

Brownfields and Tax Title Properties Inventory Guidebook

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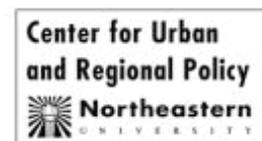


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INTRODUCTION



The Pioneer Valley Planning Commission (PVPC) and the Center for Urban and Regional Policy (CURP) of Northeastern University partnered together to work on a brownfield redevelopment project for the Pioneer Valley generally and the cities of Springfield and Holyoke specifically. Contamination from decades of industrial activity had left many old factories and other sites abandoned or underused, posing risks to public health and adding to blight in these communities.

The most prevalent problem in urban areas is that many properties that would otherwise be prime for development are abandoned because they are polluted by oil or other hazardous materials. The presence or perception of contaminants in a property can create significant barriers for its development or reuse.

This project had three basic priorities: to benefit the economy, the environment, and the community, while improving the redevelopment process of brownfields in the cities of Springfield and Holyoke.

To assemble brownfield inventories for Holyoke and Springfield, PVPC and CURP gathered data from the Massachusetts Department of Environmental Protection, Mass GIS, the cities local records of past use, and property assessment records. To accomplish this task, it was essential to have the full support and participation of the planning and economic development staff from Holyoke and Springfield.

Presently, a standard method of inventorying these brownfield sites does not exist. Therefore, it has been difficult for city officials to devise a strategy for their reuse. To solve this issue, in addition to the brownfields inventories, a Brownfield's Redevelopment Assessment Process and Ranking System was created to assess the economic potential of each inventoried property. This will enable municipal officials to search the inventoried properties by their ranking and redevelopment potential.

I. BROWNFIELDS DEFINITION

The Small Business Liability Relief and Brownfields Revitalization Act of 2001, also known as the Brownfields Law, defines a brownfield as:

"...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant."

Although this standardized definition is used by the U.S. Environmental Protection Agency (EPA), it is intentionally vague leaving much room for interpretation. As a result, brownfield definitions vary from state to state. For example, in Houston, Texas where the population exceeds 1.7 million, the city identified only sixteen brownfields. In comparison, Charlotte, North Carolina with a little over a quarter the population of Houston identified 809 brownfields.

Brownfield identification requires three levels of site assessment.¹ The first, and most important criteria, is the environmental condition of the site. Generally, the environmental health and safety of a site has either been identified by a federal or state agency. In Massachusetts, the Department of Environmental Protection (DEP) tracks all sites with reportable quantities of petroleum or hazardous material contamination in what is called the 21E Database. This refers to Massachusetts General Laws Chapter 21E which is the Oil and Hazardous Material Release Prevention and Response Act. Sites with perceived environmental contamination are also considered brownfields provided they satisfy one or both of the other two criteria below.

The second type of site assessment often used in determining whether or not a site is a brownfield is its tax status. Many brownfields are abandoned, blighted properties that are tax delinquent. Cleanup and redevelopment of these sites are extremely important to the vitality of a community. A municipality also has the authority to acquire a tax delinquent property through a tax title taking. By acquiring a property in this manner, and after completion of an All Appropriate Inquiry Phase I Site Assessment, a municipality is waived liability for the site contamination. The municipality must still comply with all state regulations governing cleanup, however, as the owner of a property acquired through a tax title takings, the municipality is eligible for brownfield assessment and cleanup funds from the EPA.

The third assessment used to determine if a site is a brownfield is a judgement based on the past land use. Gas stations, laundromats, dry cleaners and former industrial complexes are notorious for site contamination. Even if there has not been a reportable release to DEP and the site is not listed in the 21E database but one of these land uses has occurred there in the past, it is safe to say that contamination is perceived to exist on the site. Perceived contamination is often a huge impediment to redevelopment. It is an

¹ Coffin, Sarah L. "Closing the Brownfield Information Gap: Some Practical Methods for Identifying Brownfields." Center for Environmental Policy and Management. 2003. University of Louisville. 27 June 2006.
<http://cepm.louisville.edu/Pubs_WPapers/PDF_Docs/brownfield_nformation.pdf>

unknown that has great financial consequence that can kill a project if not properly factored into the financing and intended reuse upfront.

Therefore, given EPA's definition and the types of site assessment that are necessary in determining if a site is a brownfield, brownfields are defined as commercial or industrial properties that are tax distressed, vacant, blighted or underutilized and have real or perceived environmental contamination.

Brownfield Definition:

1. Commercial or industrial property
2. Tax-distressed (tax lien, tax-title, or foreclosed)
3. Vacant, blighted or underutilized
4. With real or perceived environmental contamination

II. BROWNFIELDS REDEVELOPMENT

Brownfield redevelopment provide local communities genuine economic opportunities such as job creation, a stronger local tax base, higher levels of social and physical community health, and a more aesthetically pleasing environment. However, difficult problems associated with brownfield liability, environmental remediation, and community acceptance makes these opportunities challenging.

Nationwide, brownfield's redevelopment is proving to be a significant contributor to job creation. The 2003 U.S. Conference of Mayors reported 74 cities created 83,041 new jobs as a result of brownfield projects.² The redevelopment of brownfields also increases tax revenue. At the same 2003 conference, \$90 million in local tax revenue was said to have been gained by 45 cities. The redevelopment of brownfields also increases the property value of surrounding properties. According to Hara Associates, in 2003, commercial property values in proximity to a redeveloped brownfield generally increased by 10% and residential property by 30%.

Brownfield redevelopment can also have the added benefit of preserving open space. According to Christopher De Sousa, Co-director of the Brownfield Research Consortium and Assistant Professor at the University of Wisconsin-Milwaukee, 4.5 acres of greenfield is required to accommodate the same development as one acre of brownfield. Generally, development of a greenfield requires more land due to land use provisions such as setback requirements, parking requirements, floor area ratios, lot coverage or density limitations and minimum lot sizes.³

The aesthetic improvement through the removal of blight is also a significant community benefit contributing to economic growth in ways not so easily measured. Individuals leaving and working in proximity to redeveloped brownfields often regard the scenic improvement as the greatest impact on the community.

² De Sousa, Christopher. "Costal Connections 2006 Land Use Roundtable: Linking Redevelopment and Green Space Protection in Northwest Indiana." Issues Briefing: Brownfields, Greenfields, Redevelopment, and Protection Linkages, 2006. University of Wisconsin – Milwaukee. 28 June 2006. <http://glc.org/landuse/inroundtable/pdf/de_sousa.pdf>

³ Browner, Carol M. "Opening comments at Brownfields '98". U.S. Environmental Protection Agency. Los Angeles, California. November 16, 1998. http://www.gwu.edu/~eem/Brownfields/project_report/chapters-html.htm

III. OVERVIEW OF MASSACHUSETTS' BROWNFIELDS PROGRAM

Massachusetts' Executive Office of Environmental Affairs (EOEA), the Department of Environmental Protection (DEP), the Massachusetts Office of Business Development (MOBD), and the Attorney General have collaborated to develop tools for cleanup and redevelopment of brownfields.

