



Long Creek Watershed Management District Board of Directors Meeting

Agenda: February 20, 2024, 9:00a.m. to 11:00a.m.

Location: Cumberland County Soil & Water Conservation District, 35 Main Street, Suite #3, Windham, Maine or [Click here to join the meeting](#) on Microsoft Teams

Time	Agenda Item	Attachment	Page(s)
9:00 — 9:05	1. Call to Order		
9:05 — 9:10	2. Minutes: January 23, 2024, Board Meeting <i>Proposed Motion: Motion to approve the January 23, 2024, Board meeting minutes.</i>	Attachment A	1 — 7
9:10 — 9:20	3. Treasurer’s Report: January Financial Report	Attachment B	8 — 26
9:20 — 9:25	4. A Partner in Technology, Approve Contract with Revised Insurance Limits: <i>Proposed Motion: Motion to authorize the Executive Director to enter into a two-year Services Agreement with A Partner in Technology for information technology services with Automobile Liability insurance in the amount of \$1,000,000, combined single limit, based upon A Partner in Technology representing and warranting that the work under the Services Agreement will be performed remotely.</i>		
9:25 — 10:30	5. Long Creek Watershed Management Plan: Status Update	Attachment C	27
10:30 — 10:35	6. Public Comment(s)		
10:35 — 10:40	7. Next Meeting: March (Floating Date)		
10:40	8. Adjourn		

ATTACHMENT A



Long Creek Watershed Management District Board of Director's Meeting

Minutes from January 23, 2024, Meeting

Location: Gorrill Palmer, 300 Southborough Drive, Suite 200, 2nd Floor, South Portland, Maine
or [Click here to join the meeting](#) on Microsoft Teams

1. **Call to Order:** Mr. Roncarati called the meeting to order at 9:01a.m.
2. **Roll Call:**
 - a. Attendance: Curtis Bohlen, Peter Connell, Sean Donohue, Brian Goldberg, Will Haskell, Jason Kenney, Ron Lessard, Doug Roncarati, Taryn Trefethen-Boileau
 - b. Absent: Angela Blanchette, Fred Dillon, Cindy Dionne, Eric Dudley, Richard Matthews
 - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Joe Siviski, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District); Greg Bilezikian, BFE Ventures LLC (Participating Landowner)
3. **Review of Board Meeting Minutes:**
 - a. The Board reviewed the minutes from the November 8, 2023, meeting.
 - b. **Mr. Haskell made a motion to approve the November 8, 2023, Board meeting minutes. Ms. Trefethen-Boileau seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
 - a. Mr. Bohlen reviewed the December Financial Report.
 - b. Mr. Bohlen noted construction funds are moving out for the South Branch BMP Retrofits project and for grant reimbursements for equipment to implement the Sustainable Winter Management program.
 - c. Mr. Bohlen reviewed the Fiscal Year 2023 audited financial statements.
 - d. Mr. Bohlen mentioned the audit identified one issue with District's internal financial controls, being that the Fiscal Agent creates invoices, processes customer payments, and deposits the funds. The auditor encouraged the District to consider a way to separate duties, if possible, or provide some other check on District income.
 - e. With respect to the auditor's suggestion, Mr. Katsiaficas asked if the Fiscal Agent is bonded.
 - f. Mr. Brewer noted he is bonded by the State of Maine through the Risk Management Division.
 - g. Mr. Brewer summarized the status of the Accounts Receivable report.
5. **Executive Session – Personnel Matter (re: Annual Performance Review):**
 - a. Mr. Carney noted that his employment anniversary date with the District arises each August.
 - b. Mr. Carney advised that a group of volunteers from the Board of Directors evaluate the Executive Director's work and prepare a written performance review. This year, the review team included Mr. Dillon, Mr. Roncarati, Mr. Donohue, and Mr. Haskell. Typically, changes are made to the Executive Director's terms of employment following the review.

- c. Mr. Carney noted that the review team looks to the District's forming municipalities for parity when considering the Executive Director's employment terms.
- d. Mr. Carney advised that he and the review team agreed to put before the Board a proposal for a salary increase of 4% as well as adding two additional holidays, Juneteenth and the Day After Thanksgiving.
- e. Mr. Carney noted that salary increases for the forming municipalities in 2023 ranged from 2% to 6%, and all four municipalities have Juneteenth and the Day After Thanksgiving as holidays.
- f. Mr. Carney noted that while Board meetings are generally open to the public, Maine's public access law allows the Board to go into executive session to consider employment matters.
- g. **Mr. Bohlen made a motion that the Board go into executive session under 1 M.R.S. § 405(6)(A) to discuss a personnel matter where public discussion could reasonably be expected to damage the employee's reputation or violate his/her right to privacy. Mr. Lessard seconded the motion. The motion carried unanimously.**
- h. **Mr. Bohlen made a motion that the Board end the executive session under 1 M.R.S. § 405(6)(A) to discuss a personnel matter where public discussion could reasonably be expected to damage the employee's reputation or violate his/her right to privacy. Mr. Lessard seconded the motion. The motion carried unanimously.**
- i. Following the executive session, Mr. Haskell provided Mr. Carney with a summary of the Board's discussion concerning the performance evaluation and advised that the Board supports the proposal for the salary increase and two additional holidays.
- j. **Mr. Lessard made a motion to increase the Executive Director's salary by 4%, apply the existing health insurance stipend of 15% to the new base salary amount, apply the existing employer Simple IRA contribution of 3% to the total of the new base salary amount plus the amount of the health insurance stipend, and to amend the terms of the Executive Director's employment to add Juneteenth and the Day After Thanksgiving as holidays. Mr. Donohue seconded the motion. The motion carried unanimously.**

