

ATTACHMENT C – WORK PLAN

Summary

PROJECT NAME: Septic Initiative Program

CONTRACTOR SFS PAYEE NAME: Town of Lake George

CONTRACT PERIOD: From: 05/01/2015

To: 04/30/2020

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

The TLG Septic Initiative Program began in 2013, to begin inventory and cataloging all OWTS on properties within 500 feet of Lake George and 100 feet from streams flowing to the lake. With well over 400 properties in the program and the fact that property participation is voluntary at this time, additional administrative time is required to work with each individual for buy-in of the program. Training to certify Inspectors, managing the inspection schedule and coordinating additional meetings with town Supervisors within the watershed to discuss participation in a similar program will be completed within the next two years.

Goals and outcomes include (1) a detailed inventory and mapping assessment of all OWTS in the Septic Initiative boundaries through an inspection and maintenance program, (2) a final report that includes an analysis of this inventory, rated systems, and implementation actions, (3) various public workshops and training sessions, (4) spreading of the program to adjacent municipalities / other Towns and Cities in the Lake George watershed, (5) algae testing and water sampling of problem areas found during inspections, (6) working with the Fund for Lake George to identify the most crucial properties in need of replacement systems, to which the Fund has matching monies to match private property owner costs, (7) promoting the installation of risers to grade at all septic system properties, (8) education of homeowners and contractors in the Town, and (9) continue the revisions of the Town Consolidated Board of Health regulations code.

Population served will be roughly 460 properties (approximately 1,000-1,500 people, or 30% of the Town population). Location of program is within 500 feet of Lake George, and within 100 feet of class AA-S streams in the Town of Lake George. Hours of operation will always be during normal Town business hours (830am-430pm) and service delivery method will be home visits and inspections through an inspection "appointment" system.

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The Town of Lake George employees various people who will be involved in this grant endeavor, including the Director of Planning and Zoning and the Comptroller. Additionally, various town board members will be involved. The Planning and Zoning qualifications include a Director who has a Masters degree in urban and environmental planning and several years of experience, and a comptroller with nearly 15 years of experience. Ongoing staff development includes meetings to review and discuss the use and controls associated with Grants Gateway, and experience / knowledge of administering over 20 grants previously. The Town staff will be critical components of the training sessions and public workshops held for this initiative program.

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Detail

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1: Detailed inventory and mapping assessment of all OWTS in the Septic Initiative boundaries	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services • Travel Deliverables: <ul style="list-style-type: none"> • Excel spreadsheets for Phase I-IV • Inspection schedule / log 	a. Continue Inventory of all properties in the four (4) phases of the Septic Initiative Boundaries	i. Work with consultant(s) to continue mailing out “inventory questionnaires” and request for inspections
			ii. Keep an excel worksheet of all properties within the boundaries of the Septic Initiative Program – update with results from inspections
			iii. Log in the inventory all relative information – age of system, pump out dates, type of system, etc.
		b. Continue assessment of all properties in the four (4) phases of the Septic Initiative Boundaries	i. Consultant(s) to assess all OWTS that are inventoried and inspected, in terms of efficiency
			ii. Rate all OWTS with one of the following codes, “good, standard, substandard, or failing”
			iii. Prioritize each property’s OWTS in regards to need for repairs, either “high, medium or low priority”
		c. Develop an “inspection schedule”	i. Work with consultant(s) to develop a routine inspection schedule, with identified days and times of inspections for people to schedule inspections
			ii. Keep a record log with each inspection completed – update the excel worksheet inventory with results / date
			iii. Propose scheduled maintenance / pump out dates to OWTS owners following completed inspections