In 1999, the Governor's Office for Brownfields Revitalization (OBR) was established to coordinate all the brownfield activities at the state level and to assist the public with the newly created brownfield clean-up programs. OBR coordinates companies', developers', and municipalities' programs to help reduce costs, risk, and assure adequate financing.

The Office of Business Development and Office for Brownfields Revitalization provide free technical assistance and complete information on all brownfields programs and incentives to landowners, buyers, developers, and municipalities. They also provide assistance with the following:

- ❖ Marketing the site;
- ❖ Pre-development planning;
- ❖ Financing;
- ❖ Securing comprehensive environmental insurance;
- ❖ Identifying consultant services—legal and environmental;
- ❖ Building private-public partnerships;
- ❖ Working with local officials;
- ❖ Understanding municipal tax abatement;
- ❖ Assistance with other state agencies and quasi-public entities;
- ❖ Access to companies searching for new locations;
- ❖ Aggressive state support for priority projects; and
- ❖ Advocacy for specialized covenants not-to-sue from the Attorney General.

In 1998, Governor Celluci signed the "Act Relative to Environmental Cleanup and Promoting the Redevelopment of Contaminated Property" (also known as the Brownfields Act) into law. This act established new incentives to encourage parties to clean up and redevelop contaminated property in Massachusetts. The Act provides liability relief and financial incentives to attract new resources for these properties, while ensuring that the Commonwealth's environmental standards are met. A summary of the major features of this act can be found on the Massachusetts Department of Environmental Protection website.

IV. TAX TITLE AND FORECLOSURE PROCESS SUMMARY

The following summary about the tax title and foreclosure process is excerpted from *Taking the Initiative Guidebook, Massachusetts Housing Partnership*, Chapter Five: Reuse of Vacant, Obsolete or Surplus Properties – Tax Title Properties⁴.

Tax title properties are land and/or buildings that are in the process of being taken by the municipality because the owner has failed to pay property taxes. Technically, a property is only in tax title if the municipality has taken title to the property; however, the term is often loosely used to refer to all tax delinquent properties. Often, the process of tax taking and foreclosure takes years, but communities recently received some new tools for intervening in the tax title process, thanks to *An Act Returning Tax Title Properties to Productive Use*, a new law that took effect in April, 2002 (Chapter 2 of the Acts of 2002). Municipalities may now:

- Abate up to 75% of taxes and 100% of interest and penalties owed on property that will be turned into affordable housing (defined as housing that is affordable to households earning no more than 120% of area median, for no less than 45 years);
- Expedite the foreclosure process in cases where the redemption amount exceeds the value of the property; and
- Accept a deed-in-lieu of foreclosure to get the property back on the tax roll rather than incur the cost of a full foreclosure proceeding.

Where Appropriate

In suburban areas, tax delinquent properties are often vacant, substandard or non-conforming lots. In urban areas, they are much more likely to involve abandoned and deteriorating housing. Frequently, properties that end up being taken for back taxes are functionally obsolete or contaminated. Your community's strategy toward tax title properties will depend on the current inventory as well as the history of tax delinquencies. You should be vigilant and knowledgeable about what is going on in your local market, and keep track of which properties are in tax title, as this is often an early marker of other kinds of distress.

Additional Information

- You can find examples of other communities that have transferred land and buildings taken for back taxes to developers for affordable housing or that have expedited the foreclosure process on the Order 418 Best Practices/Successful Activities website: www.state.ma.us/dhcd. Click on *Executive Order 418* and go to *Best Practices*.
- The Department of Revenue's Informational Guideline Release (IGR) #02-206, available at www.dls.state.ma.us explains the legislation and provides information to communities that may want to take advantage of the new tools
- for addressing tax delinquent properties. Click on *IGRs* under the *Quick Links* menu.

⁴ http://www.mhp.net/community/initiative_guidebook.php

- *Back on the Roll: A Report on Strategies to Return Tax Title Properties to Productive Use*, is available from Citizens' Housing and Planning Association, (617) 742-0820. Many of the report's recommendations were incorporated into the 2002 legislation.

Tax Title and Foreclosure Process

- ❖ Property is tax delinquent – Collector's Office attempts collection.
- ❖ Tax Title Lien – after one year of delinquent taxes, Collector can place tax lien on property.
- ❖ Tax Title Taking – Moves into Treasurer's Office and proceeds to Land Court for foreclosure.

Tax Collector

1. Tax bills G.L. c. 60, §3
 - Delinquent taxes or other municipal charges constitute a lien on the taxpayer's property.
2. Demand for payment of Overdue Taxes G.L. c.60, §16
 - Sent promptly after individual fails to pay taxes by due date.
3. Tax Title Taking G.L. c. 60, §53 and §54
 - Notice of Intention to Take Property published in newspaper at least 14 days prior to actual taking
 - Instrument of Taking recorded in Registry of Deeds
 - Effect of Taking: Title to property is vested in city subject to right of redemption. Until right of redemption is foreclosed (i.e. issuance of decree from Land Court), tax title held as security for payment of delinquent taxes. Tax title should not be equated with right to possession. Also, tax payer can still transfer, assign or encumber property but subject to tax title.
4. List of Recorded Takings forwarded to Treasurer.

Treasurer

5. Maintains custody of Tax Titles and sets-up tax title account sheet for each parcel.
G.L. c.60, §50
6. Attempts to collect Tax Title accounts
 - Sends Demand Notice
 - Collect partial payments and set-up payment plans (25% of owed amount in up to 4 payments) G.L. 60, §62
 - Six months after recording of tax title, parcel eligible for Land Court foreclosure proceedings.
 - Any person having an interest in the tax title property may redeem it from tax title at any time prior to filing petition for foreclosure.

Law Department

7. File Petitions to Foreclose in Land Court G.L. c. 60, §§64-76A

- Land Court filing fee per petition
- Notice of filing petition recorded in Registry of Deeds
- Any interested party can redeem property through filing of appropriate stipulation in court at any time prior to issuance of final decree.

8. Land Court Title Examiner

- Investigates title and files report with court
- In the event title examiner can not locate a party in interest, municipal Law Department performs a diligent search to locate individual
- Most time consuming part of foreclosure process

9. Citation issued by Court

- Served on all interested parties by registered mail. If service incomplete, then service accomplished by publication in newspaper.
- Similar to a complaint. Interested parties may file answer. Hearing then scheduled.
- If no answers are filed and service is complete, Motion for General Default.

10. Decree issued by Land Court

- Occurs after hearing or Motion for Default.
- Court's Tax Title examiner goes over the title report and documents to determine that case is in order for the issuance of the decree.
- Decree recorded in Registry of Deeds.
- Effect of decree: Absolute title vested in municipality free and clear of any and all encumbrances. Parcel can be used for any municipal purpose. If offered for sale, proceeds used first to pay outstanding taxes and liens.

