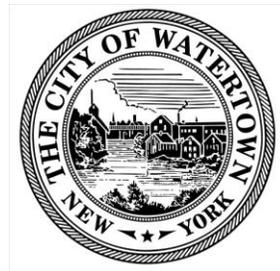


City Council Meeting  
and Budget Session Agenda  
Monday, May 24, 2010  
6:15 p.m.



**Budget Session**

1. Updated Arena Report, Bernier Carr & Associates

7:00 p.m.

**City Council Meeting**

Resolutions:

- No. 1 – Finding that Adoption of Local Law No. 2 of 2010 Amending the Boundaries of the Empire Zone Will Not Have a Significant Negative Impact on the Environment

Public Hearings:

- 7:00 p.m. 2010–11 Operating Budgets
- 7:00 p.m. 2010–11 through 2014–15 Capital Budget
- 7:00 p.m. Local Law No. 2 of 2010 – Authorizing the City of Watertown to Make Application to Amend the Boundaries of the City and Town of Watertown Empire Zone as Described in Local Law No. 14 of 2005

Staff Report:

Printing of Annual Drinking Water Quality Report

**Budget Session**

1. General Fund Revenues
2. Operating Budgets

May 21, 2010

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Updated Arena Report, Bernier Carr & Associates

Attached for City Council review is an update to Section 10 of the Arena Report prepared by Bernier Carr and Associates. This revised 10 Year Improvement Plan addresses staff's budget recommendation to re-coat the roof instead of replacing it.

## Section 10

# 10 Year Improvement Plan / Recommendations Summary

The Watertown arena, although designed as an ice skating facility, has been serving as a multi-purpose building with multiple users trying to make the best out of the existing conditions. Although some improvements have been made over the years, the basic infrastructure has not changed.

However, because of the nature of how the building was originally developed as an open air facility connected to the pool, the limitations on the existing infrastructure, primarily the space available to support the main activities in the arena are difficult to work around.

Another major issue for the facility is that the existing support spaces and the arena itself are deficient in requirements such as ventilation, lighting, fire detection, and life safety. Generally, the building envelope is in fair condition with the roof needing the most attention.

Our preliminary analysis of the building, the functions that occur in the building, and the available space and configurations would lead us to believe that there are some options that could be explored for providing additional space and renovating existing space to mitigate many of the issues that were raised during the user interviews.

We have included one such option for consideration by the City of Watertown and the budget estimates to go along with that work. This work could be completed in phases, and the cost estimates have been prepared in such a way that the costs for phasing the work have been included.

It is our recommendation that the City consider the following 10 Year Improvement Plan:

### Phase 1 - Years 1 through 3

#### Building Upgrades

Replace Roof*	\$ 800,000
Re-paint Structural Steel*	\$ 200,000
Add Arena Ceiling*	\$ 400,000
Construct (2) Entrance Vestibules	\$ 50,000

#### Fire / Safety Upgrades

Add Fire Alarm System	\$ 40,000
Upgrade Exit and Emergency Lighting	\$ 20,000

#### Building System Upgrades

Replace Electrical Panel and Switchgear	\$ 55,000
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#### Site Upgrades

Revise and Reconstruct Front Drive / Parking	\$ 100,000
--	------------

**Phase 1 - Subtotal \$ 1,665,000**

2-Year Escalation \$ 166,500

**Phase 1 - Estimated total \$ 1,831,500**

\* This work could be moved to Phase 3 (Years 7 through 10) if existing roof is re-coated instead of being replaced. The re-coating cost would be \$90,000 and could have a 7 to 10 year lifespan.

**Phase 2 - Years 4 through 6**

Building Upgrades

Upgrade Sprinkler System	\$ 80,000
Renovate Locker Rooms	\$ 185,000
Ventilation, Heating, and Air Conditioning Improvements	\$ 230,000
Lighting Upgrades	\$ 70,000
Bleacher Replacement	\$ 180,000
Construct New Zamboni Addition	\$ 100,000

**Phase 2 - Subtotal** \$ **845,000**

5-Year Escalation \$ 211,250

**Phase 2 - Estimated Total** \$ **1,056,250**

**Phase 3 - Years 7 through 10**

Building Upgrades

Construct Stage Addition	\$ 670,000
Construct Lobby Addition	\$ 790,000
Construct Toilet Room Addition	\$ 110,000
Locker Room Addition	\$ 270,000
Floor Replacement	\$ 500,000

**Phase 3 - Subtotal** \$ **2,340,000**

8-Year Escalation \$ 468,000

**Phase 3 - Estimated Total** \$ **2,808,000**

**Corriveau, Mary M**

---

**From:** Hayes, Eugene P  
**Sent:** Tuesday, May 18, 2010 10:45 PM  
**To:** Corriveau, Mary M  
**Cc:** Hauk, Kurt; Mills, James E  
**Subject:** FW: Project: (C) Watertown Arena - File Transfer - Arena Report - Revised Section 10 from Bernier, Carr & Associates

As requested.

---

**From:** Rick Tague [mailto:rtague@TheBCGroup.com]  
**Sent:** Sunday, March 21, 2010 5:46 PM  
**To:** Hayes, Eugene P  
**Subject:** RE: Project: (C) Watertown Arena - File Transfer - Arena Report - Revised Section 10 from Bernier, Carr & Associates

Gene,  
Attached is the copy of what I posted to you before. To answer the question on the roof, it either has to have some attention paid to it by recoating it now before it deteriorates to a point that there is no other choice or you forgo the recoating and budget for the replacement now. The re-coating would give you an extra 7-10 years before you would need to replace it. (or re-coat it again if possible)

Let me know if the revised section is acceptable or if you have any other questions.

Rick

*Rick W. Tague, AIA*  
President  
Bernier Carr & Associates, P.C.  
327 Mullin Street  
Watertown, New York 13601  
(315) 782-8130

---

**From:** Hayes, Eugene P [mailto:EHayes@watertown-ny.gov]  
**Sent:** Friday, March 19, 2010 2:47 PM  
**To:** Rick Tague  
**Subject:** RE: Project: (C) Watertown Arena - File Transfer - Arena Report - Revised Section 10 from Bernier, Carr & Associates

Rick:

I gave this a quick review a couple of weeks ago and it looked OK but I wanted to ask about the roofing and paint numbers. Jay has said that he is having problems with the sprinkler piping so in my capital account I added that to the combined project of roof/steel/insulation and now fire protection. Total request was for \$1,520,000. (roof: \$800,000, Paint internal steel frame&Insulation replacemtn: \$600,000, Fire protection upgrades: \$120,000.)

I didn't save your attachment and now I see that I am not able to access it. Could you resend a copy directly.

The over lying question from the City Manage is Does the roof need to be replaced? My answer is that I don't know. It would be easier to answer if we had water puddling after every rain event but we don't. It comes after a stong wind/rain event which seems to indicate that it is coming through the vent.

Gene

Superintendent of Public Works  
 Suite 206, Municipal Building  
 245 Washington Street  
 Watertown, NY 13601  
 315-785-7774  
 315-783-2040 (Cell)  
 315-785-7752 (FAX)  
 ehayes@watertown-ny.gov

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**From:** rtague@thebcgroup.com [mailto:rtague@thebcgroup.com]  
**Sent:** Friday, February 12, 2010 4:19 PM  
**To:** EHayes@watertown-ny.gov  
**Subject:** Project: (C) Watertown Arena - File Transfer - Arena Report - Revised Section 10 from Bernier, Carr & Associates

IMPORTANT: Click a link below to access files associated with this transmittal that came in through the Bernier, Carr & Associates Info Exchange web site. The attached file contains the transmittal details.