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2: Develop a final “Town of Lake George Septic Initiative Report”	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services Deliverables: <ul style="list-style-type: none"> • Septic Initiative Report Document and PDF • ArcGIS shapefiles for mapping 	a. Report Section 1: Inventory and Assessment	i. Using data collected and catalogued in Task 1a, develop a report sub-section on the inventory of all OWTS in the program boundaries
		ii. Using data collected and catalogued in Task 1b, develop a report sub-section on the assessment of all inventoried OWTS in the program boundaries	
		iii. Develop assessment calculations (no response, unknown OWTS, good, standard, failing, etc.)	
		b. Report Section 2: Analysis and Mapping	i. Using the information combined into Section 1 of the report (task 2a), complete a summary analysis sub-section of each “phase” of the initiative (all four phases)
		ii. Using the information combined into Section 1 of the report (task 2a), complete a GIS map of each “phase” of the initiative (all four phases), using colors for ratings	
		iii. Map critical areas where potential contamination / pollutants may be attributed to OWTS leakage	
		c. Report Section 3: Implementation Actions	i. Using data collected and catalogued in Task 1b(iii), develop a report sub-section on the prioritization of needs of all inventoried OWTS in the program boundaries
		ii. Compile potential implementation actions for homeowners to update failing systems / install risers	
		iii. Recommend owners of highest priority systems work with the Fund for Lake George on system replacement	

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3: Public Outreach and Education	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services • Travel • Other Deliverables: <ul style="list-style-type: none"> • Workshops (Presentations, handouts, etc.) • Training Sessions (Presentation, handouts, etc.) • Letters to Town Supervisors and Logs of outreach to jurisdictions 	a. Host 2-3 Public Workshops (including refreshments)	i. Host an initial Public Workshop at the Town hall that described the Septic Initiative, the WQIP grant, and the potential / hopeful outcomes and goals
			ii. Host a near-end program Public Workshop at the Town hall that details findings and a summary of the Septic Initiative Report
			iii. Host an OPTIONAL Public Workshop halfway through that caters to specific problem areas / neighborhoods
		b. Host 2-3 Training Sessions (including refreshments)	i. Sponsor an initial OWTS Inspection Training Seminar for local consultants and engineers at the Town Hall
			ii. Sponsor a second OWTS Inspection Training Seminar for local consultants and engineers at the Town Hall
			iii. Sponsor an OPTIONAL Enhanced Treatment Unit Educational Seminar for local consultants and engineers
		c. On-going Municipal Program Outreach	i. Outreach to adjacent and nearby jurisdictions to gauge their interest in joining the Septic Initiative
			ii. Phase 1: Meet with Supervisors for the Towns of Fort Ann, Queensbury, Bolton and Hague to gauge interest
			iii. Phase 2: Meet with Supervisors for the Towns of Ticonderoga, Dresden and Putnam to gauge interest

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4: Algae Testing and Water Sampling	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services • Equipment • Travel Deliverables: <ul style="list-style-type: none"> • Algae inspection report • Water sampling report 	a. Conduct Algae testing	i. Collect and test algae in problem areas (if and when) found during inspections
		ii. Analyze and document the algae’s connection to potential nearby OWTS	
		iii. Identify measures to reduce the entrance of pollutants from OWTS into Lake George	
		b. Water sampling	i. Use the water quality test kits to sample water quality of Lake George waters proximate to excessive algae
		ii. Document results of the water testing, where the tests were taken, and what (if any) pollutants were found	
		iii. Identify measures to reduce the entrance of pollutants from OWTS into Lake George	
		c.	i.
		ii.	
		iii.	

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5: Work with the Fund for Lake George on implementation	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services • Travel 	a. Identify priority properties for OWTS upgrade funding	i. Using the Septic Initiative Report, identify highest priority properties with failing OWTS for potential funding match to replace / upgrade system
			ii. Distribute information from 5a(i) (and the overall Septic Initiative Report) to the Fund for Lake George to analyze
			iii. Suggest potential new systems for homeowner / FUND purchase and coordination with the Town Consolidated Board of Health
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

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6: Continue to revise Town of Lake George Consolidated Board of Health (CBOH) Regulations	Budget Categories: <ul style="list-style-type: none"> • Contractual Services • Personal Services 	a. Revise and adopt new Septic / OWTS Regulations	i. Continue to revise and update the CBOH regulations for review adoption. Consider any findings from the Septic Initiative Report
		ii. Coordination with the Town CBOH and Adirondack Park Agency (APA) on review of code revisions	
		iii. Adopt the revised CBOH regulations at the Town level following APA Board approval	
		b.	i.
		ii.	
		iii.	
		c.	i.
		ii.	
		iii.	