Alternative Options to Traditional Tax Title Foreclosure

Under Chapter 2 of the Acts of 2002 (adding G.L. Ch.58 §8C, Ch. §§77C and 81B and amending G.L. Ch.60 §§1, 65 and 69A) communities may enter into tax abatement agreements with developers of affordable housing, subject to the approval of the Department of Revenue, expedite the foreclosure of certain tax titles or accept a deed in lieu of foreclosure for certain parcels.

Tax Abatements for Affordable Housing Developers (G.L. Ch. 58 §8C)

Cities and towns may enter into agreements with developers of affordable housing, for the payment of outstanding property taxes, including abatement of an amount that makes developing the site economically feasible. A municipality that accepts the statute must first adopt an implementation by-law or ordinance. Abatements must be approved by the Commissioner of Revenue and are limited to 75% of outstanding real estate taxes and 100% of accrued interest and collection costs.

Deed Acceptance as an Alternative to Taking and Foreclosure (G.L. Ch. 60 §77C)
Cities and towns may accept a deed from all persons with an interest in certain properties on which there are outstanding taxes and charges as an alternative to tax taking and foreclosure. Only municipal liens can exist on the properties and the municipal legislative body must vote to accept the deed.

Expedited Foreclosure Proceedings (G.L. 60 §§65, 69A and 81B)

In cases where the amount needed to redeem a parcel in tax title is greater than its fair cash value, a treasurer has the option of recording an affidavit so certifying and immediately filing a foreclosure petition in land court. The treasurer must ordinarily wait at least six months after the taking to petition for foreclosure. Once a foreclosure decree is entered, any party with an interest in the parcel who seeks to vacate the decree will have only 90 days to file the petition, not the usual one year.

Source: Excerpted from: *Property Tax Bureau Informational Guideline Release No. 02-206: Tax Agreements for Affordable Housing Developers and Options for Tax Title Foreclosure - Chapter 2 of the Acts of 2002*

V. DATA GATHERING AND COMPILATION PROCESS

The Massachusetts Department of Environmental Protection Tier Classified Chapter 21E Sites GIS database consists of point locations of oil or hazardous waste spill sites. These points were created from hand annotated paper maps and interpretation of textual written descriptions of the location in the site reports. The accuracy of the locations is such that use of the data requires the following disclaimer:

Data Disclaimer:

Point locations representing Tier Classified Chapter 21E sites in this datalayer have not been field-verified and should be considered approximate. Locations were derived through review and interpretation of paper maps and textual information contained in MassDEP BWSC site files, which are maintained in MassDEP's Regional Offices. Generally, such information was submitted to MassDEP by potentially responsible parties (PRPs) and the PRPs' licensed site professionals (LSPs).

Please be advised that this datalayer is incomplete. MassDEP has been unable to locate some sites due to inadequate source material. Sites that are not yet reported or tier-classified are not mapped, nor are sites for which a Response Action Outcome (RAO) has been submitted to MassDEP.

Site contamination may extend well away from the point representing a site on this map. The MassDEP BWSC site files should be reviewed for the most accurate and up-to-date information about a particular site. While the Tier Classified Chapter 21E site data shown on this map provides some useful information, the user should be aware of the data's limitations. For further information, please consult the datalayer description documentation of MassDEP Tier Classified Oil and/or Hazardous Material Sites, available on the MassGIS Web Site: <http://www.mass.gov/mgis/c21e.htm>.

Questions regarding Tier Classified Chapter 21E site data on this map may be referred to the MassDEP GIS Program (617) 574-6856.

The present reporting requirements of the incidents do not include parcel identifiers and specific address locators. Parcel information is not required and addresses are often incomplete or more general directional references. For example, the address may be "Main Street" or "North side of Main and Elm" instead of "15 Main St". Also as stated in the disclaimer, the points have not been "field-verified".

DEP AUL (Activity Use Limited) GIS data points, although being a separate and distinct data set, originated from the Chapter 21e data and still suffer from the same accuracy limitations.

Property that is to be developed, reviewed, sold, bought, discussed, etc is usually the municipally recognized parcel or lot. The parcel has a unique identifier within the

community, has described and recorded boundaries and the municipal tax assessor has extensive records on owner(s), address, mailing address, land uses, assessed value, buildings, tax status, liens and more.

To be able to examine the properties with 21E tier or AUL status, linkages between the point data and the parcel data must be created. The 21E or AUL data needs to have the parcel or parcels id included and the parcel data needs to have the DEP RTN number (Release Tracking Number), the unique id from the 21E or AUL data.

To make this link, the following procedures were used. The GIS software used was ArcGIS ArcInfo 9.1 and the database management softwares were Microsoft Excel and FoxPro.

1. DEP 21E and DEP AUL data was downloaded from the state GIS repository, EOEAs MassGIS's website.⁵ Also downloaded, was DEP's Waste Site Cleanup & Notifications and Status database.⁶ This database contained additional information about the 21E and AUL sites not included in the GIS data.⁷
2. The 21E and AUL point attributes were relationally joined with the dbase files found in the Waste Site Cleanup data. This join used the field RTN (Release Tracking Number), the unique 21E and AUL id to connect the files.
3. In ArcGIS ArcMap, from the state-wide 21E GIS database and the AUL GIS database, the points falling within a particular city (Springfield or Holyoke) were selected using the TOWN attribute in the databases. The selected data was then Exported to new point shapefiles based on town, Springfield_21e.shp, Springfield_aul.shp, Holyoke_21e.shp and Holyoke.aul.shp
4. GIS parcel data from each community was obtained as shapefiles, Parcels_137.shp (Holyoke) and Parcels_281.shp (Springfield). Springfield and Holyoke attributes for their parcel data are very similar because the data is based on the records the tax assessing departments must maintain. But the data is not exactly the same. Springfield identifies parcels or adjacent parcels with the same owner with an id called the Street_Parcel_Code or Str_parc_c. Holyoke parcel polygons are uniquely identified with Map_Par_Id, based on the assessors' map, block, lot and sub-lot codes.

