

US EPA ARCHIVE DOCUMENT

NOTE: Meeting Summary Prepared By James Keil, subcontractor to Marasco Newton under EPA Contract # 68-99-010

Monday, January 24, 2000

1/20/00 Kickoff Meeting Report  
International Paper Androscoggin Mill XL Project - Effluent

Item 1. Attendance at IP XL Effluent Stakeholders Kickoff Meeting 1/20/00

Name	Affiliation	Phone	Fax	Email	1/20 Kickoff Attendance
Albert, Don	DEP	287 7767		<a href="mailto:Don.j.albert@state.me.us">Don.j.albert@state.me.us</a>	
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Bernard, Peter	PAC	897-3003			
Bonnelycke, Nina	EPA	202-260-3344	202 260-3124	<a href="mailto:Bonnelyck.nina@epa.gov">Bonnelyck.nina@epa.gov</a>	X
Burd, Debbie	PAC	778-7274	778-7247	<a href="mailto:Dmburd@saturn.caps.maine.edu">Dmburd@saturn.caps.maine.edu</a>	X
Cline, Mike	PAC	655-4074		<a href="mailto:Mycoriz@aol.com">Mycoriz@aol.com</a>	
Craft, Mike	PAC			Michael.craft@ipaper.com	X
Frantz, George	EPA	617 918-1883	617-918-1810	<a href="mailto:frantz.george@epa.gov">frantz.george@epa.gov</a>	X
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White, DeLance	Town Planning	897 1174 (page 612)			
Keil, Jim (Facilitator)	Adaptive Consulting	774-7546	774-4341	Keil@maine.com	X
Thompson, Kim	IP	897-1554		Kimberly.thompson@ipaper.com	

Item 2 The meeting was called to order by facilitator Jim Keil at approximately 9:30 AM. Parties in attendance introduced themselves to the group, and the process began with a brief discussion of the day's proposed agenda. Following that discussion, the full group discussed ground rules for the future work sessions that will be scheduled for this XL project.

Item 3 The following ground rules were agreed upon by consensus of the group. In addition, the group agreed to use the consensus model for any decisions that will be reached by the group. The consensus model defined by the group is that every member need not agree totally with the decision, but that every member agrees that he or she can live with the decision.

#### Ground Rules

1. Encourage 100% participation
- ⇒2. Listen
3. Keep an open mind on what is fact and what is fiction
4. Be conscious of changing times
5. Be open to being influenced
- ⇒6. Do not be judgmental
7. Use a defined process to accomplish tasks
8. Encourage diversity of viewpoints
- ⇒9. No side discussions
10. Stay focused on the task at hand
11. Decisions will be by a previously agreed-upon process
12. Make team-building a strong priority
13. Recognize, appreciate, and value the efforts of others
14. Leave titles, position at the door
15. Don't rehash a decision by consensus once it is made, unless new, relevant information is brought forward to all
16. Take time to resolve issues so everyone is clear
17. Reach conclusion on all issues, no deferrals
18. Manage conflict fairly
- ⇒19. No personal attacks
20. Seek to understand and to be understood
21. Be frank and honest
22. Allow facilitation to work
23. Take individual responsibility for prompt attendance and fairness
24. Try new roles - be open to learning - take risks willingly
25. Add your own personal value to the process
- ⇒26. Have fun
27. Meeting summary and next meeting agenda will be available to all
28. Representation by groups with multiple attendees must speak with one voice

29. Stakeholder group will define a process for this project

Item 4 Following the acceptance of ground rules by the group, an overview of the XL process was presented to the group by George Frantz, of EPA Region One, Nina Bonnelycke, of EPA, Washington, DC, and Chris Rascher, of EPA Region One. This forum provided opportunities for questions from any of the stakeholders in attendance. Nina Bonnelycke distributed written EPA materials "EPA Project XL: from Pilot to Practice" on the stakeholder process on XL Projects, in addition to the EPA (Review Draft) "Project XL Stakeholder Involvement Guide," which George Frantz distributed at the December 22, 1999 get together. The discussion included emphasis by EPA on the fact that the purpose of the XL Process is to make an upfront effort to involve stakeholders, and that it is an experiment aimed at the achievement of superior environmental performance by increasing flexibility, cutting costs, and reducing paperwork. A major benefit sought is the development of processes that may ultimately prove to be transferable to other similar facilities. XL is the exception to the rule, not the rule. The bar will be kept high, so that this represents improvement, not back-sliding.

Item 5 After the overview discussion, Steve Groves, Doug Johnson, and Phil Sekerak led a project review for the attendees, aided by the other IP employees in attendance. In addition to process diagrams drawn on a blackboard and explained, step by step, flow diagrams for pulp mills "A" and "B" were distributed. Again, this forum provided an opportunity for questions about the process from both stakeholders, and EPA representatives.

Item 6 Following the project review, the group engaged in a discussion of individual goals and expectations for the XL Process. Individual comments follow:

- I'm interested in the research
- I'm interested in the transferability issue, and would like to see this process used more by EPA
- I see this as an opportunity for improved environmental outcomes
- I'm here as a member of the community, and I see no "red flags" apparent with this project
- I'm here to understand the perspectives of other stakeholders
- I'm interested in what other people are doing
- I'm interested to learn what we might be able to adopt in other areas throughout the state
- I see this project as very good for the town, and it is even better that the mill is proposing it
- I see this project as perhaps becoming the basis for future regulation of the industry
- I hope this process will take us another huge step in cleaning up this industry (which has already made significant gains in the past 20 years)
- I hope this process becomes an incentive for even more improvements, and that time will show great benefits to the environment
- I am here to continue to build good relationships with the stakeholders
- Being involved in this process is a personal challenge. I want to make pollution prevention pay. Success in these efforts builds pride.

Item 7 The following next steps were identified and discussed:

Next Steps (Tasks)	2 Weeks	3 Weeks	June/July/2000	One Year	3 Years
Circulate Draft Final Project (DFPA) Agreement	x				
EPA receives comments		X			
Revision & 2nd Draft			X		
Final Project Agreement (FPA)			X		
Develop Final List of Improvements				X	
Evaluate Suggested Improvements				X	
Full Implementation of Final Improvements					X
Continued Evaluation & Monitoring					X

Item 8 Next Stakeholder Meeting will be held Wednesday, February 16th, 2000. The agenda will include four issues:

1. Finish Ground Rules Discussion - regarding attendance, specifically
2. Mill Tour
3. Process Training/Review
4. Final Project Agreement (FPA) Clarifications