6. Award Pavement Sweeping Services Agreement (2024-2025):

- a. Mr. Carney reminded the Board that the District's contract for pavement sweeping expired at the end of 2023 and as a result a request for proposals for pavement sweeping services was issued in December.
- b. Mr. Carney advised that one proposal was received in response to the request for proposals, submitted by Maritime Farms & Land Management, LLC ("Maritime"). Maritime had two prior sweeping contracts with the District, from 2017-2020 and 2021-2023.
- c. Maritime's contract that expired at the end of 2023 included the option of two one-year extensions subject to mutual agreement of the parties.
- d. The District requested a proposal from Maritime last fall to extend the contract to 2024.
- e. Maritime submitted a bid last fall in the amount of \$217,166.30, annually.
- f. For the final year of Maritime's contract that expired in 2023, the District budgeted \$148,768.40, for a similar scope of work.

- g. When the extension into 2024 was considered, it was determined that the price increase over the previous contract was substantial enough (\$68,397.90) that the District should at least put the pavement sweeping services work out to bid.
- h. Mr. Carney advised that the request for proposals was issued December 14, 2023, and advertised in Maine Municipal Association classifieds and by direct email.
- i. Under Maritime's current proposal, the bid is for \$209,804, annually.
- j. The proposal from Maritime was reviewed and scored by Mr. Carney and Mr. Roncarati.
- k. Mr. Brewer displayed the scoring summary on "share screen."
- l. Mr. Carney noted that the overall average score for Maritime is 92 out of a total of 100 points.
- m. From discussions with the contractor, Mr. Carney explained that the cost differential over the most recent contract was attributed to the cost of acquiring a second regenerative air sweeper, costs of repairing equipment damaged by pavement that is not maintained, and inefficiencies due to the District not having lay down yard which requires that sweepings be managed while working overnight until the disposal facility opens the next morning. In addition, the routine maintenance cost of the sweepers is expensive.
- n. Mr. Carney and Mr. Roncarati recommended award of the pavement sweeping services agreement to Maritime.
- o. **Mr. Haskell made a motion to authorize the Executive Director to enter into a Services Agreement with Maritime Farms & Land Management, LLC for Pavement Sweeping Services in accordance with the terms of the respective Request for Proposals issued by LCWMD on December 14, 2023, and Service Provider's proposal dated January 18, 2024. Mr. Roncarati seconded the motion. The motion carried unanimously.**

7. Change Order, Legal Services Agreement, Perkins Thompson:

- a. Mr. Carney advised that a rate increase has been requested for legal services provided by Perkins Thompson.
- b. Mr. Carney noted the original legal services agreement with Perkins Thompson was entered into in 2010 with rates of \$175 per hour for attorneys and \$100 per hour for paralegals. The attorney rate increased to \$200 per hour in 2016, and that rate has not changed since.
- c. The proposed change order would increase the attorney rate to \$225 per hour and the paralegal rate to \$135 per hour.
- d. Mr. Katsiaficas noted that Perkins Thompson has maintained stable rates over the years for nonprofit organizations to ensure that legal services are affordable for them. Mr. Katsiaficas noted that Perkins Thompson's current private client rates range from \$355 to \$425 per hour.
- e. **Mr. Haskell made a motion to authorize the Executive Director to enter into a Change Order with Perkins Thompson to increase the compensation rate in the Legal Services Agreement dated September 7, 2010, to \$225 per hour for Attorneys and \$135 per hour for paralegals in accordance with the Change Order included as Attachment D to today's Board packet. Mr. Donohue seconded the motion. The motion carried unanimously.**

8. Fiscal Year 2025 Estimate of Expenditures and Anticipated Revenues:

- a. Mr. Carney asked the Board to direct its attention to Exhibit E in today's Board packet.

- b. Mr. Carney noted that the Interlocal Agreement under which the District was formed and the District's Bylaws require that the Board present an "Estimate of Expenditures and Anticipated Revenues" to Participating Landowners on or before February 1 of each year for the following fiscal year.
- c. Mr. Carney advised that the purpose of the annual estimate is to provide Participating Landowners with an estimate of what their annual assessments will be for the next fiscal year for their budgeting purposes.
- d. Mr. Carney noted that most of the line-item amounts in the draft budget are either estimates based on year-to-date figures for Fiscal Year 2024 or are figures from established services agreements.
- e. For way of background, the District's annual income of approximately \$1.5 million is budgeted in four categories established by the District's organizational documents: Administration, Construction, Monitoring, and Non-Structural.
- f. Mr. Carney noted that Administrative costs pertain primarily to salary and related costs for the Executive Director and for the broad-based services agreements that the District maintains with the Cumberland County Soil & Water Conservation District.
- g. Mr. Carney advised that the services agreement with Cumberland County Soil & Water Conservation District includes services such as accounting services, engineering and GIS technical support, field support for other contractors, implementing the annual parcel inspection program, and education and outreach support.
- h. Mr. Carney noted that the Construction aspect of the budget is for the construction of new Structural BMPs (*e.g.* the gravel wetland currently under construction), and inspection, landscaping, maintenance, and repair of existing Structural BMPs. No new construction projects are budgeted for in Fiscal Year 2025.
- i. In addition, the budget for the Private BMP Incentive program is budgeted under the "Construction" category as that program originally anticipated that the funds would be used for construction of private BMPs.
- j. The Monitoring budget includes in-stream continuous and grab sample monitoring, biomonitoring, and fish monitoring. No biomonitoring or fish monitoring is required in Fiscal year 2025.
- k. The Non-structural aspect of the budget includes pavement sweeping, catch basin cleaning, the Sustainable Winter Management (SWiM) program, the annual parcel inspection program, and education and outreach.
- l. Mr. Carney noted the Board is required to adopt a final budget for Fiscal Year 2025 prior to July 1. Potential revisions in the final budget compared to the estimated budget being considered today may include slight increases in travel and conference budget to for professional development, updated income line items, and a potential increase in total income pending MTA's evaluation of its impervious area in watershed following widening of the Maine Turnpike and reconfiguration of the Exit 45 interchange.
- m. **Mr. Bohlen made a motion to approve the Fiscal Year 2025 estimate of expenditures and anticipated revenues as set forth in draft Fiscal Year 2025 budget included as Attachment E to today's Board packet. Mr. Lessard seconded the motion. The motion carried unanimously.**

