

**NEW SHOREHAM WORK PLAN
YEAR 4
APRIL 1, 2003 TO MARCH 31, 2004**

The primary goal of the project on New Shoreham is to accelerate implementation of wastewater performance standards adopted by New Shoreham that use a risk based approach to wastewater management.

**Block Island and Green Hill Pond Watershed, Rhode Island EPA National Community
Decentralized Wastewater Treatment Demonstration Project
Town of New Shoreham Annual Work Plan
April 1, 2003 to March 31, 2004**

PROJECT OVERVIEW (From Project Scope)

This project is designed to build local capacity for managing community wastewater management programs by strengthening local expertise and creating management structures for the town management of onsite systems beyond the life of this Demonstration Project.

On Block Island, where the Town has adopted a wastewater management ordinance and treatment standards to protect critical resources, the focus will be:

- (1) To put in place personnel and administrative procedures and technical guidance to accelerate implementation of these ordinances
- (2) To provide incentives necessary to retrofit, repair and upgrade existing onsite wastewater systems
- (3) To development and implement an onsite wastewater public information program

CHARGE TO THE BLOCK ISLAND STEERING COMMITTEE BY THE NEWSHOREHAM TOWN COUNCIL

The Town Council Directs the Island EPA Grant Steering Committee to guide the EPA National Community Decentralized Wastewater Treatment Project Grant by:

- (1) Bringing all involved entities together
- (2) Promoting communication between entities
- (3) Managing efforts, avoiding duplication
- (4) Serving as watch-dog for the EPA Grant

STATUS REPORT ON PRINCIPLE TASKS

FINANCIAL

Implement CSSLP - complete

Investigate other sources of financial assistance to property owners (USDA loans, RIDEM grants, CDBG, etc) – on-going

Develop and implement plan for use of the high risk, low-income system repair and retrofitting money (\$145,000)-partially complete

Begin development of plan to fund existing programs at the end of the grant – on-going

Track local match on demo systems, retrofits – request for approval for credit for entire obligation submitted to Project Manager

3/6/03

DEMONSTRATION SYSTEMS

Cooperate with URI in the installation of the remaining 6 demonstration systems - complete

INSPECTION/RETROFIT PROGRAM

Continue with inspections and retrofits – on-going

Develop method for speeding up the inspection process – continuing through 2003

Revise septic system tracking database and program as needed – on-going

Evaluate existing soil suitability rating in light of Stolt report and local experience to date. Revise if necessary – awaiting URI input

Strengthen enforcement section of Wastewater Management Ordinance - complete

WATER QUALITY MONITORING

Expand tap water monitoring to broaden database and nature of sites – 3 sites added

Assess co-occurrence of existing tap water (groundwater) sites with Dr. Veeger's in order to obtain historic data – no action

Implement surface water monitoring plan (once QA/QC plan approved) – monitoring continues, reimbursement held up by no QA plan from URI – promised March 2003

Report results- preliminary annual report being drafted

EDUCATION:

Continue with renter education – on-going

Step-up ordinance compliance education- newspaper ads summer 2002, will continue summer 2003

Financial assistance information-anticipated June 2003

Work with URI to ensure adequacy and accuracy of web site information;

publicize website locally- awaiting URI input

Develop revised public education plan by June 03

Principle Tasks for Project Year 4
Block Island
(April 1, 2003 through March 31, 2004)

A. Financial

1. Develop financial plan for Project Year 5 (April 1 through March 31, 2005)
2. Develop financial assistance alternatives for property owners. Develop additional loan and grant offerings as appropriate.
3. Finalize plan for discretionary funds \$145,000 considering:
 - a. Anticipated \$34,500 for part-time Adm. Asst. from Oct. 2002 for 2.5 years
 - b. Support to accelerate completions of FMIs.
 - c. Small grants for FMIs and tank improvements based on financial need.
 - d. Additional tank improvement rebates (on top of 800 now budgeted)
4. Develop plans for post-project funding of continuing efforts.

B. Inspection/Retrofit Program

1. Accelerate FMI's and tank-improvement retrofits.
2. Enforce FMI schedule compliance
3. Evaluate new tracking software.

