

**SOUTH KINGSTOWN WORK PLAN
YEARS 5 &6
APRIL 1, 2004 TO MARCH 31, 2006**

**Block Island and Green Hill Pond Watershed, Rhode Island EPA National Community
Decentralized Wastewater Treatment Demonstration Project
Town of South Kingstown Annual Work Plan
April 1, 2004 to March 31, 2006**

PROJECT OVERVIEW (From Project Scope)

The purpose of this project is to establish sustainable wastewater management programs in two project locations (Block Island and Green Hill Pond watershed) using site specific performance standards and a range of technologies to reduce pollution to local water resources while accommodating environmentally sound development. 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. The primary purpose is to fully implement wastewater management programs in the Green Hill Pond watershed communities of Charlestown and South Kingstown by adapting risk-based methods similar to those of New Shoreham, that suit local needs.

The project scope entitled *Block Island and Green Hill Pond Watershed, Rhode Island EPA National Community Decentralized Wastewater Treatment Demonstration Project* as submitted to EPA and dated March 2000, provides additional information and detail regarding specific tasks in this workplan.

SOUTH KINGSTOWN MILESTONES

- ❖ Continue to implement educational strategy
- ❖ Continue to educate the public about the Community Septic System Loan Program (CSSLP)
- ❖ Develop penalty procedures to require septic system inspections for those who are in non-compliance with the Town Ordinance; accelerate in Green Hill Pond Watershed.
- ❖ Complete inspections in the Green Hill.
- ❖ Implement required inspections town wide in accordance with phasing map and schedule, beginning in other critical areas. (Year 3,4)
- ❖ Participate in updated wastewater needs assessment of the Green Hill /Ninigret Pond watersheds and drinking water supplies by URI and RI Department of Health.
- ❖ Develop performance-based treatment standards for Green Hill. Expand to other sensitive resource areas of the Town as appropriate.

- ❖ Adopt wastewater treatment standards for new systems, repairs, and retrofits in Green Hill (including basic tank improvements, tank retrofit, cesspool phase-out, and advanced treatment in critical areas).
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BLOCK ISLAND AND GREENHILL POND WATERSHED, RI
EPA National Community Decentralized Wastewater Treatment Demonstration Project
South Kingstown Annual Work Plan: Project Years 5 & 6

OBJECTIVES, ACTION ITEMS AND TASKS	SOUTH KINGSTOWN ANNUAL TASKS AND RESPONSIBILITIES	PROGRESS
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 meetings to ensure implementation of workplan. Select representatives for Project Team. Finalize representatives to Overall Project Steering Committee. Participate in 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 1.2	Coordinate project with existing State and local watershed management initiatives.	Ongoing
<i>Task 1.2a</i>	<i>Maintain interagency coordination (project staff)</i>	
<i>Task 1.2b</i>	<i>Designate Town Council Representative as a liaison to the Washington County Regional Planning Association</i>	
Action 1.3	Administer project, document impacts, and report progress.	

<i>Task 1.3 a</i>	<i>Select Project Manager and Fiscal Agent; discuss staffing needs and potential sharing of staff</i>	Complete
<i>Task 1.3b</i>	<i>Identify progress indicators (outputs, public attitudes and knowledge, etc) and measure success.</i>	Ongoing
<i>Task 1.3 c</i>	<i>Develop annual workplan by March 1 of each project year for implementation beginning April 1. Meet with full steering committee to report on progress of preceding year and get direction for upcoming year.</i>	Ongoing
<i>Task 1.3e</i>	<i>Oversee overall project. (SK receives \$114,547 as overhead for this. This is separate from the project manager funding and fiscal agent funding). Coordinate with EPA, Project Manager, URI and other Towns. Prepare quarterly progress reports in accordance with agreed upon format. Submit to project manager for compilation.</i>	Due third week of May, Aug., October and, February.
<i>Task 1.3f</i>	<i>Administer funds and prepare financial reports (fiscal agent)</i>	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 2.1c</i>	<i>Maintain and update GIS databases with onsite wastewater system information. Evaluate, select and if necessary customize septic system tracking software.</i>	Ongoing