[Click here to download associated files](#)

[Click here to login to the Bernier, Carr & Associates Info Exchange site](#)

**Project Name:** (C) Watertown Arena  
**Project Number:** 2008-020  
**Project Manager:** Rick Tague  
**From:** Rick W. Tague, A.I.A. (Bernier, Carr & Associates)  
**To:** Eugene Hayes (City of Watertown)  
**CC:**  
**Subject:** Arena Report - Revised Section 10  
**Sent via:** Info Exchange  
**Expiration Date:** 3/14/2010  
**Remarks:** Gene,  
 Attached is the revised Section 10 that we discussed at our meeting. Please review it at your earliest convenience and let me know if it is what you were looking for.  
 Thank you,  
 Rick

#### Transferred Files

Name	Type	Date	Time	Size
Revised Section 10.021110.pdf	PDF File	2/12/2010	12:15 PM	41 KB

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To share and learn more about Newforma Info Exchange visit [www.newformant.com](http://www.newformant.com)

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Res No. 1

May 19, 2010

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Finding That Adoption of Local Law No. 2 of 2010 Amending the Boundaries of the Empire Zone Will Not Have a Significant Negative Impact on the Environment

The City Council must complete Part 2 and Part 3, if necessary, of the attached Short Environmental Assessment Form and adopt the Resolution before it may vote on Local Law No. 2 of 2010. There is a public hearing scheduled on the Local Law at 7:00 p.m. on Monday 24, 2010. The Law amends the Empire Zone Boundary by adding 18 acres between Arsenal and Coffeen Streets and subtracting a total of 18 acres along Black River Parkway and on Water Street.

The Resolution prepared for City Council consideration states that the adoption of Local Law No. 2 of 2010 will not have a significant negative impact on the environment.

# RESOLUTION

Page 1 of 2

Finding that Adoption of Local Law No. 2 of 2010 Amending the Boundaries of the Empire Zone Will Not Have a Significant Negative Impact on the Environment

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.  
 Total .....

YEA	NAY

### *Introduced by*

---

WHEREAS the City Council of the City of Watertown, New York, has before it a Local Law that will amend the boundaries of the Watertown Empire Zone, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Quality Review Act (SEQRA) and the regulations promulgated pursuant thereto, and

WHEREAS the proposed Amendment will constitute such an action, and

WHEREAS the City Council has determined that the proposed project is an “Unlisted Action” as that term is defined in 6NYCRR Section 617.2, and

WHEREAS to aid the City Council in its determination as to whether the proposed project will have a significant effect on the environment, Part 1 of a Short Environmental Assessment Form has been prepared by staff, a copy of which is attached and made part of this Resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Environmental Assessment Form in comparison of the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact on the environment is known and the Amendment to the Watertown Empire Zone Boundaries will not have a significant negative impact on the environment.

# RESOLUTION

Page 2 of 2

Finding that Adoption of Local Law No. 2 of 2010 Amending the Boundaries of the Empire Zone Will Not Have a Significant Negative Impact on the Environment

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the affect that the City Council is issuing a negative declaration under SEQRA.
3. This Resolution shall take effect immediately.

**Seconded by**

**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR City of Watertown	2. PROJECT NAME Local Law No. 2 of 2010 - Empire Zone Boundary Amendment
3. PROJECT LOCATION: Municipality City of Watertown County Jefferson	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) Water Street, Black River Parkway and between Arsenal and Coffeen Streets (see attached map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: Eighteen acres of land will be added to the Empire Zone between Arsenal and Coffeen Streets and 18 acres total will be taken out surrounding Black River Parkway and on Water Street.	
7. AMOUNT OF LAND AFFECTED: Initially <u>36</u> acres    Ultimately <u>36</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: The land that will be added has Commercial to the south and east, Industrial to the north, Residential to the northeast and I-81 to the west. The Black River Parkway land has Commercial to the south and west Industrial to the east and the Black River to the north. The Water St. land has Commercial to the south, Residential to the west, Industrial to	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals: the east and vacant to the north. Town of Watertown Empire State Development Corporation	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>City of Watertown - Kenneth A. Mix, Planning and Community Development Coordinator</u> Date: <u>5/19/10</u> Signature: <u>[Signature]</u>	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with is assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.  
 Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

- C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:
  
- C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
  
- C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
  
- C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:
  
- C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
  
- C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
  
- C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?  
 Yes  No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?  
 Yes  No If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

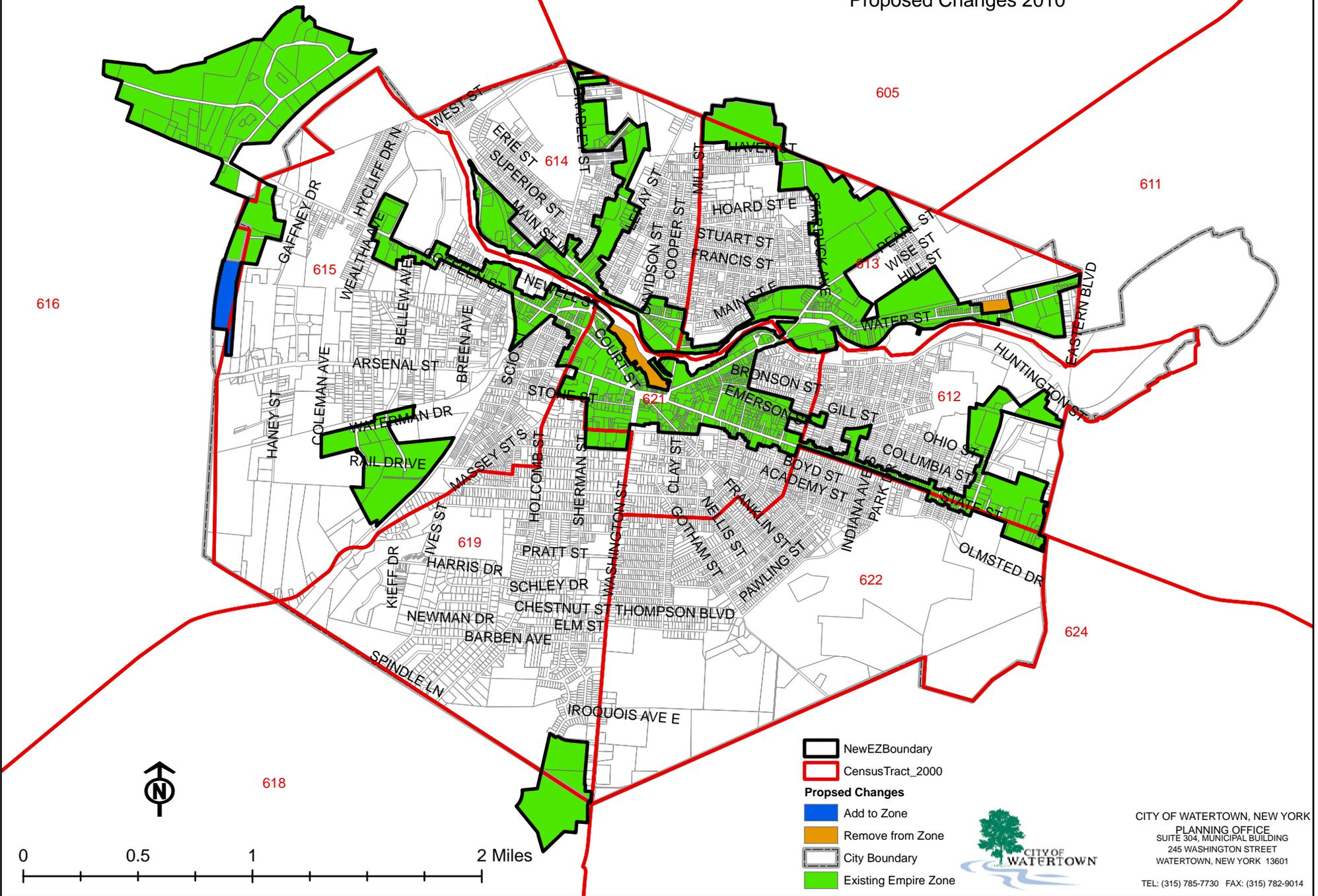
\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

# Empire Zone - Watertown, New York

## Amended 2006

### Proposed Changes 2010



- NewEZBoundary
- CensusTract\_2000
- Proposed Changes**
- Add to Zone
- Remove from Zone
- City Boundary
- Existing Empire Zone



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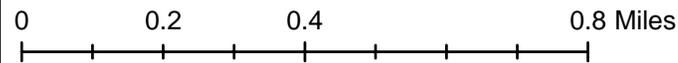
# Empire Zone - Watertown, New York

