



Long Creek Watershed Management District Board of Directors Meeting

Agenda: March 22, 2023, 9:00a.m. to 11:00a.m.

Location: Remote participation due to COVID-19; members of the public may join the meeting by virtually by clicking this link [Microsoft Teams Meeting](#) or may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 723 649 432#.

Time	Agenda Item	Attachment	Page(s)
9:00 — 9:10	1. Call to Order		
9:10 — 9:15	2. Minutes: November 22, 2022, Board Meeting <i>Proposed Motion: Motion to approve the November 22, 2022, Board meeting minutes.</i>	Attachment A	1 — 6
9:15 — 9:20	3. Minutes: January 26, 2023, Board Meeting <i>Proposed Motion: Motion to approve the January 26, 2023, Board meeting minutes.</i>	Attachment B	7 — 10
9:20 — 9:30	4. Treasurer's Report: February Financial Report	Attachment C	11 — 25
9:30 — 9:40	5. Change Order, GZA GeoEnvironmental, Inc., Water Quality Monitoring Services Agreement: <i>Proposed Motion: Motion to authorize the Executive Director to enter into a change order with GZA GeoEnvironmental, Inc. in the amount of \$9,850 to perform habitat and benthic macroinvertebrate assessments in accordance with the proposed change order.</i>	Attachment D	26 — 32
9:40 — 9:50	6. Maritime Farms & Land Management, LLC — Landscaping Services Agreement, Change Order No. 5: <i>Motion to authorize the Executive Director to enter into a change order to the Landscaping Services Agreement dated December 17, 2018, with Maritime Farms & Land Management, LLC, in the amount of \$6,916.25 for labor and materials to replace eight trees in the Gorham Road medians.</i>	Attachment E	33 — 37
9:50 — 10:05	7. 75 Darling Avenue, Private BMP Incentive Program Application: <i>Proposed Motion: Motion to approve/reject Private BMP Incentive Program Application.</i>	Attachment F	38 — 54
10:05 — 10:20	8. Review of Board Member Duties and Obligations		
10:20 — 10:30	9. Annual Nomination and Election of Board Officers — Chair, Vice Chair, Treasurer, and Secretary: <i>Proposed Motion: Motion to nominate and elect Chair, Vice Chair, Treasurer, and Secretary.</i>		
10:30 — 10:40	10. Discussion: 2023 Annual Landowner Meeting		
10:40 — 10:45	11. Public Comment(s)		
10:45 — 10:50	12. Next Meeting		
10:50	13. Adjourn		

ATTACHMENT A



Long Creek Watershed Management District Board of Director's Meeting

Minutes from November 22, 2022, Meeting

Location: Remote participation due to COVID-19; members of the public may join the meeting by virtually by clicking this link [Microsoft Teams Meeting](#) or may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 123 110 570#.

1. **Call to Order:** Mr. Dillon called the meeting to order at 9:04a.m.
2. **Roll Call:**
 - a. Attendance: Angela Blanchette, Curtis Bohlen, Fred Dillon, Cindy Dionne, Eric Dudley, Brian Goldberg, Will Haskell, Susan Henderson (9:11a.m.), Doug Roncarati (10:08a.m.)
 - b. Absent: Sean Donohue, Craig Gorris, Jason Kenney
 - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District)
3. **Review of Board Meeting Minutes:**
 - a. The Board reviewed the minutes from the October 26, 2022, meeting.
 - b. **Mr. Haskell made a motion to approve the October 26, 2022, Board meeting minutes. Mr. Bohlen seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
 - a. Mr. Bohlen reviewed the Fiscal Year 2022 Financial Audit report.
 - b. Mr. Bohlen noted that the auditor recommended a revision to the financial controls to address the potential for fraud because one person is presently responsible for invoicing and receipt of payments for invoices. The auditor recommended incorporating a check to tie invoices to payments received.
 - c. Mr. Brewer said this might be difficult due to the limited options for having more than one person involved in the process.