C. Water Quality Monitoring

1. Develop correlation between pre-Project data and results of current groundwater monitoring from tap water and public well sites.
2. Continue surface water monitoring including 3 additional tributary test sites. Get approval of Surface Water QA plan. Start boater no-discharge compliance monitoring. All done by CGSP.
3. Include monitoring results and trends in final Annual Report of Water Quality. First report to cover 2003.

D. Public Education

1. Continue renter education for 2003 season.
2. Publicize financial assistance options. May 03
3. Publicize FMI schedule and enforcement efforts.
4. Continue to advertise tank improvement rebate advantages.
5. Continue coverage of project in local paper.
6. Work with URI on their website adequacy and accuracy.
7. Develop a revised Public Education plan, June 2003.
8. Finalize Annual Report of Water Quality to cover calendar year 2003. Publish in newspaper and mail to taxpayers.

OBJECTIVES ACTIONS TASKS	NEWSHOREHAM ANNUAL TASKS AND RESPONSIBILITIES	YEAR 4 4-01-03 to 3-31-04
OBJECTIVE 1	Develop and maintain a process to coordinate and manage the project with community involvement.	
Action 1.1	Establish and maintain a coordinated project management structure.	
<i>Task 1.1a</i>	<i>Organized local project steering committee; Continue monthly or as needed local steering committee meetings to ensure implementation of workplan Select representatives for Project team Finalize representatives to Overall Project Steering Committee Participate in monthly Project Team Meetings(includes representatives from the towns, URI, EPA and RIDEM) Participate in annual or biannual Steering Committee Meetings</i>	Complete Ongoing Complete Complete Ongoing Ongoing
Action 1.3	Administer project, document impacts, and report progress	
<i>Task 1.3b</i>	<i>Identify progress indicators and measure success. Submit timely invoices and quarterly progress reports.</i>	Ongoing
<i>Task 1.3 c</i>	<i>Develop annual work plan by March 1 of each project year as per contract.</i>	Ongoing
<i>Task 1.3e</i>	<i>Quarterly progress reports. Prepare quarterly reports in digital workplan format. These must contain sufficient narrative to provide EPA with a clear understanding of progress regarding such things as monitoring data, inspection reports, retrofit and inspection program, education initiatives, computer tracking with SIMS etc. This should also include any updated maps, digital copies of the minutes, samples of educational materials generated etc. These reports are due 1 month following the close of each quarter.</i>	Due first week of April, July, October and, January for preceding 3 months. Ongoing
OBJECTIVE 2	Identify wastewater treatment needs using Geographic Information System-based assessment methods and select management alternatives considering a range of land use planning techniques and wastewater treatment technologies capable of meeting resource-specific water-quality goals.	
Action 2.1	Expand and maintain local GIS database	Ongoing
<i>Task 2.1a</i>	<i>Complete the mapping of septic system locations using positions identified by the Town through a Geographic Positioning System (GPS). The database will be periodically updated to reflect new construction and inspection results.</i>	Completed In April 00; update and refine ongoing.
<i>Task 2.1c</i>	<i>Maintain and update SIMS/GIS database with information from system inspections including condition, cause of failure and other info contained on inspection checklist.</i>	April 01-ongoing
<i>Task 2.1d</i>	<i>Develop procedures to incorporate locations of new/repaired/retrofitted systems in GIS</i>	April 01-ongoing

