers, trucks for loading and unloading dumpsters, tractor-trailers, and parking lot maintenance equipment, excluding emergency snowplowing.”

SRA recognizes the residential character that surrounds the site and the need to schedule construction work during hours that respects both neighborhood safety and quality of life. The typical hours of operation for the Symmes site will be 7:00 a.m. to

6:00 p.m., Monday through Friday. SRA shall limit major site work activities such as building demolition, rock processing and grading to before 4:00 p.m. Rock processing shall not occur on weekends. Blasting shall not occur on weekends, nor before 8:00 a.m. or after 4:00 p.m., Monday through Friday. Occasionally, construction work may occur on Saturday, typically between the hours of 8:00 a.m. and 4:00 p.m. Saturday construction work will be necessary to maintain the project schedule. This will serve to minimize any avoidable prolonged presence in the neighborhood.

Work on Sundays or Holidays recognized by the Town may be done only with prior permission from the Director of Police Services.

3. Off-Site Activity

No activity shall affect neighboring property. If SRA must work on any neighboring land, then written authorization must be obtained from the owner and distributed to relevant Town authorities.

Should SRA negatively or adversely impact private and/ or public land or amenities, then SRA is fully responsible for repairing/ restoring said lands or amenities to existing condition within a reasonable timeframe and at its own expense. As outlined in the Communication Section, SRA will implement a complaint process to notify the Town and SNAC of adverse impacts.

SRA may need to perform off-site construction work such as:

- Installation of adequate sewer and storm water systems;
- Construction of sidewalks and pedestrian pathways; and
- Additional traffic and/ or utility improvements.

SRA shall be responsible for controlling traffic and policing any work conducted off-site. Off-site construction work that impacts traffic flow shall be conducted during off-peak traffic hours.

4. Procedures for Road Improvements

SRA shall be responsible for repairing any road damage as a result of construction activity to the original/ prior-existing finish condition.

Prior to the start of construction, SRA shall conduct a survey of Arlington roads that would be reasonably used by either construction vehicles or personnel traveling to the site.

As outlined in the Communication Section, SRA shall implement a public filing process for residents to report road damages to the Town and SNAC.

5. Site Cleanliness and Maintenance

SRA shall keep a clean site during construction. SRA shall be responsible for the general upkeep and routine maintenance of the entire site to ensure an aesthetically pleasing experience.

SRA shall respect all standards of the Conservation Restriction and keep the Summer Street Woods and wooded buffer zones reasonably free of debris. Damaged plants that should be retained throughout construction shall be replaced with the same or similar vegetation.

All dumpsters shall be properly maintained and stored at least 100 feet away from the property line. If necessary to public or contractor safety, then dumpsters may be protected by a stockade fence with a gate. SRA shall be responsible for regular trash disposal and shall ensure that each dumpster area is properly maintained. SRA shall arrange with the local disposal company to schedule service only inside allowed working hours.

SRA will take an active role with regard to the reprocessing and recycling of construction waste. The disposal contract will include specific requirements that will ensure that construction procedures allow for the necessary segregation, reprocessing, reuse and recycling of materials. All construction material, fill, debris and excavated material shall be stockpiled in areas designated in the Construction Plan. All material shall be stabilized to prevent erosion and control dust. Solid waste that cannot be recycled will be transported in covered trucks to an approved solid waste facility, in accordance with the Massachusetts Department of Environmental Protection's (DEP) Regulations for Solid Waste Facilities – *310 CMR 16.00* and the Massachusetts State Building Code – *780 CMR 3310.2.1* (see Attachment B). These requirements will be specified in the disposal contract.

Portable restroom facilities shall be located at least 100 feet away from the property line and cleaned on a regular basis.

6. Conservation Lands/ Buffer Areas Protection

Open space and buffer areas that will be covered by the Conservation Restriction, which will become part of the Land Disposition Agreement, must be protected during construction. The Construction Plan will include a site plan that highlights these areas.

The land intended to be preserved as open space is very important to the Town and the buffer areas are of special importance to the neighborhood. A temporary conservation restriction will protect these areas and allow only for specific construction to take place within certain areas covered by the restriction, such as utility installation in the

Summer Street Woods. Whenever possible, lands covered by the Conservation Restriction shall be delineated prior to construction. No construction equipment, stockpiled materials, vehicles or trailers may be stored in lands protected by the temporary conservation restriction.