Ms. Henderson joined the meeting.

 - d. Mr. Goldberg asked whether someone else could open mail, such as the Executive Director.
 - e. Mr. Carney suggested that perhaps a list of invoices could be generated and reviewed by the Executive Director and receipts cross-checked against this list by generating reports in QuickBooks.
 - f. Mr. Brewer and Mr. Carney agreed to further investigate options to address the auditor's recommendation.
 - g. Mr. Brewer noted that the audit report now tracks the \$200,000 that is annually earmarked for long-term BMP maintenance, repair, and replacement. This is discussed in Note B of the report under "Board Assigned Cash."
 - h. Mr. Bohlen reviewed the October Financial Report noting there is nothing unusual to report.

- i. Mr. Brewer noted that the monthly financial reports will also track the \$200,000 that is annually earmarked for long-term BMP maintenance, repair, and replacement, which is reflected in Account 117R on the Balance Sheet.
 - j. Mr. Carney reminded the Board that at the last meeting the financial controls were revised to provide guidance on when bad debt should be written off for accounting purposes. Under the new guidance, bad debt may be written off when the Board finds the amount involved too small or if it is more likely than not that collection of the debt will be unsuccessful.
 - k. Based on the new guidance, Mr. Carney and Mr. Brewer recommended that two debts be written off.
 - l. The first is North Avenue Realty Trust in the amount of \$1,554.81. Mr. Carney noted this debt pertains to the property at 207 Gannett Drive, which was sold by North Avenue Realty Trust. The debt pertains to unpaid landowner assessments during North Avenue Realty Trust's term of ownership. The buyer is now the permittee and has paid fees since the time of its acquisition.
 - m. Mr. Carney advised that the default notice process in the financial control was followed, however, payment has not been received from North Avenue Realty Trust.
 - n. It is recommended that this balance be written off due to the small amount owed relative to the expenditure that would be required to collect the debt.
 - o. The second is TRU Realty 2005 RE I, LLC in the amount of \$10,016.46. This is the property on Maine Mall Road where Toys R Us was previously located.
 - p. Mr. Carney noted the larger Toys R Us concern filed for bankruptcy. The bankruptcy filings are very complex and the final disposition of TRU Realty 2005 RE I, LLC in the bankruptcy proceeding is not clear, but it is unlikely that this debt can be collected.
 - q. **Mr. Haskell made a motion to write off the North Avenue Realty Trust debt in the amount of \$1,554.81 and the TRU Realty 2005 RE I, LLC debt in the amount of \$10,016.46. Mr. Dudley seconded the motion. The motion carried unanimously.**
- 5. Carry Over Executive Director Leave Time from Calendar Year 2022 to Calendar Year 2023**
- a. Mr. Carney noted that under the terms of his employment the Executive Director may carry over up to 40 hours of unused paid time off from one year to the next if approved by the Board.
 - b. Mr. Carney requested that the Board approve carrying over up to 40 hours of leave time from 2022 to 2023.
 - c. **Mr. Haskell made a motion to authorize Executive Director to carry over 40 hours of leave time from 2022 to 2023. Mr. Dudley seconded the motion. The motion carried unanimously.**
- 6. Executive Session – Personnel Matter (re: Annual Performance Review):**
- a. **Mr. Haskell 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. Ms. Henderson seconded the motion. The motion carried unanimously.**
 - b. **Mr. Haskell made a motion for the Board come out of executive session. Ms. Blanchette seconded the motion. The motion carried unanimously.**

- c. Following the executive session, Mr. Dillon summarized the Board's discussion noting the Board continues to appreciate Mr. Carney's work.
- d. Mr. Dillon advised that the Board had agreed to a salary increase for the Executive Director of 4%. In addition, the Board agreed to amend the terms of the Executive Director's employment to allow the Executive Director to carry over up to 40 hours of unused paid time off from one year to the next without further Board approval in the future.
- e. **Mr. Haskell made a motion to increase 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 allow the Executive Director to carry over up to 40 hours of unused paid time off from one calendar year to the next without further Board approval in the future. Mr. Dudley seconded the motion. The motion carried unanimously.**