	<i>database and link to related system information in SIMS database</i>	
<i>Task 2.2f</i>	<i>Participate in training for using GIS products for landuse planing and wastewater planning</i>	As available
<i>Task 2.2e</i>	<i>Review hotspot mapping from URI; incorporate into inspection phasing plan</i>	N/A awaiting URI input
<i>Task 2.4a</i>	<i>Update Town GIS database using field data on site conditions and system conditions collected under Objective 3</i>	ongoing
OBJECTIVE 3	Through field investigations, determine suitability for on-site wastewater treatment and identify parcel-specific wastewater management options in selected high-risk septic system failure areas.	
Action 3.1	Inspect septic systems in priority high-risk areas	Devise method for speeding up inspections.
<i>Task 3.1b</i>	<i>Identify inspection responsibilities and develop schedule. Initial inspections will be conducted in Fresh and Sands Pond Watersheds and Well Head Protection Areas, Great Salt Pond Watershed. After inspections are completed in the critical resource areas, island-wide inspections will occur.</i>	Schedule complete; continue to inspect systems FMI's 36% complete
<i>Task 3.1c</i>	<i>Conduct inspections and update town septic system tracking database.</i>	March 01 - ongoing
Action 3.2	Determine site suitability for on-site wastewater treatment in targeted problem areas.	
<i>Task 3.2a</i>	<i>Select priority areas for lot-by-lot investigation in "hot spot" areas identified in action 3.1. This has been done in evaluation with the conjunction with the demo system evaluation.</i>	complete
<i>Task 3.2b</i>	<i>Participate in training for soil-based suitability. Meet with Inspector to see if existing vulnerability rating needs to be refined.</i>	Waiting on URI input
Action 3.3	Analyze and select parcel-level septic system remediation alternatives. Extensive onsite investigations were completed as part of the site evaluation for the demonstration systems. Remediation options discussed in association with failed and upgraded systems. URI will provide technical assistance as needed.	
<i>Task 3.3d</i>	<i>Agree upon repair/upgrade solution and outline implementation steps. (as needed on a lot by lot basis)</i>	ongoing
OBJECTIVE 4.	Retrofit, repair or replace septic system in high risk "hot spots" using a range of innovative and alternative technologies through demonstration system installation.	
Action 4.1	Repair failing systems and provide enhanced wastewater treatment in critical resource areas.	ongoing
<i>Task 4.1a</i>	<i>Develop criteria for selection of demonstration systems. BI's responsibility under this task has been transferred to URI. Install 12 systems.</i>	complete
Action 4.2	Retrofit existing systems with tank improvements.	ongoing
<i>Task 4.2a</i>	<i>Develop procedure and incentives to promote retrofit of septic tank improvements. Procedure should ensure that components are obtained at bulk or reduced rates.</i>	complete
<i>Task 4.2b</i>	<i>With assistance from URI staff the town will help residents comply with retrofit requirements of town ordinances through financial and technical assistance programs, and public education.</i>	Retrofit program in place. Continue 23% complete
OBJECTIVE 5.	Establish inspection based septic-system maintenance and repair ordinances with support administrative procedures, technical guidance, inspection tracking database,	

	and long term financing mechanisms.	
Action 5.1	Establish ordinances and operating procedures to accelerate implementation of septic system inspection programs.	Ordinance complete Nov. 1997.
<i>Task 5.1a</i>	<i>Hire a Wastewater Management Specialist(complete May 00)) Hire administrative assistant</i>	Complete Complete Oct 02
<i>Task 5.1b</i>	<i>Develop procedures to implement inspection program with enforcement methods.</i>	Strengthen enforcement – complete Fall 02
<i>Task 5.1e</i>	<i>Identify long term funding mechanism to maintain inspection programs at the close of the demonstration project.</i>	In process. Fee for inspections being discussed.
Action 5.2	Establish and maintain septic system inspection database.	
<i>Task 5.2a</i>	<i>Adapt septic system tracking software to suit needs of Block Island and fit the requirements of the RIDEM septic system inspection procedures.</i>	June 00 – ongoing
<i>Task 5.2c</i>	<i>Maintain and update town septic system / repair databases</i>	April 01-ongoing
OBJECTIVE 6.	Establish wastewater treatment standards for new systems and repairs.	
Action 6.1	Establish administrative procedures and technical guidelines to fully implement adopted wastewater treatment standards in section 506 of zoning ordinance.	
<i>Task 6.1a</i>	<i>Establish administrative procedures to implement coordinated permit review and enforcement of performance standards under Section 506 of the zoning ordinance.</i>	Complete
<i>Task 6.1c</i>	<i>Develop procedures to coordinate state and local septic system permit review to improve efficiency and avoid delays.(complete) Reassess existing system. Improve if necessary.</i>	Sept 02 Periodically reevaluate
<i>Task 6.1d</i>	<i>Review site vulnerability rating; with technical assistance from URI revise as necessary (URI provides the technical assistance but the Town would have to review and revise if necessary).</i>	Awaiting URI input
<i>Task 6.1f</i>	<i>Investigate long-term financing mechanisms to support town staff responsible for administering performance standards under the local wastewater management program.</i>	Fee for Inspections being discussed
OBJECTIVE 7.	Encourage the participation, and expansion of existing financial assistance programs to create additional homeowner incentives to retrofit, repair on-site wastewater systems in accordance with risk-based performance standards.	
Action 7.1	Promote the use of low interest loans for system improvements through the Rhode Island Community Septic System Loan Program (CSSLP)	
<i>Task 7.1a</i>	<i>Work with the RI Clean Water Finance Agency (CSSLP administering agency) to adopt low interest loan programs for homeowners in.</i>	Complete
<i>Task 7.1b</i>	<i>Explore options for limited grants for system repairs and retrofits in critical resource areas.</i>	Spring 03
<i>Task 7.1d</i>	<i>Establish protocols for use of loans / or limited grants with low / moderate income guidelines.</i>	Spring 03
Action 7.2	Develop financial programs and other incentives to encourage system improvements.	
<i>Task 7.2a</i>	<i>Investigate incentives to assist Block Island residents to comply with repair, retrofit and upgrading requirements of town ordinances. Potential use of Project discretionary funds for this purpose.</i>	Develop plan for \$145,000. Spring 03 USDA Loan Program
OBJECTIVE 8.	Through training and technology transfer, build capacity of town staff / consultants to effectively administer septic system management programs, and of local wastewater professionals to design, construct and maintain alternative on-site wastewater	

