

Appendix A

Task List

Title	Program Area	Description	Assigned to	Status	Due Date or Completion Date	Priority	% Complete
16-10	Small CIP	Summarize contracts connecting to ex. infra. vs. connection to proposed	G. Heiner, M. Bulley	1.) Active	March 22, 2017	2.) Medium	0%
16-09	Large CIP - Cost Est.	Add column to summary sheet for total const. cost	G. Heiner, M. Bulley	1.) Active	March 15, 2017	2.) Medium	0%
16-08	Local Policy	Issue NTP - small system takeovers	G. Heiner	1.) Active	January 18, 2017	3.) High	10%
16-07	Local Policy	Open contract - small system takeover	TBD	1.) Active	December 30, 2016	3.) High	0%
16-06	Strategic Planner	Hold Scope Development Mtg w/other divisions	G. Heiner	1.) Active	January 11, 2017	3.) High	0%
16-05	Strategic Planner	Hold pre-proposal meeting	G. Heiner	1.) Active	February 15, 2017	3.) High	0%
16-04	Local Policy	Develop concept for pilot testing of permeable barrier system	G. Heiner	1.) Active	December 14, 2016	1.) Low	10%
16-03	Local Policy	Final workshop - HDPAs prioritization	G. Heiner	3.) Closed	December 20, 2016	3.) High	100%
16-02	Local Policy	Develop draft scope - minor system takeovers	G. Heiner	3.) Closed	September 16, 2016	3.) High	100%
16-01	Local Policy	Open Contract for nitrogen discharge modeling	G. Heiner	2.) On-Hold	October 12, 2016	3.) High	0%
15-21	Strategic Planner	Kickoff Mtg - Strategic Planner	G. Heiner, C. Murphy	1.) Active	June 13, 2017	3.) High	10%
15-20	Local Policy	Kickoff Mtg - HDPAs Prioritization	G. Heiner	3.) Closed	March 29, 2016	3.) High	100%
15-19	Local Policy	Contract Request - HDPAs Prioritization	G. Heiner	3.) Closed	December 15, 2015	3.) High	100%
15-18	Local Policy	Complete Report - Septic Tracking & Reporting	G. Heiner, C. Murphy	3.) Closed	February 9, 2016	3.) High	100%
15-17	Local Policy	Kickoff Mtg for Septic Tracking & Reporting	G. Heiner	3.) Closed	April 22, 2015	3.) High	100%
15-16	Local Policy	Hold Septic Tracking Internal Workshop	G. Heiner, C. Murphy	3.) Closed	September 15, 2015	3.) High	100%
15-15	Local Policy	Complete 1st round meetings - Septic Tracking & Report	G. Heiner, C. Murphy	3.) Closed	July 22, 2015	3.) High	100%
15-14	Local Policy	Meet with MDE to review load transfer scenarios	G. Heiner, C. Murphy	3.) Closed	March 31, 2016	3.) High	100%
15-13	Local Policy	Identify Nutrient Load Transfer Scenarios	G. Heiner, C. Murphy	3.) Closed	December 15, 2015	3.) High	100%
15-12	Strategic Planner	Negotiate Strategic Planner Agreements	G. Heiner	1.) Active	May 25, 2016	3.) High	0%
15-11	Strategic Planner	Award Recomm - Select Strategic Planner	G. Heiner	1.) Active	April 13, 2016	3.) High	0%
15-10	Strategic Planner	Select Strategic Planner Short-List	G. Heiner	3.) Closed	December 21, 2016	3.) High	100%
15-09	Strategic Planner	Request approval for Strat. Planner as QBS	G. Heiner	3.) Closed	December 15, 2015	3.) High	100%
15-08	Strategic Planner	Distrib. Strategic Planner docs & schedule meeting	G. Heiner	3.) Closed	October 6, 2015	3.) High	100%
15-07	State Policy	Review credits assigned to Annap. WRF in draft NPDES permit	C. Murphy	3.) Closed	July 9, 2015	3.) High	100%
15-06	Large CIP - Cost Est.	Update summary table for costs; MAs 5 - 11	G. Heiner, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
15-05	Local Policy	Meeting w/ J. Markusic to discuss Bacteria TMDL	G. Heiner	3.) Closed	October 6, 2015	2.) Medium	100%
