



## TOWN OF SOUTHAMPTON

Department of Community Preservation  
 24 W Montauk Hwy, Hampton Bays, NY 11946  
 Ph: 631-287-5720 Fx: 631-728-1920  
[WQIPP@southamptontownny.gov](mailto:WQIPP@southamptontownny.gov)

Entity: ToSh Parks Department

Project Name: Poxabogue I/A

# 2024

### 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](http://www.southamptontownny.gov/WQIPP) (see <http://www.southamptontownny.gov/WQIPP>)

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: Electronic application submission required and 4 - full printed sets of application, site plan and narrative.**

**Upload application at [www.southamptontownny.gov/WQIPPSUBMISSION](http://www.southamptontownny.gov/WQIPPSUBMISSION)**

**A Public Hearing and Town Board Resolution will be required for individual or multiple projects.**

#### 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



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COMMUNITY PRESERVATION FUND (CPF)  
**WATER QUALITY IMPROVEMENT PROGRAM**  
 PROPOSAL SUMMARY

Project Applicant: Town of Southampton - Parks and Recreation  
 Project Title: Poxabogue Sanitary System Improvements  
 Project Manager Name: Kristen Doulos  
 Entity Anticipating Grant and Funding: Town of Southampton - Parks and Recreation Department

Name	Kristen Doulos
Title	Town Parks Director
Organization	Town of Southampton - Parks and Recreation Department
Address	6 Newtown Road Hampton Bays, NY 11946
Phone	631-728-8585
Email	kdoulos@southamptontownny.gov

Property owner (if different from Project manager organization):

Name	same
Affiliation	
Organization	
Address	
Phone	
Email	

Project Address: 3556 Montauk Highway Sagaponack, NY 11962 SCTM #(s) 908-2-3-23.1

Type of Project (Check all that apply):

- Reduction       Remediation       Restoration

Project Summary: (Provide a brief narrative description of proposed WQIPP project)

The Parks and Recreation Department is seeking WQIPP funding for improvements to the sanitary system at Poxabogue Golf Center in Sagaponack, NY. The proposed improvement involves removing the existing sanitary system, consisting of six (6) cesspool leaching units, and replacing it with a new Innovative and Alternative Septic System. In 2017, a report was compiled indicating that the existing system was antiquated and no longer in conformance with current sanitary system standards.

In response to the report, and recent servicing, the system is in need of removal and replacement. The current system is located just outside of the "Medium Priority" area as per the WQIPP, but is within a mile of Poxabogue Pond wetland area. Based on the fact that the system is an aging, leaching pool style configuration we are applying for water quality funding.

A preliminary plan and cost estimate has been prepared for review, and is provided with this application.



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\*If additional information is needed to describe the project; a project narrative can accompany the application. Please limit the narrative to approximately 3 pages of project description, provide a summary of water quality benefits/objectives of approximately 2 pages and provide a cost estimate of approximately 2 to 4 pages with supporting estimates. Any additional materials should be focused specifically on the proposed project with references to other studies that are pertinent\*

### 1. PROJECT TYPE (check all that apply)

Must meet at least one of the definitions of "Water Quality Improvement Project" per State Law Chapter 551 cited above. Check all that apply. **Note: Monitoring costs are only potentially eligible for CPF funding within Aquatic habitat restoration projects.**

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

### 2. PRIORITY AREA(S) (check all that apply)

Priority areas are defined in the [Water Quality Improvement Project Plan \(WQIPP\)](#).

- 303(d) Impaired
- Peconic Estuary Program - [PEP map](#)
- High
- Medium
- Outside High and Medium priority areas\*

\*If Outside High and Medium priority areas, explain how the project is relevant to WQIPP goals.

This project is within a mile of Poxabogue Pond wetland area. In addition, the sanitary system is located on a CPF land acquisition property.

### 3. PROJECT DESCRIPTION

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

Poxabogue Pond and the immediate surrounding area is considered a "high priority" area. Poxabogue Golf Center property is also located in a 25-50 year ground water contribution zone.

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.

By providing funding to upgrade and improve the existing sanitary system, the Parks Department will be reducing the infiltration of nitrogen and other eutrophic compounds to nearby waterbodies. In addition, removing the existing system will provide a reasonable level of remediation and restoration to the immediate surrounding area.



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

The use of Innovative and Alternative Septic Systems is a proven method for reducing ground water and watershed pollution caused by eutrophic compounds that are prevalent in sanitary waste water.

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).

The proposed project will contribute to the "health and vitality of the Town's water bodies" as referenced on Page 6 of the WQIPP for the Town. In addition, this improvement also contributes to protection of the sole source aquifer, which is the "only source of water for all human activity on the island" (Long Island) as referenced on Page 6 of the NYSDEC's LINAP.

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"/>	<b>If stormwater system or drainage is proposed:</b> The project must indicate compliance with the New York State Stormwater Design Manual (2015 and as updated).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If project is related to farmland:</b> Describe any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If the project is for habitat restoration:</b> The narrative must address how underlying causes are being ameliorated and expected outcomes for local species populations or other ecological considerations are given.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If project is a Sewage Treatment Plant (STP) or cluster treatment system:</b> 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"/>	<b>If the project is requesting grant match:</b> 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.

