



COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM CHECKLIST/APPLICATION INSTRUCTIONS

The CPF Water Quality Improvement Project Plan (WQIPP) Fund follows the objectives in the adopted [Water Quality Improvement Project Plan](#) (see <http://www.southamptontownny.gov/DocumentCenter/View/7318>)

To apply for funding, an application must be **COMPLETED** and submitted along with detailed narratives and supporting information as described below. The Water Quality Advisory Committee will rank and score projects based on the [Scoring Criteria contained in the application materials](#). Parcel acquisitions will be considered on an ongoing basis, independent of this application process.

Note: 7-full sets of plans and one digital submission is required for each application.

WATER QUALITY IMPROVEMENT PROJECT MEANS:

[1] DEFINITIONS:

- 1. Wastewater Treatment Improvement Project** means the planning, design, construction, acquisition, enlargement, extension, or alteration of a wastewater treatment facility, including alternative systems to a sewage treatment plant or traditional septic system, to treat, neutralize, stabilize, eliminate or partially eliminate sewage or reduce pollutants in treatment facility effluent, including permanent or pilot demonstration wastewater treatment projects, or equipment or furnishings thereof. **Stormwater collecting systems and vessel pumpout stations shall also be included within the definition of a wastewater improvement project.**
- 2. Nonpoint source abatement and control program projects** developed pursuant to section eleven-b of the soil and water conservation districts law, title 14 of article 17 of the environmental conservation law, section 1455b of the federal coastal zone management act, or article forty-two of the executive law;
- 3. Aquatic Habitat Restoration Project** means the planning, design, construction, management, maintenance, reconstruction, revitalization, or rejuvenation activities intended to improve waters of the state of ecological significance or any part thereof, including, but not limited to ponds, bogs, wetlands, bays, sounds, streams, rivers, or lakes and shorelines thereof, to support a spawning, nursery, wintering, migratory, nesting, breeding, feeding, or foraging environment for fish and wildlife and other biota.
- 4. Pollution Prevention Project** means the planning, design, construction, improvement, maintenance or acquisition of facilities, production processes, equipment or buildings owned or operated by municipalities for the reduction, avoidance, or elimination of the use of toxic or hazardous substances or the generation of such substances or pollutants so as to reduce risks to public health or the environment, including changes in production processes or raw materials; such projects shall not include incineration, transfer from one medium of release or discharge to another medium, off-site or out-of-production recycling, end-of-pipe treatment or pollution control.
- 5. The Operation of the Peconic Bay National Estuary Program**, as designated by the United States Environmental Protection Agency. Such projects shall have as their purpose the improvement of existing water quality to meet existing specific water quality standards. Projects which have as a purpose to permit or accommodate new growth shall not be included within this definition.



WATER QUALITY IMPROVEMENT PROGRAM PROPOSAL SUMMARY

Project Applicant: Board of Trustees for the Freeholders and Commonalty of The Town of Southampton and the Town of Southampton

Project Title: Pump Out Program Waste Water Treatment

Project Manager: Southampton Town Trustees

Name	c/o James Duryea
Title	Environmental Analyst
Organization	Southampton Town Trustees
Address	116 Hampton Road, Southampton, NY 11968
Phone	631-287-5717
Email	jduryea@southamptontownny.gov

Property Owner (if different from Project Manager organization):

Name	Board of Trustees for the Freeholders and Commonalty of the Town of Southampton
Affiliation	
Mailing Address	116 Hampton Road, Southampton, NY 11968
Phone	631-287-5717
Email	Eshultz@southamptontownny.gov and JDuryea@southamptontownny.gov

Project Location

Address	Southampton Town Waters
SCTM#(s)	

Type of Project (check all that apply):

- Reduction
- Remediation
- Restoration

Project Summary: (add text 2-3 Sentences only)

Waste Water Treatment Reduction of Human Waste into Town Waters. Looking for Funding to reduce the tax burden on constituents and still provide funding for the Pump-out Program and the State Grant Reimbursement.
 Due to Covid-19, the Town has no other funding stream to run this program and relies on the water quality funding to keep it going until additional policies are put in place as to how it can be run to be budget neutral.