7. Traffic & Parking

- a. *Construction Vehicles/ Equipment* –All construction vehicles will enter and exit the site from Hospital Road. Woodside Lane will be gated shut and therefore closed to all construction vehicles, unless otherwise requested by the Symmes Neighborhood Advisory Committee and/ or the Selectmen’s Transportation Advisory Committee.

If Woodside Lane access is necessary, SRA shall notify the SNAC and ARB.

- b. *Construction Personnel* – All construction personnel will enter and exit the site from Hospital Road. Woodside Lane will be gated shut and therefore closed to all personnel vehicles, unless otherwise requested by the Symmes Neighborhood Advisory Committee and/ or the Selectmen’s Transportation Advisory Committee. All parking during construction will be provided on site. There will be no parking off site.

If Woodside Lane access is necessary, SRA shall notify the SNAC and ARB.

- c. *Hospital Use* – Existing medical services may remain on-site during construction. If so, then the site will need to be accessible during the Hospital’s hours of operation. Under this scenario, construction on the lower portion of the site and/ or the reconfiguration of Hospital Road may require temporary (not longer than several days) closures to Hospital Road and therefore, the rerouting of hospital traffic through the Woodside Lane entrance to ensure safe access to the Hospital. SRA shall issue a written notice to the Town and the SNAC prior to any closure of Hospital Road. Under this scenario, construction vehicles and equipment would still use Hospital Road.
- d. *MBTA Bus Route* – If existing medical services remain on site, SRA does not anticipate relocating the MBTA bus route. If relocation is necessary, SRA will notify the Town, SNAC and public through public advertisement in the Arlington Advocate.

8. Demolition

Demolition shall be conducted in a manner that minimizes the impact to the surrounding neighborhood and protects the safety and health of Town residents.

To minimize disruption and noise on weekends and at the end of the business day, SRA will make best efforts not to conduct demolition of building structure on weekends. On Monday through Friday, demolition will be limited to work hours before 4 p.m.

To minimize dust and debris during demolition, contractors shall be required to use chutes into dumpsters to dispose of debris from upper floors. When necessary, wetting agents also shall be used on building materials and debris to control dust.

Massachusetts State Building Code – 780 CMR 3310.0 *Demolition and Excavation* (see Attachment B) requires an issuance of a written Notice of Intent “to the owner of each potentially affected adjoining lot, building or structure at least one week prior to the commencement of work.” The definition of a “potentially affected adjoining lot” will be determined by the Inspectional Services Department. Yet, we will outline the demolition schedule in the Construction Plan which, as referenced above and in the Communication Section, will be presented to the ARB, SNAC and public at least one month prior to start of construction. In addition, our construction schedule will be publicly posted at the entrance to Hospital Road and on the Construction website.

SRA is sensitive to the need for protecting public health and therefore has engaged the services of Diversified Environmental Corporation (see Attachment C) to be the on-site compliance agent by providing the following services, as outlined in their contract:

- *Identify the presence of asbestos-containing materials, underground storage tanks/above ground storage tanks (UST / AST), PCB's in light ballasts, florescent light tubes, stored chemicals, mold, pigeon guano and lead-based paint associated with the buildings.*
- *Develop detailed abatement specifications for the buildings scheduled for demolition/renovation and to perform on-site monitoring and testing during abatement activities.*
- *Outline our recommended scope of work (to remediate all hazardous materials) in order to provide liability protection, flexibility in planning and decision-making, and over all attainment of hazardous materials abatement objectives.*
- *Conduct compliance monitoring to assure and document (Contractor) compliance with the specifications and applicable regulations ... (Diversified) will conduct inspections to determine when the Contractor has completed the job consistent with the requirements of the specifications and applicable regulations.*
- *A Final Project History and Monitoring Report; The report will contain an introduction to the project, a description of all activities performed on-site*

applicable certifications, Project Monitors' daily logs and checklists, air monitoring areas and results and all other documentation available for your permanent liability protection.