## Amended 2006

### Proposed Changes 2010

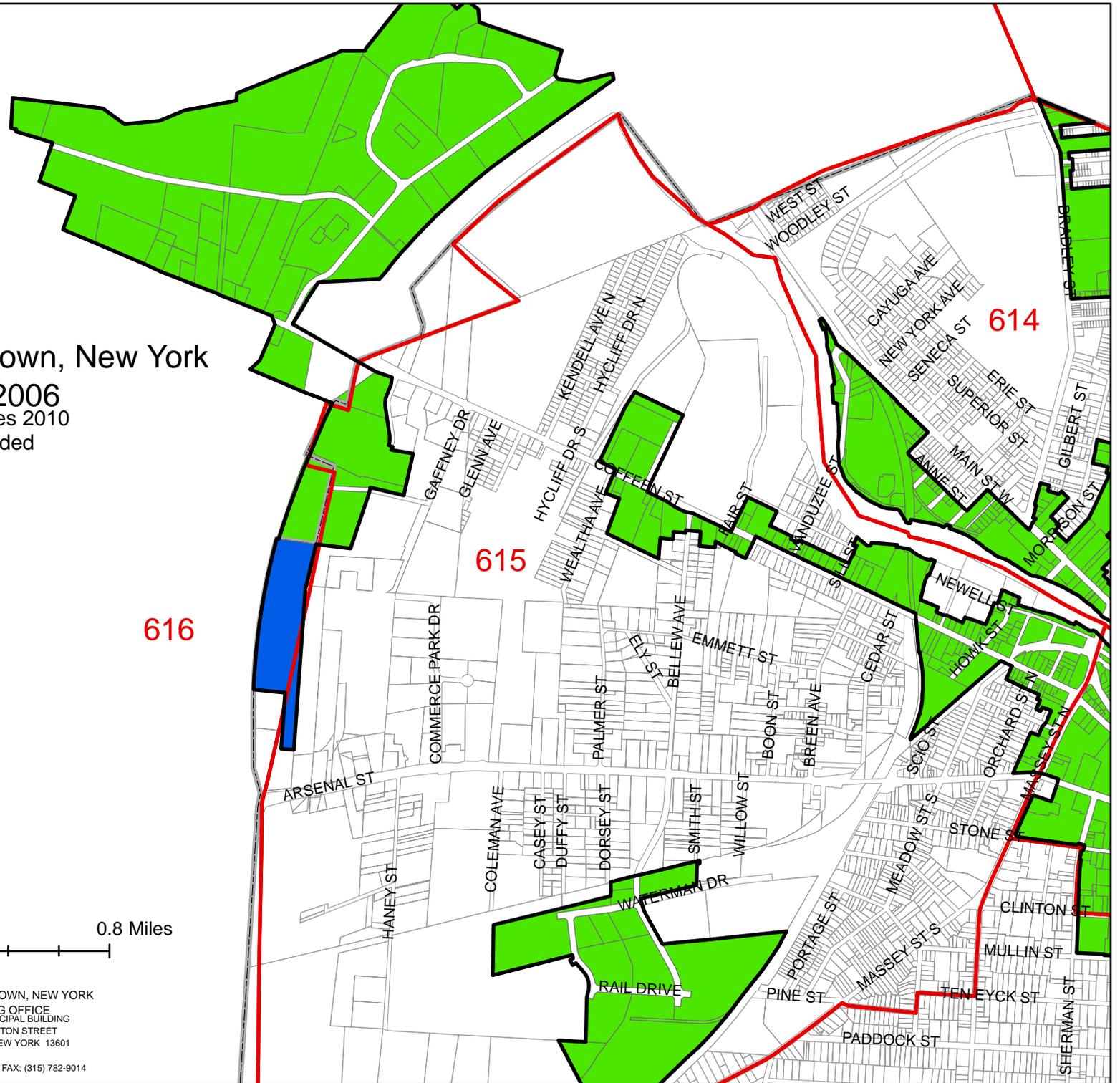
Area to be Added

-  NewEZBoundary
-  CensusTract\_2000
- Proposed Changes**
-  Add to Zone
-  Remove from Zone
-  City Boundary
-  Existing Empire Zone



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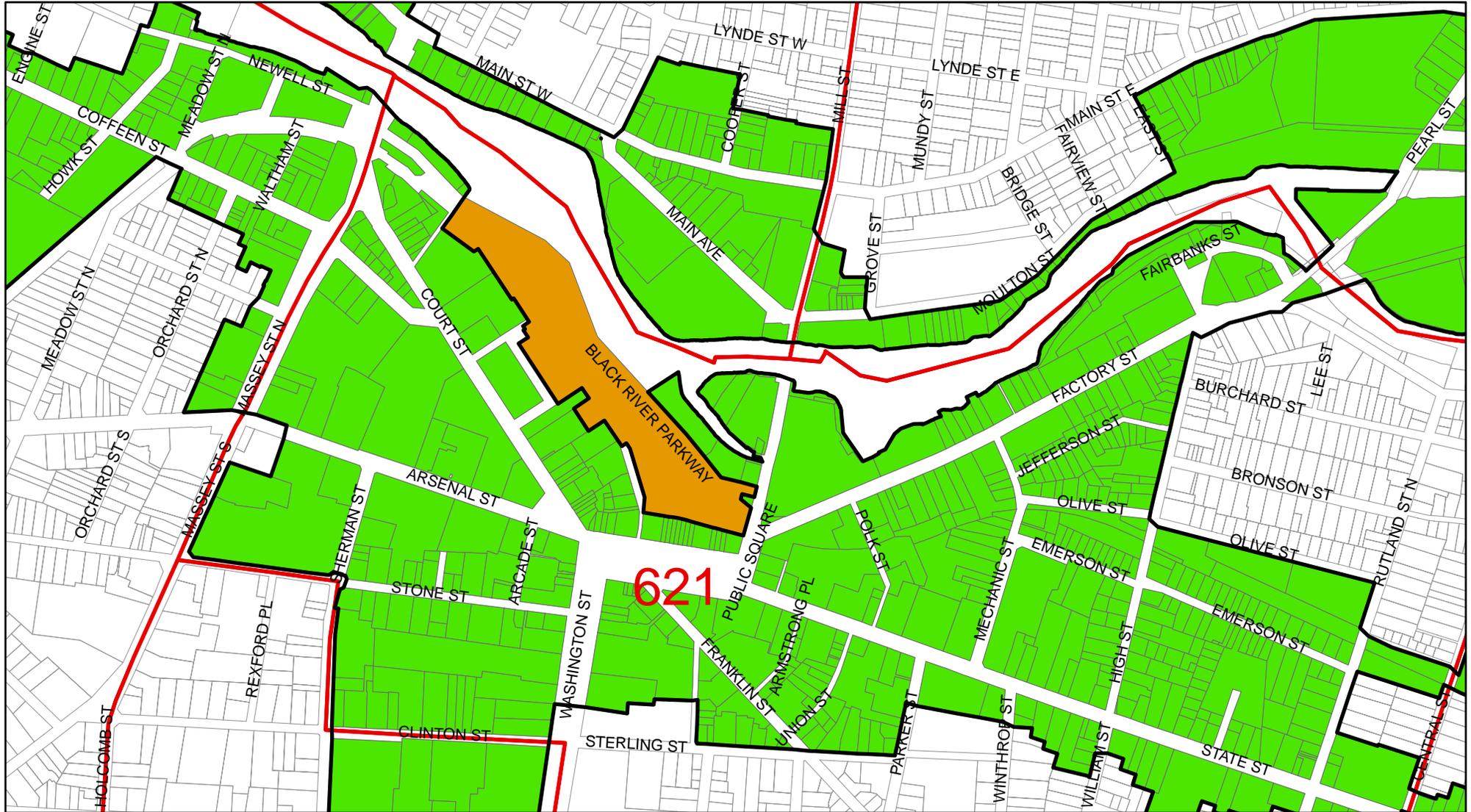


# Empire Zone - Watertown, New York

Amended 2006  
Proposed Changes 2010  
Area to be Removed



- NewEZBoundary
- CensusTract\_2000
- Proposed Changes**
  - Add to Zone
  - Remove from Zone
- City Boundary
- Existing Empire Zone

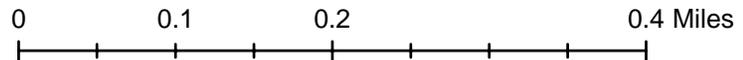


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# Empire Zone - Watertown, New York

Amended 2006  
Proposed Changes 2010  
Area to be Removed



- NewEZBoundary
- CensusTract\_2000
- Proposed Changes**
  - Add to Zone
  - Remove from Zone
  - City Boundary
  - Existing Empire Zone



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0 0.1 0.2 0.4 Miles



Public Hearing – 7:00 p.m.