15-04	Large CIP - Cost Est.	Revise MA 577A & B FM costs	G. Heiner, C. Ford, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
15-03	Local Policy	Prepare int. memo explaining how shared FM costs were prepared	G. Heiner	1.) Active	March 18, 2015	2.) Medium	0%
15-02	Small CIP	Fill out ranking matrix for sample areas	C. Murphy, C. Ford	3.) Closed	September 7, 2016	2.) Medium	100%
15-01	Large CIP - Cost Est.	Add divided Area 4 costs to spreadsheet	G. Heiner, M. Bulley	1.) Active	February 27, 2015	3.) High	0%
14-99	Local Policy	Estimate life-cycle cost of septic connection vs. BAT	C. Murphy, G. Heiner	1.) Active	January 14, 2015	2.) Medium	0%
14-96	Large CIP	Open contract - Lake Waterford SPS Feasibility Study	G. Heiner	1.) Active	November 12, 2014	2.) Medium	0%
14-95	Small CIP	Use cost template for Oakdale Circle sewer	G. Heiner	1.) Active	October 30, 2014	2.) Medium	0%
14-94	Large CIP - Cost Est.	Area 3 - Research MA 373-2 load reduction	C. Murphy	1.) Active	September 24, 2014	3.) High	0%
14-93	Large CIP - Cost Est.	Area 3 - Research FM MA371-1 & 2	G. Heiner, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-92	Large CIP - Cost Est.	Area 2 - Research MA39-1 FM Cost	C. Murphy, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-90	Large CIP - Cost Est.	Update Broadneck SSA Schematic	C. Murphy, C. Ford	3.) Closed	January 30, 2015	3.) High	100%
14-89	Large CIP - Cost Est.	Area 1 - FM cost Whitehurst SPS to Cattail Creek SPS	C. Murphy, G. Heiner, C. Ford	1.) Active	October 2, 2014	3.) High	0%
14-88	Local Policy	Area 2 - Investig. MA 570-4 direct FM	C. Murphy, C. Ford, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-87	Local Policy	Submit for CBT Grant	G. Heiner	3.) Closed	September 4, 2014	3.) High	100%

Title	Program Area	Description	Assigned to	Status	Due Date or Completion Date	Priority	% Complete
14-86	Local Policy	Area 2 - Investig. MA-179 direct FM estimates	C. Murphy, C. Ford, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-85	Local Policy	Develop draft scope for grant request	G. Heiner	3.) Closed	August 15, 2014	2.) Medium	100%
14-84	Local Policy	Health Dept. meeting w/MDE	Health Dept.	3.) Closed	December 15, 2014	3.) High	100%
14-83	Local Policy	Provide Edgewater Beach infill & other info to Health Dept	C. Murphy	3.) Closed	December 15, 2014	3.) High	100%
14-82	VOID	Prioritize HDPAs locations - (replaced by contract)	C. Murphy, G. Heiner	4.) Void	January 27, 2015	3.) High	100%
14-81	Small CIP	Cost estimate for Broadwater Point	G. Heiner, C. Murphy	2.) On-Hold	August 15, 2014	1.) Low	50%
14-80	Local Policy	Sched. Edgewater Bch follow-up meeting	G. Heiner	3.) Closed	August 22, 2014	1.) Low	100%
14-79	Local Policy	Sched. OE database kickoff mtg	G. Heiner	3.) Closed	April 22, 2015	3.) High	100%
14-78	Local Policy	Sched. general follow-up meeting w/Health Dept.	G. Heiner	3.) Closed	December 15, 2015	2.) Medium	100%
14-77	Local Policy	Approach for connecting to other jurisdictions	G. Heiner	1.) Active	September 22, 2014	1.) Low	0%
14-76	Large CIP - Cost Est.	Enter individ. FM costs into summary sheet	G. Heiner	3.) Closed	December 15, 2015	3.) High	100%
14-75	Large CIP - Cost Est.	Area 1 - Change FM 572-S4 to FM 173-S0	G. Heiner, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-74	VOID			4.) Void	July 18, 2014	1.) Low	0%
14-73	Large CIP - Cost Est.	Area 1 - Add shared FM 572-S3; MA 572-4	G. Heiner, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-72	Large CIP - Cost Est.	Area 2 - Revise MA 577A & B costs in summary sheet	G. Heiner, M. Bulley	3.) Closed	December 29, 2016	3.) High	100%