This improvement will reduce nitrogen and phosphorus in conformance with Innovation and Alternative Septic System standards. In addition, being that this is a Town of Southampton owned golf course, it will contribute beyond normal residential reductions. The target reduction is a nitrogen concentration of less than 19mg/L in the effluent.

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

The effluent from the installed I/A OWTS will be monitored in accordance with the current SCDHS regulations. The removal of a leaching type cesspool system is guaranteed to reduce eutrophic compounds and pollutants that will make their way to groundwater aquifers and surface waters.



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

Useful life for this improvement is estimated to be between 20 and 40 years.

### 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.

A preliminary plan and cost estimate prepared by a respected professional engineering firm is included. The estimate is based on the installation of other systems of similar size.

5b. Describe any matching funds to be provided.

No matching funds are planned for this request.

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.

The Town of Southampton does not currently have funding allocated for this initiative. In addition, this project is proposed on a CPF acquired land.

### 6. MANAGEMENT, EXPERIENCE, ABILITY

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

Parks and Recreation has implemented similar projects at other Town facilities.

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

This project will undoubtedly be supported by the community.

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

A Suffolk County Department of Health Services Permit to Construct will be required to commence removal of existing system and installation of the replacement system. It is expected that this approval will take 3-4 weeks once application is submitted.



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### 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.

Maintenance costs will be the responsibility of the Parks Department and/or its contracted management operatives. Currently the existing system is maintained under the purview of the Parks Department by a contracted management company.

### 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.

Once funding is approved, our contracted engineering firm will complete design plans and initiate an application to the SCDHS. Once approval is received the Parks Department intends to install the system in the Fall of 2024.

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

Project is planned to be completed in the 2024 calendar year, if funding is approved.

### 9. ATTESTATION

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

Check all boxes & sign.

- We certify that funds will not be directed for projects for the purpose of accommodating new growth.
- We understand that progress reports will need to be generated as specified in our Water Quality Improvement Contract AND a final report showing qualitative and/or quantitative data will be generated upon project completion. .
- I authorize the subject property to be inspected by Town Personnel.

Signature: Kristen M. Davlos Date 2/22/24

10. REQUIRED ATTACHMENTS Confirm that the following required documents are attached to this application:

11. 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)  
<https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-step1> 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
- Public agencies must complete SEQRA on the project and submit determination of significance and associated documentation.

### 12. 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.



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**BUDGET PROPOSAL**

Is the applicant incorporated or organized as a Not-for-Profit corporation or Not-for Profit limited liability company?

Yes  No (If Yes, please submit a copy of the Certificate of Incorporation/Organization with this application)

Is the applicant a municipality?  Yes  No

If yes, please enter the request date or anticipated request date of RFP (Request for Proposals) 09/2024.

PLANNING/ENGINEERING/DESIGN	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
Task 1-Professional Services	\$-24,000.00	\$-	\$-	\$-24,000.00
Task 2-Construction Support	\$-12,000.00	\$-	\$-	\$-12,000.00
Task 3-	\$-	\$-	\$-	\$-0.00
Task 4-	\$-	\$-	\$-	\$-0.00
Task 5-	\$-	\$-	\$-	\$-0.00
Task 6-	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
<b>Planning/Engineering/Design Cost Total</b>	<b>\$-36,000.00</b>	<b>\$-0.00</b>	<b>\$-0.00</b>	<b>\$-36,000.00</b>

Contractual Services				
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
<b>Contractual Services Cost Total</b>	<b>\$-0.00</b>	<b>\$-0.00</b>	<b>\$-0.00</b>	<b>\$-0.00</b>

Construction & Site Improvements				
Removal and Installation	\$-244,000.00	\$-	\$-	\$-244,000.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
	\$-	\$-	\$-	\$-0.00
<b>Construction &amp; Site Improvements Cost Total</b>	<b>\$-244,000.00</b>	<b>\$-0.00</b>	<b>\$-0.00</b>	<b>\$-244,000.00</b>





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**COMMUNITY PRESERVATION FUND (CPF)  
WATER QUALITY IMPROVEMENT PROGRAM  
LETTER OF INTENT**

**APPLICANT'S INFORMATION**

Owner: Town of Southampton - Parks and Recreation Department  
Contact First and Last Name: Kristen Doulos  
Contact Address: 6 Newtown Road Hampton Bays, NY  
Contact Phone: 631-728-8585  
Contact Email: kdoulos@southamptontownny.gov

**CONTRACT RECIPIANT INFORMATION**

Name/Organization: Town of Southampton - Parks and Recreation Department  
Contact Person/Officer: Kristen Doulos  
Contact Address: 6 Newtown Road Hampton Bays, NY  
Contact Phone: 631-728-8585  
Contact Email: kdoulos@southamptontownny.gov

**PROJECT INFORMATION**

Project Title: Poxabogue Sanitary System Improvements  
Project Location: 3556 Montauk Highway Sagaponack, NY 11962  
Project Description (1-3 sentences): \_\_\_\_\_

Design new I/A System, remove existing cesspool leaching system, and install new I/A System

**ANTICIPATED PROJECT TIMELINE**

Begin: 10/2024  
Complete: 11/2024  
Notes: \_\_\_\_\_

n/a