7. New Development and Redevelopment Projects

- a. Mr. Carney reminded the Board of the discussion at its last meeting concerning new development at 860 Spring Street, in Westbrook, which is a "participating landowner" property under the Long Creek General Permit.
- b. At the last meeting it was discussed whether the District should fund the cost of expanding its existing subsurface stormwater storage system at the site to accommodate an approximately one-half acre of expansion of the building on the site.
- c. Mr. Carney said that since the last meeting he confirmed with Maine DEP that it would not require the landowner to construct additional stormwater controls because the original Site Law permit for the commercial subdivision allowed up to three-acres of development on each site within the subdivision without further permitting. The City of Westbrook permit followed Maine DEP's requirements on stormwater management.
- d. Mr. Carney further advised that additional information had been acquired on the cost of expanding the existing subsurface stormwater storage system and that the cost was much higher than the estimate discussed at the prior meeting.
- e. At the prior meeting, a very rough estimate of \$65,000 was used for discussion purposes. Since the last meeting, the site owner received an estimate from its construction contractor which estimated the cost at almost \$200,000.
- f. Mr. Carney suggested that given the much higher than anticipated cost the \$200,000 might be better spent elsewhere.
- g. Mr. Carney noted that since inception of the program the District's average treatment cost is approximately \$50,000 per acre, whereas the cost for expanding the subsurface system at 860 Spring Street based on the contractor's estimate would average out to \$400,000 per acre.
- h. Mr. Dudley, Mr. Haskell, and Ms. Blanchette all mentioned that pricing for projects on which they are working are far exceeding past prices for similar work.
- i. Mr. Carney gave other examples where \$200,000 could be spent in the upper reaches of Blanchette Brook, which is one of the headwaters of Long Creek.

- j. Mr. Carney noted there is a new development project project being proposed upstream of 860 County Road in the vicinity of the headwater of Blanchette Brook. There may be opportunities to partner with that landowner on stormwater treatment and storage.
- k. In addition, Mr. Carney noted that a consultant for the Maine Turnpike Authority had contacted him concerning potential wetland or water quality projects in the Long Creek Watershed which would be required of Maine Turnpike Authority as mitigation should it proceed with the Gorham connector.
- l. Mr. Carney said he advised the consultant of potential projects in the upper Long Creek Watershed including a stream buffer or preemptive stream restoration project with the Sable Oaks Golf Course, or possible retrofits of two large detention basins on Thomas Drive just downstream of 860 Spring Street.

Mr. Roncarati joined the meeting.

- m. Mr. Carney said he was not sure of how much mitigation funding could go to projects in the Long Creek Watershed because only a small portion of the watershed would be affected by the Gorham connector project.
- n. Mr. Bohlen suggested that mitigation may be disproportional among affected watersheds.
- o. Mr. Roncarati agreed that mitigation funds do not necessarily need to be spent in the affected watershed.
- p. Ms. Blanchette suggested that given the potential for other opportunities the project at 860 Spring Street is not a good value for the District.
- q. Mr. Goldberg agreed that the project is not a good value, and the District should wait for other opportunities.
- r. Mr. Carney noted that with respect to 860 Spring Street, today's proposal would probably be the last opportunity to work with the landowner on this.
- s. There was a consensus among the Board that the 860 Spring Street proposal should not be further pursued and that the District should focus on other opportunities.

