



# Water Quality Improvement Project Plan

## Village of Sag Harbor

Town of Southampton  
Community Preservation Fund  
Grant Application



Prepared for:  
Village of Sag Harbor, Board of Trustees  
and  
Town of Southampton Town Board

Prepared By: Nelson, Pope & Voorhis, LLC, 572 Walt Whitman Road, Melville, NY 11747  
Phone: (631) 427-5665

March 15th, 2019





## TOWN OF SOUTHAMPTON

Department of Community Preservation  
 24 W Montauk Hwy, Hampton Bays, NY 11946  
 Ph: 631-287-5720 Fx: 631-728-1920  
 WWW.SOUTHAMPTONTOWNNY.GOV/CPF

### 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](#) (see <http://www.southamptontownny.gov/DocumentCenter/View/7318>)

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.

A Public Hearing and Town Board Resolution will be required for individual or multiple projects in excess of \$50,000.

#### 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.
1. **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;
2. **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.
3. **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.
4. **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 Proposal Green Infrastructure for Village of Sag Harbor

Project Applicant Village of Sag Harbor

Project Title Sag Harbor Green Infrastructure Projects

Project Contact Information \_\_\_\_\_

Project Manager Name Beth Kamper

Project Manager Title Village Clerk

Project Manager Affiliation Village of Sag Harbor

Project Manager Address 55 Main Street, P.O. Box 660, Sag Harbor NY 11963

Project Manager Phone 631-725-0222

Project Manager Email clerk@sagharborny.go

Property Owner Name Village of Sag Harbo

Property Owner Affiliation villag

Property Owner Mailing Address \_\_\_\_\_

Property Owner Phone \_\_\_\_\_

Property Owner Email \_\_\_\_\_

Project Location Multiple locations in Town of Southampton areas of the Village of Sag Harbor.

Project Location SCTM #(S) \_\_\_\_\_

Type of Project

Reduction Rain gardens, bioretention basins, road-end filtration systems, stormwater retention, tree trenches and

Remediation \_\_\_\_\_

Restoration \_\_\_\_\_

Project Summary (2-3 sentences) Request adjustment of funds to the approved grant to the Village of Sag Harbor from 2018 funding. Funding needed to complete the project is \$286,000, however the grant requested \$264,000 accidentally. This proposal is requesting \$22,000 to the original proposal from July of 2018 to bring the total grant to \$286,000

Submittal date \_\_\_\_\_



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

Meets at least one of the definitions of "Water Quality Improvement Project" per State Law Chapter 551 cited above

- Wastewater Treatment Improvement Project
- Non-point source abatement and control
- Aquatic habitat restoration
- Pollution prevention
- Stormwater collecting system
- Vessel Pump out station
- Operation of Peconic Bay National Estuary Program (Grant Match)

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

- High
- 303(d) Impaired
- Medium
- Outside High and Medium priority areas\*

\*Narrative must explain how project is relevant to Water Quality Improvement Project Plan (WQIPP) goals

The proposed projects address the Town of Southampton WQIPP goals by implementing water quality treatment systems that will help abate nitrogen and bacteria discharges to Sag Harbor surface waterbodies. The proposed practices are designed to reduce discharges of pollutants from stormwater conveyance system outfalls. Practices in proximity to the Harbor will be comprised of native plant material and will be consistent with marine habitat restoration efforts.

## 3. PROJECT DESCRIPTION

- Narrative describes in detail existing conditions of applicable groundwater/sub-watershed/waterbody and includes most recent and relevant data available (provide sources)

As the Village and neighboring areas have developed and matured, stormwater and other pollutants have increased. Addressing stormwater runoff is a concern for the Village of Sag Harbor and the Village has begun a program to implement drainage improvement projects, including bioretention and infiltrative/treatment projects, to improve water quality.

- Photos of exiting conditions are included

SEE APPENDIX C and F in 2018 APPLICATIN FOR EXISTING CONDITIONS

- Location map is included

PHOTOS AND LOCATION MAP AND PROJECT FIGURES

- Narrative describes in detail what the issue is and how the proposed solution addresses the issue in the context of Reduction, Remediation and/or Restoration as per the CPF Water Quality Project Plan

Sag Harbor Bay is an impaired waterbody that is on the NYSDEC 303(d) list and it is within the Town of Southampton's high priority area for water quality improvement projects. The many inlets, tributaries and freshwater ponds and wetlands that are associated with the Bay are also within the high priority area. The proposed project will includes green infrastructure projects that will intercept the direct discharge of stormwater to the Bay by locating the projects on Village property within the Bay watershed and associated tributaries to capture the largest volume of stormwater possible and treat the water prior to entering the Bay. Using the 2013 NYSDEC Watershed Treatment Model, the proposed projects are ranked according to their cost-effectiveness in removing nitrogen as nitrogen is the primary pollutant of concern.



