



Department of  
Environmental  
Conservation

Department  
of Health

Department  
of State

Agriculture  
and Markets

# DRINKING WATER SOURCE PROTECTION PROGRAM

## Roles and Responsibilities of Participating Municipalities and the State

*To participate in this program, municipalities must agree to the  
Roles and Responsibilities outlined below.*

### Program Overview

New York State is launching an initiative to provide municipalities with information resources and tools to protect their drinking water source(s). The new statewide Drinking Water Source Protection Program (DWSP2) is beginning, and municipalities that participate have the unique opportunity to develop and implement a plan to protect their drinking water source(s).

DWSP2 is expected to run for three years, with year one involving an intensive, collaborative effort to develop the DWSP2. The State will hire a consultant and develop a work plan to carry out the DWSP2 statewide. The consultant will work with selected municipalities and at the conclusion of the program, municipalities can expect to have a completed drinking water source protection plan in the first year, and assistance with identifying projects to begin implementation in years two and three. The plan will be based on the framework outlined in the *Drinking Water Source Protection Program Guidance* that is being developed.

The State will evaluate all completed applications and select up to 30 municipalities to participate. All applicants will be notified regardless of whether they are selected. Municipalities that have already developed a drinking water source protection plan are fully eligible to participate in DWSP2 to help them enhance their current program. Municipalities that already have a plan should submit it along with their application. Applicants with questions can contact the State through the drinking water source protection mailbox: [source.water@dec.ny.gov](mailto:source.water@dec.ny.gov)

### Municipal Contribution

This is a voluntary program, and there will be no out-of-pocket costs to participating municipalities for developing their drinking water source protection plan. However, municipalities that participate will be expected to commit staff and resources (e.g., conference rooms, local data) and time to the process for the entire three years.

## **Municipal Staff Commitments**

The municipality will be responsible for committing staff to work with the consultant and agency experts to prepare and implement the DWSP2. The State will be asking the participating municipalities to assign a municipal engineer, local elected official (e.g., mayor, town supervisor, and/or member of municipal council/board), municipal planner (and/or planning board member), and drinking water operator to work on DWSP2 and to allow a portion of their time to be dedicated to the program. These staff will function as the liaison between the municipality, the consultant, and the State.

The staff should have the following qualifications and characteristics:

- Willing to provide descriptive feedback to the consultant and Agency staff.
- Able to give presentations and talk with others about how the process of creating a drinking water source protection plan is working in their municipality.
- Daily access to the internet and email.

## **Other Resource Commitments**

The municipality will be expected to supply meeting space (e.g., conference room), and provide the consultant with data such as land use, potential threats, well/intake characteristics, water quality/quantity data, etc. State Agencies will be contributing data and resources toward DWSP2 development as well.

## **Anticipated Activities**

Below is a breakdown of the activities that the State expects each municipality to complete during the program.

### **Year 1**

- The State-hired consultant will assist the municipality with updating their existing source water assessment as a basis for a complete protection plan for their public drinking water supply.
- As part of preparing the protection plan, the municipality will be responsible for providing information to the State and the consultant about the municipality's land use. Below is a list of the types of information the consultant may request. Municipalities who do not have all the information are still eligible to apply to participate.

Examples of background information that may be requested:

- Existing Intermunicipal Agreements
- GIS Verification - Maps
- Existing Source Water Assessment
- Most Current Delineation of Source Water Area
- Land Use, Stream Classification
- Zoning (Overlays), Building Code
- Parcel Data (polygon) – Landowner List
- Drinking Water Quality and Quantity Data
- Source Water Quality and Quantity Data
- Municipal Facility Information

- Conservation Easement Data
  - Existing Drinking Water Source Protection Plan
  - Municipal Organization Chart
  - Municipality Source Water Protection Laws
  - Water Supply Permits
  - Comprehensive Planning Report
- The municipality will be responsible for providing feedback to the State about DWSP2 and the process. Municipal staff will be required to:
    - Meet with the State in advance of DWSP2 to review the consultant's DWSP2 work plan to understand the roles and responsibilities of the consultant, municipality and State.
    - Participate in meetings with the State to discuss program status and any outstanding questions or concerns. The exact frequency of these meetings will be determined in consultation with all parties.
    - Respond in a timely manner to the State's requests.
  - The State and the consultant will help the municipality create a local stakeholder group to engage in initial and frequent meetings throughout the program.
  - The municipality, along with the stakeholder group, will be responsible for notifying their community of its participation in the DWSP2 and share the final drinking water source protection plan with the community.
  - The State and the consultant will facilitate the finalization of the municipality's drinking water source protection plan.

### **Years 2 and 3**

- The State and the consultant will provide guidance to the municipality as it works toward implementing the first two years of their drinking water source protection plan. The municipality will be responsible for committing staff to this task and to implement the plan to the maximum extent practicable. The consultant and the State will provide an assessment and feedback on the implementation of the plan.
- The municipality may seek funding to support plan implementation from an array of clean water grant or low-cost loan programs.
- The State and the consultant will continue to help the municipality facilitate stakeholder group meetings regarding progress on implementing their plan. The municipality should use its usual methods of notifying the public of meetings, (e.g., webpage updates, flyers).
- The municipality will be responsible for providing constructive and descriptive feedback to the State on a regular basis about implementing their plan. Methods of feedback will include phone calls, emails, meetings and written reports.
- The consultant will work with the municipality to provide the State with a Final Assessment Report based on their participation in the program. This will consist of:
  - Stage 1 report: Development process of the DWSP2
  - Stage 2 report: Implementation process of the DWSP2

## **Opting Out of the Program**

The State is looking to work with municipalities who are committed to all three years of the program. However, the State recognizes that there may be extenuating circumstances that cause a municipality to need to opt-out of the DWSP2. In these rare instances, the municipality will be required to notify the State in writing of its decision to end their participation in the program. Within 30 days of the date of the notification, the municipality will be required to set up a meeting for all municipal staff that participated in the program to discuss with the State and the consultant the need to opt-out.