9. Public Comment(s): Jamie Willey, Portland, Maine. Mr. Willey noted that Long Creek discharges into the Fore River which subsequently discharges to Casco Bay. As a result, the work being performed by the District in the Long Creek Watershed ultimately benefits water quality in Casco Bay. Mr. Willey advised he is part of a community group that is looking into responsibly removing a dam on the nearby Stroudwater River located in Portland, which also discharges into the Fore River before entering Casco Bay. If the City of Portland can be encouraged to responsibly remove the dam it would be beneficial to water quality in the Fore River and ultimately Casco Bay.

10. Next Meeting:

- a. Mr. Carney reminded the Board that at a previous meeting a meeting schedule was discussed that would include a “hybrid” of established and floating meeting dates and times.
- b. Today’s Board packet includes a proposed schedule, in Attachment F, under which one-half of monthly Board meetings would be scheduled for a set time and the other half would be floating meeting times based on business need.
- c. There was a consensus among the Board that the proposed “hybrid” schedule will be tried, therefore, the next Board meeting will be on the third Tuesday of February (February 20) from 9:00a.m. to 11:00a.m.

11. Adjourn: The meeting adjourned at 10:55a.m.

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Board attendance and voting record:

Board Member	Attendance	Approve November 8, 2023, Minutes	Executive Session (in)– Personnel Matter	Executive Session (out) – Personnel Matter
Blanchette	N	—	—	—
Bohlen	Y	Y	Y	Y
Connell	Y	—	Y	Y
Dillon	N	—	—	—
Dionne	N	—	—	—
Donahue	Y	Y	Y	Y
Dudley	N	—	—	—
Goldberg	Y	Y	Y	Y
Haskell	Y	Y	Y	Y
Kenney	Y	Y	Y	Y
Lessard	Y	Y	Y	Y
Matthews	N	—	—	—
Roncarati	Y	Y	Y	Y
Trefethen-Boileau	Y	Y	Y	Y

Board Member	Motion Following Executive Session re: Executive Director	Award Pavement Sweeping Services Agreement (2024-2025)	Change Order, Legal Services Agreement, Perkins Thompson	Fiscal Year 2025 Estimate of Expenditures and Anticipated Revenues
Blanchette	—	—	—	—
Bohlen	Y	Y	Y	Y
Connell	Y	Y	Y	Y
Dillon	—	—	—	—
Dionne	—	—	—	—
Donahue	Y	Y	Y	Y
Dudley	—	—	—	—
Goldberg	Y	Y	Y	Y
Haskell	Y	Y	Y	Y
Kenney	Y	Y	Y	Y
Lessard	Y	Y	Y	Y
Matthews	—	—	—	—

Roncarati	Y	Y	Y	Y
Trefethen-Boileau	Y	Y	Y	Y

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ATTACHMENT B



Financial Report

Long Creek Watershed Management District
For the period ended January 31, 2024

Prepared by
Christopher Brewer, Fiscal Agent

Prepared on
February 14, 2024

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Financial Reports Include:

1. **Balance Sheet:** presents a snapshot of the District as of the end of the month. The report calculates what the District is worth by subtracting all of the money the district owes (liabilities) from everything it owns (assets). The total includes the net income for the fiscal year to date. This report is required by the Documentation of Internal Control Structure.
2. **Profit and Loss:** summarizes the income and expenses for the month, to determine if the District is operating at a profit or loss. The report shows subtotals for each income or expense account. The last line shows the net income or loss for the month. This report is required by the Documentation of Internal Control Structure.
3. **Withdrawals by Bank Account:** details all outgoing transactions from the bank accounts. This report is required by the Documentation of Internal Control Structure.
4. **Deposit Listing by Bank Account:** details all deposits into the bank accounts. This report is required by the Documentation of Internal Control Structure.
5. **Accounts Receivable Aging Summary:** This report summarized the status of unpaid invoices and statement charges in Accounts Receivable. For each customer the report shows what the customer owes for the current and previous billing periods. This report is required by the Documentation of Internal Control Structure.
6. **Accounts Payable Aging Summary:** summarizes the status of unpaid bills in the Accounts Payable showing what is owed, who it is owed to and when it is due. This report is required by the Documentation of Internal Control Structure.
7. **Expenses by Vendor Summary:** summarizes the total payments to vendors during the fiscal year. This report is one of the tools used to monitor contractual payments to vendors.
8. **Profit and Loss Budget Performance:** summarizes the income and expenses for the month, to determine if the District is operating at a profit or loss compared to the estimated budget. The report shows subtotals for each income or expense account which are also compared to the estimated budget. This report is required by the Documentation of Internal Control Structure.