May 19, 2010

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Local Law No. 2 of 2010 – Authorizing the City of Watertown to Make Application to Amend the Boundaries of the City and Town of Watertown Empire Zone as Described in Local Law No. 14 of 2005

The City Council has scheduled a public hearing on the attached Local Law for 7:00 p.m. on Monday, May 24, 2010. The Local Law amends the boundary of the Watertown Empire Zone by adding 18 acres between Arsenal and Coffeen Streets and subtracting a total of 18 acres along Black River Parkway and on Water Street. The attached maps show the properties to be added and subtracted.

The Empire Zone Administrative Board adopted a Resolution on May 5, 2010, recommending that the City Council approve these changes.

The City Council must approve the related SEQRA Resolution before approving this Local Law.

# ORDINANCE

Authorizing the City of Watertown to Make Application to Amend the Boundaries of the City and Town of Watertown Empire Zone as Described in Local Law No. 14 of 2005

Page 1 of 2

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

### *Introduced by*

Council Member Jeffrey M. Smith

WHEREAS, by Local Law No. 1 of 1994, the City of Watertown City Council authorized an application for the designation of an Economic Development Zone, now called an Empire Zone, relative to certain land within Jefferson County, pursuant to Section 961 of the General Municipal Law, and the creation of such zone was approved by the New York State Commissioner of Economic Development and such Zone was formally designated by the Empire Zone Designation Board on July 27, 1994, and

WHEREAS, by Local Law No. 6 of 1995, Local Law No. 1 of 2001, Local Law No. 1 of 2003, Local Law No. 7 of 2005, and Local Law No. 14 of 2005 the City Council authorized revising the designated boundaries of the Watertown Empire Zone, and

WHEREAS, by Local Law No. 1 of 2010, the City of Watertown City Council authorized the designation of a Regionally Significant Project, and

WHEREAS it is the desire and intent of the City of Watertown City Council to revise the City and Town of Watertown Empire Zone to reconfigure "Area 1" and "Area 3" in the City of Watertown by deleting 18 acres from Contiguous Area 1 and adding 18 acres to Contiguous Area 3,

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown:

Section 1. The City of Watertown is hereby authorized to submit to the State of New York an application to revise the City and Town of Watertown Empire Zone so that the legal description of the Empire Zone found in Schedule A of Local Law 14 of 2005 is altered by adding and deleting lands described below in Schedule A of this local law.

Section 2. The Commissioner of the New York State Department of Economic Development is hereby requested to revise the boundary of the City and Town of Watertown Empire Zone in accordance with this local law.

# ORDINANCE

Authorizing the City of Watertown to Make Application to Amend the Boundaries of the City and Town of Watertown Empire Zone as Described in Local Law No. 14 of 2005

Page 2 of 2

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.  
 Total .....

YEA	NAY

Section 3. In all other respects, Local Law No.14 of 2005 and Local Law No. 1 of 2010 shall remain in full force and effect.

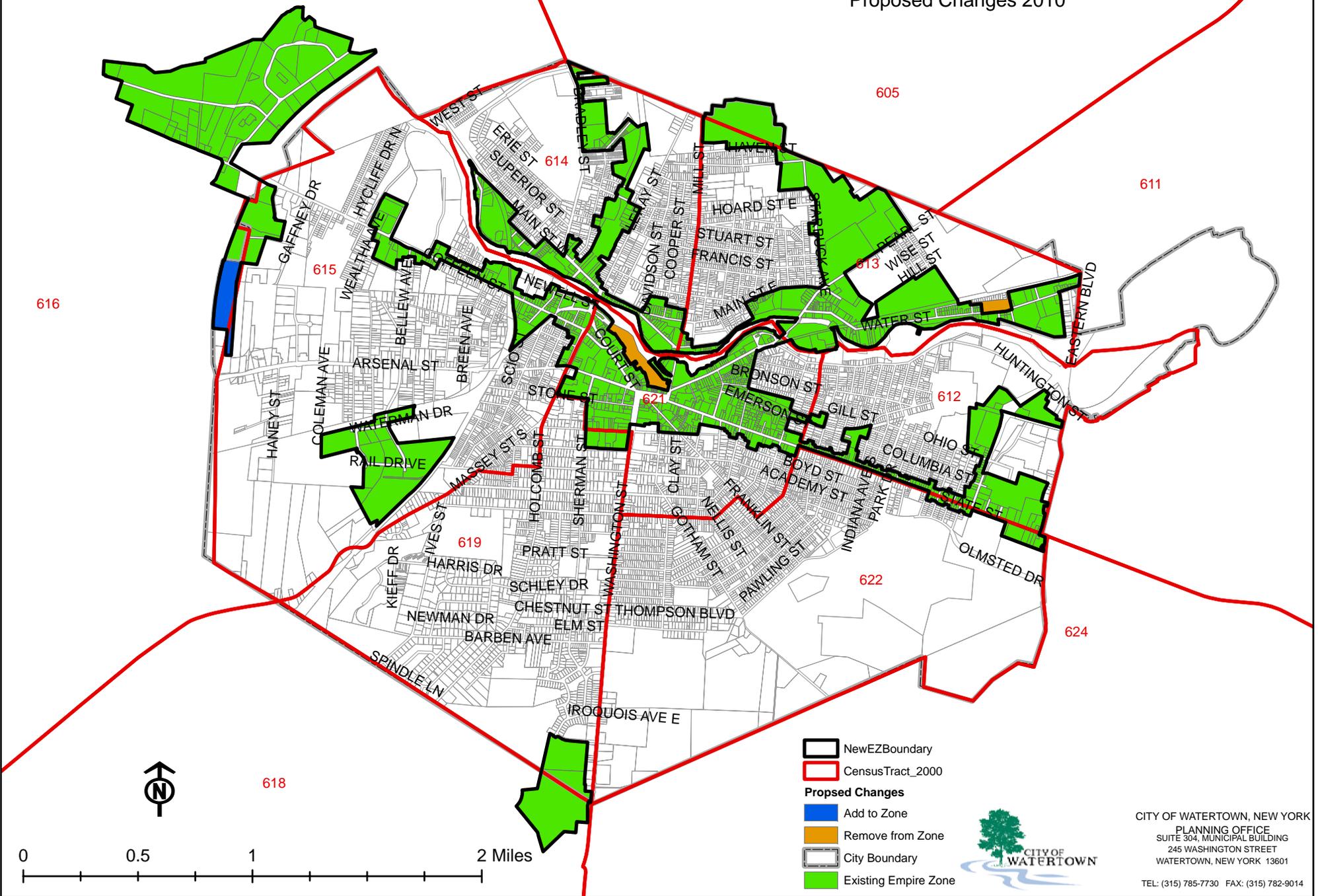
Section 4. This local law shall take effect immediately upon filing in the office of the Secretary of State pursuant to Sections 20, 21 and 27 of the Municipal Home Rule Law.