1. PROJECT TYPE

Must meet at least one of the definitions of "Water Quality Improvement Project" per State Law Chapter 551 cited above. Check all that apply.

- Wastewater Treatment Improvement Project
- Non-point source abatement and control
- Aquatic habitat restoration
- Pollution prevention
- Operation of Peconic Bay National Estuary Program (Grant Match)

Note: Monitoring costs are only potentially eligible for CPF funding within Aquatic habitat restoration projects.

2. PRIORITY AREA(S)

Priority areas are defined in the Water Quality Improvement Project Plan (WQIPP).

- High
- 303(d) Impaired
- Medium
- Outside High and Medium priority areas*

*If Outside High and Medium priority areas, explain how the project is relevant to WQIPP goals.
Project Narrative and Description of the attached document

3. PROJECT DESCRIPTION

3a. Existing conditions of applicable groundwater/sub-watershed/waterbody and most recent and relevant data available (provide sources).

Project Narrative and Description of the attached document

3b. How the proposed solution addresses the issue in the context of Reduction, Remediation and/or Restoration as per the CPF Water Quality Project Plan. Note all remediation and restoration projects must assure that reduction measures are also addressed.

Project Narrative and Description of the attached document

3c. Describe the proposed technology and its demonstrated efficacy in similar settings. May include published data.

Project Narrative and Description of the attached document



3d. How the project supports Town of Southampton, Suffolk County, NYSDEC, Long Island Nitrogen Action Plan (LINAP) or other adopted goals/policies (provide references with pages numbers).

3e. Review the following statements and indicate whether they are applicable to your project. For all "Yes" responses, please indicate how your project addresses the requirements indicated.

- | Yes | N/A | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If stormwater system or drainage is proposed: The project must indicate compliance with the New York State Stormwater Design Manual (2015 and as updated). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If project is related to farmland: Describe any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If the project is for habitat restoration: The narrative must address how underlying causes are being ameliorated and expected outcomes for local species populations or other ecological considerations are given. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | If project is a Sewage Treatment Plant (STP) or cluster treatment system: Fund allocation request is based on cost for reduction of pre-existing conditions and not for purpose of accommodating new density (describe pre-existing density and associated flow (gallons per day) and total projected nitrogen reduction in narrative). Include detailed information on how many homes the system would treat as well as potential for formation of Sewer District, if required by Suffolk County Health Department or Town Law. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If the project is requesting grant match for the Peconic Estuary Program: Include information related to funding program source and purpose of application and any relevant items on this checklist. Note: A Town Board resolution will be required in order to encumber matching funds for grant applications. |



4. WATER QUALITY BENEFIT

4a. Identify Nitrogen, Pathogen or Pollutant of Concern (POC) including Existing Condition and Target Reduction.

Project Narrative and Description of the attached document

4b. Describe plans for collecting and reporting on water quality over time.

Project Narrative and Description of the attached document

4c. Indicate useful life of proposed technology (must meet or exceed five years).

Project Narrative and Description of the attached document

5. COST FACTORS

5a. Explain how you have confirmed that the proposed budget is reasonable, appropriate and necessary. If available, provide third party estimates or other documentation of how costs were determined.

Project Narrative and Description of the attached document

5b. Describe any matching funds to be provided.

State Grant \$30,000

5c. Explain: i. Why project cannot proceed and intended benefits cannot be achieved without external funding. ii. if funds are awarded at a lower level than requested, or if there are cost overruns, explain how the project will proceed.



6. MANAGEMENT, EXPERIENCE, ABILITY

6a. Describe applicant's experience in completing similar projects.

Project Narrative and Description of the attached document

6b. Describe community support or opposition to project. If there is opposition, explain how this is to be addressed.

No known opposition, program has been running since 1995

6c. Describe any permits needed and time frame/status of approvals. If permits are approved, indicate same.

