



Town of Orangetown

Drinking Water Source Protection

Program (DWSP2) Plan

Veolia Water New York – Rockland

PWS ID: NY4303673

Prepared for:

Town of Orangetown

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4. Program Management

This Plan was created to provide the Town of Orangetown with the information and tools the Town needs to protect their drinking water sources. The completed Plan will require administration, reevaluation, and revisions for the protection efforts to move forward. In order to accomplish this, the DWSP2 Committee will designate a Program Management Team.

4.1 Program Management Team

A Program Management Team (PMT) will guide and oversee the implementation of this Plan. PMT members were selected based on their capacity, knowledge, and ability to assist with the Project Profile recommendations. Allison Kardon will be the PMT lead. The PMT is responsible for reviewing and updating the plan, planning for and implementing the Project Profiles, and generating and sharing progress reports with the community. When planning for implementation, the PMT will discuss ways the public can be engaged to meet implementation goals. Future changes and succession of the group will be planned for during the initial meetings.

4.1.1 Program Management Team Members

Table 4.4.1 lists the members, affiliations, and applicable projects of the PMT. This table will be updated annually with any changes that have been made to the group.

Member Name	Title and Affiliation	Project Area
Teresa Kenny	Supervisor, Town of Orangetown	All Projects
Allison Kardon	Confidential Secretary to the Supervisor, Town of Orangetown	All Projects
	Department of Environmental Management and Engineering, Town of Orangetown	Septic System Database

4.1.2 Revision Timeline

The PMT will meet on a regular meeting schedule, as determined by the team, to review the Plan and will coordinate with their respective organizations to share the ideas and methods contained within this Plan. Annually, the plan will be reviewed, updated, and made available with any revisions that have been made throughout the year. Revisions will be documented in Chapter 5, Section 5.1.3: Updates/Revisions. The revised Plan will be made available on Orangetown’s [DWSP2 website](#).

4.2 Plan Documentation

This Plan was developed through a series of stakeholder group meetings which began June 27th, 2024. Meeting recordings and documents such as agendas, notes, and draft materials can be found

on Orangetown's [DWSP2 website](#). The source water maps and their data and references will be housed by Orangetown. Data references will also be listed in **Appendix XX**.

The DWSP2 Committee reviewed each chapter of the Plan and provided comments both during scheduled meetings and through written communication. HVRC addressed these comments and compiled them into the final Plan submitted for state review.

After state acceptance, the PMT will monitor and document progress on implementation in annual progress reports. More information on progress reports can be found in Chapter 5: Implementation and Maintenance. These progress reports will be shared on Orangetown's [DWSP2 website](#) in order to inform the public about the status of the Plan implementation.

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5. Implementation and Maintenance

Implementation of this Plan is a dynamic process that will involve adapting and revising the plan as Project Profile recommendations and actions are implemented, new potential contaminant sources are identified, land use changes occur, and changes occur to the source. Accounting for these potential changes will provide Orangetown with an ever-evolving approach to source water protection.

5.1 Implement the Program

To begin on implementation, the PMT will hold an initial kick-off meeting where they will begin discussion on the following topics:

- The roles and responsibilities of each of the PMT members
- A meeting schedule and frequency
- A plan for future changes and succession of PMT members
- Methods for the team to communicate outside of the PMT meetings
- The Project Profiles and their respective implementation timelines

After the PMT has had time to review the Project Profiles, they should be used to determine next steps. The team should consider higher priority actions first and determine if any of the actions can be implemented concurrently. To begin with implementation, the PMT may want to take into account the following actions:

- Contacting identified partners, if they are not already involved in the effort, and bring them on to discuss implementation
- Assign PMT members to the actions they are best suited to assist with
- Set milestones to help stay on track of progress
- Engage the community through public outreach and communication to help foster momentum in implementation

5.1.1 Public Involvement

During implementation on the Plan the community will be informed of progress made and opportunities to get involved through public outreach and communication. These outreach and communication methods will be established by the PMT and may vary depending on the project needs. Annual progress reports and updates will be made available to the public on Orangetown's [DWSP2 website](#).

5.1.2 Meeting Schedule

The PMT will document when it met, and the key topics it discussed in order to keep track of progress made on implementation. Topics may include planning for implementation, community engagement, or grant funding. The following table will be updated with the annual revisions to include this information.

Table 5.1.2: Meeting Schedule	
Date	Topics Covered

5.1.3 Updates/Revisions

As revisions are decided upon and made to this Plan, the following table will be updated to reflect these changes. The notes section will include what was changed, why it was changed, and where the change can be found in the Plan. Revisions will be made annually unless the PMT deems an update important to be published sooner.

Table 5.1.3: Update/Revision Tracker		
Report	Date	Notes
First Report		Initial state accepted DWSP2 Plan
Update/Revision 1		
Update/Revision 2		
Update/Revision 3		
Update/Revision 4		

5.2 Progress Reports

The PMT is responsible for generating and sharing annual progress reports with the community to help build support for implementation. These progress reports may highlight key milestones and accomplishments in implementation and/or discuss challenges and future work. The reports will be completed annually and will be shared on Orangetown’s [DWSP2 website](#). A progress report template from the DEC can be found in [Appendix XX](#) and on the [NYSDEC’s DWSP2 Fact Sheets and Resources](#) website.