SRA will work with Diversified to complete the Arlington Board of Health Demolition Inspection Checklist (see Attachment D); Checklist mandates identification and remediation efforts of any of the following:

- Asbestos
- Mercury Switches
- Abandoned Chemicals
- Coolant Gases
- Batteries
- Fuels and Storage Tanks
- Hydraulic Fluids
- Fluorescent Light Tubes
- Dielectric Fluids
- Radioactive Material
- Building Components Contaminated by Former Site Operations
- Additional Unspecified Concerns of Materials
- Dust Control and Animal Control

SRA shall complete the Town of Arlington Inspections Division Demolition Sign-Off Sheet (see Attachment E), which outlines removal of the following utility services from the Symmes Hospital:

- *Gas Company*
- *Electric Company*
- *Telephone Company*
- *Public Works Cable TV Systems*

SRA shall comply with all local, state and federal regulations that have set standards to protect public health and the environment, as highlighted in the Enforcement Plan.

9. Blasting

Blasting shall be conducted in a manner that minimizes the impact to the surrounding neighborhood and protects the safety and health of Town residents. SRA has and will continue to explore building layout options that minimize ledge blasting on site. As a result of SRA's efforts to date, ledge blasting has been reduced by nearly 2/3 from the original proposal.

To minimize disruption and noise on weekends and at the end of the business day, blasting will not occur on weekends or before 8 a.m. and past 4 p.m. Monday through Friday.

SRA shall hire an independent company, licensed by the Commonwealth of Massachusetts, to conduct blasting services, which include, but are not limited to, preconstruction and post construction surveys, blasting, seismograph monitoring, filing blasting logs with the Arlington Town Department, and compliance with Massachusetts Board of Fire Prevention Regulations 527 CMR Section 13 – *Explosives*.

Prior to blasting, SRA's contractor or subcontractor shall file for a Blasting Permit from the Arlington Fire Department (AFD). Before issuing a permit, the AFD will conduct a background check to ensure that the subcontractor is registered and in good standing with the State Fire Marshall's Office. AFD personnel will be on-site to monitor all blasting activities, including data from seismographs and blasting logs. Seismographs will be placed between the location of the blast and neighboring properties to ensure *"the affects of ground vibration and airblast, as indicated by the seismograph readings, do not exceed the limits specified with 527 CMR Section 13.09."*

To minimize dust and vibration during blasting, SRA's contractor and its subcontractor shall use mitigation measures such as blasting mats.

SRA's blasting subcontractor shall implement Preconstruction and Post Construction Blasting Video Surveys of all potentially affected lots. This company shall coordinate with SRA's engineer team to identify those lots that could be potentially affected by blasting. This company will provide certified mail notice to all owners of potentially affected lots requesting access to units so that a video survey can be taken. The company will prepare a final report with all supporting documentation.

As outlined in the Communication Plan of the NPP, SRA will conduct a Construction Plan/ Kick-Off Meeting, prior to the start of construction, at which the blasting process will be explain/ discussed.

The Enforcement Section of the NPP will outline how a person can submit a complaint regarding the blasting process. Specifically, the Executive Office of Public Safety/ Department of Fire Services and Town of Arlington have a Blasting Damage Complaint Form that (see Attachment F) **"must be returned to the head of the (Arlington) fire department within 30 days of the alleged incident."** SRA shall distribute a copy of that form as part of this NPP and at have extra copies at the Project Trailer.

10. Dust Control

SRA must apply water or other wetting agents on a regular basis, consistent with the wind speed, temperature and relative humidity, to minimize the presence of airborne particles. In instances where the introduction of water is not the ideal solution because

of the anticipated work schedule, calcium chloride or synthetic polymers can be used. Dust Control measures must be monitored by the Town building inspector.

All construction vehicles transporting materials/ debris to and from the site must use adequate coverings to keep said materials in the vehicle. SRA is responsible for cleaning from the roadway any material that may not stay inside the vehicle.

SRA shall make provisions to minimize the transport of sediment by water runoff or vehicle tracking onto the paved surface. SRA shall remove sediment from the roads by shoveling or sweeping and properly disposing of said materials. SRA shall clean, as necessary, the entryway to the construction site to prevent the tracking of dirt and dust. Construction vehicles leaving the site must be clean.