Profit and Loss

January 2024

	Jan 2024	Jul 2023 - Jan 2024 (YTD)	Total
INCOME			
4100 ADMINISTRATION	94,519.98		198,309.45
4200 CONSTRUCTION AND MAINTENANCE	348,767.20		724,501.89
4500 GOOD HOUSEKEEPING	194,654.83		410,615.54
4600 MONITORING	46,137.69		101,225.53
4810 FINANCE CHARGES	3,049.18		15,990.22
4820 INTEREST	1,032.54		7,423.08
4840 Other Income			97.00
Total Income	688,161.42		1,458,162.71
GROSS PROFIT	688,161.42		1,458,162.71
EXPENSES			
5010 ADS			100.00
5040 CONSTRUCTION	329,048.00		329,048.00
5042 Engineering	1,288.70		12,259.30
5044 Permit Fees	150.00		150.00
5046 Structural			296,325.00
5046.1 Private BMP Incentive Program	7,253.38		40,311.81
5047 Inspection and Maintenance	85,900.00		85,900.00
5048 Non-Routine Repair & Maint.	625.00		22,701.00
5049 Landscaping of Const. Proj.	9,248.00		57,853.00
Total 5040 CONSTRUCTION	433,513.08		844,548.11
5060 MONITORING EXPENSE			
5061 Watershed Monitoring	7,859.00		54,142.74
Total 5060 MONITORING EXPENSE	7,859.00		54,142.74
5090 EQUIPMENT	100.80		100.80
6000 PROGRAM EXPENSE			
6002 Loan Payment	37,879.15		75,758.30
Total 6000 PROGRAM EXPENSE	37,879.15		75,758.30
6160 DUES AND SUBSCRIPTIONS			1,714.84
6180 INSURANCE			
6181 Liability Insurance			8,749.00
Total 6180 INSURANCE			8,749.00
6270 PROFESSIONAL FEES			
6271 Consultant-Engineer	70.00		11,546.25
6272 Legal Fees	80.00		6,480.00
6273 Accounting			10,100.00
6275 Plan Implementation	4,053.85		68,106.96
6276 Sweeping			136,808.82
6283 Waste Management			3,687.87
Total 6270 PROFESSIONAL FEES	4,203.85		236,729.90
6340 TELEPHONE	91.29		638.54
6350 TRAVEL			
6354 Travel			64.08
6355 Conferences			198.00

	Jan 2024	Jul 2023 - Jan 2024 (YTD)	Total
Total 6350 TRAVEL			262.08
7200 Salaries & Related Expenses			
7220 Salaries & Wages	7,425.62		55,692.15
7245 Employee Benefits - Simple IRA	222.76		1,670.70
7250 Payroll Taxes, etc.	568.06		4,260.46
7260 Payroll Processing & Fees	51.00		305.00
7270 Workers Comp Insurance			-64.97
Total 7200 Salaries & Related Expenses	8,267.44		61,863.34
Total Expenses	491,914.61		1,284,607.65
NET OPERATING INCOME	196,246.81		173,555.06
NET INCOME	\$196,246.81		\$173,555.06

Balance Sheet

As of January 31, 2024

	As of Jan 31, 2024	As of Jan 31, 2023 (PY)	Total % Change
ASSETS			
Current Assets			
Bank Accounts			
1110 MCB Checking	48,342.60	6,278.35	669.99 %
1116 MCB Savings Base	200,000.00	200,000.00	0.00 %
1117 MCB Sweep Savings	3,831,006.67	3,674,008.42	4.27 %
1117R Non-Routine Maintenance Reserve	346,513.30	205,850.87	68.33 %
Total 1117 MCB Sweep Savings	4,177,519.97	3,879,859.29	7.67 %
Total Bank Accounts	4,425,862.57	4,086,137.64	8.31 %
Accounts Receivable			
1200 ACCOUNTS RECEIVABLE	687,797.64	781,160.04	-11.95 %
Total Accounts Receivable	687,797.64	781,160.04	-11.95 %
Other Current Assets			
12100 Performance Guarantee	33,050.00	33,050.00	0.00 %
1400 ALLOWANCE FOR DOUBTFUL ACCOUNTS	-82,983.16	-82,983.16	0.00 %
Total Other Current Assets	-49,933.16	-49,933.16	0.00 %
Total Current Assets	5,063,727.05	4,817,364.52	5.11 %
Fixed Assets			
1700 FIXED ASSETS			
1740 Infrastructure	194,074.09	194,074.09	0.00 %
1740-02 B21 Blanchette Br. Restoration	611,612.80	611,612.80	0.00 %
1740-03 Darling Avenue Improvements	572,926.52	572,926.52	0.00 %
1740-07 Mall Plaza Improvements	1,256,737.05	1,256,737.05	0.00 %
1740-09 Philbrook Ave Improvements	428,967.91	428,967.91	0.00 %
1740-11 B21 Col. Westbrook Improvements	207,979.14	207,979.14	0.00 %
1740-16 Port Resources Improvements	51,745.00	51,745.00	0.00 %
1740-20 C08 Fairchild Improvements	259,759.13	259,759.13	0.00 %
1740-21 Gorham Road Improvements	491,412.26	491,412.26	0.00 %
1740-22 Maine Mall Road Improvements	693,732.87	693,732.87	0.00 %
1740-23 GGP Gravel Wetland	664,216.29	664,216.29	0.00 %
Total 1740 Infrastructure	5,433,163.06	5,433,163.06	0.00 %
1780 Construction in Process	0.00	0.00	
1786 South Branch BMP Retrofits E-34	179,922.35	171,461.90	4.93 %
Total 1780 Construction in Process	179,922.35	171,461.90	4.93 %
1790 Accumulated Depreciation	-1,104,314.91	-995,651.65	-10.91 %
Total 1700 FIXED ASSETS	4,508,770.50	4,608,973.31	-2.17 %
Total Fixed Assets	4,508,770.50	4,608,973.31	-2.17 %
TOTAL ASSETS	\$9,572,497.55	\$9,426,337.83	1.55 %