<i>Task 2.1d</i>	<i>Develop procedures to incorporate locations of new/repared systems in GIS database and link to related system information in septic system database.</i>	
Action 2.2	Screen wastewater treatment needs using the MANAGE GIS-based assessment method.(primarily URI with assistance as needed from Towns relative to GIS data)	
<i>Task 2.2a</i>	<i>Identify protection priorities(OWMP)</i>	Complete
<i>Task 2.2b</i>	<i>Coordinate with URI as they assemble GIS coverages and apply the MANAGE watershed risk assessment method to map high-risk areas for wastewater treatment failure.</i>	Ongoing
<i>Task 2.2c</i>	<i>Conduct buildout analysis based on zoning or other future land use maps.</i>	Ongoing
Action 2.3	Evaluate wastewater management options, including treatment technologies and land use planning and techniques, to remediate existing or potential pollution 'hot spots' in critical resource protection areas.	Ongoing
<i>Task2.3a</i>	<i>With URI select RI-DEM approved or other locally acceptable wastewater treatment technologies for analysis. Identify priority areas for their implementation.</i>	Complete
<i>Task 2.3b</i>	<i>Evaluate alternative zoning and land development standards for new construction and redevelopment in critical areas. (See notes at end of workplan).</i>	Waiting for URI to come out with treatment standards
<i>Task 2.3 d</i>	Coordinate with URI in the development of performance standards for new systems, beginning in Green Hill Pond Watershed.	Waiting for URI
Action 2.4	Test the assessment and predictive capabilities of Geographic Information Systems for wastewater management planning.	
<i>Task 2.4a</i>	<i>Update Town GIS database using field data on site conditions and system conditions collected under Objective 3</i>	
OBJECTIVE 3.	Through field investigations, determine suitability for onsite wastewater treatment and identify parcel-specific wastewater management options in selected high-risk septic system failure areas. (NOTE: This field investigation is designed to identify onsite system suitability in problem neighborhoods specifically to develop repair options for the neighborhood. This is in addition to the Town's regular inspection program. This fieldwork will follow the updated map analysis of Green Hill Pond under Objective 2, which is scheduled to begin February 6, 2001.	Ongoing. A consulting agency is hired under the Salt Ponds Watershed Planning Project

Action 3.1	Inspect septic systems in priority high-risk areas	Ongoing
<i>Task 3.1a</i>	<i>Select priority neighborhoods and parcels for inspection according to GIS-based hotspot map analysis.</i>	Complete
<i>Task 3.1b</i>	<i>Identify inspection responsibilities and develop schedule. Initial inspections will be conducted in the Green Hill Pond Watershed Area.</i>	Complete
<i>Task 3.1c</i>	<i>Conduct inspections and update town septic system tracking database.</i>	Ongoing
Action 3.2	Determine site suitability for on-site wastewater treatment in targeted problem areas. (Demo systems to proceed sooner)	Project Year 2004
<i>Task 3.2a</i>	<i>Select priority areas for lot-by-lot investigation in 'hotspot' areas identified in Action 3.1</i>	2005
Action 3.3	Analyze and select parcel-level septic system remediation alternatives.	2005
<i>Task 3.3d</i>	<i>Agree upon repair/upgrade solution and outline implementation steps.</i>	2005
OBJECTIVE 4.	Retrofit, repair or replace septic system in high risk 'high 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 areas.	Ongoing
<i>Task 4.1a</i>	<i>Develop criteria for selection of demonstration systems. Select sites.</i>	Complete
<i>Task 4.1b</i>	<i>Construct alternative and innovative demonstration systems.</i>	Complete
<i>Task 4.1c</i>	<i>Investigate the installation or remote telemetry devices on demonstration systems.</i>	Waiting for URI to install remote telemetry devices
<i>Task 4.1d</i>	<i>Work with planning consultant to develop model maintenance agreements.</i>	
Action 4.2	Retrofit existing systems with tank improvements. (incentive program)	
<i>Task 4.2a</i>	<i>Explore the feasibility of developing a tank retrofit assistance program for the Green Hill Pond Watershed. Focus on incentives</i>	
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	Ordinance and regs

	inspection programs.	adopted 10/01
<i>Task 5.1a</i>	<i>Hire a Wastewater Management Specialist</i>	Complete
<i>Task 5.1b/c</i>	<i>Develop procedures to implement the inspection program. Begin implementation in Green Hill Pond. Coordinate with Charlestown.</i>	Implementation began June 2002
<i>Task 5.1e</i>	<i>Research and identify long term funding mechanism to maintain municipal inspection programs operated by either town staff or by private contract at the close of the demonstration project. Procedures should be established by end of Year 3.</i>	October 01-ongoing
Action 5.2	Establish and maintain septic system inspection database.	Complete
<i>Task 5.2a</i>	<i>Adapt septic system tracking software to suit needs of each project community and fit requirements of the RI DEM septic system inspection procedure(the “Septic System Checkup”)</i>	Complete
<i>Task 5.2b</i>	<i>Share data between Charlestown /South Kingstown and ensure databases are compatible.</i>	February 02 to ongoing
<i>Task 5.2c</i>	<i>Maintain and update town septic system inspection/repair databases.</i>	Ongoing
OBJECTIVE 6.	Establish wastewater treatment standards in the Green Hill Pond Watershed for new systems and repairs.	
Action 6.2	Green Hill Pond: Develop and adopt risk-based wastewater treatment standards using the Block Island approach as a model (6.1 applies only to Block Island; 6.2 applies to South Kingstown and Charlestown).	January 03-ongoing
<i>Task 6.2a</i>	<i>Cooperate with URI to recommend treatment standards for upgrade of existing systems, repairs, and new construction in the Green Hill/Ninigret watershed area.</i>	January 03-ongoing
<i>Task 6.2b, d</i>	<i>Incorporate wastewater treatment standards into town plans, ordinances, and regulations.</i>	Waiting for URI to come out with treatment standards
<i>Task 6.2e</i>	<i>Develop related administrative procedures</i>	Waiting for URI to come out with treatment standards
Action 6.3	Revise zoning and land development regulations to minimize nonpoint source pollution.	Waiting for URI to come out with treatment standards
<i>Task 6.3a</i>	<i>Prepare amendments to zoning ordinances and land development regulations to incorporate</i>	Waiting for URI to