14-71	Large CIP - Cost Est.	Delete sylvan shores locations	G. Heiner	3.) Closed	June 27, 2014	3.) High	100%
14-70	Local Policy	Septic decomm. where no connection feed	G. Heiner, C. Murphy	1.) Active	August 20, 2014	2.) Medium	0%
14-69	Large CIP	Review State comments on milestones	G. Heiner, C. Murphy	3.) Closed	June 13, 2014	3.) High	100%
14-68	Small CIP	Sched. meeting with Health Dept.	G. Heiner	3.) Closed	June 27, 2014	3.) High	100%
14-67	Local Policy	Sched. large follow-up septic layer meeting	G. Heiner	3.) Closed	June 27, 2014	3.) High	100%
14-66	Local Policy	Assemble Annapolis hook-up package	G. Heiner	3.) Closed	June 27, 2014	2.) Medium	100%
14-64	Local Policy	Assemble Patuxent hook-up package	G. Heiner	3.) Closed	June 27, 2014	3.) High	100%
14-64	Local Policy	Assemble Broadwater hook-up package	G. Heiner	3.) Closed	June 27, 2014	3.) High	100%
14-63	Local Policy	Assemble Cox Creek hook-up package	G. Heiner	3.) Closed	June 13, 2014	3.) High	100%
14-62	Bodkin Point	Send transmittal to MDE	G. Heiner	2.) On-Hold	June 13, 2014	1.) Low	0%
14-61	Bodkin Point	Prepare internal mtg. minutes	C. Murphy	3.) Closed	August 8, 2014	3.) High	100%
14-60	Large CIP - Cost Est.	Area 4 - Split contract estimates, MA-421	C. Murphy	3.) Closed	May 22, 2014	3.) High	100%
14-59	Large CIP - Cost Est.	Area 4 - Review shared FM (VOID)	G. Heiner	3.) Closed	January 27, 2015	1.) Low	100%
14-58	Large CIP - Cost Est.	Reformat summary sheet for link to new Shared FM tab	G. Heiner	3.) Closed	May 9, 2014	3.) High	100%
14-57	Large CIP - Cost Est.	Prepare shared FM costs for Area 3	C. Ford	3.) Closed	June 27, 2014	3.) High	100%
14-56	Large CIP - Cost Est.	Prepare shared FM costs for Area 1	C. Ford	3.) Closed	June 27, 2014	3.) High	100%
14-55	Large CIP - Cost Est.	Update Shared FM Tracking Sheet	C. Ford	3.) Closed	January 27, 2015	3.) High	100%
14-54	Large CIP - Cost Est.	Prepare indiv. FM costs for Area 2	C. Ford	3.) Closed	September 3, 2014	3.) High	100%
14-53	Large CIP - Cost Est.	Prepare shared FM costs for Area 2	C. Ford	3.) Closed	May 29, 2014	3.) High	100%
14-52	Large CIP - Cost Est.	Reconcile # connections vs. # OSDS	C. Murphy	3.) Closed	April 30, 2014	3.) High	100%
14-51	Large CIP - Cost Est.	Prepare indiv. FM estimates for Area 1	C. Ford	3.) Closed	May 29, 2014	3.) High	100%
14-50	Bodkin Point	Schem. map of Bodkin Point SPS w/connections	C. Murphy	3.) Closed	April 30, 2014	3.) High	100%
14-49	Large CIP - Cost Est.	Determine how to adjust area 2 FM cost dist.	G. Heiner	3.) Closed	May 9, 2014	3.) High	100%
14-48	Large CIP	Review RKK e-mail for multiple SPS	G. Heiner	3.) Closed	April 30, 2014	3.) High	100%
14-47	Bodkin Point	Revise Transmittal for review	G. Heiner	3.) Closed	August 12, 2014	3.) High	100%
14-46	Bodkin Point	Distrib. report / set meeting	G. Heiner	3.) Closed	April 18, 2014	3.) High	100%

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14-45	Local Policy	Financial Capability worksheet	G. Heiner, C. Murphy	1.) Active	June 19, 2014	2.) Medium	0%
14-44	Local Policy	Meeting w/D. Burkhart re: databases	C. Murphy	3.) Closed	May 22, 2014	3.) High	100%
14-43	Local Policy	Meet w/Watershed re: Integrated permits	G. Heiner	3.) Closed	December 15, 2015	2.) Medium	100%
14-42	Local Policy	Identify CPF data needs	G. Heiner, C. Murphy	3.) Closed	December 15, 2015	2.) Medium	100%