LIABILITIES AND EQUITY

Liabilities

	As of Jan 31, 2024	As of Jan 31, 2023 (PY)	Total % Change
Current Liabilities			
Accounts Payable			
2000 ACCOUNTS PAYABLE	424,702.00	49,383.14	760.01 %
Total Accounts Payable	424,702.00	49,383.14	760.01 %
Credit Cards			
1114 Credit Card	51.00	141.11	-63.86 %
Total Credit Cards	51.00	141.11	-63.86 %
Other Current Liabilities			
2210 Accrued Vacation	1,801.74	1,801.74	0.00 %
2310 Construction Retainage	61,537.30	0.00	
Payroll Liabilities			
Federal Taxes (941/944)	0.00	871.14	-100.00 %
Federal Unemployment (940)	42.00	42.00	0.00 %
Simple IRA Catch-Up	842.14		
Total Payroll Liabilities	884.14	913.14	-3.18 %
Total Other Current Liabilities	64,223.18	2,714.88	2,265.60 %
Total Current Liabilities	488,976.18	52,239.13	836.03 %
Long-Term Liabilities			
2700 MM BOND BANK	606,066.40	681,824.70	-11.11 %
Total Long-Term Liabilities	606,066.40	681,824.70	-11.11 %
Total Liabilities	1,095,042.58	734,063.83	49.18 %
Equity			
3000 NET ASSETS	8,303,899.91	7,646,336.70	8.60 %
Net Income	173,555.06	1,045,937.30	-83.41 %
Total Equity	8,477,454.97	8,692,274.00	-2.47 %
TOTAL LIABILITIES AND EQUITY	\$9,572,497.55	\$9,426,337.83	1.55 %

Checks and Credit Card Charges by Date

January 2024

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
01/02/2024	Bill Payment (Check)	1257	Yes	ACORN ENGINEERING, INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-1,057.92
01/02/2024	Bill Payment (Check)	1256	Yes	GZA GEOENVIRONMENTAL INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-7,085.84
01/02/2024	Bill Payment (Check)	1255	Yes	R. J. Grondin & Sons		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-192,687.30
01/02/2024	Bill Payment (Check)	1254	Yes	P.C. Sexton WIT Companies, LLC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-9,500.00
01/02/2024	Bill Payment (Check)	1253	Yes	Outdoor Service Company, INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-7,253.38
01/02/2024	Check	1252	Yes	Charles Schwab & Co., Inc.		1110 MCB Checking	Payroll Liabilities:Simple IRA Catch-Up	-2,526.42
01/04/2024	Check	1258	Yes	CITY OF SOUTH PORTLAND		1110 MCB Checking	5044 CONSTRUCTION:Permit Fees	-150.00
01/11/2024	Bill Payment (Check)	1259	Yes	Purdy Powers & Company		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-1,465.00
01/11/2024	Bill Payment (Check)	1260	Yes	CUMBERLAND COUNTY SWCD		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-6,953.05
01/11/2024	Bill Payment (Check)	1261	Yes	Eco Maine - Vendor		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-1,912.96
01/11/2024	Bill Payment (Check)	1262	Yes	CARD SERVICES		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-51.00
01/11/2024	Bill Payment (Check)	1263	Yes	PERKINS THOMPSON	13657-0001	1110 MCB Checking	2000 ACCOUNTS PAYABLE	-80.00
01/18/2024	Bill Payment (Check)	1264	Yes	GZA GEOENVIRONMENTAL INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-7,859.00

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
01/18/2024	Bill Payment (Check)	1265	Yes	ACORN ENGINEERING, INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-1,288.70
01/18/2024	Bill Payment (Check)	1266	Yes	A Partner in Technology		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-70.00
01/18/2024	Bill Payment (Check)	1267	Yes	Maritime Farms Land Management		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-9,248.00
01/31/2024	Bill Payment (Check)	1268	Yes	VERIZON		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-91.29

Deposit List by Date

January 2024

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
01/05/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	5,953.66
01/08/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	23,747.21
01/10/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	31,904.07
01/11/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	11,767.70
01/12/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	8,925.02
01/17/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	43,054.44
01/18/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	70,505.58
01/19/2024	Deposit		Yes	75 Darling Preble Street LLC		1116 MCB Savings Base	1499 UNDEPOSITED FUNDS	2,289.01
01/22/2024	Deposit		Yes			1110 MCB Checking	-Split-	39,004.95
01/22/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	69,141.76
01/23/2024	Deposit		Yes	Target Corporation		1116 MCB Savings Base	-Split-	13,368.57
01/24/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	10,547.50
01/29/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	78,819.77
01/30/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	10,048.72
01/31/2024	Deposit		Yes	Saunders Properties, LLC		1116 MCB Savings Base	1499 UNDEPOSITED FUNDS	2,338.41

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
01/31/2024	Deposit		Yes	Maine Community Bank	INTEREST	1110 MCB Checking	4820 INTEREST	5.30
01/31/2024	Deposit		Yes	Maine Community Bank	INTEREST	1116 MCB Savings Base	4820 INTEREST	18.08
01/31/2024	Deposit		Yes	Maine Community Bank	INTEREST POSTING FOR DDA XXXXXX8999	1117 MCB Sweep Savings	4820 INTEREST	1,009.16