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- Narrative describes proposed technology in sufficient detail and includes information on its demonstrated efficacy in similar setting (may include published data) (Attach pages as needed)**

Four different technologies are proposed in the 2018 application throughout the Town of Southampton portion of the Village of Sag Harbor where there are direct drainage outfalls to Sag Harbor surface waterbodies. The proposed projects include: Bio-infiltration (Rain Garden), Bio-retention, Road-end Filtration, and a Stormwater Wetland.

- Narrative indicates 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, etc.) (Attach pages as needed)**

Green infrastructure (6.11) is part of the Long Island Nitrogen Action Plan and goals. As such, the potential projects will employ biological and chemical processes to help decrease the amount of nitrogen that is entering Sag Harbor via direct stormwater outfall discharges. The 2018 application used the 2013 NYS DEC Watershed Treatment Model to model effects.

- A State Environmental Quality Review Act (SEQRA) Long or Short Environmental Assessment Form (EAF) is completed and included with application <https://www.dec.ny.gov/permits/6191.html>**

### OTHER REQUIRED INFORMATION

- If Stormwater system or Drainage is proposed, the narrative and design specifications indicate compliance with the New York State Stormwater Design Manual (2015 and as updated)
- If project is related to farmland, the narrative addresses any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement
- If the project is for a municipal facility or infrastructure, information pertaining to Town or Village budgetary allocations for ongoing maintenance is provided
- If the project is for habitat restoration, the narrative addresses how underlying causes are being ameliorated and expected outcomes for local species populations or other ecological considerations are given
- If project is a Sewage Treatment Plant (STP) or cluster treatment system, 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
- If the project is requesting grant match for the Peconic Estuary Program, 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



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### 4. WATER QUALITY BENEFIT

- Yes  No  N/A Nitrogen, Pathogen or Pollutant of Concern (POC) Existing Condition & Target Reduction is identified
- Yes  No  N/A Anticipated reduction by proposed technology is provided by utilizing EPA's Spreadsheet Tool for Evaluating Pollutant Load (STEPL) <http://it.tetrattech-ffx.com/stepweb/> or similar standardized methodology (provide)
- Yes  No  N/A Related to above, the narrative describes how data will be collected and reported over time
- Yes  No  N/A Narrative indicates how the useful life of the proposed technology will meet or exceed five (5) years
- Yes  No  N/A A total cost budget is included (see pages 6-7 for template) with a cost-benefit discussion and any details related to matching funds (e.g. in-kind services, pre-and post-monitoring, etc)

### 5. DURATION OF PROJECT

- Projected timeline is included (described any permits needed and time frame/status of required approvals)
- Narrative explains if project is multi-year or phased and includes budget/milestones for each year and Phase

### 6. PROJECT READINESS

- Narrative describes current stage of planning (e.g. conceptual, preliminary, full construction documents) and includes conceptual or sketch plans where applicable.
- Narrative describes community support for the project (attach letters of support, public hearing testimony, news coverage, community meeting minutes, other outreach as applicable) or addresses potential community opposition/educational needs.

SEE APPENDIX E FOR LOI AND RESOLUTION #6

### 7. MANAGEMENT, EXPERIENCE, ABILITY

- Narrative describes experience in completing similar projects
- Narrative describes project staffing, oversight and administration
- Narrative describes qualifications of project staff, consultants and contractors (as applicable)
- If Homeowner's Association or other community group, describe formal structure and responsibilities of members involved
- If private property (e.g. farmland), the narrative describes who is being contracted to do the work (qualifications, etc.)

### 8. REQUIRED CERTIFICATIONS

- Commitment is provided via Letter of Intent (LOI)\* for non-municipal entities or adopted resolution for Incorporated Villages \*  
 Note: A LOI template is provided in the application packet SEE APPENDIX E FOR LOI AND RESOLUTION #6
- Plans stamped by NYS licensed Engineer and/or surveyor, where applicable
- STEPL calculations or equivalent prepared by NYS licensed Engineer, where applicable
- Certify that request for proposed funding is not otherwise required by Local, State or Federal Law and intended benefits cannot be achieved without external funding
- Certify that the application will report on project outcomes, including monitoring results

### 9. MAINTENANCE, MONITORING & EVALUATION

- A plan related to ongoing maintenance, monitoring and evaluation (reporting to the Town) is provided
- The Monitoring Plan will provide water quality data at regular intervals for a minimum of five (5) years