8. Public Comment(s): None.

9. Next Meeting:

- a. Mr. Dillon noted that today is Ms. Henderson's last meeting as a Board member as Ms. Henderson's tenure on the City of South Portland's City Council will soon be coming to a close.
- b. Since Ms. Henderson will no longer be a "municipal official" as contemplated by the District's organizational documents she will no longer be eligible to serve as a Board member.
- c. Mr. Dillon thanked Ms. Henderson for her service on the Board and for the perspective she provided over the years.
- d. Ms. Henderson said she really enjoyed her experience as a Board member and that she learned a great deal.
- e. Mr. Carney agreed to send a poll to the Board to determine the date of the next meeting.

10. Adjourn: The meeting adjourned at 10:43a.m.

DRAFT

Board attendance and voting record:

Board Member	Attendance	Approve October 26, 2022, Minutes	Write Off Bad Debt	Carry Over Executive Director Leave	Motion to go Into Executive Session – Personnel Matter	Motion to Come Out of Executive Session – Personnel Matter	Motion Following Executive Session
Blanchette	Y	Y	Y	Y	Y	Y	Y
Bohlen	Y	Y	Y	Y	Y	Y	Y
Dillon	Y	Y	Y	Y	Y	Y	Y
Dionne	Y	Y	Y	Y	Y	Y	Y
Donahue	N	—	—	—	—	—	—
Dudley	Y	Y	Y	Y	Y	Y	Y
Goldberg	Y	Y	Y	Y	Y	Y	Y
Gorris	N	—	—	—	—	—	—
Haskell	Y	Y	Y	Y	Y	Y	Y
Henderson	Y	—	Y	Y	Y	Y	Y
Kenney	N	—	—	—	—	—	—
Roncarati	Y	Y	Y	Y	Y	Y	Y

ATTACHMENT B



Long Creek Watershed Management District Board of Director's Meeting

Minutes from January 26, 2023, Meeting

Location: Remote participation due to COVID-19; members of the public may join the meeting by virtually by clicking this link [Microsoft Teams Meeting](#) or may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 954 413 047#.

1. **Call to Order:** Mr. Dillon called the meeting to order at 9:04a.m.
2. **Roll Call:**
 - a. Attendance: Angela Blanchette, Curtis Bohlen, Fred Dillon, Sean Donohue, Jason Kenney, Doug Roncarati
 - b. Absent: Peter Connell, Cindy Dionne, Eric Dudley, Brian Goldberg, Craig Gorris, Will Haskell, Richard Matthews
 - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District)
3. **Review of Board Meeting Minutes:** There not being a quorum of Board members for this meeting, no action was taken pertaining to the minutes from the November 22, 2022, meeting.
4. **Treasurer's Report:** Mr. Bohlen briefly reviewed the December Financial Report.
5. **FY2024 Estimate of Expenditures and Anticipated Revenues:**
 - a. The Board members present proceeded with a discussion of the Fiscal Year 2024 Estimate of Expenditures and Anticipated Revenues proceeded in anticipation of another Board member joining the meeting to establish a quorum.
 - 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.
 - d. 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.
 - e. Mr. Carney noted that many of the line-item amounts in the draft budget are either estimates based on year-to-date figures for fiscal year 2023 or are set figures from established services agreements.
 - f. Mr. Carney advised that notable items in the proposed budget include funding for an anticipated stakeholder process pertaining to the development of the next generation of the Long Creek General Permit. These funds total \$45,000 and are allocated to meetings, consultant fees for a professional facilitator, legal fees, and administrative and technical support from the Cumberland County Soil & Water Conservation District staff.

- g. In addition, the construction budget for the South Branch BMP project was increased by 4% from \$1,391,000 in Fiscal Year 2022 to \$1,446,640 in FY2024, which is based on anticipated construction cost inflation in fiscal year 2024.
- g. At the conclusion of the discussion, no other Board members had joined the meeting.
- h. There not being a quorum of Board members for this meeting, no formal action was taken pertaining to the Fiscal Year 2024 Estimate of Expenditures and Anticipated Revenues.
- i. There was, however, a consensus that that the Fiscal Year 2024 Estimate of Expenditures and Anticipated Revenues should be mailed on time on February 1 based on the figures provided in the provisional budget included in today's Board packet.