N/A

7. MAINTENANCE, MONITORING, EVALUATION

Estimate ongoing maintenance costs and explain how these will be supported. Explain stewardship and monitoring activities planned for ensuring sustainability of the project.

Project Narrative and Description of the attached document

8. DURATION OF PROJECT

8a. Provide a projected project timeline. **Note: The Committee will only make recommendations for shovel-ready projects that can commence this fiscal year.**

Project Narrative and Description of the attached document

8b. If project is multi-year or phased, provide a breakdown of budget and milestones for each year and phase.

Project Narrative and Description of the attached document

9. ATTESTATION

Allocation of CPF funds will not be for the purpose of accommodating new growth, as this is prohibited by State law.



Check box to certify that funds will not be directed for projects for the purpose of accommodating new growth.

Signature: _____

Eric Shultz

Date _____

8/14/20



10. REQUIRED ATTACHMENTS

Confirm that the following required documents are attached to this application:

- Photos of existing conditions
- Location Map
- State Environmental Quality Review Act (SEQRA) Long or Short Environmental Assessment Form (EAF) (<https://www.dec.ny.gov/permits/6191.html>)
- Completed EPA Spreadsheet Tool for Evaluating Pollutant Load (STEPL) <http://it.tetratech-ffx.com/steplweb/> or similar standardized methodology (describe)
- Project budget (see attached template)
- Ownership commitment is provided via letter of intent (LOI) for non-municipal owners or municipal resolution for municipal owners

11. OTHER ATTACHMENTS

List other attachments provided, including cost estimates, bids, plans, documentation of matching funds, and other as appropriate to demonstrate project readiness, quality, feasibility, and cost effectiveness.

Project Narrative and Description of the attached document Pump out totals and monthly financials

BOARD OF TRUSTEES
OF THE FREEHOLDERS AND COMMONALTY OF THE
TOWN OF SOUTHAMPTON

ERIC SHULTZ
PRESIDENT



EDWARD J. WARNER, JR.

WILLIAM PELL IV

SCOTT M. HOROWITZ

ANN WELKER
SECRETARY/TREASURER

116 HAMPTON ROAD
SOUTHAMPTON, NEW YORK 11968
PHONE: 631 287-5717 FAX: 631 287-5723

**Pump Out Program Wastewater Treatment and Pollution Prevention Project Narrative
and Description**

The Southampton Town Trustee Pump-Out Boat program began in 1995. It services the entire Town-of Southampton, from Eastport to Sag Harbor, on both the south and north shores. Additionally, the Southampton Town program serviced marinas on the north side of Peconic River in the Town of Riverhead until they purchased their own boat in 1996. From the onset the program has been immensely popular with the boating public, even those that have shore-based facilities at their own marinas.

In addition, the Town of Southampton program has been hailed as the premier pump-out boat program in the state and possibly on the entire east coast. Over the past 15 years the pump-out boat coordinator has received numerous inquiries from other municipalities from as far away as California, Puerto Rico and the US Virgin Islands about the specific nature of the program, types of equipment used, budget, and many other day-to-day operational questions.

The boats are strategically placed throughout the Town based on need and alternative pump-out facility availability. Free berthing has been obtained from marinas maintained by the incorporated villages of Westhampton Beach and Sag Harbor as well as several local marinas. The Town of Southampton program officially runs from the 15th of May to the 15th of October with the exception of the Sag Harbor boat, which runs until October 31st. Mariners contact the pump-out boats on VHF channel 73 during normal working hours as the pump-out are manned 7 days a week. from 8 AM to 4 PM or 8 AM to 6 PM, depending on the area covered and the manpower available. The program has always been and remains a free service to the public.

The initial spring boat preparations begin on or around May 15th and are undertaken by the Town of Southampton Trustee Marine Maintenance staff, as well as the boat operators themselves. All boats are launched and in service by Memorial Day weekend. The maintenance staff as well as the program coordinator handles most of the inevitable mechanical problems during the course of the boating season.

The Town of Southampton pump-out boats are distributed throughout the Town and are designated as "P/1" through "P/7". Mariners in need of service contact the proper boat by their letter/number designation, body of water serviced, or nearest hamlet.