⁵ <http://www.mass.gov/mgis/laylist.htm>

⁶ <http://www.mass.gov/dep/cleanup/sites/sdown.htm>

⁷ This database contains the Release Tracking Number (RTN), address and status of all regulated Waste Site Cleanup notifications: over 29,000 records. This includes the same information that is available to [search on-line](#), as well some additional site data, in a collection of five linked files (in DBase IV format):

release.dbf - Primary release info
actions.dbf - Actions that occurred against releases
chemical.dbf - Chemicals that were released
location.dbf - Location type for a release
source.dbf - Sources of the release

5. New fields were added to the city 21E and AUL point attributes called Str_parc_c or Map_parc_id depending on the community being examined. We will call these fields the “parcel id”.
6. In ArcMap, the point data was overlaid on to the parcel data. The point data was symbolized on the map based on the parcel id field that had been added in step 3. If the parcel id was blank, the symbol was one color, if it was filled, the symbol was a different color. Initially all the symbols were the blank color.
7. Each point was selected individually and identified using the ArcMap Identify tool. Fields especially noted on the display were RELEASE.SITE_NAME (usually the company name), ADDRESS, and LOCATION.LOCATION (an arbitrary field that often gave the type of site, like Auto Repair, or Commercial).
8. Then with the Identify Tool, parcels in the immediate vicinity of the selected point were examined. If any good attribute matches were made like identical point address and parcel address field, the parcel id was transferred or “conflated” to the point. The point symbol then changed color to show it received the new parcel id. This process was a bit of detective work. The better the match between attributes the higher the confidence of the location. Sometimes Site_name and Owner were different but if the type of business was the same or similar and the address was the same, and finally there were no other parcels in the vicinity with a better match, we felt fairly confident of the correct match. The confidence level can never be 100% using simply GIS and data attribute comparisons. More than one parcel could be involved with the same owner and/or business and because the front door or front gate is on one parcel with a specific address while the 21E or AUL property is actually the parcel next door which should have a different address.
9. The few points that could not be matched with the steps in #8, received closer inspection. In one case, the GIS location of the point was no where near the address location. Further examination discovered that the address was correct, the Site_name was a local auto dealer, the point location was wrong and the point was moved to the dealer’s parcel. Another point had the location and address as “Flood Control Station #6”. A visit to the planning office and assessors took care of that and several others.
10. After all the points received parcel ids, the parcel polygons and the DEP points were “joined” together with the parcel id as the common link. This was done using the ArcMap JOIN/RELATE function. Parcels with links to DEP points were then selected and Exported to new shapefiles, Springfield_21E_parcel.shp, Springfield_AUL_parcel.shp, Holyoke_21E_parcel.shp, Holyoke_AUL_parcel.shp. Due to the nature of the ArcMap ‘join’ the new shapefiles had all the existing attributes of the 21E and AUL points and the parcel attributes.
11. Similar joins were done between the parcels and the respective assessors’ tax delinquency or tax title lists and list of suspected Brownfields from Springfield Planning. As these excel spreadsheet lists already contained the parcel ids (St_parc_c or Map_parc_id), the spread sheets were simply modified to adhere to a

Dbase IV type format and saved as dbase files. The resulting dbase files could then be “joined” in ArcMap with the parcels polygons and Tax Title property shape files and Suspected Brownfield parcel shapefiles created.

12. All these different types of “parcel” shape files were cross joined on the parcel id to determine which “overlapped”, i.e. which 21E parcels were also tax-title properties or suspected brownfields, which AUL parcels were also tax-title or suspected brownfield.

13. All the shape file attribute files were then transferred to Excel spreadsheets.

Discussion:

There were several problems that had to be dealt with in this process, besides the lack of parcel identification in the 21E and AUL data sets. First and foremost was a lack of understanding what data was necessary for this project. This lack of understanding resulted in bringing too much data to the table. For instance, the 21E data set state-wide contains over 3,200 points. A large number, but not too difficult to examine. There are only 6 fields in the attributes. But those 6 fields do not tell everything we needed to know about the sites, so relationships had to be created to the 6 files from the Waste Site Cleanup & Notifications and Status database. The relationship connections added more information, but also can result in many duplicate fields and cumbersome field names that are created using database management software. In this case, Microsoft Access 2002. Too much information and the project gets swamped and data management becomes cumbersome. Too little information and analysis cannot be done

Another case of too much information was what was available in the assessors’ parcel attributes. Tax assessors collect a vast amount of data for each parcel. Often, the community GIS parcels have all of this data in the parcel attribute tables as a matter of convenience. An example of the number of fields possible is the Springfield GIS parcel attribute fields listed below.

Name	Type	Size	Dec
STR_PARC_C	Character	10	0
FID_1	Numeric	9	0
PARCEL_COD	Numeric	11	0
STREET	Character	5	0
PARCEL	Character	4	0
STR_PARC_1	Character	10	0
FULLSTREET	Character	40	0
HISTORIC	Character	6	0
NEIHOOD	Character	30	0
CENS_TRACT	Character	16	0
FLOODZONE	Character	5	0
FLOODPANEL	Character	20	0
ZONE_NAME	Character	35	0
CDBG_2000	Character	1	0
X_OVERLAY	Character	1	0
URBPLAN	Character	40	0
URBPLAN2	Character	40	0
URBPLAN3	Character	40	0
CENS_BLOCK	Character	2	0
OWN_NAME	Character	53	0
LOC	Character	48	0
AREA_SQFT	Numeric	12	0
BLOCKPLAN	Character	12	0
ASSESSED	Numeric	11	0

DESCRIP	Character	61	0
SALEPRICE	Character	11	0
SALEDATE	Character	11	0
MAIL1	Character	39	0
MAIL2	Character	35	0
MAIL3	Character	35	0
MAIL4	Character	30	0
LANDUSE	Numeric	10	0
CLASS_CODE	Numeric	13	0
ASSESS_NBD	Numeric	14	0
TRACT	Numeric	7	0
BLOCK	Numeric	7	0
LOT	Character	6	0
YEARBUILT	Numeric	11	0
ACCOUNT	Numeric	10	0
OCCUPANCY	Numeric	13	0
STORIES	Character	9	0
UNITSZ	Numeric	8	0
ROOMS	Numeric	8	0
STYLE	Character	15	0
TTCODE	Character	9	0
TTYEAR	Character	9	0
LCASE	Character	7	0
SALEBOOK	Character	11	0
SALEPAGE	Character	11	0
SALETYPE	Character	11	0
TAXAMT	Numeric	11	0
CONDITION	Numeric	11	0
AREA_FT2	Numeric	15	0

This is a very rich data set of attributes and could be valuable for more in depth analysis. However, this number of fields makes it difficult to examine on the screen and many of the fields were not necessary for the project at this stage.

Holyoke, however, supplied GIS parcels with the following attributes.

Name	Type	Size	Dec
MAP_PAR_ID	Character	30	0
ST_NUM	Character	9	0
ALT	Character	9	0
ST_NAME	Character	37	0
OWN_1	Character	52	0
OWN_2	Character	51	0
MAIL_1	Character	43	0
CITY	Character	20	0
STATE	Character	15	0
ZIP	Character	15	0
LUCODE	Numeric	3	0

This list consists of the parcel id, parcel street address, owner, owners mailing address and the Massachusetts Department of Revenue (DOR) land use code. This amount of information was easier to manage and seemed adequate for this stage of the project. We recommend that this be the information gathered from the community with the digital parcels.