SEE APPENDIX A AND G - EXPANDED RESPONSES AND MAINTENANCE CHECKLIST

### 10. EDUCATIONAL COMPONENT

- The project sponsor will erect signage displaying the intent and benefit of the project on site
- As part of the evaluation, the project sponsor will submit a write-up of lessons learned and future needs



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

PLANNING/ENGINEERING/DESIGN	Town CPF Re- quest	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
<b>In-house labor (provide separate sheet with calculations)</b>				
Task 1-	\$-	\$-	\$-	\$-
Task 2-	\$-	\$-	\$-	\$-
Task 3-	\$-	\$-	\$-	\$-
Task 4-	\$-	\$-	\$-	\$-
Task 5-	\$-	\$-	\$-	\$-
Task 6-	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Materials/Supplies (SEE APPENDIX B - SPREADSHEET)				
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
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<b>Materials/Supplies Total (SEE APPENDIX B)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

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



CONSTRUCTION AND SITE IMPROVEMENTS	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
<b>In-house labor (provide separate sheet with calculations)</b>				
Task 1-	\$-	\$-	\$-	\$-
Task 2-	\$-	\$-	\$-	\$-
Task 3-	\$-	\$-	\$-	\$-
Task 4-	\$-	\$-	\$-	\$-
Task 5-	\$-	\$-	\$-	\$-
Task 6-	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Equipment/Materials/Supplies				
	\$-	\$-	\$-	\$-
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	\$-	\$-	\$-	\$-
<b>Equipment/Materials/Supplies Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

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

<b>ENGINEERING TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
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<b>Total Project Cost</b>	<b>\$-</b>
<b>Total CPF Funds Requested</b>	<b>\$-</b>

<b>Applicant matching funds committed</b>	<b>\$-</b>
<b>Applicant matching funds pending approval (e.g. grant request submitted pending determination)</b>	<b>\$-</b>

Source of matching funds	Amount



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

### CONTACT INFORMATION

Municipality Village of Sag Harbor  
Contact First and Last Name: Beth Kamper  
Contact Address 55 Main Street, P.O. Box 660  
Contact Phone: 631-725-0222  
Contact Email: clerk@sagharborny.gov

### PROJECT INFORMATION

Project Title Green Infrastructure for Village of Sag Harbor  
Project Location Village of Sag Harbor  
Project Description (1-3 sentences) Design, construct and install numerous green infrastructure practices within Village right-of-ways and on Village properties to reduce direct discharges of stormwater to Sag Harbor Bay and other Sag Harbor surface waters.  
These projects are designed and located to provide the largest positive impact to surface waters by capturing the heaviest direct discharges using an array of green infrastructure practices. The proposed projects are ranked according to their cost-effectiveness in removing nitrogen.

### ANTICIPATED PROJECT TIMELINE

Begin: Spring to Summer of 2019  
Complete: 2021  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDICES**

**APPENDIX:**

- A** Purpose of request
- B** Funding Request (revised)

**APPENDIX A:**  
**PURPOSE OF REQUEST**



VILLAGE ENVIRONMENTAL PLANNING CONSULTANT  
55 Main Street; P.O. Box 660  
Sag Harbor, NY 11963  
(P) 631-725-0224



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## **Village of Sag Harbor Town of Southampton Community Preservation Fund Application**

### **PURPOSE OF REQUEST**

#### **Request for funding:**

Sag Harbor was awarded the 2018 grant in full as requested for \$264,000 from the July 13th, 2018 grant application. Due to a computation error in that proposal of July 13th, 2018, there is a shortfall of \$22,000 needed to complete the proposed projects. Sag Harbor is requesting an adjustment of \$22,000 funds to the approved 2018 grant. Funding needed to complete the project is \$286,000, however the grant requested \$264,000 accidentally.

The error was discovered in the total request in the proposed budget spreadsheet versus the narrative in the Funding Request amended in Appendix F in the grant application.

This proposal is requesting \$22,000 to the original proposal from July of 2018 to bring the total grant to \$286,000.

**APPENDIX B:**  
**FUNDING REQUEST**  
**(Revised)**



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## Village of Sag Harbor Town of Southampton Community Preservation Fund Application

### FUNDING REQUEST (Revised)

The Village of Sag Harbor was interviewed by the Town of Southampton WQIP grant board on August 16<sup>th</sup>, 2018. At the meeting, the Town suggested that the Village review the projects in the grant application and apply for funding for projects that the Village can easily manage in 2019 and 2020. The Village Harbor Committee and NP&V reviewed all of the projects and provided a recommended list of projects to the Village Board to approve and submit to the Town for funding. The following list was developed using the following criteria.