Need for Requested Pump-Out

Both the Peconic Estuary and the South Shore Estuary have been federally designated as "No Discharge Zones". The applications for these designations relied heavily on the Town of Southampton pump-out program to handle vessel waste management. The Town of Southampton is committed to maintaining the historic level of service by providing a total of seven (7) pump-out boats during the annual boating season. The need for an effective pump-out boat program has been identified in a Draft Marine Resources Management Plan prepared by the Southampton Board of Trustees and the Town of Southampton Department of Land Management funded in part by EPF funding through the 1998 NYDOS LWRP. The Town of Southampton is very much aware that every gallon of waste pumped from a customer's boat is a gallon which potentially was prevented from being discharged into our local waterways.

Water Quality Benefits

There are approximately 25,000 acres of "town waters" located within the boundaries of the Town of Southampton. This figure does not include those waters which are within the boundaries of the Town but are considered "state waters", specifically Great Peconic Bay, Little Peconic Bay, Noyac Bay, Shelter Island Sound and the nearshore waters of the Atlantic Ocean. The Town of Southampton pump-out program serves all waters within the legal limits of the town including "state waters". Waters within the Town of Southampton are designated as "certified" for the taking of shellfish only when the fecal coliform counts are within allowable limits. Because of the documented correlation between boating activity and elevated fecal coliform counts the Town of Southampton and the local baymen who ply their trade on our local waters have a vested interest in water quality. A reduction in fecal coliform insures that swimming areas and bathing beaches remain open to the public. This is evidenced by the fact that Suffolk County Department of Health Services has in the past closed beaches to swimming after significant rain events due to road runoff and the associated increased levels of fecal coliform. An effective pump-out program, by nature, reduces the potential impacts of fecal coliform in our waterways including waterways adjacent to bathing beaches, along with numerous road runoff projects initiated by the Town, a robust vessel pump-out program helps insure that the quality of our marine waters remains as healthy as possible.