One other minor problem was the format of some of the data. The GIS data was very compatible even though it came from a number of sources, PVPC, Holyoke, Springfield, MassGIS, MassDEP, etc. This was due to the fact that all the agencies involved used ArcGIS products from Environmental Systems Research Inc. Excel data on the other hand can be arranged and formatted in a host of ways. One of the lists of parcels to be looked at came in Excel but was formatted as an attractive report. It had letter head and community logos and seals and was easy to read. But the format needed by GIS is the flat database of one record = one row of data and each column represents a field in that

record. The GIS software used wants data in dBase IV format and that limits field names to 10 characters with no special characters or spaces. There also can not be any duplicate field names. The attractive excel report had to be reformatted by hand to the row and column database. It wasn't a difficult task and didn't take too much time but this problem could be more time consuming with larger lists. Our recommendation would be that all data requested come in dBase, Excel with simple row and column data, ASCII delimited text files, Access or other compatible data base.

Massachusetts DEP 21E Attributes

With related files from DEP's Waste Site Cleanup & Notifications and Status database

Name	Type	Size	Dec
OBJECTID	Numeric	10	0
RTN	Character	9	0
NAME	Character	50	0
ADDRESS	Character	30	0
TOWN	Character	21	0
STATUS	Character	18	0
REGION	Numeric	10	0
map_par_id	Character	30	0

C:\Brownfields2006\Holyoke_21e.dbf

Source.dbf

Name	Type	Size	Dec
RTN	Character	9	0
SOURCE	Character	30	0

C:\Brownfields2006\SOURCE.DBF

Release.dbf

Name	Type	Size	Dec
RTN	Character	9	0
TOWN	Character	25	0
OFC_TOWN	Character	22	0
ADDRESS	Character	38	0
ZIP_CODE	Character	10	0
SITE_NAME	Character	49	0
OFC_NOTIF	Date	8	0
CATEGORY	Character	11	0
PRIM_ID	Character	9	0
CURRENT_ST	Character	12	0
CURRENT_DA	Date	8	0
PHASE	Character	9	0
RAO_CLASS	Character	11	0
OHM	Character	23	0

C:\Brownfields2006\RELEASE.DBF

Chemical.dbf

Name	Type	Size	Dec
RTN	Character	9	0
CHEMICAL	Character	150	0
AMOUNT	Character	12	0
UNITS	Character	10	0

C:\Brownfields2006\CHEMICAL.DBF

Action.dbf

Name	Type	Size	Dec
RTN	Character	9	0
ACTION	Character	8	0
STATUS	Character	9	0
DATE	Date	8	0
RAO_CLASS	Character	11	0
AUL	Character	9	0
LSP_NO	Character	8	0

C:\Brownfields2006\ACTION.DBF

Massachusetts DEP AUL Attributes

Name	Type	Size	Dec
OBJECTID	Numeric	10	0
RTN	Character	9	0
NAME	Character	40	0
ADDRESS	Character	30	0
TOWN	Character	21	0
REGION	Numeric	19	5
STATUS	Character	20	0
RAO_CLASS	Character	20	0
AUL_DATE	Date	8	0

C:\Brownfields2006\AUL_137.dbf

Holyoke Tax Title List

Name	Type	Size	Dec
M_B_P	Character	27	0
NUMBER	Character	20	0
ALT	Character	17	0
STREET	Character	52	0
OWN1	Character	72	0
OWN2	Character	51	0
MAIL_1	Character	43	0
CITY	Character	33	0
STATE	Character	27	0
ZIP	Character	22	0
LUC	Numeric	15	0
ACRES	Numeric	20	0
TT	Character	29	0
TAXLIEN	Character	30	0
PRINCIPLE	Numeric	29	2
INTEREST	Numeric	27	2
TOTAL	Numeric	22	2
TAX_TITLE	Character	17	0
FORECLOSUR	Character	31	0
VACANT	Character	29	0

C:\Brownfields2006\Holyoke_TaxTitles.dbf

Springfield Tax Title file

Name	Type	Size	Dec
STR_PAR	Character	10	0
OWN_NAME	Character	33	0
LOC	Character	19	0
DESCRIP	Character	26	0
TAX	Numeric	14	2
CODE	Numeric	4	0
YEAR	Numeric	4	0
LCASE	Character	6	0

Springfield Suspected Brownfields and Parcels of Interest List

Name	Type	Size	Dec
ST_PARCEL	Character	10	0
ADDRESS	Character	42	0
NEIGHBORHO	Character	15	0
BLOCK	Character	5	0
TRACT	Character	7	0
ZONE	Character	12	0
BUILDING	Character	8	0
AREA	Numeric	8	0
OWNER	Character	39	0
CODE	Character	15	0

VI. BROWNFIELD REDEVELOPMENT EVALUATION AND RANKING SYSTEM

The brownfields redevelopment evaluation and ranking system was created to assess sites' readiness for redevelopment. Factors considered to determine a site's readiness for redevelopment include:

- Occupancy
- Tax status
- Size of property
- Clean-up status or environmental condition
- General property condition
- Is the site located adjacent to other developable properties?
- Is there an established commercial presence area?
- Is there an established retail presence in the area?
- Proximity to highways
- Utilities available
- Access to rail-spur
- Is the site located or adjacent to a high poverty neighborhood?
- Proximity to public transportation

With all of this data and information structured in a database, a prioritized list of brownfield properties was created based on weighted scores. Based on the answers to these questions, one can determine if it would be in the best interest of the community to redevelop a particular brownfield site. This is particularly important for municipalities that have taken ownership of multiple sites through the tax-title process and are looking to get these properties back onto the tax rolls. Assessing the economic potential of each brownfield site will enable officials to target the properties that have the most potential to succeed after remediation.

Sites that should be immediately considered for redevelopment (high priority) would have favorable characteristics in all of the categories listed below and a high weighted score. Sites that are not as favorable on the market would be considered behind those that are more favorable (intermediate priority). Lastly, sites that are not favorable in the following categories (e.g. highly contaminated sites, not in a retail or commercial area, or very small and hard to develop), would have the lowest priority.

Appendix A – Marketing Brownfields
by Alan C. Oppenheim, ACO Property Advisors, Inc.

The climate for marketing brownfields has improved dramatically in recent years as legal liability and regulatory issues continue to be clarified and mitigated. Nonetheless, the marketing of brownfields remains an island of opportunity amid sometimes uncertain and uncharted waters.

In a perfect world, all the facts about a brownfield property are known at the beginning of the marketing process. These include, among other things:

- up-to-date appraisal (typically “as if clean”);
- approved remediation plan and estimated costs of cleanup;
- recent survey with clear boundary identification;
- recent aerial photograph, particularly if significant acreage is involved;
- clear documentation supporting, existing and historical property, use in the form of an updated, abstract of title, easements, and outstanding license agreements;
- and
- a clear understanding of current and planned adjacent property use.

The list can go on, although we are not in a perfect world. However, it is even more essential in marketing a brownfield property to assemble detailed information early in the marketing process. Obviously, the smaller the transaction in terms of property value, the less likely the seller is to have the information available or be able to financially justify generating such information to facilitate the sale. In many cases, the seller wants the buyer to incur the cost of the environmental assessment(s).