6. Annual Nomination and Election of Board Officers — Chair, Vice Chair, Treasurer, and Secretary:

There not being a quorum of Board members for this meeting, no action was taken pertaining to the Annual Nomination and Election of Board Officers.

7. Discussion, Participation in Process for Limited Liability Legislation Related to Chlorides Reduction:

- a. Mr. Carney advised the Board that several MS4 communities in Southern Maine have initiated a process to pursue limited liability legislation at the state level for snow removal contractors pertaining to reducing the amount of chlorides applied during winter maintenance activities.
- b. Mr. Carney noted that the Board has discussed the limited liability concept at past meetings, which has the goal of limited liability for snow removal contractors provided they implement snow removal activities in accordance with an established set of protocols and training provided by the state or a third party.
- c. Mr. Carney noted snow removal contractors are often wary of implementing low-chloride winter maintenance practices because liability for slip-and-falls or car accidents is often passed through to the contractor under the provisions of written agreements with landowners.
- d. Mr. Carney advised that the MS4 participants are in the process of scheduling a meeting with a legislator and their staff to discuss potential sponsorship of liability limiting legislation.
- e. The MS4s requested participation by the Long Creek Watershed Management District in the legislative process because of the amount of chloride data the District has accumulated and the District's experience with implementing the Sustainable Winter Management program.
- f. Mr. Carney advised that because the District is a 501(c)(3) it has a limited ability to pursue "lobbying" under Internal Revenue Service (IRS) rules. This does not mean that the District cannot do any lobbying, only that the District must keep its lobbying activities within IRS guidelines.
- g. Mr. Carney noted that participation in the legislative process contemplated by the MS4s would likely be considered "lobbying," however, the District's role in the process would be limited and likely not get close to exceeding IRS limitations.
- h. Mr. Carney said he is requesting guidance from the Board on whether the District should invest its limited ability to lobby to advance the cause of the limited liability legislation being proposed by the MS4s.

- i. Mr. Roncarati offered that it would be a benefit to Participating Landowners for the District to participate in the legislative process to head off the potential for a future chloride TMDL.
- j. Mr. Bohlen thought that the District's participation in the process would be a good education opportunity.
- k. Ms. Blanchette suggested that the District should participate, Long Creek should not be the only local watershed not involved as its nonparticipation would be a hole in the process given the District's experience in this area.
- l. Mr. Dillon offered that in his role with the City of South Portland he could do most of the work to pull Long Creek data thereby limiting the amount of District time allocated to the process.
- m. Mr. Katsiaticas suggested that Mr. Carney consult with Mr. Goldberg and Mr. Gorris to obtain the landowners' perspective, since training in low-chloride winter maintenance techniques and implementing those practices could lead to increased snow removal contractor costs.
- n. Mr. Roncarati emphasized that the alternative may be a TMDL, which would be more onerous and costly to property owners, noting that we need to work with landowners and contractors otherwise a TMDL should be anticipated.
- o. Those in attendance today suggested that Mr. Carney check in with Mr. Goldberg and Mr. Gorris to determine whether they have an objection to the District's participation in the process, if not, Mr. Carney should go ahead in providing support to the MS4s for this legislative process.

8. Public Comment(s): None.

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

10. Adjourn: The meeting adjourned at 9:54a.m.

Board attendance and voting record:

Board Member	Attendance	Approve November 22, 2022, Minutes	FY2023 Estimate of Expenditures and Anticipated Revenues	Nomination and Election of Board Officers
Blanchette	Y	N/A	N/A	N/A
Bohlen	Y	N/A	N/A	N/A
Connell	N	N/A	N/A	N/A
Dillon	Y	N/A	N/A	N/A
Dionne	N	N/A	N/A	N/A
Donahue	Y	N/A	N/A	N/A
Dudley	N	N/A	N/A	N/A
Goldberg	N	N/A	N/A	N/A
Gorris	N	N/A	N/A	N/A
Haskell	N	N/A	N/A	N/A
Kenney	Y	N/A	N/A	N/A
Matthews	N	N/A	N/A	N/A
Roncarati	Y	N/A	N/A	N/A