11. Noise

Acknowledging the residential character of the surrounding neighborhood, SRA shall employ best efforts to mitigate noise generated on site and at a minimum comply with the Town By-Law Article 12 – Noise Abatement. SRA shall implement a noise mitigation program that includes, but is not be limited to, the following measures:

- Using properly installed mufflers on all construction equipment, including on-going maintenance of intake and exhaust system;
- Muffler enclosures on continuously running equipment, such as air compressors and welding generators;
- Replacing specific construction operations and techniques with less noisy and intrusive operations. For example, the foundation system that is currently contemplated does not require piles and therefore pile driving;
- Scheduling equipment operations to keep average levels low, to synchronize noisiest operations with times of highest ambient noise levels, and to maintain relatively uniform noise levels;
- Coordination with contractor to ensure no truck queuing or equipment warm-up will be allowed prior to 7:00 a.m.;
- Locating noisy equipment as close to the center of the site as possible;
- Turning off idling equipment; and
- Ambient sensitive backup alarms, which automatically adjust the alarms noise level to 5 to 10 dBA above ambient background noise.

The Town By-Law does not have specific sound pressure level (dBA) requirements. However, the site's noise level shall not exceed 100 dBA. Throughout the duration of the project, SRA, SRA's contractor, and SNAC shall review construction operations and noise mitigation techniques.

12. Lighting

Lighting on site should be so directed as not to shine or glare onto adjacent properties.

13. Rodent/ Pest Control

Prior to any construction activity, SRA shall implement a pest control program on site. The program shall include pre-treatment of work areas and records of the implementation of the program should be kept throughout the duration of construction. Said records should be filed with the Town of Arlington Animal Control Officer, the Board of Health and any interested party. The project shall comply with Town of Arlington regulations governing rodent and trash control.

As noted in this Section of the NPP, under Site Cleanliness and Maintenance, SRA's contractor shall be responsible for properly maintaining all dumpsters and trash containers. This includes properly securing all dumpsters from rodent tampering. All food waste shall be placed in 55-gallon drums free of holes or in other properly secured trash containers.

If compactors are used, they must be of the more rodent-resistant makes and models.

SRA's Director of Construction or Suffolk's project manager shall inspect, as long as needed, all basements and sub-basements on site, prior to certifying rodent free.

Rodenticide shall only be placed in tamper resistant bait stations (bait station record, company name, telephone number, and bait station number shown on exterior), secured to a fixed object (e.g. inside a perimeter fence or inside burrows determined be active), firmly plugged after poison baiting, and inspected the following day for any bait kicked out.

Regular inspections shall include not only opening all bait stations, recording consumption, and replacing bait as needed but also inspecting weeds, dense groundcovers, dense shrubs, along walls, break/lunch areas and material storage areas.

The Town's Animal Control Officer and Board of Health Director should inspect the site on a regular basis.

14. Site Safety

SRA's contractor (Suffolk Construction) shall prepare a site-specific Safety Plan prior to the start of construction. This plan will be part of the Construction Plan and will be distributed at least one month prior to the start of construction. A copy of Suffolk's general Safety and Health Program is attached (see Attachment VI).

Suffolk shall employ a specific individual responsible solely for safety at the project. This individual will undertake will conduct weekly reviews, establish monthly safety reports, and undertake regular orientations with all new personnel to ensure enforcement of the Suffolk policy and the Neighborhood Protection Plan.

SRA shall erect a fence around the construction site, which will be locked at the end of each workday.

Worth noting, last year Suffolk's Occupational Safety & Health Administration (OSHA) recordable incident rate was 0.6, while the industry average was 7.8. In 2004, the Associated General Contractors of America (AGC) announced Suffolk the winner of the its national Construction Safety Excellence Award in the Building Division category. In addition, the Associated Builders and Contractors (ABC) and OSHA jointly awarded Suffolk the Platinum Status Safety Achievement award for the third year in a row.

15. Site Hazards/ Contamination

Several known oil releases have occurred on-site in the past. It is important to note that Oil is not toxic and covered under that Massachusetts Contingency Plan (MCP) as administered by the Massachusetts Department of Environmental Protection. The HealthSouth/ Lahey Partnership (Partnership) is responsible for these hazards. SRA has been in continued consultation with the Partnership and the Town's Licensed Site Professional to ensure that these past releases are not exacerbated by SRA's construction operations. SRA shall complete a Phase II Environmental Site Assessment Report, required by the MCP, which will outline which mitigation measures SRA must undertake.