**Seconded by** Council Memeber Joseph M. Butler, Jr.

# Empire Zone - Watertown, New York

## Amended 2006

### Proposed Changes 2010



— NewEZBoundary

— CensusTract\_2000

**Proposed Changes**

— Add to Zone

— Remove from Zone

— City Boundary

— Existing Empire Zone



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# Empire Zone - Watertown, New York

## Amended 2006

### Proposed Changes 2010

Area to be Added

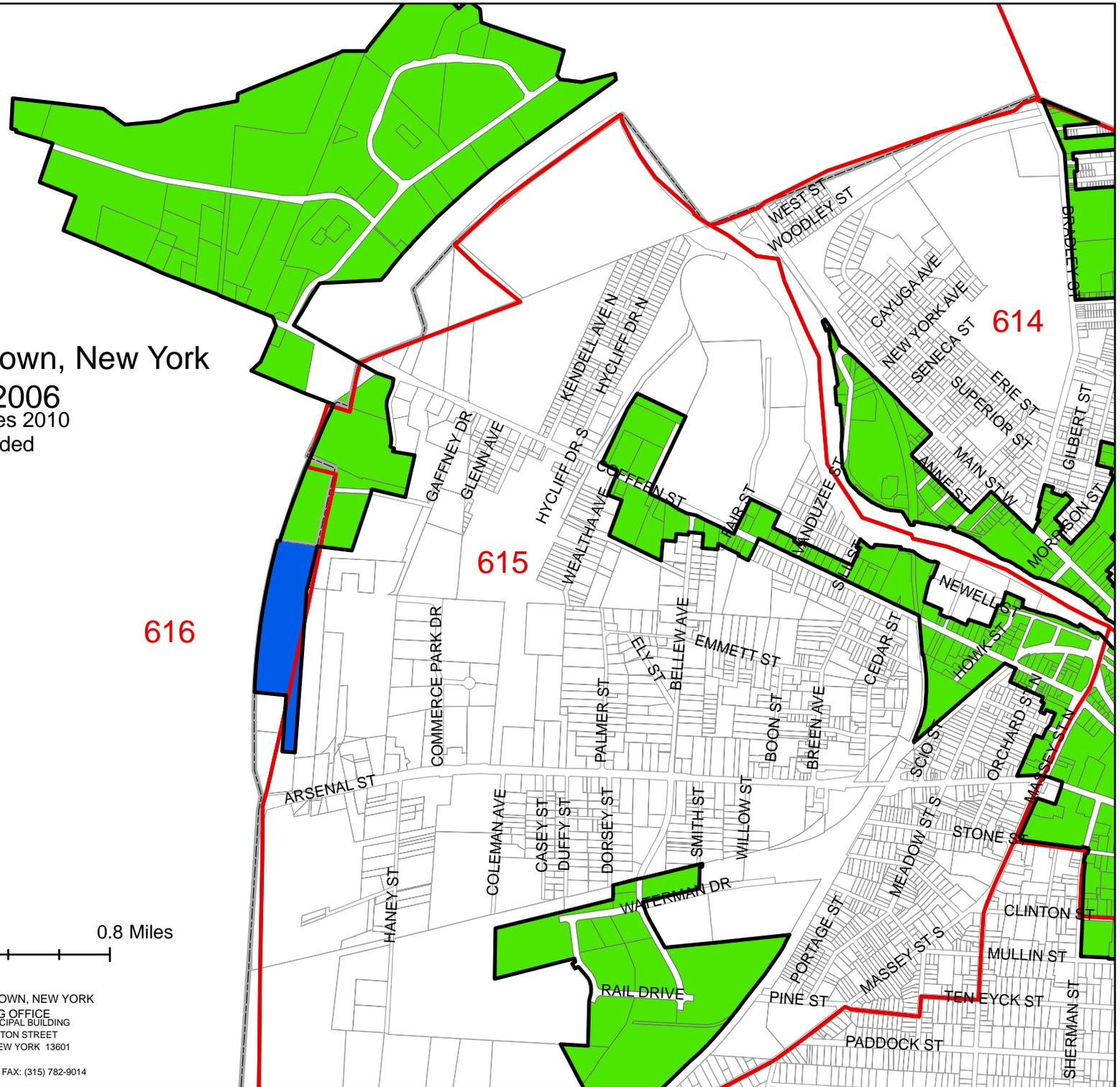
-  NewEZBoundary
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-  Add to Zone
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-  City Boundary
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0 0.2 0.4 0.8 Miles



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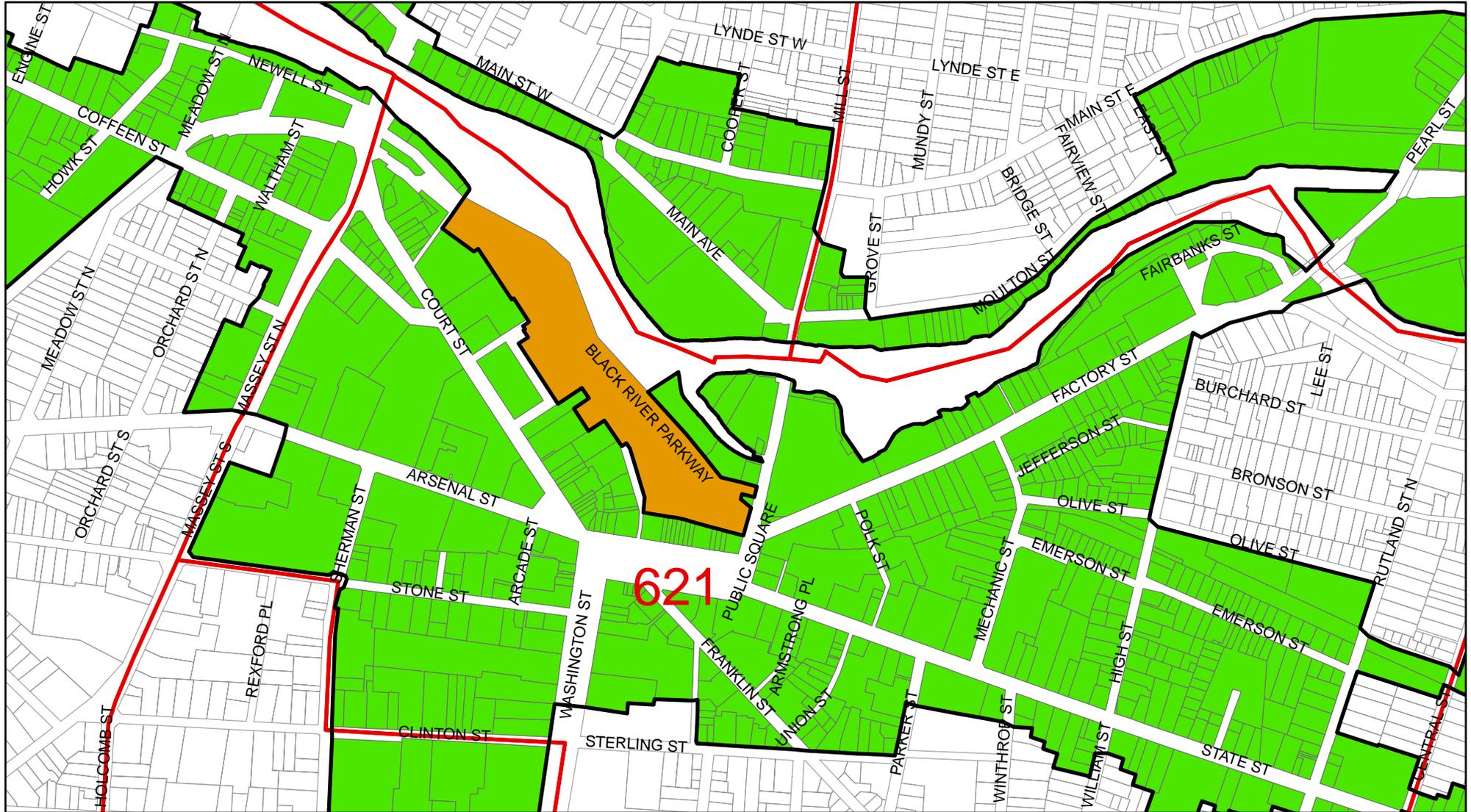


# Empire Zone - Watertown, New York

Amended 2006  
Proposed Changes 2010  
Area to be Removed



- NewEZBoundary
- CensusTract\_2000
- Proposed Changes**
  - Add to Zone
  - Remove from Zone
- City Boundary
- Existing Empire Zone

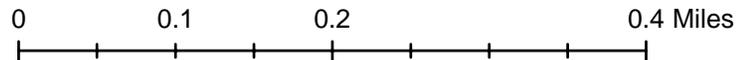


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# Empire Zone - Watertown, New York

Amended 2006  
Proposed Changes 2010  
Area to be Removed



- NewEZBoundary
- CensusTract\_2000
- Proposed Changes**
  - Add to Zone
  - Remove from Zone
  - City Boundary
  - Existing Empire Zone



CITY OF WATERTOWN, NEW YORK  
PLANNING OFFICE  
SUITE 304, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7730 FAX: (315) 782-9014

0 0.1 0.2 0.4 Miles



Public Hearing – 7:00 p.m.