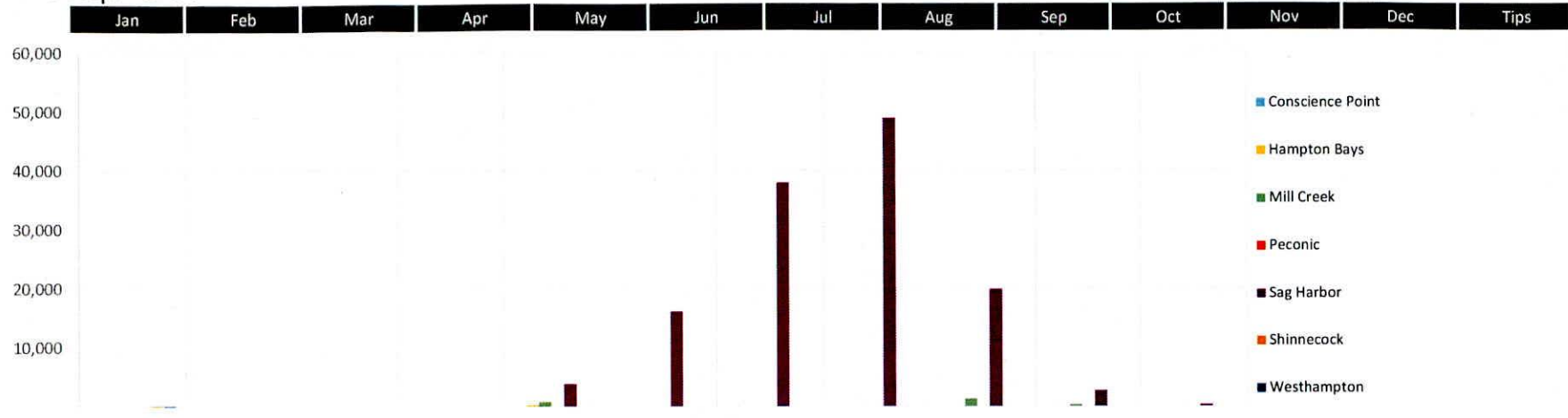
Annual Program Costs

a) Annually, the boat operators hand out literature advertising the free program to boaters they encounter. Flyers are also available at the Town Trustees office. Materials provided by Environmental Facilities Corporation are distributed by the Southampton Town Bay Constables and the pump-out boat operators to local marinas. Signs are posted at marina gas docks indicating the procedure for contacting a pump-out boat appointments from boaters may be made in advance by contacting the various marina dock masters as well as the Bay Constable or Town Trustees offices. Almost every year this program runs short on funds and the comptroller needs to move money from other source. We provided the average cost per year since we don't know exactly the final 2020 expenses (boat repairs, part time salary, overtime salary, gasoline usage etc...). All these expenses depend on the season if the weather is great then pump-out-boats will have a lot of work and expenses will exceed our estimated budget and creating funding problem.

Annual Report

The Town of Southampton is committed to providing an annual report to Suffolk County Department of Health Services. This will include statistics of gallons of waste pumped, operational difficulties, methods of final disposal, and strategies for the future.

2019 Pump Out



Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Trend
Conscience Point	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Hampton Bays	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	
Mill Creek	0.00	0.00	0.00	0.00	850.00	0.00	0.00	0.00	1,350.00	320.00	0.00	0.00	2,520.00	
Peconic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sag Harbor	0.00	0.00	0.00	0.00	3,840.00	16,227.00	38,018.00	48,915.00	19,985.00	2,675.00	275.00	0.00	129,935.00	
Shinnecock	0.00	0.00	0.00	0.00	0.00	1,505.00	6,293.00	8,960.00	5,145.00	1,980.00	430.00	0.00	24,313.00	
Westhampton	0.00	0.00	0.00	0.00	230.00	800.00	3,120.00	3,585.00	1,880.00	690.00	0.00	0.00	10,305.00	
Total	0.00	0.00	0.00	0.00	5,120.00	18,532.00	47,431.00	61,460.00	28,360.00	5,665.00	705.00	0.00	#REF!	

Town of Southampton
2020 Monthly Financials
Pump-Out Boat Division - 8189

	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 YTD Actual
Real Property Taxes:				
1001 Property Taxes	110,385	105,386	105,386	102,426
Total Real Property Taxes	110,385	105,386	105,386	102,426
other revenue:				
4020 Clean Vessel	35,000	35,000	35,000	30,000
5031 Interfund Transfer - Revenue	88,710	0	0	0
Total other revenue	123,710	35,000	35,000	30,000
Total Revenue	234,095	140,386	140,386	132,426
Salaries:				
6101 Overtime	9,406	0	1,500	2,679
6105 Part Time Salaries	63,731	81,600	81,600	19,852
Total Salaries	73,137	81,600	83,100	22,531
Employee Benefits - Current:				
6830 FICA Tax Expenditure	5,595	6,570	6,570	1,724
6835 MTA Tax	198	292	292	20
6840 Worker's Compensation	3,911	4,284	4,284	1,757
6875 Disability	16	139	139	17
Total Employee Benefits - Current	9,720	11,285	11,285	3,517
Total Employee Costs	82,857	92,885	94,385	26,049
Equipment:				
6200 Equipment	15,000	15,000	15,000	0
Total Equipment	15,000	15,000	15,000	0
Contractual:				
6401 Contracts	0	5,500	5,500	0
6403 Gasoline	14,613	12,000	12,000	3,753
6406 Repair Equipment	10,604	10,000	8,500	0
6418 Uniforms	0	500	500	168
6423 Small Equipment (Non-Capital)	0	1,000	1,000	0
6426 Supplies - Other	636	1,000	1,000	320
6480 Marine Charges	0	2,500	2,500	0
Total Contractual	25,853	32,500	31,000	4,241
Total Expenditures	123,710	140,386	140,386	30,290

2020 Projected Expenditures	140,386
Less: Clean Vessel Grant	<u>30,000</u>
Amount of 2020 Grant from CPF Water Quality	110,386