	technologies.	
Action 8.1	Train town staff and others to conduct soil-based site evaluation.	
<i>Task 8.1a</i>	<i>Involve town staff in field testing RIDEM soil-based site evaluation procedure on Block Island, Town WWM Inspector licensed 2002</i>	On-going
<i>Task 8.1b</i>	<i>Work with URI to review initial applications for T2 systems, conduct site evaluations and recommend appropriate systems for each.</i>	ongoing
Action 8.2	Design and conduct training in system inspection, design, installation, repair and maintenance	Ongoing
Task 8.2	<i>Participate in training offered.</i>	Ongoing
OBJECTIVE 10.	Design and implement a monitoring program to track water quality trends in surface and ground waters, and provide results of this monitoring and related local research in an accessible format to local decision makers and the general public.	
Action 10.1	Design and implement a watershed monitoring program.	
<i>Task 10.1a</i>	Appoint representative to the Project Water Quality Monitoring Subcommittee.	Complete
<i>Task 10.1b</i>	Design a water quality monitoring plan. The Committee for the Great Salt Pond and the Town along with Watershed Watch will produce a monitoring plan.	Jan 01 to ongoing; Expanded well testing program. Fall 02
<i>Task 10.1c</i>	Oversee the monitoring program and organize the volunteers. CGSP eel grass monitoring not to be done.	May 01 ongoing
<i>Task 10.1f</i>	Provide monitoring results in a user-friendly format for residents and visitors. Annual report being developed.	Draft distributed March 2003
OBJECTIVE 11.	Design and carry out an outreach program to promote adoption of wastewater management practices and report project accomplishments to local, state and national audiences.	
Action 11.1	Build local awareness of, support for, and compliance with local wastewater management programs.	
<i>Task 11.1a</i>	Appoint representative to the Project Education Subcommittee. As per the Wastewater Management Ordinance, the Conservation Commission is responsible for onsite wastewater management education on the Island.	Complete
<i>Task 11.1b</i>	Design and implement an outreach strategy targeted to specific audiences within Block Island, such as homeowners, renters, tourists, and business owners. Meetings with Rhode Island Home*A*Syst program and URI are taking place to define the target audiences and to discuss the implementation of the project. Education efforts hope to relay pertinent information to Block Island residents concerning the use of innovative / alternative systems and mandatory inspection procedures.	Strategy due June 03. Implementation ongoing. Newspaper ads summer 2002
<i>Task 11.1d</i>	Develop and distribute educational materials for targeted groups, use a variety of methods for delivering information, from newspapers to workshops.	April 00 to ongoing
<i>Task 11.1e</i>	Along with URI, develop and maintain project web site with project methods, activities, and products designed for a variety of audiences. Create links to municipal nonprofit watershed organizations and other related web sites nationally, including sister demonstration projects nationally.	Awaiting URI input