May 21, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Public Hearings for 2010-11 Operating Budgets and 2010-11 through  
2014-15 Capital Budget

As part of the Budget review process, the City provides the public with an opportunity to voice their opinions about the Proposed Budgets, both Operating and Capital. Public Hearings on the Proposed Budgets have been scheduled as follows:

Monday, May 24, 2010

7:00 p.m. 2010-11 Operating Budgets

7:00 p.m. 2010-11 through 2014-15 Capital Budget

May 21, 2010

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Printing of Annual Drinking Water Quality report

In response to an inquiry from Council Member Burns regarding the printing and mailing of the City's Annual Drinking Water Quality Report, I asked Water Superintendent Gary E. Pilon to review the requirements and determine if mailing continues to be the required means of delivery of this report. Attached is his report detailing the requirements.

# Watertown Water Department

## Inter-office Memo



DATE: May 18, 2010

TO: Mary Corriveau, City Manager

FROM: Gary Pilon, Supt. of Water

A handwritten signature in black ink that reads "Gary Pilon".

SUBJECT: Annual Drinking Water Quality Report - Why Do We Mail Them Out?

Since 1996, Section 1150 of New York State's Public Health Law has required community water systems serving 1,000 or more service connections (populations greater than 3,300) to prepare and provide annual water supply statements (AWSSs) to their customers on the current status of drinking water quality, quantity, and conservation measures available to customers. Systems on Long Island had been required to prepare the AWSSs since 1988. The reports were required to either be printed in a newspaper of general circulation, or mailed to customers by May 31<sup>st</sup> of each year.

We were first required to prepare the AWSS in the spring of 1998. That report covered the 1997 calendar year. I prepared the report and copies were delivered to the City Manager, City Council, the District Office of the New York State Department of Health (NYSDOH), the City's Health Officer, and the Commissioner of the NYSDEC in Albany. In order to provide the information to the public, we opted to print the report in the Watertown Daily Times, which was one of the allowable options. That advertisement or printing cost us \$940.98.

The federal Safe Drinking Water Act was signed into law by President Clinton in 1996. It required ALL community water systems regardless of population served, including municipal water systems, mobile home parks and private water supply companies, to provide their customers with an annual report on the quality of their drinking water. **Each community water system was required to mail or otherwise directly deliver one copy of the Consumer Confidence Report (CCR) to each customer by October 19, 1999.** *Comment: The federal government's title for the report was intended to reassure the public that the water being provided by the community water systems was completely safe to drink and to instill confidence in the fact that the USEPA's oversight and regulation of the water supplies and strict requirements of the Safe Drinking Water Act would insure that all public water supplies were completely free from harmful contaminants or microorganisms. Unfortunately, the requirements to inform the public about any violations incurred by a public water supplier, no matter how insignificant, and the requirement to outline the potential health effects of specific contaminants or naturally occurring compounds found in the drinking water supply, were actually counter productive to instilling any kind of confidence in the true safety of the water supply. I believe that is why the title of the report was changed over the ensuing years.*

We received a letter dated April 4, 1999 from the NYSDOH informing us that the State had entered into an agreement with the USEPA to satisfy the requirements of both the AWSS and the CCR that would require community water systems serving a population of 10,000 or more to mail or directly deliver the AWSS to their bill paying customers **and make a good faith effort to provide the AWSS to non-bill paying customers** by May 31, 1999. A copy of that letter is attached for

reference. That is when we began mailing the report to all US Postal Service carrier route patrons inside the City. The carrier routes near the fringes, however, also included addresses that were not served by our water system, so we refined the mailing system for the following year.

I prepared the "Annual Water Supply Statement and Annual Water Quality Report for 1999", using the same criteria that had been required for the 1998 report and sent a copy to the district office of the NYSDOH prior to mailing it out to all users by May 31, 2000. I did not receive any negative comments from the district office. However, I received a letter dated June 15, 2000 from the main office of the NYSDOH in Troy, NY, advising me that the New York State Health Department had prepared a template to be followed for the 1999 report and that our report did not exactly follow the template. The annoying thing about that was that we were not advised of the template until late in March and I already had the report completed and distributed to our large outside users. There also was no indication that following format of the template was mandatory. Our report had all of the required information and data, but not necessarily in the same order of presentation as in the template. We were not required to re-mail the report but were told that we **MUST** follow the template in the future. Please note also that the title of the document was again changed and was to be called the "Annual Water Supply Statement and Annual Water Quality Report" for 1999.

On April 2, 2001, I received a letter dated March 16, 2001 from the NYSDOH advising that the title was again changing and would now be called the "Annual Drinking Water Quality Report" for the covered year. The letter outlines several new requirements for information that were to be included in the report for the year 2000. A copy of the letter is attached for reference. **The distribution requirements are reiterated on page 3 of the letter and have not changed since then, other than to recommend that the report also be made available on the internet, which we now do.**

There have been additional requirements added over the past few years, but the basic content of the report has not changed a whole lot. **We are still required to mail the report to all bill paying customers and non-bill paying customers.**

The process that we use has worked well and I do not recommend changing it. We send the completed report to the printer, who prints the copies in brochure form, coordinates with the Post Office on bundling the reports by postal carrier route, and delivers them to the Post Office for us. We provide a check to pay for the postage under a bulk mail rate and permit. This year it cost us \$2,678.20 to have 14,000 copies printed, sorted by carrier route, and delivered to the Post Office. It cost another \$1,792.13 to have close to 13,000 mailed by bulk mail and \$114.30 to mail 254 copies to addresses that were not included in the carrier route sorting, because the routes that these addresses are on cover larger areas outside of the City that do not receive our water or are covered by town districts. We also provide the Town of Watertown 275 copies for distribution to their customers and 110 copies to Southside Water, Inc. for distribution to Mr. Lettiere's customers. These entities are charged for the costs associated with the printing of the brochures and a little extra to cover our handling. The remaining copies are available in our office for anyone who requests a copy. They are also placed at the counter for customer convenience.

It costs us approximately \$4,500 per year to prepare the mandated report and distribute it in accordance with the requirements of the New York State Public Health Law and the USEPA. I feel that we are handling this as efficiently and as cost effective as possible. I have looked into having the report prepared, printed and mailed by firms who specialize in doing this and it would cost us at least half again as much as it does under the existing process. Please contact me if you have any further questions in this matter.



# STATE OF NEW YORK DEPARTMENT OF HEALTH

11 University Place

Albany, New York 12203

Dennis P. Whalen  
Executive Deputy Commissioner

April 4, 1999

Dear Community Water System Operator:

Since 1996, Section 1150 of New York State's Public Health Law has required all community water systems serving 1,000 or more service connections (populations greater than 3,300) to prepare and provide annual water supply statements (AWSSs) to their customers on the current status of drinking water quality, quantity, and conservation measures available to customers. Systems on Long Island have been required to prepare AWSSs since 1988. AWSSs are required to be printed in a newspaper of general circulation or mailed to customers by **May 31<sup>st</sup>** of each year. It should be noted that in May 1998, Governor Pataki signed a bill changing the due date of AWSSs from March 31<sup>st</sup> to May 31<sup>st</sup>. The purpose of this extension was to give water suppliers more time to prepare and distribute their AWSSs.

The 1996 federal Safe Drinking Water Act Amendments and the recently adopted federal regulations require that, **all community water systems** regardless of population served, including municipal water systems, mobile home parks, and private water supply companies, provide their customers with an annual report on the quality of their drinking water. Each community water system is required to mail or otherwise directly deliver one copy of the CCR to each customer by October 19, 1999. To date, New York State has not adopted the new federal CCR regulations.

