



## **Long Creek Watershed Management District Board of Director's Meeting**

Minutes from May 26, 2021 Meeting

Location: Remote participation due to COVID-19; members of the public may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 930 319 668#.

1. **Call to Order:** Mr. Dillon called the meeting to order at 9:00a.m.
2. **Roll Call:**
  - a. Attendance: Angela Blanchette, Fred Dillon, Sean Donohue, Eric Dudley, Brian Goldberg, Craig Gorris, Kerem Gungor, Will Haskell, Doug Roncarati
  - b. Absent: Curtis Bohlen, Arthur Colvin, Susan Henderson, Ed Palmer
  - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District); Phill Sexton (WIT Advisers); Dawn Homa (75 Darling Ave, LLC/Treehouse, LLC)
3. **Review of Board Meeting Minutes:**
  - a. The Board reviewed the minutes from the April 14, 2021 meeting.
  - b. **Mr. Haskell made a motion to approve the April 14, 2021 Board meeting minutes. Mr. Roncarati seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
  - a. Mr. Brewer reviewed the April Financial Report.
  - b. Mr. Brewer noted that pavement sweeping and landscaping activities are underway and those expenditures are reflected on the profit and loss statement, otherwise April was a quiet month.
  - c. Mr. Brewer also noted that a few more past due assessments have been received and that he and Mr. Carney have a meeting later today with Alison Moody from Maine DEP to discuss the remaining past due accounts as well as permit related issues. Another update will be provided in June.
  - d. Mr. Carney said that he issued a Request for Proposals for Financial Audit Services in April, as the most recent contract expired following the 2020 fiscal year review. Likely due to the federal tax deadline being extended into May 2021, no bids were received because the due date for proposals was just prior to the new tax deadline. Options are being explored to either sole source or mini-bid a new contract.
5. **Executive Director, Annual Performance Review, Payout of Sick Time:**
  - a. Mr. Dillon reminded the Board that he and Mr. Carney agreed to bring a proposal to the Board for the payout of the Executive Director's leave time in the event of employment termination as a carryover item from the last Board meeting.
  - b. Mr. Dillon noted that the points made at the last meeting were taken into account. The resulting proposal is to authorize payment of up to 30 days of unused vacation and/or sick leave to the Executive Director upon employment termination.

- c. **Mr. Haskell made a motion to authorize payment of up to 30 days of unused vacation and/or sick leave to the Executive Director upon employment termination. Mr. Dudley seconded the motion. The motion carried unanimously.**

**6. Change Order, Sterling Stormwater Maintenance Services, LLC**

- a. Mr. Carney advised the Board that the Maine Mall Gravel Wetland forebay requires non-routine maintenance which entails lowering the water level in the forebay, removing sediment from the riprap forebay apron, and removing sediment and vegetation from the forebay.
- b. Mr. Carney noted that the forebay is doing its job of keeping sediment from reaching the project's gravel bed and that similar non-routine maintenance was last performed in 2017 at a cost of \$6,000.
- c. LCWMD's BMP maintenance contractor, Sterling Stormwater Maintenance Services, LLC, has provided an estimate for performing the non-routine maintenance at a cost of \$5,500.
- d. **Mr. Haskell made a motion to authorize the Executive Director to enter into a Change Order with Sterling Stormwater Maintenance Services, LLC in an amount not to exceed \$5,500 to perform non-routine maintenance of the Maine Mall Gravel Wetland forebay. Mr. Roncarati seconded the motion. The motion carried unanimously.**

**7. Presentation and Discussion, WIT Advisers, Sustainable Winter Management Program:**

- a. Mr. Carney introduced Mr. Sexton, the principal of WIT Advisers, who began implementation of the Sustainable Winter Management (SWiM®) program, focused on chloride reduction, during the winter of 2020/2021.
- b. Mr. Sexton provided the Board with a review of the work conducted during the winter of 2020/2021 which included an information gathering phase primarily with three landowners.
- c. Mr. Sexton noted that six landowners were identified for the information gathering phase, but for various reasons three of the six landowners were not able to participate.
- d. Mr. Sexton said that he believes significant progress could be made with the three landowners that were engaged last winter if the Board decides to continue with the SWiM® program during the winter of 2021/2022.
- e. Mr. Sexton recommended continuing to work with the three landowners engaged in 2020/2021 noting that there are opportunities identified during the information gathering phase that could be implemented in 2021/2022.
- f. Mr. Sexton further recommended engaging with additional willing landowners to engage in the initial information gathering stage during the winter of 2021/2022.
- g. Mr. Carney noted that he asked Mr. Sexton to provide an estimated budget for implementing the program in 2021/2022, based on the recommendations made to the Board.
- h. Mr. Sexton suggested a budget in the range of \$50,000 to \$60,000 for the 2021/2022 season, but said the budget would largely depend on how many willing participants there are.