An early step in marketing any property is establishing the asking price. The sale price must reflect the property’s highest and best use (HBU), which in many cases, is not current use. If available, an appraisal can be an important resource, but in many cases, must be expanded upon. In an ideal situation the seller has completed, or is willing to underwrite, the cost of the environmental site assessment to identify the scope and cost of resolving the environmental issues. Taking this one step further, it may even be financially justified for the seller to implement the cleanup to eliminate all environmental uncertainties. For example, the cost of the cleanup may be \$20,000 and the corresponding increase in sale price may be \$40,000. The seller’s assumption of such a risk is typically most justifiable if a buyer/end user has been identified, risk-based clean up standards have been established, and the buyer is contractually committed contingent upon satisfactory regulatory sign-off on a clean site.

The HBU valuation, in conjunction with a remediation plan approved by regulatory agencies and a corresponding cleanup cost estimate provides the basis for establishing a fair sale or lease price. However, price is not always a function of simply subtracting the estimated clean up costs from the highest and best use valuation. The entrepreneurial risk assumed by the buyer must be factored in to this equation. Unfortunately, in most cases, a fully defined environmental assessment at the outset of the marketing process is not the norm. Marketing options can therefore vary significantly depending upon the attributes of the property and seller. Alternatives can include: 1. establishing sale price based upon

the HBU and perceived environmental risk with the buyer responsible for all environmental due diligence; 2. establishing the sale price based upon HBU valuation with the understanding that the estimated cleanup costs and entrepreneurial risk will be deducted from the sale price at the time of sale; or 3. in certain situations, implementing a land lease or built-to-suit/lease which eliminates the difficult process of negotiating value specific to the perceived environmental risk and ongoing uncertainties.

There is no one formula for a successful marketing effort. However, there are a number of critical factors which should be in place:

- a strong team, comprised of knowledgeable real estate, environmental, finance, insurance, and legal professionals
(Specific property application of Voluntary Cleanup Program and Clean Water/Clean Air Bond Act must be evaluated);
- a well informed seller that is committed to working creatively with the team to allow the sale or lease to occur;
- a qualified and professional buyer that is capable of favorably presenting a re-use plan to interested public participants (applicable to contingent sale contract); and
- appropriate consent agreements between buyer and seller during the due diligence process to adequately protect both parties.

Finally, the real estate professional must have a carefully structured contract with the seller whether it is on a brokerage or consult basis to allow for proper payment. The sale of brownfields properties can be very time consuming and the price may not accurately reflect the benefits received by the seller through the release of an ongoing liability. Still, the brownfields sale can be the catalyst to a re-use opportunity that presents numerous benefits to the public, private sector developer, real estate broker, and end user.

Appendix B - Data Dictionary

Activity and Use Limitation (AUL)	Legal restrictions used in the context of the Massachusetts Contingency Plan to limit future exposure to contaminants remaining at a site.
Address	The number and street that most accurately describes the site location; mile markers or similar highway designations may also be used.
Brownfield	
Chemical	Specific type of oil or hazardous material.
Name	The name assigned by MassDEP BWSC that best describes the site location. The site name does not necessarily reflect the identify of any Potentially Responsible Parties (PRP).
OHM	Oil, Hazardous Material, Oil and Hazardous Material
Phase	Indicates the release/site cleanup phase relative to MCP
None, I, II, III, IV, V	<p>None: Phase Report not required or not submitted</p> <p>Phase I: Initial Site Investigation, including Tier Classification. In this phase, samples are collected and analyzed to determine the types, amounts, and locations of contaminants. Not to be confused with an ASTM Phase I or All Appropriate Inquiry which do not require samples to be collected and analyzed.</p> <p>Phase II: Comprehensive Site Assessment. During the Phase II, the risks posed to public health, welfare and the environment are determined.</p> <p>Phase III: Identification, Evaluation and Selection of Comprehensive Remedial Action Alternatives and the Remedial Action Plan. In Phase III, cleanup options are assessed and a cleanup plan is selected.</p> <p>Phase IV: Implementation of the Selected Remedial Action Alternative and Remedy Implementation Plan. The cleanup plan is implemented in Phase IV.</p> <p>Phase V: Operation, Maintenance and/or Monitoring. During Phase V, long-term treatment processes are implemented and monitored to track cleanup progress.</p>
RAO Class	The class of Remedial Action Outcome submitted to the Department.
A1, A2, A3, A4, B1, B2, C, NC	<p>Class A RAO: Remedial work was completed and a level of "no significant risk" has been achieved.</p> <p>A1: A permanent solution has been achieved. Contamination has been reduced to background or a threat of release has been eliminated.</p> <p>A2: A permanent solution has been achieved. Contamination has not been reduced to background.</p> <p>A3: A permanent solution has been achieved. Contamination has not been reduced to background and a Activity and Use Limitation (AUL) has been implemented</p> <p>A4: A permanent solution has been achieved. Contamination has not been reduced to background and an Activity and Use Limitation (AUL) has been implemented. Contamination is located at a depth of >15 feet but evaluation has determined that it is not feasible to reduce it.</p> <p>Class B RAO: Site assessment indicates that "no significant risk" exists. No remedial work was necessary.</p> <p>B1: Remedial actions have not been conducted because a level of No Significant Risk exists.</p> <p>B2: Remedial actions have not been conducted because a level of No Significant Risk exists, but that level is contingent upon one or more Activity and Use Limitations (AULs) that have been implemented.</p>

B3: Remedial actions have not been conducted because a level of No Significant Risk exists, but that level is contingent upon one or more Activity and Use Limitations (AULs) that have been implemented, and contamination is located at a depth of >15 feet but evaluation has determined that it is not feasible to reduce it.

Class C RAO: A temporary cleanup. Although the site does not present a "substantial hazard", it has not reached a level of no significant risk. The site must be evaluated every five years to determine whether a Class A or Class B RAO is possible. All sites are expected to receive a Class A or B RAO.

How quickly a release must be reported to DEP. The potential severity of a release dictates how soon it must be reported. Effective October 1, 1993 as defined in 310 CMR 40.0300

Release Category
120 DY, 72 HR, TWO
HR

Release Tracking
Number (RTN)

The number assigned to every site / reportable release. This number is preceded by 1, 2, 3 or 4 depending on the region where the release is located. The corresponding regions are: Western (1), Central (2), Northeastern (3) and Southeast (4).

Source

Source of the release of oil or hazardous material.

Status

ABCRC

As-built Construction Report Received

ACTAUD

Level III - Comprehensive Audit

Adequately Regulated: A site / release where response actions are deemed adequately regulated under another DEP program or by another government agency.