ATTACHMENT C



Financial Report

Long Creek Watershed Management District
For the period ended February 28, 2023

Prepared by
Christopher Brewer, Fiscal Agent

Prepared on
March 16, 2023

Table of Contents

Financial Reports Include:..... 3

Profit and Loss..... 4

Balance Sheet 6

Checks and Credit Card Charges by Date..... 8

Deposit List by Date..... 9

A/R Aging Summary..... 10

Accounts Payable Aging Summary..... 12

Expenses by Vendor Summary..... 13

Monthly:Budget vs. Actuals - FY23 P&L 14

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

February 2023

	Feb 2023	Jul 2022 - Feb 2023 (YTD)	Total
INCOME			
4100 ADMINISTRATION	1,463.43		189,041.88
4200 CONSTRUCTION AND MAINTENANCE	5,962.36		835,204.96
4201 Drainage Maintenance Agreement			316.00
Total 4200 CONSTRUCTION AND MAINTENANCE	5,962.36		835,520.96
4500 GOOD HOUSEKEEPING	2,864.28		333,545.72
4600 MONITORING	607.32		81,977.22
4810 FINANCE CHARGES	1,978.24		14,209.65
4820 INTEREST	945.24		7,401.61
Sales			175.00
Total Income	13,820.87		1,461,872.04
GROSS PROFIT	13,820.87		1,461,872.04
EXPENSES			
5030 BAD DEBT			1,554.81
5040 CONSTRUCTION			
5042 Engineering			242.50
5044 Permit Fees			-575.00
5047 Inspection and Maintenance	31,950.00		63,450.00
5048 Non-Routine Repair & Maint.	3,450.00		37,659.88
5049 Landscaping of Const. Proj.			70,954.50
Total 5040 CONSTRUCTION	35,400.00		171,731.88
5060 MONITORING EXPENSE	3,200.00		6,016.51
5061 Watershed Monitoring			36,317.49
Total 5060 MONITORING EXPENSE	3,200.00		42,334.00
5090 EQUIPMENT	1,423.50		2,482.50
6000 PROGRAM EXPENSE			
6002 Loan Payment			75,758.30
Total 6000 PROGRAM EXPENSE			75,758.30
6160 DUES AND SUBSCRIPTIONS			890.00
6180 INSURANCE			
6181 Liability Insurance			8,719.00
Total 6180 INSURANCE			8,719.00
6270 PROFESSIONAL FEES			
6271 Consultant-Engineer	38,093.75		38,561.25
6272 Legal Fees	240.00		3,942.00
6273 Accounting			9,300.00
6275 Plan Implementation	8,785.02		61,339.41
6283 Waste Management	2,073.24		13,182.62
Total 6270 PROFESSIONAL FEES	49,192.01		126,325.28
6340 TELEPHONE	91.17		746.95

		Total
	Feb 2023	Jul 2022 - Feb 2023 (YTD)
6350 TRAVEL		
6354 Travel		131.71
6355 Conferences		498.00
Total 6350 TRAVEL		629.71
6550 SUPPLIES		79.78
7200 Salaries & Related Expenses		
7220 Salaries & Wages	7,425.62	61,546.97
7245 Employee Benefits - Simple IRA	222.76	1,846.38
7250 Payroll Taxes, etc.	568.06	4,708.34
7260 Payroll Processing & Fees	50.00	399.00
7270 Workers Comp Insurance		-65.91
Total 7200 Salaries & Related Expenses	8,266.44	68,434.78
Total Expenses	97,573.12	499,686.99
NET OPERATING INCOME	-83,752.25	962,185.05
NET INCOME	\$ -83,752.25	\$962,185.05

