



August 10, 2022

James Jaramillo, President
Commissioners of the Town of Oxford
101 Market St.
Oxford, MD 21654

Re: Update to Talbot County Comprehensive Water and Sewer Plan

Dear President Jaramillo:

Talbot County has contracted with RAUCH inc. to complete a review and update to the Talbot County Comprehensive Water and Sewer Plan (CWSP). The County's Comprehensive Water and Sewer Plan is a utility planning tool to assure that the planned growth and development adopted in the Municipal and County Water and Sewer Plans can be achieved in accordance with the County's Comprehensive Plan goals and priorities. The Talbot County CWSP includes the municipal water and sewer plans for each of the incorporated municipalities in Talbot County, as well as the County's plans for the unincorporated villages and utility service areas of the county. Once the incorporated municipalities develop and adopt their individual water and sewer plans, those plans are incorporated by reference into the County's CWSP, as mandated by the State of Maryland. The 2022/2023 update of the Talbot County Comprehensive Water & Sewer Plan is an opportunity to ensure that each municipal plan and the vision for that municipality's water and sewer service is up to date and reflects the current views and goals of the municipality.

RAUCH inc. would like to schedule a meeting/work session with the representatives of the Town of Oxford to review the current Water and Sewer Plan and to discuss any updates that should be included in the 2022/2023 Talbot County CWSP. The introductory meeting/work session would include representatives from the Town Commissioners, the Town Planning Commission, Department of Public Works and Planning directors or consultants, advisory board representatives, and any others in your organization who are involved in utility planning. We will discuss the schedule to complete the update to the County's CWSP, future progress meetings, and public participation.

Please review the attached list of the requested information and documentation needed for this project.

We anticipate that the initial meeting/work session will take approximately 2 hours and will follow the attached proposed agenda. Please let me know if we can schedule the meeting during the month of August. We hope to be able to meet with each of the jurisdictions by early September. Please confirm your meeting availability by email to Liz Connelly: liz@raucheng.com.

If you need any further information or wish to discuss the project, please contact James Cook at 410-770-9081 or jcook@raucheng.com.

Yours truly,



Robert D. Rauch P.E.
President, RAUCH inc.

Enc: Proposed Agenda
List of Requested Information and Documentation

cc: Cheryl Lewis, Town Manager
Ray Clarke, P.E., Talbot County Engineer



Talbot County Comprehensive Water and Sewer Plan Update

Town of Oxford CWSP Project Introductory Meeting

Date: TBD
Time: TBD

Oxford Town Hall
101 Market St
Oxford, Maryland 21654

Introductory Meeting Between Rauch Inc and Oxford on the Talbot County CWSP update

Suggested Attendees:

- President Jaramillo
- Interested Commissioners
- Town Manager
- Town Planner/Planning Consultant
- Representative from Public Works
- Representative from Planning Commission
- Town Engineer
- Town Attorney

AGENDA

Introduction

- Introduction of participants
- Project Overview
- Project status and goals

Information Discussion

Overview of requested information (See Requested Information Sheet Included)

- Discussion on existing Town Water and Sewer Plan
 - How recent
 - Any Amendments
- Population changes
- Planned Development/annexation

- Land Use – Related to public utilities and service areas
- Water Service
 - W-1 through W-6 Classifications
- Sewer Service
 - S-1 through S-6 Classifications
- Financial
 - Rate Structure
 - Financial Management
- Maintenance and Capital Improvements
 - Maintenance Plan
 - Planned Improvements
- Water conservation or reuse policies
- Agreements with The County or private developments

Meeting Review and Conclusion

- Open discussion
- Review next steps
 - Additional Meetings
 - Timeline on requested information
 - Anticipated informational review for the Town

LIST OF MUNICIPAL DOCUMENTS AND INFORMATION REQUESTED FOR TALBOT COUNTY CWSP UPDATE (IF AVAILABLE)