Provide two shovel ready projects that will require limited engineering design, minimal neighbor or Right-of-Way placement and can be implemented with minimal permitting. The projects that fit the criteria easily were projects at road-ends where the Village owns the entire right-of-way and has direct discharge to the Harbor.

The second suggestion was to request funding for engineering design only for 5 additional projects. These projects will need additional study hydrologically, technically, and typically will need additional support and long-term maintenance agreements to determine where each practice within the project will be located. The following projects were recommended to the Village for further feasibility engineering design and cost analysis.

**#1.** Requested projects to be built in 2019 and are as “shovel” ready as possible are **SH-11**, Cove Road Road-end filtration and rain garden and **SH-12**, Amherst Road Road-end filtration and rain garden. Both of these projects were ranked as a “1” in ease to construct, road-ends typically are minimal design requirements. The projects will require study for hydrology to slow water along its flow path, direct the stormwater into rain gardens and filtration basins, and plant with native plantings to increase filtration. The two projects have 7.5 and 8.6 pounds per year of nitrogen reduction modeled with direct discharge to the bay. They rank as number 3 and number 6 for “Bang for the Buck”. The cost for funding these projects for engineering design and construction would be \$112,000.

\$33,000 for **SH-11** and \$45,000 for **SH-12** construction cost and about \$34,000 for engineering, construction inspection, and permitting for both projects.

**#2.** The two highest Nitrogen capture projects and rank as number 1 and 2 are for **SH-1**, Long Island Avenue and **SH-5**, Glover Street. These projects are prone to flooding, have direct discharge to the Harbor, and have large areas of roadway to the catch basins. The Village requests engineering design

funding only for these two projects. The projects are slightly more complicated than the first request as the depth to groundwater is not verified, will require maintenance agreements with the landowners along both roads, and unknown number of gardens that could be built along the roadway depending on landowner buy in. These two projects will be a good test on determining the willingness of landowners to have stormwater rain gardens installed in the right-of-way of the property. The Village is requesting funding level of \$54,000 for both project engineering design, cost estimates, and permitting.

**#3. SH-14**, Oakland Avenue and White Street road-end ranks as number 4 and have fairly high Nitrogen removal modeling. This project is similar to the previous SH-1 and SH-5 projects, though will have a smaller complication with roadway and road-end network of drainage. The Village is requesting funding level of \$24,000 for the engineering design, cost estimates and permitting of this project.

**#4.** At Spring Street an existing wetland is on the south side near Bridge and Nassau Street. The capacity of the wetland can be studied for **SH-2**, by creating a large stormwater wetland basin as a pretreatment cell prior to the stormwater entering the wetland. The area is a low spot within the city and the Village public parking lot north of the wetland does flood in large storm events. In 2016, the public parking was being studied for considerations for improvements and was not part of the study for the grant. The Village requests funding for engineering and hydrology study for stormwater entering the wetland at Spring Street to provide options to reduce flooding in the area and improve stormwater capacity and nutrient reductions. As this is a large area, complicated hydrologic study the project will require \$72,000 for engineering design.

**#5.** The parking lot at Meadow Street and Nassau Street, **SH-4**, can potentially capture 7.1 pounds per year of nitrogen and is a complicated project to design. The project recommends a combination of both bioretention and pervious pavement. The project ranked lower at number 16 due to the high cost to nitrogen removal, however this is a good infrastructure project in a Village parking lot that could also provide new opportunities and design consideration for all of the public parking in the Village. The cost for engineering design, cost estimates and permitting is \$24,000.

**Request:**

The total for all 7 projects, two ready to install projects in 2019 and five project engineering study, is for \$286,000.



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**WATER QUALITY IMPROVEMENT PROGRAM**  
**BUDGET PROPOSAL**

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Task 5-	\$-	\$-	\$-	\$-
Task 6-	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Materials/Supplies (SEE APPENDIX B - SPREADSHEET)				
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<b>Materials/Supplies Total (SEE APPENDIX B)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

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



CONSTRUCTION AND SITE IMPROVEMENTS	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
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<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Equipment/Materials/Supplies				
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<b>Equipment/Materials/Supplies Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

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

<b>ENGINEERING TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
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<b>Total Project Cost</b>	<b>\$-</b>
<b>Total CPF Funds Requested</b>	<b>\$-</b>

<b>Applicant matching funds committed</b>	<b>\$-</b>
<b>Applicant matching funds pending approval (e.g. grant request submitted pending determination)</b>	<b>\$-</b>

Source of matching funds	Amount