	<i>neighborhood-specific land development standards (developed under 2.3b).</i>	come out with treatment standards
<i>Task 6.3c</i>	<i>Prepare public information materials in support of proposed amendments.</i>	Spring/Summer 2005
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.	Fall 01 through ongoing
Action 7.1	Promote the use of low interest loans for system improvements through the Rhode Island Community Septic System Loan Program (CSSLP).	In place since Oct 2002
<i>Task 7.1a/c</i>	<i>Work with CWFA to implement CSSLP</i>	In place since Oct 2002
<i>Task 7.1b</i>	<i>Explore options for limited grants for system repairs and retrofits in critical resource areas where advanced treatment systems are needed / required. Develop protocol for using project retrofit repair funds.</i>	December 01-ongoing
<i>Task 7.1d</i>	<i>Establish protocols for use of loans / or limited grants with low / moderate income guidelines.</i>	Protocols complete; program ongoing
Action 7.2	Explore financial programs and other incentives to encourage system improvements.	Ongoing
<i>Task 7.2a</i>	<i>Investigate incentives to assist South Kingstown residents to comply with repair, retrofit and upgrading requirements of town ordinances. (USDA program, 301 grants, etc.)</i>	Ongoing
<i>Task 7.2b</i>	<i>Develop repair/upgrade incentives for Green Hill Pond suited to provisions for South Kingstown wastewater management plans and ordinances.</i>	Ongoing
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	URI to train town staff and others to conduct soil-based site evaluation.	Ongoing
<i>Task 8.1a</i>	<i>Adapt as appropriate soil-based site evaluation criteria</i>	Summer 05
<i>Task 8.1b</i>	<i>Work with URI to review initial applications for advanced wastewater treatment systems, conduct site evaluations and select appropriate systems for each.</i>	Complete
Action 8.2	Work with URI to design and conduct training in system inspection, design, installation, repair and maintenance. Help promote and advertise workshops. Participate in training offered.	Ongoing
OBJECTIVE 9	Monitor and evaluate the performance of alternative technologies installed as	Project year 2003-

	demonstration systems to determine wastewater renovation efficiency, system operation and maintenance needs and owner satisfaction. See Project Scope for additional detail (URI with support as needed from Town)	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>	<i>Design a water quality monitoring plan; update for Spring 2001/2002 URI with local input.</i>	Complete
<i>Task 10.1c</i>	<i>Oversee the monitoring program and organize the volunteers.(Salt Pond Coalition, Watershed Watch)</i>	Ongoing
<i>Task 10.1d</i>	<i>Coordinate with EPA and ACOE coastal habitat restoration project (nutrient loading, bacteria typing)</i>	Ongoing
<i>Task 10.1f</i>	<i>Provide monitoring results in a user-friendly format for residents and visitors.</i>	Winter 01-ongoing.
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.	Ongoing
Action 11.1	Build local awareness of, support for, and compliance with local wastewater management programs.	Ongoing
<i>Task 11.1a</i>	<i>Establish an Education Subcommittee of the Steering Committee.</i>	Ongoing
<i>Task 11.1b</i>	<i>Design and implement an outreach strategy targeted to specific audiences within South Kingstown, 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 South Kingstown residents concerning the use of innovative / alternative systems and mandatory inspection procedures.</i>	Ongoing
<i>Task 11.1d</i>	<i>Develop and distribute educational materials for targeted groups, exploring a variety of methods for delivering information, from newspapers to workshops.</i>	Ongoing

Task 2.3b Evaluate alternative zoning and land development standards for new construction and repairs in critical areas.

Send info on impervious surfaces to Harold Ward and Rob Thompson
Send study of available aquifer areas to Harold