

Survey Process Plan and Notes 07/24/23

1. Survey Distribution

- a. Public Meeting introducing Committee, partners and coming survey
- b. Send paper only with reply envelope encouraging online submittal with metered Reply Mail option (USPS application fee for Reply Mail \$250)

2. Data Entry

- a. Survey data collected from responder with well location physical address
 - i. Online directly into RCAP Application by responder
 - ii. Paper to town clerk office
- b. Paper data entered into RCAP online App by committee members using personal computer and then document is destroyed
- c. Legal concerns
 - i -should committee members entering data have Confidentiality agreement
 - ii -should committee members entering data use town secured computers? (Keep in mind data will be entered directly into RCAP App online and will not reside on personal hardware.)

3. Data Collection and mapping

- a. RCAP retains physical location of well data attached to the data. Scientists & NY Rural Water consultant on committee are adamant that detail location is for anticipated analysis. Zone definitions could quickly become irrelevant as more information is acquired.
- b. RCAP provides raw data file containing all data to committee for detail processing
i Committee provides raw data to NY Rural Water as needed for plan development
- c. Legal concerns
 - i-Will Town Clerk's office need copies of all detail maps produced that may or may not include well addresses?
 - ii- Will clerks office require copy of data file with addresses?
 - iii-Is all of the committee data FOILable? Does it matter?

4. Data Records Management

- a. Town Clerks office retains copies of all Water Quality Maps committee produces for the public. Committee will work with Town to identify appropriate maps. (Need clarification)
- b. Clerks Office retains copies of water quality data with well address removed. Need clarification.
- c. Legal Concerns
 - i-is this sufficient or do they need all reports/data committee produces (see Legal concerns above under 3.)