Since most states will not be able to develop the CCR regulations in time to enforce the CCR requirements by the October, 1999 deadline, the Environmental Protection Agency (EPA) is entering into agreements with the States that will set forth the conditions for implementing the CCR requirements in 1999. AWSSs/CCRs issued in 1999 will report information on the 1998 calendar year. These agreements can be state specific depending on the circumstances within the State. Since New York already requires systems serving greater than 1,000 service connections to prepare an annual water supply statement, the Department and EPA have agreed that for 1999 community water systems serving greater than 10,000 persons can satisfy both the state AWSS law and federal CCR under the following conditions:

- By May 31, 1999, community water systems serving 10,000 or more persons must prepare an AWSS in accordance with the state regulations and include three enhancements from the federal CCR rule which are described below.
  - ▶ Inclusion of federal health effects language for any contaminant detected in violation of a Maximum Contaminant Level, a Treatment Technique, or exceeding an Action Level. The federal health effects language is included in Appendix A of the EPA Guidance Document titled *Preparing Your Drinking Water Consumer Confidence Report - Guidance for Water Suppliers*. This document is available on the Internet at [www.epa.gov/safewater/ccr1.html](http://www.epa.gov/safewater/ccr1.html), or by calling the EPA Safe Drinking Water Hotline at (800) 426-4791, or by contacting Kristen Sayers at the DOH at (800) 458-1158 extension 5500.
  - ▶ Inclusion of the Safe Drinking Water Hotline telephone number (800-426-4791).
  - ▶ Inclusion of special requirements for addressing the health effects associated with nitrate, lead, arsenic, and total trihalomethanes (TTHMs). For example, if your water contains:
    - **Nitrate** above 5 ppm (50% of the MCL) but below 10 ppm (the MCL);
    - **Arsenic** above 25 ppb (50% of the MCL) but below 50 ppb (the MCL); and/or
    - **Lead** above 15 ppb (the Action Level) in more than 5%, but fewer than 10%, of sites sampled [if your system samples fewer than 20 sites and has even one sample above the Action Level, you will need to include the standard explanation for an Action Level exceedance],you must include in your report the relevant education statement about that contaminant. These educational statements are presented on page 10 of the above referenced EPA Guidance Document.

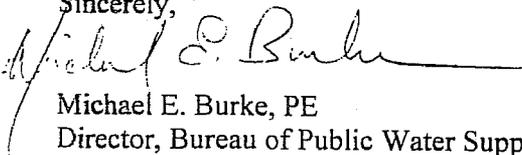
If you report TTHMs as a running annual average above 80 ppb (the new MCL set by the Stage 1 Disinfectant/Disinfection Byproducts Rule that is not in effect until 2001) but below the current MCL of 100 ppb, you must also include the health effects statements for TTHMs included in Appendix A of the above referenced EPA Guidance Document.

- Systems serving greater than 10,000 persons will be required to mail or directly deliver the AWSS to their bill paying customers by May 31, 1999, and make a good faith effort to provide the AWSS to non-bill paying customers. A good faith effort means selecting the most appropriate method(s) to reach your non-bill paying customers. Good faith distribution methods include but are not limited to: posting the report on the Internet; mailing the report to all postal patrons; advertising the availability of the report in newspapers, TV, and radio; publishing the report in a local newspaper; posting the report in a public area (i.e., municipal buildings, libraries, schools, churches); delivering multiple reports for distribution by single-billed customers such as apartment buildings or large private employers; and delivering the report to community organizations.
- Systems which serve greater than 100,000 people or more must post their reports on the Internet by October 19, 1999.
- No more than three months after delivery of the AWSS to its customers, the community water systems must submit a certification to the local health unit which regulates the community water system. The certification must indicate that the report was distributed and the information within the report is correct and consistent with the compliance monitoring data previously submitted to the state. A sample Certification Form is presented in Appendix D of the above referenced EPA Guidance Document.
- A copy of the AWSS/CCR must be forwarded to the Commissioner of the Department of Health, the Commissioner of the Department of Environmental Conservation, and the local health unit in which the system is located. Additionally, investor owned community water systems regulated by the Public Service Commission (PSC) must forward a copy of their AWSS/CCR to the PSC.

This guidance is for 1999 only, as the Department anticipates that by 2000, the State Sanitary Code (Subpart 5-1, 10 NYCRR) will be amended to combine both the AWSS and CCR requirements.

We urge you to use these AWSSs as an opportunity to expand consumer education, participation, involvement, and public relations efforts. We are interested in optimizing these efforts and will listen to any ideas and suggestions and work with water suppliers to ensure the fullest and most meaningful public education effort possible. The DOH believes that the AWSSs/CCRs will make customers aware of the excellent quality of New York's public drinking water. If you have any questions regarding the contents of this letter please feel free to contact your local health office, myself, or Kristen Sayers at (518) 458-6731 or e-mail any questions to Kristen at kms15@health.state.ny.us.

Sincerely,



Michael E. Burke, PE  
Director, Bureau of Public Water Supply Protection

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cc: Local Health Department  
EPA Region II  
Public Service Commission



# STATE OF NEW YORK DEPARTMENT OF HEALTH

Flanigan Square, 547 River Street, Troy, New York 12180-2216

Antonia C. Novello, M.D., M.P.H.  
Commissioner

Dennis P. Whalen  
Executive Deputy Commissioner

June 15, 2000

Gary E. Pilon  
C) Watertown Water Dept.  
Supt. Of Water  
245 Washington St., Room 202A  
Watertown, NY 13601

Re: Annual Water Quality Report  
C) Watertown Water Dept.  
NY2202346

Dear Mr. Pilon:

We recently received a copy of the 1999 Annual Water Quality Report (AWQR) for the above referenced system. A review of this report reveals that the AWQR was not completed in accordance with the State's proposed Annual Water Quality Report regulation. While we are not requiring you to reissue or revise this year's report, we are asking you to complete your 2000 report (due May 31, 2001) in accordance with the Department of Health's "*Preparing Your Drinking Water Annual Water Quality Report Guidance for Water Suppliers*." A copy of this document was mailed to all water suppliers in March 2000. If you did not receive a copy please contact Angie Sher at (518) 402-7713 and she will mail you a copy and add your name to our mailing list.

The DOH has developed two AWQR templates (one for systems serving fewer than 1,000 service connections and one for systems serving 1,000 or more service connections) that are available to water suppliers. **We encourage you to use the applicable DOH template when creating your AWQR. It should be noted that the AWQR regulation has been modified since your 1998 report and the modifications are included in the DOH templates.** Electronic copies of the templates are available on the New York State DOH webpage at [www.health.state.ny.us](http://www.health.state.ny.us) (go to "Information for Consumers," "Environmental and Occupational Health," "Drinking Water," and "Annual Water Quality Reports.") or you may receive them by sending an e-mail to [kms15@health.state.ny.us](mailto:kms15@health.state.ny.us). Copies of the template are also available on a disk at no cost to members and for a small fee to non-members of either the New York Rural Water Association ((518) 828-3155) and the New York Section of the American Water Works ((315) 455-2614).

If you have any questions regarding this letter or the AWQR requirements, please feel free to contact your local health department or myself at (518) 402-7713.

Sincerely,

A handwritten signature in black ink that reads "Kristen M. Sayers".

Kristen M. Sayers  
Annual Water Quality Report Rule Manager

cc: Watertown DO

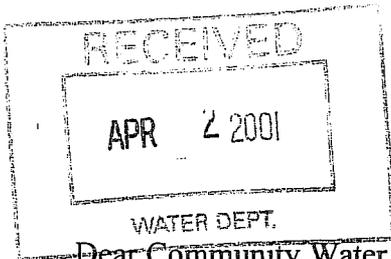


# STATE OF NEW YORK DEPARTMENT OF HEALTH

Flanigan Square, 547 River Street, Troy, New York 12180-2216

Antonia C. Novello, M.D., M.P.H., Dr.P.H.  
Commissioner

Dennis P. Whalen  
Executive Deputy Commissioner



March 16, 2001

Dear Community Water System Operator:

This letter will serve as notification that by May 31, 2001, Part 5-1.72 of the State Sanitary Code will be amended to include the **Annual Water Quality Report (AWQR)** requirements prescribed by the federal government. The code amendment will require that by **May 31, 2001**, an AWQR be prepared and distributed by all community water systems that serve 15 or more service connections used by year-round residents or regularly serve at least 25 year-round residents.

