

**TO: Town of Ulysses Town Board, August 8, 2023**

## **Drinking Water Source Protection Plan Project Timeline**

### **Time Line**

#### **September 11-22**

Prepare addresses for town wide water survey mailing  
Prepare online survey platform (RCAP)  
Advertise public information meeting introducing Drinking Water Source Protection Planning project and the Water Survey Component  
Print Survey, Stuff and address envelopes

#### **September 25-29**

Publish Survey information and availability in town's Friday Newsletter  
Hold Public Meeting (WSPP Committee with NYRWA technical specialist)  
Mail Survey (WSPP Committee)– 3wk response deadline

#### **October 9-15**

Enter surveys received by mail into RCAP online survey database (RCAP, assistance from WSPPC if needed)  
Produce preliminary data evaluation  
Mail survey reminder postcard if necessary; continue to collect survey data through mid November

#### **November- March**

Compile report on survey results and deliver to the Town (RCAP)  
Analyze all data components; incorporate information into the Drinking Water Source Protection Plan (DWSP2) draft (NYRWA technical specialist and WSPPC)  
**Develop draft Protection Plan** (WSPPC with NYRWA technical specialist)

#### **April-May**

Present draft Drinking Water Source Protection Plan to the community for feedback

# **WSPP Water Survey Distribution and Processing**

## **Survey Distribution**

1. Public Meeting will be held to introduce the Committee, partners, Water Protection Plan project goals and process, and town wide water survey (online survey link available for use at meeting)
2. An article will be submitted to announce the survey and provide the survey link to the town's Friday list serve news letters, along with additional outreach throughout the time the survey is available
3. Paper copies of the survey (1 page, 2 sided) with metered reply envelope for response will be sent to the community with strong encouragement to use online submittal

Mailing cost estimate : less than \$1200

Cost Breakdown: ~1700 households, 170 (10%) surveys returned by mail  
\$.50/envelope  
\$250 USPS application fee for Business Reply Mail

## **Data Collection and Entry**

RCAP will host the online survey application and collect the data. Location address of the survey data will be captured with the data. Two ways to enter data into online survey:

1. Online directly into the RCAP Application by responder
2. Paper survey mailed to the RCAP office by responder

Data received by paper will be entered into the RCAP online survey for data capture. Depending on volume of paper responses, WSPP Committee members have volunteered to assist RCAP with data entry.

## **Data Collection and mapping**

RCAP will provide complete raw data file and summary report of data to the Town Clerk for retention and distribution to WSPP Committee and NY Rural Water for additional processing in the development of the Protection Plan.

## **WSPP Water Survey Distribution and Processing(cont)**

### **Data Records Management**

Town Clerks office will retain a copy of the raw data and all Water Quality Maps and reports the WSPP committee produces to support the Protection Plan development.

The Committee will work with the Town Board to identify appropriate maps for public information.

### **Remaining Confidentiality Questions:**

1. Is all of the committee data FOILable? Does it matter?
2. Should committee members entering data have Confidentiality agreement
3. 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.)