Above any local, state, or federal requirements, SRA has engaged and executed a contract with ENSR International, a provider of environmental and energy development services, to conduct a bedrock fracture analysis of the Symmes site to provide further identification and confirmation of pathways of these oil releases. Both of these reports are currently being generated. Per the Land Disposition Agreement (LDA), these reports will be used to write a "Materials Management Plan," that identifies all hazards on site and which parties are responsible for remediation efforts to be undertaken prior to construction. The Town and SRA will agree on the Materials Management Plan and it will become an addendum to the LDA.

If hazardous wastes are found on site during construction, SRA shall immediately notify the Massachusetts Department of Environmental Protection, the Arlington Board of Health, the Inspectional Service Department, the ARB, and the SNAC. All hazardous wastes removed from the site shall be disposed of in accordance with local, state and federal laws and regulations. Certificates of proof of disposal shall be furnished for public review to the Board of Health.

16. Existing Utilities

SRA shall map out the location of all existing utilities prior to the start of construction. SRA shall notify neighbors at least 2 days in advance of any potential disruption to the utilities in the area.

17. Signage

SRA shall prominently post public signage to identify the construction site and off limits areas to the public.

A Project Sign will be erected in a prominent location, most likely at the Hospital Road and Summer Street intersection, and will display construction information and scheduling.

18. Drainage, Storm Water Management and Erosion Control

SRA shall not significantly impact both on-site and off-site drainage and flow patterns and shall maintain and/ or improve said patterns during and after construction.

SRA shall develop, as a requirement to the Special Permit Process, a Storm Water Management Plan, for adequate drainage, storm water, erosion and sedimentation control.

There are several existing storm water drains on site. Further, SRA's Construction Plan will include removal of most, if not all, existing paved areas on site. Therefore, the amount of impervious area will be greatly reduced during construction.

SRA shall install, when necessary, hay bales around the perimeter of the construction site to protect and stabilize slopes and control water run-off. Hay bales are usually the most effective method to control storm water.

Piles of debris will be covered, when necessary, to control erosion and sedimentation.

All disturbed areas shall be revegetated immediately following completion of the work.

COMMUNICATION PLAN

The implementation of the Symmes Neighborhood Protection Plan requires open and fluid communication throughout the duration of the project between the Symmes Redevelopment Associates Team, the Symmes Neighborhood Advisory Committee (SNAC), the surrounding abutters, and the Town.

- **SRA Contacts List** – Prior to the start of construction, SRA shall distribute a contacts list to neighborhood residents, the SNAC, the Arlington Redevelopment Board (ARB), Town Fire Department and Town Police Department. This list will include names, phone numbers, e-mail addresses and mailing addresses for SRA’s representatives (Edward A. Fish Associates) and the contractor’s (Suffolk Construction) representatives.

The Contacts List shall be posted to the Project Sign (at the entrance to the site) and to the Project Website.

- **Primary Points of Contact** – SRA’s Director of Construction will be the primary point of contact for neighbors, SNAC members, the Town, etc. In this role, the Director will coordinate communication, handle emergency and non-emergency situations, lead SRA and SNAC meeting, etc.
 - Suffolk Construction’s on-site project team – Project Manager, Superintendent, Assistant Superintendent, and Symmes Safety Coordinator – will support SRA’s Director of Construction.
 - SRA’s off-site representatives, Jake Upton and Patrick McMahon, will also be the Director and be available for community contact.

Primary Points of Contact shall be posted to the Project Sign at the entrance to the site and to the Project Website.

- **Emergency Contact** – SRA shall provide 24-hour access to personnel for emergency situations. Contact information will be included as part of the “Contacts List.”
- **Construction Plan/ Kick-Off Meeting** – At least one month prior to the start of construction, SRA shall conduct a public meeting to introduce the entire on-site project team, review the construction schedule and Neighborhood Protection Plan, distribute contact lists, explain the blasting process, present Suffolk’s Site-Specific Safety Program, etc.

The Construction Plan shall be posted to the Project Website.

- **SRA & SNAC Meetings** – SRA’s Team shall meet with SNAC, on an as-needed basis, to review project progress, discuss relevant issues or problems and make certain the project is adhering to the parameters set forth in this Neighborhood Protection

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Plan. Meeting minutes shall be submitted to the Town for public record and posted to the website.

- **Community Communication with SRA** – Town residents may use phone, e-mail or mail to inform the project team of any issues or concerns throughout the duration of the project.
- **SRA Communication with the Community** – SRA or its contractor will use the Project Sign, Website and e-mail to communicate with the community outside of regular meetings with the SNAC.