A/R Aging Summary

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
12 Thomas Drive, LLC						0.00
113-F-02	4,019.99					4,019.99
Total 12 Thomas Drive, LLC	4,019.99					4,019.99
244 Western Ave Associates						0.00
59-01	1,950.44					1,950.44
Total 244 Western Ave Associates	1,950.44					1,950.44
333 Clark's Pond, LLC						0.00
138-01	2,156.77					2,156.77
Total 333 Clark's Pond, LLC	2,156.77					2,156.77
35 Foden Road Condominium Association, Inc.						0.00
64-01	3,700.19					3,700.19
Total 35 Foden Road Condominium Association, Inc.	3,700.19					3,700.19
465 Main Street LLC						0.00
128-02	5,096.48				2.55	5,099.03
Total 465 Main Street LLC	5,096.48				2.55	5,099.03
ABR Realty Trust						0.00
79-V-01	365.86					365.86
Total ABR Realty Trust	365.86					365.86
Anthem Health Plans of Maine, Inc.						0.00
22-01	9,945.51					9,945.51
Total Anthem Health Plans of Maine, Inc.	9,945.51					9,945.51
Atlantic Regional Federal Credit Union						0.00
44-02					4,588.53	4,588.53
Total Atlantic Regional Federal Credit Union					4,588.53	4,588.53
Best Company, LLC						0.00
122-01					1.00	1.00
Total Best Company, LLC					1.00	1.00
Cabot House of Portland Real Estate Trust						0.00
100-01	2,105.39					2,105.39
Total Cabot House of Portland Real Estate Trust	2,105.39					2,105.39
CarMax Auto Superstores, Inc.					-0.02	-0.02

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Cornerbrook LLC						0.00
65-01	4,959.12			557.01	92,163.70	97,679.83
Total Cornerbrook LLC	4,959.12			557.01	92,163.70	97,679.83
CPSP LLC						0.00
70-D-01	6,476.33		720.20	713.76	106,690.24	114,600.53
71-D-01	6,019.88		740.86	734.19	120,749.61	128,244.54
72-D-01	2,319.89		317.03	314.16	50,022.34	52,973.42
Total CPSP LLC	14,816.10		1,778.09	1,762.11	277,462.19	295,818.49
Eastpoint Christian Church						0.00
137-01	3,138.59					3,138.59
Total Eastpoint Christian Church	3,138.59					3,138.59
Fork Food Hub L3C						0.00
91-02	2,812.36					2,812.36
Total Fork Food Hub L3C	2,812.36					2,812.36
GGP-Maine Mall L.L.C.						0.00
28-R-01	122.39					122.39
30-R-01	11,080.98				10,827.90	21,908.88
32-R-01	633.89					633.89
58-R-01	30.95					30.95
68-R-01	200.06					200.06
Total GGP-Maine Mall L.L.C.	12,068.27				10,827.90	22,896.17
Goodwill Industries of NNE						0.00
133-02				4,441.37		4,441.37
Total Goodwill Industries of NNE				4,441.37		4,441.37
Hannaford Bros. Co., LLC						0.00
66-01	4,505.89				4,505.90	9,011.79
Total Hannaford Bros. Co., LLC	4,505.89				4,505.90	9,011.79
Individual Permit Holders Services						0.00
144 New Gen Holding Co LLC					470.45	470.45
Total Individual Permit Holders Services					470.45	470.45
Jetport Plaza LLC						0.00
99-01	12,134.96				0.75	12,135.71
Total Jetport Plaza LLC	12,134.96				0.75	12,135.71

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Longcreek Properties, LLC						0.00
63-01	5,680.32					5,680.32
Total Longcreek Properties, LLC	5,680.32					5,680.32
LZ Associates						0.00
110-01	2,764.28					2,764.28
Total LZ Associates	2,764.28					2,764.28
Macy's Retail Holdings, Inc						0.00
29-01	22,225.21					22,225.21
Total Macy's Retail Holdings, Inc	22,225.21					22,225.21
Maine Department of Transportation						0.00
201-215 Designated Road Segments	85,230.73					85,230.73
Total Maine Department of Transportation	85,230.73					85,230.73
Maine Mall Motors						0.00
53-Q-02	1,560.44					1,560.44
55-Q-01	3,228.29					3,228.29
Total Maine Mall Motors	4,788.73					4,788.73
MMC Realty Corp./MaineHealth						0.00
127-02	3,907.68					3,907.68
13-02	2,552.40					2,552.40
Total MMC Realty Corp./MaineHealth	6,460.08					6,460.08
New Gen Hospitality, LLC						0.00
37-01	3,861.63					3,861.63
Total New Gen Hospitality, LLC	3,861.63					3,861.63
New Gen Hotels Group, LLC						0.00
88-01	2,422.94					2,422.94
Total New Gen Hotels Group, LLC	2,422.94					2,422.94
PGP S. Portland, LLC						0.00
145-01	1,387.33					1,387.33
146-01	3,388.00					3,388.00
Total PGP S. Portland, LLC	4,775.33					4,775.33
Philbrook Avenue Associates LLC						0.00
67-01	8,617.55					8,617.55
Total Philbrook Avenue Associates LLC	8,617.55					8,617.55