ADQREG

Audit Follow-up Completion Statement

AFUCS

Amendment Received or Issued

AMEND

Oral Approval of Plan or Action

APORAL

Oral Approval of Modified Plan

APORMD

Presumptive Approval of Written Plan

APPRES

Tier 1A or Priority Submittal Approved

APPT1A

Approval to Terminate an Imminent Hazard

APTERM

Written Approval of Plan

APWRIT

IRA Assessment Only

ASSESS

Confirmatory AUL Received

CONFRM

Completion Statement Received

CSRCVD

DEP Disagrees with Classification

DEPDIS

Memorandum of Understanding: A site / release where DEP has a Memorandum of Understanding or other written agreement with a responsible party.

DEPMOU

DEP Not a Disposal Site means that the DEP has determined that these locations did not need to be reported and are not disposal sites.

DEPNDS

DEP No Further Action means that response actions were conducted and DEP determined that not further action was needed for the site.

DEPNFA

Delay in Meeting RA Deadline Ordered or Approved

DMDOAP

Oral Denial of Plan

DNORAL

Permit or Tier 2 Extension Denied

DNPREX

Written Denial of Plan

DNWRIT

Downgradient Property Status: A site where a DPS Submittal to DEP has stated that contamination on the property is coming from an upgradient property.

DPS

Downgradient Property Status Terminated: A site where Downgradient Property Status has been terminated.

DPSTRM

Evaluation of Changes in Land Uses/Site Conditions after RAO

EVALCH

FEECD	Fee Not Required - Fee Credited - FMCRA Use Only
FEEREC	Fee Received - FMCRA Use Only
FEEREF	Fee Not Received - Fee Refunded - FMCRA Use Only
<i>FLDAI</i>	Term unknown to DEP
IHEVAL	Imminent Hazard Evaluation Received
IHTERM	Request to Terminate and Imminent Hazard Received
IMRCD	Inspection and Monitoring Report Received
INTENT	Notice of Intent to Conduct a URAM
INTLET	Interim Deadline Letter
INVSUB	Invalid Submittal: An RAO Statement that was submitted for the site has been determined to be invalid by DEP.
LEGNOT	Legal Notice Published
LESS	Release or TOR Less than Reporting Requirement
LNKVIC	RTN Linked to TCLASS Via IRA Completion Statement
LNKVMP	RTN Linked to TCLASS Via Minor Permit Modification
LNKVTC	RTN Linked to TCLASS Via Tier Classification Submittal
LSPMP	LSP of Record Change via Minor Permit Modification
LSPNFA	LSP No Further Action means that response actions were conducted and an LSP has determined that no further action was needed for the site.
MODRCD	Modified Transmittal Received - DPS Transfer
NAFNVD	NOA Finding
NDMDRC	Notice of Delay in Meeting RA Deadline Received
NOA	Notice of Audit
NOT21E	RTN Assigned in Error Release Not MGL c 21E
O&MACT	Active Operation and Maintenance
O&MPAS	Passive Operation and Maintenance and/or Monitoring
PENNDS	Pending Not a Disposal Site means a document was submitted to DEP asserting that these locations did not need to be reported and are not disposal sites. These submittals are considered pending until DEP audits them.
PENNFA	Pending No Further Action means a document was submitted to DEP asserting that a site assessment had determined that no further action was required. These submittals are considered pending until DEP audits.
PEREFF	Permit Effective Date
PEREXT	Permit Extension Received
PERTRN	Permit Transfer Received
PIPREC	Public involvement Petition Received
PLANMD	Modified Revised or Updated Plan Received
PLANWR	Written Plan Received
PRENOT	IRA Conducted Prior to Notification
PUBCOM	Public Comment Period Initiated on Submittal
RAMIRA	Approval to Continue RAM w/ongoing IRA
RAO	Response Action Outcome: A site / release where an RAO Statement was submitted. An RAO Statement asserts that response actions were sufficient to achieve a level of no significant risk or at least ensure that all substantial hazards were eliminated.
RAONR	RAO Not Required
RAORCD	RAO Statement Received
RECPT	Transmittal Received
REMOPS	Remedy Operation Status: A site where a remedial system which relies upon Active Operation and Maintenance is being operated for the purpose of achieving a Permanent Solution.
REPORT	Reportable Release und MGL c21E
REQPLN	Oral Plan Denied and/or Written Plan Requested

RETRAC	Release Notification Retracted
REVRCD	Revised Statement or Transmittal Received
ROSSTR	Remedy Operation Status Submittal Received
RTCLSS	Linked to a Tier Classified Site
	Future response actions addressing the release associated with this Release Tracking Number will be conducted as part of the response actions planned for the site under another "primary" RTN.
RTN Closed	
SNAUDI	Level II - Audit inspection
SOW	Scope of Work Received
SPECPR	Special Project: The site has Special Project status.
	Statement Retracted: An RAO Statement that had been submitted for the site has been retracted.
STMRET	Status or Interim Report Received
STRCVD	RAM or Special Project Suspended
SUSPEN	Tier 2 Extension
T2EXT	Tier 2 Transfer
T2TRAN	
	Tier Classification: A site / release where a Tier Classification Submittal was received, but the classification type has not been confirmed by DEP.
TCLASS	Valid Transition Site
TCTRNS	Action Status or AUL Terminated
TERMIN	A site / release receiving a total NRS score equal to or greater than 550. These sites / releases require a permit and the person undertaking response actions must do so under direct DEP supervision.
TIER 1A	A site / release receiving an NRS score of less than 550 and equal to or greater than 450. These sites / releases also require a permit, but response actions may be performed under the supervision of a Licensed Site Professional (LSP) without prior DEP approval.
TIER 1B	A site / release receiving a total NRS score of less than 450 and equal to or greater than 350. A site / release receiving a total NRS score of less than 350, but which meets any of the Tier 1 Inclusionary Criteria specified in 310 CMR 40.0520(2)(a), is also classified as a Tier 1c. These sites / releases also require a permit, but response actions may be performed under the supervision of an LSP without prior DEP approval.
TIER 1C	A site / release where the responsible party fails to provide a required submittal to DEP by a specified deadline. Formerly a Default Tier 1B.
TIER 1D	A site / release receiving a total NRS score of less than 350, unless the site meets any of the Tier 1 Inclusionary Criteria. Permits are not required at Tier 2 sites / releases and response actions may be performed under the supervision of an LSP without prior DEP approval. All pre-1993 transition sites that have accepted waivers are categorically Tier 2 sites.
TIER II	Linked to Transition Site-Obsolete Status
TRANS	Level 1-Technical Screen Audit
TSAUD	Periodic Review Opinion Evaluating Temp Solution
TSEVAL	
	Unclassified: A release that has not reached its Tier Classification deadline (usually one year after it was reported), and where an RAO Statement, DPS Submittal or Tier Classification Submittal has not been received by DEP.
UNCLSS	Notification of URAM Received
URAMNT	Release Overseen by USCG
USCG	Waiver Completion Statement has been submitted to DEP.
WCSPRM	Waiver Completion Statement - Temporary Solution
WCSTMP	
WORKCD	Work completed
WORKST	Work Started

Tier Classification
Town

Sites are usually Tier Classified using the Numerical Ranking System (NRS). The NRS scores sites on a point system based on a variety of factors. These include the site's complexity, the type of contamination, and the potential for human or environmental exposure to the contamination.

