

Raymark Superfund Team (RST)

Draft Ground Rules

I. Mission

The Raymark Superfund Team (RST) will work to re-examine information available on the remaining Raymark cleanup challenges and develop both short term and long term strategies. The team will identify one or more options for short-term cleanup efforts utilizing currently available funds to address the most significant risks throughout the site, within the context of a comprehensive, longer-term cleanup strategy that builds on past efforts and maximizes opportunities for land reuse and the leveraging of possible additional federal, state, and private funds.

The team will work to reach a consensus and present its strategy to DEP Commissioner and EPA Regional Administrator in a written document by November 26, 2008.

II. Scope

The team will review operable units and consider alternatives or options for some, all or a few. The OUs include:

- OU1 (original site of the plant)
- OU2 (groundwater)
- OU3 (upper Ferry Creek)
- OU4 (the Ballfield)
- OU5 (the Boat Club)
- OU6 (commercial properties + 1 residential)
- OU7 (sediments)
- OU8 (sediments)
- OU9 (landfill)

The team will utilize all existing information gathered to date, to the extent possible. The team is not seeking nor dependent on further detailed investigation or technical work to complete its deliberations. Though not bound to the work and recommendations of the Town Council's Raymark Advisory Committee (RAC) the team will consider these seriously.

III. Membership

Membership shall be comprised of up to three representatives from the following organizations or entities. A list is attached.

- Town of Stratford
- Save Stratford
- Raymark Advisory Committee
- Connecticut Department of Environmental Protection

- U.S. Environmental Protection Agency
- Elected official representatives including the Town Council, the Connecticut General Assembly (House and Senate), and the U.S. Congress (House) will serve as ex-officio members. They may participate in meetings and will receive all correspondence.

Patrick Field 9/2/08 9:58 AM

Deleted:). Elected officials may actively serve on the team or serve more as liaisons and adjuncts, as they so choose

IV. Participation

- A. The Team consists of individuals representing interests, organizations or stakeholder groups. Team members are responsible for expressing the views of their constituency rather than their personal views.
- C. Members should be authorized by their organization to speak on behalf of that organization to the greatest extent possible.
- D. Members are expected to attend all meetings, to the extent possible, and notify the facilitator and their other representatives from their group or organization when not attending.

V. Decision Making

- A. The team will operate by consensus. Consensus is defined as all team members agreeing to a final package proposal that seeks to meet diverse interests. Consent means that members can at least “accept”, however reluctantly, the package agreement that emerges. Abstaining members are not counted in the tally for determining consensus.
- B. Members may choose to “abstain” or “step aside” in order to not block progress, but also to not endorse a particular agreement.
- C. Members should not block or withhold consensus unless they have serious reservations with the approach or solution that is proposed for consensus.
- D. If members disagree with the approach or solution proposed, they should make every effort to offer an alternative for consideration that will be satisfactory to all members.
- E. A member’s absence from a meeting in which consensus will be deliberated or decided will be equivalent to abstaining.
- F. Final decision making is expected around a “package proposal” that incorporates a number of features to meet the diverse interests and achieve a number of objectives to be detailed by the team through deliberation.
- G. All major decisions will be noted in agendas prior to meetings so members are well aware of key decision-making meetings.
- H. If the team does not reach consensus on one or more recommendations, team members will explore the reasons for disagreement. The team will identify areas in which it reached agreement, where disagreement remained, the reasons behind that disagreement, a

description of the interests that must be satisfied to reach an agreement, and if possible, ways to address the differences in the future.

- I. The team will produce a final, written report to be issued to the Commissioner of DEP and the Regional Administrator of EPA. As needed, the report may include items of “unanimous” consent as well as items of dissent and the reasons for those differences.

VI. Team Meetings

- A. All meetings of the full team will be announced prior to the meeting and will be open to the public.
- B. The deliberations are meant primarily for the members of the team, with the public invited and encouraged to observe.
- C. Brief summaries of meetings will be prepared by the facilitators and, after review and approval by the team, then will be made available to the public on the team’s website (www.cbuiding.org/raymark). The summaries are not intended to be transcripts or detailed meeting minutes, but summaries of key points, issues, and ideas.
- D. Members will have their names and organizations posted on the project website. Emails or phone numbers will be made available to members and alternates only, for use for team business only.

VII. Member Roles and Responsibilities

- A. All members agree to the following:
 - Keep their constituencies informed about the deliberations and to actively seek their inputs;
 - Represent the interests and concerns of their organizations, and constituents as accurately and thoroughly as possible, and work to ensure that any recommendation developed by the team is acceptable to their organizations;
 - Strive throughout the process to bridge gaps in understanding, to seek resolution of differences, and to pursue the goal of achieving consensus on the content under discussion;
 - Keep an open mind to a range of options and alternatives; and,
 - Make a good faith effort to participate in all scheduled meetings or activities.
- B. In order to facilitate an open and collaborative discussion, the participants agree to abide by the following rules:
 - Only one person will speak at a time and no one will interrupt when another person is speaking;
 - Each person will express his or her own views, his or her organization’s and constituent views, rather than speaking for other participants or on behalf of the Team as a whole;
 - Each person will refrain from making personal attacks, calling names, and other such negative behavior;

- Each person will make every effort to stay on track with the agenda and avoid grandstanding and digressions in order to move the conversation forward.

VIII. Facilitator Roles and Responsibilities

- A. The facilitators will serve at the discretion of the team. The facilitators will be responsible for helping to ensure that the process runs smoothly, developing meeting agendas, preparing and distributing draft and final summaries, generating draft agreements, and helping the parties resolve their differences and achieve consensus on the issues to be addressed by the team.
- B. The facilitators will be available to consult confidentially with participants during or between meetings. Facilitators, if asked, are required to hold confidences even if that means withholding information that the facilitators prefer would be made available to the whole group.
- C. The facilitators have no decision-making authority and cannot impose any solution, settlement, or agreement among any or all of the parties.
- D. The facilitators will abide by the Ethical Standards of the Association of Conflict Resolution. In part, these standards require that: “The neutral must maintain impartiality toward all parties. Impartiality means freedom from favoritism or bias either by word or by action and a commitment to serve all parties as opposed to a single party.”

IX. Media and Public Communications

- A. Individuals are free to speak to the media (print, web, radio, T.V.) and in their own communications about the process in general and their particular interests, concerns, and ideas. However, members agree not to represent or characterize the views of others in the media or any public communications (newsletters, websites, etc.). Members also agree not to speak on behalf of the team as a whole. In short, people are free to speak for themselves, but agree not to speak for others or on behalf of the team.
- B. The team may select a press spokesperson, if they wish, to communicate agreed-upon messages or views of the team as a whole.