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
R.A. Cummings, Inc.						0.00
125-I-01	1,870.06					1,870.06
43-I-01	551.99					551.99
Total R.A. Cummings, Inc.	2,422.05					2,422.05
Storage Realty Corp.						0.00
54-01	1,738.49					1,738.49
Total Storage Realty Corp.	1,738.49					1,738.49
Sysco Northern New England, Inc.						0.00
109-01					0.07	0.07
Total Sysco Northern New England, Inc.					0.07	0.07
Texas Instruments Incorporated						0.00
86-01	515.43					515.43
87-01	10,972.32					10,972.32
Total Texas Instruments Incorporated	11,487.75					11,487.75
Transport Leasing Corp.						0.00
6-N-01	0.02					0.02
Total Transport Leasing Corp.	0.02					0.02
United Rentals (North America), Inc.						0.00
115-01	2,789.53					2,789.53
Total United Rentals (North America), Inc.	2,789.53					2,789.53
UPS						0.00
85-01	5,466.00				5,466.00	10,932.00
Total UPS	5,466.00				5,466.00	10,932.00
Washington Baxter, LLC						0.00
69-02					24,415.15	24,415.15
Total Washington Baxter, LLC					24,415.15	24,415.15
Winward Circle Condominium Association						0.00
135-02	4,848.33					4,848.33
Total Winward Circle Condominium Association	4,848.33					4,848.33
TOTAL	\$259,354.89	\$4,441.37	\$1,778.09	\$2,319.12	\$419,904.17	\$687,797.64

Accounts Payable Aging Summary

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
CUMBERLAND COUNTY SWCD	4,053.85					4,053.85
Maine Municipal Bond Bank	37,879.15					37,879.15
PINE ENVIRONMENTAL SERVICES, INC	100.80					100.80
R. J. Grondin & Sons	296,143.20					296,143.20
Sterling Stormwater Maintenance Services, LLC	86,525.00					86,525.00
TOTAL	\$424,702.00	\$0.00	\$0.00	\$0.00	\$0.00	\$424,702.00

Expenses by Vendor Summary

July 2023 - January 2024

	Total
A Partner in Technology	276.25
Acadia Insurance	6,070.00
ACORN ENGINEERING, INC	12,259.30
Center for Watershed Protection	413.00
CITY OF SOUTH PORTLAND	10,150.00
CROSS INSURANCE	2,679.00
CUMBERLAND COUNTY SWCD	68,171.04
Eco Maine - Vendor	3,638.31
ESRI	1,373.84
GZA GEOENVIRONMENTAL INC	54,142.74
Intuit	306.00
Maine Community Bank	25.00
Maine Municipal Association	100.00
Maine Municipal Bond Bank	75,758.30
Maritime Farms Land Management	216,787.38
MEMIC	-64.97
Outdoor Service Company, INC	7,253.38
P.C. Sexton WIT Companies, LLC	9,500.00
PERKINS THOMPSON	6,480.00
PINE ENVIRONMENTAL SERVICES, INC	100.80
Purdy Powers & Company	10,100.00
R. J. Grondin & Sons	615,373.00
S&J Properties, LLC (V)	33,058.43
Sterling Stormwater Maintenance Services, LLC	86,525.00
TechSoup	75.00
VERIZON	638.54
WSP USA Environment & Infrastructure Inc.	1,770.00
Not Specified	50.00
TOTAL	\$1,223,009.34

Monthly: Budget vs. Actuals - FY23 P&L

July 2023 - January 2024

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4100 ADMINISTRATION	198,309.45	181,347.12	16,962.33	109.35 %
4200 CONSTRUCTION AND MAINTENANCE	724,501.89	925,331.36	-200,829.47	78.30 %
4500 GOOD HOUSEKEEPING	410,615.54	354,856.36	55,759.18	115.71 %
4600 MONITORING	101,225.53	75,305.16	25,920.37	134.42 %
4700 STREAM RESTORATION	0.00	2,735.95	-2,735.95	0.00 %
4810 FINANCE CHARGES	15,990.22		15,990.22	
4820 INTEREST	7,423.08	8,000.00	-576.92	92.79 %
4840 Other Income	97.00		97.00	
Total Income	1,458,162.71	1,547,575.95	-89,413.24	94.22 %
GROSS PROFIT	1,458,162.71	1,547,575.95	-89,413.24	94.22 %
EXPENSES				
5010 ADS	100.00	500.00	-400.00	20.00 %
5030 BAD DEBT		40,245.10	-40,245.10	
5040 CONSTRUCTION	329,048.00		329,048.00	
5041 BMP Repair & Replacement Reserve		200,000.00	-200,000.00	
5042 Engineering	12,259.30	12,250.00	9.30	100.08 %
5044 Permit Fees	150.00		150.00	
5046 Structural	296,325.00	1,686,000.00	-1,389,675.00	17.58 %
5046.1 Private BMP Incentive Program	40,311.81		40,311.81	
5047 Inspection and Maintenance	85,900.00	127,975.00	-42,075.00	67.12 %
5048 Non-Routine Repair & Maint.	22,701.00		22,701.00	
5049 Landscaping of Const. Proj.	57,853.00	103,442.50	-45,589.50	55.93 %
Total 5040 CONSTRUCTION	844,548.11	2,129,667.50	-1,285,119.39	39.66 %
5060 MONITORING EXPENSE				
5061 Watershed Monitoring	54,142.74	63,549.00	-9,406.26	85.20 %
Total 5060 MONITORING EXPENSE	54,142.74	63,549.00	-9,406.26	85.20 %
5080 MEETINGS		2,000.00	-2,000.00	
5090 EQUIPMENT	100.80	5,000.00	-4,899.20	2.02 %
6000 PROGRAM EXPENSE				
6002 Loan Payment	75,758.30	75,760.00	-1.70	100.00 %
Total 6000 PROGRAM EXPENSE	75,758.30	75,760.00	-1.70	100.00 %
6160 DUES AND SUBSCRIPTIONS	1,714.84	2,000.00	-285.16	85.74 %
6170 EQUIPMENT RENTAL		1,000.00	-1,000.00	
6180 INSURANCE				