THIS INFORMATION DOES NOT NEED TO BE COMPILED OR COMPLETE PRIOR TO THE INTRODUCTORY MEETING BUT WILL BE DISCUSSED

- **Town Document List (Most information will be in the Town W&S or Comprehensive Plan)**
 - a) Comprehensive Plan
 - i) Include Recent Amendments
 - b) Comprehensive W&S Plan (If Applicable)
 - i) Include Recent Amendments
 - c) Discharge Permits
 - d) Groundwater Appropriation Permits
 - i) Water quality information/characteristics
 - e) All related maps (If available) – preferably digital
- **Population**
 - a) In town
 - b) Forecast
 - c) Population Served or total Connections
- **Water service Areas**
 - a) Information on size, type, and age of service lines/pipes/equipment
 - b) Well information (Depth, Size, Pumps, Aquifer, Etc...)
 - c) Storage (Towers) – Age, height, Capacity, Maintenance history or program
 - d) Treatment type
 - e) Water Plant information and Design
 - f) Total and Available Capacity
 - g) Average Daily Flow – Water
 - h) Plans for service extension/Service categories (See Table on Page 3)
 - i) Financial Management Plan for publicly owned systems
 - j) Metering information (Method or types of meters)

- **Sewer Service Areas**
 - a) Information on size, type, and age of service lines/pipes/equipment
 - b) Treatment Type
 - c) Effluent discharge type
 - d) Maintenance plans
 - e) Capital assets
 - f) Pump stations – Related assets
 - g) Total and Available Capacity
 - h) Sludge Management Plan
 - i) Average Daily Flow – Sewer
 - j) Sewer plant information and design
 - k) Financial Management Plan for publicly owned systems
 - l) Plans for service extension/Service categories (See Table on Page 3)
 - m) Metering information (Method or types of meters)
- **Planned Development/Annexation/Land Use**
 - a) Anticipated population increase (Per Development/Annexation)
 - b) Anticipated timeframe
 - c) Priority Funding Areas
 - d) Zoning map
 - e) Any future land planning which anticipates water or sewer service extension
- **Any agreements with the County or other for service extension outside of Town Limits**
- **Any future capital asset planning**
 - a) Capital Improvement Programs
 - b) Plans for upgrade
- **Utility rates and structure**
- **Water conservation or reuse policies (If applicable)**
- **Any private developments which have shared water or sanitary facilities**

Water and Sewer Service Area Categories Comparison Table

Service Area Categories From 1992 County Plan	Category Definition and General Description (1992 Talbot County Comprehensive Water and Sewerage Plan - Ch.1, P.3)	New Service Area Categories for Updated Plan (2022)	Category Definition and General Description (COMAR Sec. 26.03.01.04)
W-1 and S-1	Areas served or to be served by community, multi-use, or shared sanitary facilities which are either existing, under construction, or have immediate priority status.	W-1 and S-1	Areas served by community (public) systems which are either existing or under construction. This may include properties or areas for which community system mains are not immediately available or which have not yet connected to existing community service.
		W-2 and S-2	Areas served by extensions of existing community and multi-use systems which are in the final planning stages.)
		W-3 and S-3	Areas where improvements to or construction of new community systems will be given immediate priority and service will generally be provided within two years or as development and requests for community service are planned and scheduled.
W-2 and S-2	Areas where improvements or extensions to existing, or construction of new, community, multi-use, or shared sanitary facilities are programmed for progress to "W-1", "S-1" classification within a THREE TO FIVE YEAR PERIOD.	W-4 and S-4	Areas where improvements to or construction of new community systems will be programmed for the 3 to 5/6 period.
W-3 and S-3	Areas where improvements or extension to existing or construction of new community, multi-use, or shared sanitary facilities are programmed for progress to "W-1", "S-1" classification within a SIX TO TEN YEAR PERIOD.	W-5 and S-5	Areas where improvements to or construction of new community systems are planned for the 6/7 to 10-year period.
N/A	N/A	W-6 and S-6	Areas where there is no planned community service either within the ten-year scope of this plan or beyond that time period. This includes all areas not designated as categories 1 through 5. Category 6 includes areas that are planned or staged for community service beyond the scope of the plans ten-year planning period, and areas that are not ever expected for community service on the basis of adopted plans.