14-41	Local Policy	Send DPW data to Health Dept	C. Murphy	3.) Closed	June 12, 2014	3.) High	100%
14-40	Local Policy	Sched. mtg for OSDS management layer	G. Heiner	1.) Active	July 17, 2014	2.) Medium	0%
14-39	Local Policy	Sort hard copy permits by SSA	G. Heiner	3.) Closed	May 13, 2014	3.) High	100%
14-38	Local Policy	Approach for OSDS not in SSA	Various	1.) Active	April 30, 2014	2.) Medium	0%
14-37	Local Policy	Assemble Broadneck hook-up credit package	G. Heiner	3.) Closed	May 22, 2014	3.) High	100%
14-36	Local Policy	Provide 2008 connection information	L. Campbell	3.) Closed	April 8, 2014	3.) High	100%
14-35	VOID	Void	C. Murphy	4.) Void	April 8, 2014	1.) Low	100%
14-34	Small CIP	Send Cox Creek info. on 861 OSDS to RKK	C. Murphy	3.) Closed	May 7, 2014	2.) Medium	100%
14-33	Local Policy	OSDS connection summary table by SSA	C. Murphy	3.) Closed	May 12, 2014	3.) High	100%
14-32	Local Policy	Print connection permit info. for OSDS	L. Campbell	3.) Closed	March 20, 2014	3.) High	100%
14-31	Local Policy	Map all connected OSDS 2009-2012	C. Murphy	3.) Closed	March 20, 2014	3.) High	100%
14-30	MDE Policy	Sched. next MDE quarterly mtg	G. Ellis	3.) Closed	June 15, 2016	1.) Low	100%
14-29	Local Policy	OIT mtg. re: CPF (Voided)	L. Campbell	3.) Closed	April 30, 2014	1.) Low	0%
14-28	Local Policy	Resend 2013 OSDS Connection Info	L. Campbell	3.) Closed	March 11, 2014	3.) High	100%
14-27	Local Policy	List of 2009 - 2012 OSDS connections	L. Campbell	3.) Closed	March 11, 2014	3.) High	100%
14-26	Local Policy	Clarify Load Dist. Graphic	G. Heiner, C. Murphy	1.) Active	April 24, 2014	1.) Low	50%
14-25	MDE Policy	Contact MDE re: credit calculation	G. Heiner	3.) Closed	February 28, 2014	3.) High	100%
14-24	Local Policy	Revise NRU memo to discuss Dorchester Co.	G. Heiner	1.) Active	March 28, 2014	2.) Medium	0%
14-23	Local Policy	Revise NRU upgrade memo to note Health Dept. area	G. Heiner	1.) Active	March 28, 2014	2.) Medium	0%
14-22	Small CIP	Compare RKK unit prices with X764215	G. Heiner	1.) Active	April 23, 2014	1.) Low	0%
14-21	Local Policy	Finalize White Paper	G. Heiner	2.) On-Hold	May 29, 2014	1.) Low	0%
14-20	Small CIP	New Project Request - Small Sewer Ext.	B. Wright	1.) Active	June 18, 2014	2.) Medium	0%
14-19	Small CIP	Front End for new blanket contract	G. Heiner	1.) Active	March 28, 2014	2.) Medium	0%
14-18	Small CIP	Draft prioritization matrix	G. Heiner	3.) Closed	March 10, 2015	3.) High	100%
14-17	Small CIP	Use of BRF funds to reduce petition FFAs	G. Heiner, C. Murphy, L. Campbell	3.) Closed	December 15, 2015	2.) Medium	100%
14-16	Small CIP	Health Dept sewer conv. funding	G. Heiner, C. Murphy	3.) Closed	December 16, 2014	2.) Medium	100%
14-16	Bodkin Point	Bodkin Pt. NRU memo	G. Heiner	1.) Active	May 30, 2014	2.) Medium	0%
14-15	Small CIP	Procedural review of re-starting petitions	Strategic Planner	1.) Active	May 13, 2014	2.) Medium	0%
14-14	Small CIP	Reminder to Tech Supp. to re-issue sewer conn. contract	G. Heiner	3.) Closed	May 21, 2014	2.) Medium	100%
14-13	Large CIP - Cost Est.	Enter shared FM costs into summary sheet	G. Heiner	3.) Closed	December 23, 2014	3.) High	100%
14-12	Large CIP - Layouts	FM Revisions Area 2, MA-179, Cox Creek SSA	C. Murphy	1.) Active	May 15, 2014	2.) Medium	0%
14-11	Small CIP	Finalize approach for "direct connections"	B. Wright	1.) Active	June 30, 2014	2.) Medium	0%
14-10	Large CIP	FM Costs - Area 2; Broadneck SSA	G. Heiner	3.) Closed	January 31, 2014	3.) High	70%