SRA shall be responsible for notifying the neighborhood, via the Project Website and/ or e-mail, of major construction advisories, including demolition and blasting schedule, Saturday work, utility disruption and traffic rerouting. In emergency situations, SRA shall make best efforts to notify the Town and neighborhood as soon as possible.

The SNAC shall supply SRA with a contact list including, at a minimum, the email addresses of all neighbors who wish to be notified of project updates and schedule changes.

- **Question/ Complaint Process** – All questions and complaints relevant to the project should be sent to SRA’s Director of Construction and copied to SNAC. The Director shall respond at least 5 business days after receipt of each question/ complaint. The Director of Construction shall log the issue and subsequent actions taken. These logs shall be available for public review at the Project Trailer (on site) and on the Project Website. The logs of complaints shall include the resolution as soon as it is implemented.
- **Project Website** – SRA shall develop a Project Website to provide the following project information:
 - SRA contacts list;
 - Construction Plan/ project narrative;
 - One-month look-ahead project schedule;
 - Major construction advisories;
 - Community/ project meeting notices;
 - Meeting minutes; and
 - Additional information required by the Arlington Redevelopment Board.

ENFORCEMENT PLAN

I. SRA Enforcement

A number of the guidelines in the Neighborhood Protection Plan (NPP) are enforceable through local, state and federal regulatory entities. Yet, comprehensive enforcement of the NPP requires SRA leadership.

- The NPP, in full form, shall be included in SRA’s contract with Suffolk Construction and Suffolk’s contract with their subcontractors. Therefore, the NPP will become a legally binding document for all contractors on-site. If Suffolk or its subcontractors fail to comply with the NPP, SRA must take appropriate action, which may include stopping work or withholding payment.
- SRA’s Director of Construction and Suffolk’s Project Manager shall directly oversee compliance with all guidelines. Together, they shall:
 - Schedule and conduct operations in a manner that will minimize, to the extent feasible, the disturbance to the public in areas adjacent to the work and to occupants of buildings in the vicinity;
 - If requested by the ARB, meet with the appropriate Town agency(ies), committee(s), and/or official(s) to discuss, address and correct violations to Town By-Laws and the NPP. In such situations, SRA and/ or Suffolk shall immediately implement the approved corrective action plan.
- In no case shall the restriction identified in the NPP limit SRA’s or Suffolk’s responsibility for compliance with all federal, state, and local ordinances and regulations.
- Suffolk’s Symmes Safety Coordinator shall provide an additional layer of oversight and enforcement, overseeing the implementation of the Safety & Health Program. The Coordinator’s responsibilities shall include regular orientations with all new personnel to ensure knowledge of the Suffolk policy and the Neighborhood Protection Plan.
- SRA has engaged Diversified Environmental Corporation to conduct compliance monitoring services to ensure that the entire building demolition process, before, during, and after, complies with all applicable state and federal regulations. Acknowledging the neighborhood’s sensitivity to public health risks posed by building demolition, SRA and Diversified’s contract includes more monitoring and reporting than is required by EPA and DEP standards.

It is important to note that Diversified is licensed through a number of state and federal regulatory agencies and therefore required by law to report hazardous environmental conditions and any violations during demolition. For example, Diversified's in-house Analytical Laboratory for asbestos analysis is recognized

and accredited through the American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) program and the Asbestos Analyst Registry (AAR). As such, the Laboratory must follow the National Institute for Occupational Safety and Health (NIOSH) Method 7400 or Appendix A of the OSHA standard for asbestos. If Diversified fails to properly conduct and report asbestos analysis, then they lose these accreditations and therefore lose their ability to conduct business operations.

- SRA has engaged ENSR International to conduct a bedrock fracture analysis to profile historic oil release on-site. The analysis will provide further certainty of how to address the oil release conditions on site so that they do not become a problem. This analysis is also not required by EPA or DEP.

II. Town, State & Federal Enforcement

SRA shall comply with all applicable regulatory laws, codes and ordinances. There are a significant number of town, state and federal regulations that provide for public safety and preservation of quality of life.