Balance Sheet

As of February 28, 2023

	As of Feb 28, 2023	As of Feb 28, 2022 (PY)	Total % Change
ASSETS			
Current Assets			
Bank Accounts			
1110 Biddeford Savings - Checking	6,084.85	11,045.36	-44.91 %
1116 Biddeford Savings Savings Base	200,000.00	200,000.00	0.00 %
1117 Biddeford Savings Sweep Savings	3,927,209.73	3,563,665.61	10.20 %
1117R Non-Routine Maintenance Reserve	205,850.87		
Total 1117 Biddeford Savings Sweep Savings	4,133,060.60	3,563,665.61	15.98 %
Total Bank Accounts	4,339,145.45	3,774,710.97	14.95 %
Accounts Receivable			
1200 ACCOUNTS RECEIVABLE	476,574.96	501,684.34	-5.01 %
Total Accounts Receivable	476,574.96	501,684.34	-5.01 %
Other Current Assets			
12100 Performance Guarantee	33,050.00	33,050.00	0.00 %
1400 ALLOWANCE FOR DOUBTFUL ACCOUNTS	-82,983.16	-33,426.12	-148.26 %
1499 UNDEPOSITED FUNDS	3,443.56	0.00	
Total Other Current Assets	-46,489.60	-376.12	-12,260.31 %
Total Current Assets	4,769,230.81	4,276,019.19	11.53 %
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	171,461.90	154,388.38	11.06 %
Total 1780 Construction in Process	171,461.90	154,388.38	11.06 %
1790 Accumulated Depreciation	-995,651.65	-886,988.39	-12.25 %
Total 1700 FIXED ASSETS	4,608,973.31	4,700,563.05	-1.95 %
Total Fixed Assets	4,608,973.31	4,700,563.05	-1.95 %
TOTAL ASSETS	\$9,378,204.12	\$8,976,582.24	4.47 %

	As of Feb 28, 2023	As of Feb 28, 2022 (PY)	Total % Change
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 ACCOUNTS PAYABLE	84,349.43	0.00	
Total Accounts Payable	84,349.43	0.00	0.00%
Credit Cards			
1114 Credit Card	1,473.50	0.00	
Total Credit Cards	1,473.50	0.00	0.00%
Other Current Liabilities			
2210 Accrued Vacation	1,801.74	1,801.74	0.00 %
Payroll Liabilities			
Federal Taxes (941/944)	0.00	851.28	-100.00 %
Federal Unemployment (940)	42.00	0.00	
ME Income Tax	191.00	192.00	-0.52 %
Simple IRA Catch-Up	842.14		
TD Ameritrade Simple-IRA Catch-up	-842.14		
Total Payroll Liabilities	233.00	1,043.28	-77.67 %
Total Other Current Liabilities	2,034.74	2,845.02	-28.48 %
Total Current Liabilities	87,857.67	2,845.02	2,988.12 %
Long-Term Liabilities			
2700 MM BOND BANK	681,824.70	757,583.00	-10.00 %
Total Long-Term Liabilities	681,824.70	757,583.00	-10.00 %
Total Liabilities	769,682.37	760,428.02	1.22 %
Equity			
3000 NET ASSETS	7,646,336.70	7,299,117.61	4.76 %
Net Income	962,185.05	917,036.61	4.92 %
Total Equity	8,608,521.75	8,216,154.22	4.78 %
TOTAL LIABILITIES AND EQUITY	\$9,378,204.12	\$8,976,582.24	4.47 %