Town name in which the site is physically located.

Other Relevant
Terms:

ASTM Phase I
Environmental Site
Assessment

As defined by ASTM Standard E1527-97, a non-intrusive study that evaluates the potential presence of contamination on a site.

Created out of the Small Business Liability Relief and Revitalization Act, January 2002, also known as the Brownfields Act, which amended CERCLA by creating requirements for assessing the environmental conditions of a property prior to its acquisition for the purposes of creating a bona fide prospective purchaser or innocent purchaser/landowner.

All Appropriate Inquiry
Licensed Site
Professional (LSP)

An LSP is an experienced professional in the field of hazardous waste site assessment, cleanup and removal.

Massachusetts
Contingency Plan
(MCP)
MGL c21E

310 CMR 40.0000 - Regulations promulgated under MGL c21E

Massachusetts Oil and Hazardous Material Release Prevention and Response Act

Available through Department of Environmental Protection - 5 .dbf files that make up the list of reportable releases under MGL 21E. The 5 databases are related by the Release Tracking Number (RTN):

21E Database
release.dbf

Primary release information

Actions that occurred against releases; This database has more than 100,000 records. Do not use MS Excel to view this table because it will only display the first 50,000 records. A database program like MS Access to link or import the Action database will display all records.

actions.dbf
chemical.dbf
location.dbf
source.dbf

chemicals that were released

Location type for a release

Sources of the release

Appendix C – Site Visit Form

PVPC-NU Brownfield’s Inventory Project

Site Visit Form

Revised on 7-28-2006

Note: Please complete Part I of this form before your site visit. Add any additional comments or observations on the additional space provided.

Part I – General Site Information – (please print)

Street address: _____

City: _____ State: _____ Zip: _____

Parcel ID#: _____ RTN# (if applicable): _____

Name of person that performing the site visit: _____

Date of visit: _____ Visit #: _____ Camera #: _____

Part II – During your site visit, please answer the following questions:

1. Is there a building or structure on the site? (If vacant land, check “N” and go to question 4.)	Y <input type="checkbox"/> N <input type="checkbox"/>
2. If there is a building on the site, is it blighted? (e.g. graffiti, broken windows, fire damage, etc.)	Y <input type="checkbox"/> N <input type="checkbox"/>
3. If there is a building on the site, does it appear to be vacant?	Y <input type="checkbox"/> N <input type="checkbox"/>
4. Is the site located within eyesight of two or more open offices or retail establishments?	Y <input type="checkbox"/> N <input type="checkbox"/>
5. Is the site located within sight of two or more operating industrial properties?	Y <input type="checkbox"/> N <input type="checkbox"/>
6. Is the site adjacent to other developable properties? (Check “Y” if there are one or more empty lots of land or buildings that appear to be vacant next to the site you are visiting. *Write down their addresses on the additional comments section and mark them on the parcel map.)	Y <input type="checkbox"/> N <input type="checkbox"/>

Additional comments: _____

Part III – Take 2-3 pictures of the property (Note: Keep track of the order of site visits so that you can accurately match the information collected with the pictures.)

Number of photos taken: _____

Photo ID # (if applicable): _____

Part IV – Enter the results into the database.

Date: _____ Initials: _____

Appendix D – Brownfield Inventory Fields

Brownfield Inventory Fields	Fields as provided by municipality or from 21E database	Description of field
ACCOUNT	ACCOUNT	Municipal tax account code
AREA_FT2	SQFT2	Square footage of lot based on municipal Assessors data
ASSESSED	ASSESSED	Assessed value based on municipal Assessor's records
AUL_DATE	AUL_DATE	Date added to the 21E database Activity Use Limitation
DEP SITE_NAME	21E NAME	Name of site in 21E database
LAND USE CODE	CLASS_CODE	Land use code
LOCATION	LOCATION	Municipal street address from Assessors database
MAILING_ADDRESS 1	MAIL 1	Municipal tax account street mailing address
MAILING_ADDRESS 2	MAIL 2	Municipal tax account town, state, and zip code mailing address
NBHD	NBHD	Municipal neighborhood code (not all municipalities will have this)
OHM	OHM	21E type of contamination - Oil and/or Hazardous Material
OWNERS NAME	OWN_NAME	Parcel owner based on Assessor's data
PARCEL_ID	STR_PARC_C	Municipal Street and Parcel Code
PHASE	PHASE	21E database phase of assessment or cleanup relative to MCP

RAO_CLASS	RAO_CLASS	21E class of Remedial Action Outcome submitted to DEP
RTN	RTN	Release Tracking Number - DEP's unique identification code linking property to 21E database
SITE DESCRIPTION	DESCRIP	Description of property based on municipal records
SITE NARRATIVE/ ADDITIONAL COMMENTS	N/A	Space available for comments.
STATUS	STATUS	21E Tier Classification status relative to MCP
TAX_INTEREST	TAX_INTEREST	Interest on back taxes owed to municipality
TAX_PRINCIPLE	TAX_PRINCIPLE	Principle taxes owed to municipality
TAX_TOTAL	TAX_TOTAL	Total back taxes owed to municipality
TTCODE	TTCODE	Municipal Tax Title Code - identifies where the parcel is in the tax title process (3=lien, 6=land court, 8=foreclosure)
VACANT	OCCUPIED	Occupied or Vacant based on municipal records. Yes= Vacant, 0= Occupied.
YEARBUILT	YEARBUILT	Based on municipal records
ZONING	ZONING	Municipal zoning code for parcel

Appendix E - Massachusetts Agency Contacts

Massachusetts Brownfields Homepage: <http://www.state.ma.us/dep/bwsc/brownfld.htm>

J. Todd Fernandez, Director
Governor's Office for Brownfields Redevelopment
(617) 973-8989, todd.Fernandez@state.ma.us

Robert Kalaghan, Bureau of Waste Site Clean Up
(617) 292-5941, Robert.Kalaghan@state.ma.us

Catherine Finneran, MA DEP Brownfields Coordinator,
(New Appointment as of 2/14/00))

Margaret Stofla, Office of General Counsel
(617) 292-5922, Margaret.Stofla@state.ma.us

Veronica Eady, Executive Office of Environmental Affairs
(617) 626-1053, Veronica.Eady@state.ma.us

James Farrell, Esq.
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Anne Marie Dowd, Brownfields Redevelopment Fund
MassDevelopment
(617) 451-2477

Peter Hollingworth, Redevelopment Access to Capital Program
Massachusetts Business Development Corporation (MBDC)
(617) 350-8877

Lillian Rosario, Brownfields Tax Credit
Massachusetts Department of Revenue
(617) 626-3264

Suzanne Condon, Director
The Bureau of Environmental Health Assessment
Massachusetts Department of Public Health
(617) 624-5757, <http://www.state.ma.us/dph/>