Following are the major entities that will monitor the project and enforce applicable guidelines:

Arlington Redevelopment Board – The NPP is part of the Arlington Redevelopment Board’s Land Disposition Agreement with SRA, which is a legally binding document. Because SNAC was formed as a neighborhood advisory group to the ARB, then the SNAC shall advise both SRA and the ARB of violations to the NPP. In turn, the ARB shall advise the appropriate Town agency(ies), committee(s) and/or official(s) that should pursue measures with SRA to address and correct the violation.

Contact Information:

Phone: (781) 316-3090

Web: www.town.arlington.ma.us/Public_Documents/ArlingtonMA_Planning/index

Relevant Documents:

- Land Disposition Agreement
www.town.arlington.ma.us/Public_Documents/ArlingtonMA_Planning/Symmes%20LDA

Town of Arlington Inspectional Services Department – Responsible for enforcing the Commonwealth of Massachusetts' Building, Wiring, Plumbing, and Fuel Gas Codes as well as the Town of Arlington's Zoning By-Laws. Inspectional Services will monitor all construction activities throughout the project’s duration to ensure compliance with these regulations.

Contact Information:

Phone: (781) 316-3390

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Web: <http://arlsrver.town.arlington.ma.us/InspectionalServices/>

Relevant Documents:

- Massachusetts State Building Code
<http://www.mass.gov/bbrs/code.htm>
- Town By-Law (Title VI):
http://www.town.arlington.ma.us/Public_Documents/ArlingtonMA_TownBylaws/title6

Town of Arlington Fire Department – Responsible for ensuring code compliance with Chapter 148 of the General Laws of Massachusetts Fire Prevention and 527 CMR – Massachusetts Board of Fire Prevention Regulations.

Per the above regulations, the Department will be on-site to monitor all blasting activities. In addition, they administer the “Blasting Damage Complaint Form,” issued by the Commonwealth of Massachusetts – Executive Office of Public Safety/ Department of Fire Services (see Attachment VI). This form allows any property owner, who alleges their property was damaged as a result of blasting, to report the incident for investigation by the Massachusetts Department of Fire Services. SRA shall keep extra copies of this form on-site for public use. ***Please note: the – Executive Office of Public Safety/ Department of Fire Services mandates that the Blasting Damage Complaint Form “must be returned to the head of the (Arlington) fire department within 30 days of the alleged incident.”***

Contact Information:

Phone: (781) 316-3800

Web: <http://www.firedept.arlington.ma.us/>

Relevant Documents:

- Chapter 148 of the General Laws of Massachusetts Fire Prevention
<http://www.mass.gov/legis/laws/mgl/gl-148-toc.htm>
- 527 CMR - Board of Fire Prevention Regulations
<http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm>

Arlington Board of Health – Responsible for administering regulations as set forth by the Massachusetts Department of Public Health. In addition, the Board of Health administers the Demolition Inspection Checklist.

Contact Information:

Phone: (781) 316-3170

Web: http://www.town.arlington.ma.us/Public_Documents/ArlingtonMA_Health/index

Arlington Department of Public Works – Responsible for approving and monitoring all water and sewer work, storm water management, and erosion control.

Contact Information:

Symmes Arlington Conservation & Improvement Project

DRAFT Neighborhood Protection Plan

Phone: (781) 316-3108

Web: http://www.town.arlington.ma.us/Public_Documents/ArlingtonMA_DPW/index

Massachusetts Department of Environmental Protection (DEP) – “Administers state laws and regulations aimed at preventing pollution, protecting natural resources, promoting safe disposal and recycling of wastes, and ensuring timely cleanup of contamination. The U.S. Environmental Protection Agency (EPA) administers similar federal laws and regulations, but delegates much of its enforcement authority to DEP.”

SRA’s contractor is required to register the project with DEP, who will then be responsible for monitoring the project. SRA shall comply with all EPA and DEP regulations.

In addition, neighbors can report an environmental risk/ hazard to the DEP Environmental Strike Force by calling 1.888.VIOLATE (1.888.846.5283) or by e-mail at: Dana.Muldoon@state.ma.us.

Contact Information:

Phone: 617-292-5500

Web: <http://www.mass.gov/dep/dephome.htm>

Relevant Documents:

- Massachusetts Contingency Plan
<http://www.mass.gov/dep/bwsc/files/mcp/mcptoc.htm>
- Oil Spill Act
<http://www.mass.gov/dep/bwsc/spillact.htm>