				Total
	Actual	Budget	over Budget	% of Budget
6181 Liability Insurance	8,749.00	9,500.00	-751.00	92.09 %
Total 6180 INSURANCE	8,749.00	9,500.00	-751.00	92.09 %
6240 MISCELLANEOUS	0.00		0.00	
6250 POSTAGE AND DELIVERY		650.00	-650.00	
6270 PROFESSIONAL FEES				
6271 Consultant-Engineer	11,546.25	62,600.00	-51,053.75	18.44 %
6272 Legal Fees	6,480.00	20,000.00	-13,520.00	32.40 %
6273 Accounting	10,100.00	9,300.00	800.00	108.60 %
6275 Plan Implementation	68,106.96	169,220.63	-101,113.67	40.25 %
6276 Sweeping	136,808.82	148,768.40	-11,959.58	91.96 %
6278 Catch Basin Cleaning		52,500.00	-52,500.00	
6283 Waste Management	3,687.87	14,332.00	-10,644.13	25.73 %
Total 6270 PROFESSIONAL FEES	236,729.90	476,721.03	-239,991.13	49.66 %
6340 TELEPHONE	638.54	1,440.00	-801.46	44.34 %
6350 TRAVEL				
6351 Lodging		500.00	-500.00	
6353 Meals		500.00	-500.00	
6354 Travel	64.08	1,100.00	-1,035.92	5.83 %
6355 Conferences	198.00	2,000.00	-1,802.00	9.90 %
Total 6350 TRAVEL	262.08	4,100.00	-3,837.92	6.39 %
6550 SUPPLIES		2,000.00	-2,000.00	
7200 Salaries & Related Expenses				
7220 Salaries & Wages	55,692.15	93,771.35	-38,079.20	59.39 %
7245 Employee Benefits - Simple IRA	1,670.70	2,811.35	-1,140.65	59.43 %
7250 Payroll Taxes, etc.	4,260.46	7,168.71	-2,908.25	59.43 %
7260 Payroll Processing & Fees	305.00	500.00	-195.00	61.00 %
7270 Workers Comp Insurance	-64.97	500.00	-564.97	-12.99 %
Total 7200 Salaries & Related Expenses	61,863.34	104,751.41	-42,888.07	59.06 %
Total Expenses	1,284,607.65	2,918,884.04	-1,634,276.39	44.01 %
NET OPERATING INCOME	173,555.06	-1,371,308.09	1,544,863.15	-12.66 %
NET INCOME	\$173,555.06	\$ -1,371,308.09	\$1,544,863.15	-12.66 %

ATTACHMENT C

Biomonitoring Summary

Date	Biomonitoring Station	Monitoring Station	Statutory Class	Determination
2010				
8/18/2010	S-409	S07 (Blanchette Brook)	B	NA
8/18/2010	S-411	S06A (Main Stem just above Blanchette)	B	NA
8/18/2010	S-570	S05 (Main Stem above Turnpike)	C	C
8/16/2010	S-414	S03 (North Branch)	C	NA
8/16/2010	S-752	S17 (Main Stem just above Foden Road)	C	NA
8/13/2010	S-415	S02 (Main Stem below Foden Road)	C	NA
8/13/2010	S-753	S01 (South Branch above Clark's Pond)	C	NA
2013				
9/9/2013	S-409	S07 (Blanchette Brook)	B	C
9/9/2013	S-1015	S06B (Main Stem Sable Oaks just below Cummings)	C	NA
9/9/2013	S-570	S05 (Main Stem above Turnpike)	C	C
9/9/2013	S-414	S03 (North Branch)	C	I
9/9/2013	S-581	NONE South Branch below S-408	C	NA
9/9/2013	S-415	S02 (Main Stem below Foden Road)	C	NA
2015				
8/27/2015	S-411	S06A (Main Stem just above Blanchette)	B	C
8/27/2015	S-414	S03 (North Branch)	C	NA
8/27/2015	S-408	NONE South Branch above S-581	C	NA
8/27/2015	S-752	S17 (Main Stem just above Foden Road)	C	NA
2018				
8/1/2018	S-409	S07 (Blanchette Brook)	B	NA
8/1/2018	S-1015	S06B (Main Stem Sable Oaks just below Cummings)	C	NA
8/1/2018	S-411	S06A (Main Stem just above Blanchette)	B	NA
8/1/2018	S-570	S05 (Main Stem above Turnpike)	C	NA
8/1/2018	S-414	S03 (North Branch)	C	NA
8/1/2018	S-752	S17 (Main Stem just above Foden Road)	C	NA
8/1/2018	S-415	S02 (Main Stem below Foden Road)	C	NA
8/1/2018	S-753	S01 (South Branch above Clark's Pond)	C	NA
2019				
8/13/2019	S-409	S07 (Blanchette Brook)	B	NA
8/13/2019	S-570	S05 (Main Stem above Turnpike)	C	NA
8/13/2019	S-752	S17 (Main Stem just above Foden Road)	C	NA
2021				
9/3/2021	S-570	S05 (Main Stem above Turnpike)	C	NA
9/3/2021	S-1196	Upper Restoration Reach	C	NA
9/3/2021	S-1197	S17 (Main Stem just above Foden Road)	C	NA
9/3/2021	S-752	Lower Restoration Reach	C	NA
2023				
8/3/2023	S-409	S07 (Blanchette Brook)	B	NA
8/3/2023	S-1015	S06B (Main Stem Sable Oaks just below Cummings)	C	NA
8/3/2023	S-570	S05 (Main Stem above Turnpike)	C	NA
8/3/2023	S-414	S03 (North Branch)	C	NA
8/3/2023	S-752	S17 (Main Stem just above Foden Road)	C	NA
8/3/2023	S-753	S01 (South Branch above Clark's Pond)	C	NA