**Have the report content requirements changed since last year?**

The content requirements of the code amendment were provided to you last year in the New York State Department of Health (DOH) document titled "*Preparing Your Drinking Water AWQR Guidance for Water Suppliers.*" This document provides guidance to water suppliers for preparing their AWQR (formerly referred to as Annual Water Supply Statement and/or Consumer Confidence Report) as prescribed by Part 5-1.72 of the New York State Sanitary Code (10 NYCRR) and the federal Consumer Confidence Report regulation (40 CFR Part 141 Subpart O). This document explains all of the requirements for report content, format, and distribution.

At this time, the DOH will not be updating the Guidance Document sent to you last year. If you did not receive a copy of the document or need an additional copy please contact the Bureau of Public Water Supply at (800) 458-1158 ext. 27713 or send an e-mail to [axm10@health.state.ny.us](mailto:axm10@health.state.ny.us). You may also obtain a copy of the Guidance Document on the Internet at the DOH webpage at [www.health.state.ny.us](http://www.health.state.ny.us) (go to "Information for Consumers," "Environmental and Occupational Health," "Drinking Water," and "AWQRs."). Please note that the DOH plans to update the Guidance Document by January 2002, to incorporate required information associated with the upcoming Disinfectant/Disinfectants Byproducts rule, the Public Notification rule, and the Arsenic, MTBE, and Glycol rules. Copies of the revised Guidance Document will be mailed to you when available.

The DOH has developed two AWQR templates (one for systems serving fewer than 1,000 service connections and one for systems serving 1,000 or more service connections). You may obtain an electronic copy of these templates at the New York State DOH webpage at [www.health.state.ny.us](http://www.health.state.ny.us) (follow the same directions provided above) or by sending an e-mail to [axm10@health.state.ny.us](mailto:axm10@health.state.ny.us). Copies of the template are also available on a disk at no cost to members and for a small fee to non-members of either the New York Rural Water Association, (518) 828-3155, or the New York Section of the American Water Works, (315) 455-2614.

Please note that the adopted regulation is different from the federal regulation (many water suppliers based their 1998 and 1999 reports on the federal regulation). Therefore, for the preparation of your 2000 report, we encourage you to use the Guidance Document and Report Templates developed by the DOH.

**Special Note for Systems that Detect Arsenic at Levels above 25 ppb, but below the MCL of 50 ppb**

In previous reports systems that detected arsenic at levels above 25 ppb, but below 50 ppb were required to include additional health effects language in their report. For the report due May 31, 2001, the required health effects language for systems falling into this category has been changed to read: "*EPA has promulgated a drinking water arsenic standard of 10 parts per billion that will not take effect until 2006. EPA continues to research the health effect of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.*" The DOH templates have been revised to include this statement.

**What data is required to be included in the Table of Detected Contaminants?**

The AWQR is based on calendar-year data; therefore, this year's report must include data collected during calendar year 2000. However, if a system has monitoring waivers, or for another reason monitors less than once per year, the AWQR must include your most recent test results (prior to 2000). For example, if you sampled for inorganic compounds in 2000 you would include that data. If you did not sample for volatile organic compounds in 2000, but did in 1997 you must include the 1997 data. You need not include data older than five years in your report.

An essential part of the report is the table that shows the highest level of each detected contaminant (this is usually the value you report to the State to determine compliance) and the range of levels of that contaminant you found during the year, if compliance is based on an average of several samples. A detected contaminant is any contaminant detected by a New York State approved laboratory. **The key here is the word detected, the table must include information on anything that was detected even if the compound was detected below the regulatory limit (maximum contaminant level, action level or treatment technique).** Your report must include detected monitoring results for any samples used to determine compliance, any detected contaminant results collected and analyzed by the State, and/or detected monitoring results of additional samples required by the State, County Health Department or EPA (i.e., surveillance monitoring, Information Collection Rule monitoring, etc.).

The table of detected contaminants **must not** include data that are not detected (i.e., represented on a lab report with a less than sign "<", or denoted by the letters "LT" or "ND"). If you sometimes distribute water from auxiliary or back-up sources, you generally need to include monitoring results from these sources in the ranges of detections that you report in the table, unless the source's contribution is insignificant (e.g., one day per year).

**Where should I discuss non-detected contaminants?**

Information on non-detected contaminants from sampling used to determine compliance **must** be included in the AWQRs prepared by systems with 1,000 or more service connections. This information **may not** be included in the Table of Detected Contaminants. This information may be described in a brief narrative or presented in the report as a separate table or list. Systems serving less than 1,000-service connection are not required to discuss non-detected contaminants.

**How do I report Lead and Copper and Turbidity Monitoring?**

For reporting of lead and copper you must include the 90<sup>th</sup> percentile level, present the range of detects and explain how many of your samples were above the Action Level (see Appendix B of the Guidance Document).

Systems using surface water or groundwater under the direct influence of surface water are required to include information from **turbidity monitoring** in the AWQR. Specific reporting requirements are included in the Guidance document on pages 8 and 9 and in Appendix B.

**I purchase water from another water system, which system is required to prepare the AWQR?**

The water wholesaler that sells water to another water system must provide the retailer with monitoring data and other information that will enable the retailer to produce an AWQR, unless the two systems make a different contractual arrangement. Wholesalers are not responsible for creating the report for the retailer, nor are they responsible for providing data on contaminants that the retailer monitors (such as lead and copper, total coliform, or total trihalomethanes). Regardless of who produces the report the retail system is responsible for ensuring that its customers receive a report meeting all of the requirements.

In some cases, a retailer will contract with the wholesaler to produce the report. If the retailer had no new data to add, it could simply send out the wholesalers report with a cover letter explaining their relationship. If the retailer collects samples in the distribution system, the retailer **must add this information to the wholesalers report**. The retailer may choose to reprint the wholesaler's report with a new title/letterhead and the extra data. It is also important that the contact names and telephone number for the purchase system be included as well as the county health department in which the purchasing system is located.

**What are the report distribution and certification requirements?**

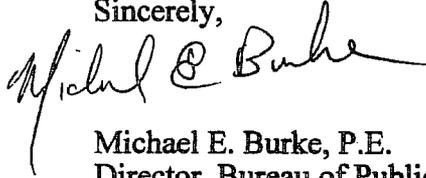
Systems will satisfy the State's distribution requirements by mailing or otherwise directly delivering the AWQR, to their bill-paying customers by May 31, 2001. Additionally, by May 31, 2001, systems must make a good faith effort to provide the AWQR to non-bill paying customers. By May 31, 2001, systems serving 100,000 or more people must **also** post the current year's report on a publicly-accessible site on the Internet. Section 8.0 of the Guidance Document provides details regarding the report distribution requirements.

By May 31, 2001, copies of the AWQR must **also** be submitted to the DOH in Troy, New York, the county or district health department that has jurisdiction over the community water system. Systems with 1,000 or more service connections must also provide a copy of the report to the New York State Department of Environmental Conservation in Albany, New York. Systems regulated by the Public Service Commission are also required to forward a copy of the AWQR to that agency. Addresses for these agencies are presented in Section 8.0 of the Guidance Document.

By September 1, 2001, **all community water systems (including water wholesalers and retailers) must submit a Certification Form** to the New York State DOH in Troy, New York and to the county or district health department office that has jurisdiction over the water system. The certification must indicate how the report was distributed. A sample Certification Form is included in Appendix C of the Guidance Document.

If you have any questions regarding implementation of AWQR requirements please feel free to contact your local health department or the Bureau Public Water Supply Protection at (800) 458-1158 extension 27713 or (518) 402-7713.

Sincerely,



Michael E. Burke, P.E.  
Director, Bureau of Public Water Supply Protection

asP:\2001AWQR.doc

cc: City/County Directors of Environmental Health  
District Directors  
Mr. Tramontano  
Mr. Wakeman/Mr. Burhans/Mr. Hotaling  
Section Chiefs  
Regional Directors of Environmental Health  
Field Coordinators