**8. Discussion, Fiscal Year 2022 Budget:**

- a. Mr. Carney advised that the Board will need to adopt the final fiscal year 2022 budget at a meeting in June as required by Interlocal Agreement under which the District was formed and the District's Bylaws.
- b. Mr. Carney asked the Board to turn its attention to the draft Budget Narrative included in today's Board packet.

- c. Mr. Carney reminded the Board that the Board adopted a provisional budget in January, which has since been revised to better reflect actual expenditures in fiscal year 2021 based on the most recent available information.
- d. Mr. Carney noted there are three variables which required additional information or Board feedback before finalizing the fiscal year 2022 for a vote in June, which are: (1) the outcome of the geotechnical analysis for the South Branch Gravel Wetland BMP project, (2) whether the District should continue the Private BMP Incentive Program into fiscal year 2022, and (3) whether the District should continue the SWiM® program into the winter of 2021/2022.
- e. Mr. Carney noted that the preliminary indication for the geotechnical conditions at the South Branch BMP gravel wetland is that no changes to the project design will be required. Therefore, the result is the design and construction estimates being used for budgeting purposes do not need to be revisited for geotechnical concerns.
- f. Mr. Carney asked the Board for feedback on whether Board members thought that the Private BMP Incentive Program should be continued into fiscal year 2022.
- g. Mr. Carney noted that one project was approved in fiscal year 2021 and two potential projects were considered during fiscal year 2021, which may still move forward.
- h. Mr. Carney noted that if the program was continued into fiscal year 2022 revisions could be made to the request for proposals to make the program more palatable to potential applicants.
- i. Mr. Carney advised that requiring completed engineering design proposals for applications was a hurdle for applicants because it requires that costly engineering design services be incurred prior to an award of any funds from the program.
- j. As discussed at a prior Board meeting, the request for proposals could allow for a bifurcated application process where an applicant could first apply for funds to develop engineering plans and later apply for construction funds.
- k. Mr. Roncarati suggested that the application process should not be bifurcated and payment should be contingent on final installation of the project to ensure that District funds result in a completed project.
- l. Mr. Gorris said that the program encourages private investment and supports the program being continued into fiscal year 2022.
- m. Following a brief discussion, there was a consensus that the Private BMP Incentive Program be continued in fiscal year 2022.
- n. Mr. Carney is also seeking feedback from the Board on whether to continue with the SWiM® program during the winter of 2021/2022, taking into account the presentation from Mr. Sexton earlier in the meeting.
- o. Mr. Carney noted that early grab sample results from the water quality monitoring program in 2021 indicated very high levels of chloride in the lower watershed during spring melt events.
- p. Mr. Dudley suggested that the most benefit to be gained in chloride reduction would likely be from private properties, therefore, Mr. Dudley said he would support moving forward with SWiM® if the private landowner representatives on the Board were also supportive of moving forward with the program.
- q. Mr. Goldberg said he thought the engagement between WIT Advisers and his winter maintenance contractor were helpful and could lead to better snow removal practices on his properties.
- r. Mr. Goldberg said he is supportive of moving forward with the program for another year and assessing results at the end of the 2021/2022 winter season.
- s. There was a consensus that the SWiM® program be continued in fiscal year 2022.

- t. Mr. Carney said that he and Mr. Brewer would revise the fiscal year 2022 budget to reflect maintaining the currently budgeted amounts for the South Branch Gravel Wetland BMP project, include funding for the Private BMP Incentive Program at an amount similar to fiscal year 2021, and budget for the SWiM® program in the range suggested by Mr. Sexton.

**9. Public Comment(s):** None.

**10. Next Meeting:** Mr. Carney agreed to send a poll to the Board to determine the date of the next meeting.

**11. Adjourn:** The meeting adjourned at 10:44a.m.

Board attendance and voting record:

Member	Attendance	Approval of April 14, 2021 Minutes	Executive Director, Pay Out of Sick Time	Sterling Stormwater Maintenance Services, LLC Change Order
Blanchette	Y	Y	Y	Y
Bohlen	N	—	—	—
Colvin	N	—	—	—
Dillon	Y	Y	Y	Y
Donahue	Y	Y	Y	Y
Dudley	Y	Y	Y	Y
Goldberg	Y	Y	Y	Y
Gorris	Y	Y	Y	Y
Gungor	Y	Y	Y	Y
Haskell	Y	Y	Y	Y
Henderson	N	—	—	—
Palmer	N	—	—	—
Roncarati	Y	Y	Y	Y