14-09	Large CIP - Cost Est.	Revise lb TN removal estimates	C. Murphy,	3.) Closed	May 15, 2014	3.) High	100%
14-08	Bodkin Point	Finalize Report edits	G. Heiner	3.) Closed	January 24, 2014	4.) Critical	100%
14-07	Small CIP	meet w/ I & P regarding permitting process	G. Heiner, B. Wright	2.) On-Hold	May 13, 2014	1.) Low	0%
14-06	Small CIP	Contract request - template design sheet for Small CIP projects	G. Heiner	1.) Active	June 30, 2014	2.) Medium	0%
14-05	Small CIP	Coordinate with Healt Dept. on prioritizing	G. Heiner	3.) Closed	December 30, 2016	3.) High	100%
14-04	Small CIP	Locate procurement docs for X741215	G. Heiner	3.) Closed	January 23, 2014	3.) High	100%
14-03	Small CIP	Open Phase 2 task	G. Heiner	3.) Closed	January 12, 2015	3.) High	100%
14-02	Local Policy	Update Programmatic Milestones	G. Heiner	3.) Closed	January 17, 2014	3.) High	100%

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14-02	Local Policy	Schedule info. session for Utility Operations	G. Heiner	3.) Closed	November 29, 2016	1.) Low	100%
14-01	Bodkin Point	Review Bodkin Point Report	G. Heiner, C. Murphy	3.) Closed	January 10, 2014	4.) Critical	100%
13-29	Strategic Planner	Prepare draft Scope for Strategic Planner	G. Heiner	3.) Closed	December 15, 2015	3.) High	100%
13-28	Strategic Planner	Advertise Strategic Planner SOQ Package	G. Heiner	3.) Closed	November 14, 2016	3.) High	100%
13-27	Local Policy	Mandatory Upgrade Program Paper	G. Heiner	3.) Closed	January 15, 2014	3.) High	100%
13-26	MDE Policy	Contact Marya Levelev re: stream layer	C. Murphy	2.) On-Hold	November 29, 2013	1.) Low	0%
13-25	Large CIP - Other	Review Mass. Estuary Study	G. Heiner	1.) Active	March 11, 2014	1.) Low	0%
13-24	Large CIP	Find copy of Deale Road letter & calcs	G. Heiner, C. Murphy	3.) Closed	November 12, 2013	2.) Medium	100%
13-23	Bodkin Point	Finalize Bodkin Point Transmittal	G. Heiner	3.) Closed	March 28, 2014	3.) High	100%
13-22	Large CIP	Copy cost estimates & send to RKK	G. Heiner	3.) Closed	October 29, 2013	2.) Medium	100%
13-21	Bodkin Point	Prepare Bodkin Point Draft Transmittal	G. Heiner	3.) Closed	October 29, 2013	3.) High	100%
13-20	Bodkin Point	Review OSDS study for life cycle costs	G. Heiner	3.) Closed	October 29, 2013	3.) High	100%
13-19	Bodkin Point	Review cost info. for NRU uprageds	C. Murphy	3.) Closed	October 29, 2013	1.) Low	100%
13-18	Large CIP	Cost Est. - Set up sheet for distributing Area 1 FM costs	G. Heiner, C. Murphy	3.) Closed	March 31, 2014	3.) High	100%
13-17	Large CIP	Prepare FM Costs - Area 1	G. Heiner, C. Murphy	3.) Closed	September 3, 2014	2.) Medium	100%
13-16	Mid-size Sewer Ext.	Review Area 8 Estimate	G. Heiner, C. Murphy	1.) Active	November 13, 2013	1.) Low	0%
13-15	Large CIP - Cost Est.	Area 1 - Split up contract est. MA-565	C. Murphy, C. Ford	3.) Closed	April 22, 2015	3.) High	100%
13-14		Void		3.) Closed		1.) Low	0%
13-13	Large CIP	Prepare memo for in-house layouts	G. Heiner	2.) On-Hold	March 26, 2014	1.) Low	0%
13-12	Large CIP - Other	Use draft prioritization matrix on sample area	G. Heiner, C. Murphy	2.) On-Hold	March 20, 2014	2.) Medium	0%
13-11	Strategic Planner	Identify Initial tasks for Strategic Planener	G. Heiner	1.) Active	March 14, 2017	3.) High	90%
13-10	VOID	VOID	N/A	4.) Void	November 13, 2013	1.) Low	100%
13-09	Local Policy	Prepare outline of white paper	G. Heiner	3.) Closed	October 29, 2013	1.) Low	100%