Checks and Credit Card Charges by Date

February 2023

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
02/07/2023	Bill Payment (Check)	1124	Yes	Maritime Farms Land Management		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-6,032.00
02/07/2023	Bill Payment (Check)	1125	Yes	PERKINS THOMPSON	13657-0001	1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-240.00
02/07/2023	Bill Payment (Check)	1126	Yes	CUMBERLAND COUNTY SWCD		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-3,183.27
02/09/2023	Bill Payment (Check)	1127	Yes	Eco Maine - Vendor		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-2,288.22
02/09/2023	Bill Payment (Check)	1128	Yes	CARD SERVICES		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-141.11
02/16/2023	Bill Payment (Check)	1129	Yes	GZA GEOENVIRONMENTAL INC		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-3,200.50
02/16/2023	Bill Payment (Check)	1130	Yes	MAINE MUNICIPAL BOND BANK		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-37,879.15
02/16/2023	Bill Payment (Check)	1131	Yes	A Partner in Technology		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-93.75

Deposit List by Date

February 2023

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
02/01/2023	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	92,863.47
02/03/2023	Deposit		Yes			1110 Biddeford Savings - Checking	-Split-	16,308.16
02/06/2023	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	32,598.68
02/10/2023	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	9,343.89
02/14/2023	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	12,786.30
02/15/2023	Deposit		Yes	United Rentals (North America), Inc.		1116 Biddeford Savings Savings Base	1499 UNDEPOSITED FUNDS	2,767.91
02/21/2023	Deposit		Yes	Macy's Retail Holdings, Inc		1116 Biddeford Savings Savings Base	1499 UNDEPOSITED FUNDS	22,141.40
02/27/2023	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	7,147.67
02/28/2023	Deposit		Yes	Biddeford Savings Bank	INTEREST	1110 Biddeford Savings - Checking	4820 INTEREST	2.07
02/28/2023	Deposit		Yes	Biddeford Savings Bank	INTEREST	1116 Biddeford Savings Savings Base	4820 INTEREST	15.34
02/28/2023	Deposit		Yes	Biddeford Savings Bank	INTEREST	1117 Biddeford Savings Sweep Savings	4820 INTEREST	927.83

A/R Aging Summary

As of February 28, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
333 Clark's Pond, LLC						0.00
138-01		2,907.99				2,907.99
Total 333 Clark's Pond, LLC		2,907.99				2,907.99
465 Main Street LLC						0.00
128-02		4,249.00				4,249.00
Total 465 Main Street LLC		4,249.00				4,249.00
Anthem Health Plans of Maine, Inc.						0.00
22-01		9,449.15				9,449.15
Total Anthem Health Plans of Maine, Inc.		9,449.15				9,449.15
Atlantic Regional Federal Credit Union						0.00
44-02		4,417.78			4,417.80	8,835.58
Total Atlantic Regional Federal Credit Union		4,417.78			4,417.80	8,835.58
Best Company, LLC						0.00
122-01		1.00				1.00
Total Best Company, LLC		1.00				1.00
CarMax Auto Superstores, Inc.					-0.02	-0.02
36-02-L					7,650.01	7,650.01
Total CarMax Auto Superstores, Inc.					7,649.99	7,649.99
Cornerbrook LLC						0.00
65-01	477.19	4,236.71	431.32	427.46	78,721.81	84,294.49
Total Cornerbrook LLC	477.19	4,236.71	431.32	427.46	78,721.81	84,294.49
CPSP LLC						0.00
70-D-01	603.87	6,290.87	518.21	532.06	87,864.48	95,809.49
71-D-01	626.73	5,841.11	563.79	558.78	102,575.15	110,165.56
72-D-01	270.45	2,248.15	245.95	243.74	42,727.65	45,735.94
Total CPSP LLC	1,501.05	14,380.13	1,327.95	1,334.58	233,167.28	251,710.99
Diodes US Manufacturing Incorporated						0.00
98-01		9,433.32				9,433.32
Total Diodes US Manufacturing Incorporated		9,433.32				9,433.32

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Draco South Portland, 100 LLC						0.00
61-01		3,597.46				3,597.46
Total Draco South Portland, 100 LLC		3,597.46				3,597.46
GGP-Maine Mall L.L.C.						0.00
30-R-01	10,897.39				32,483.70	43,381.09
68-R-01		199.32				199.32
Total GGP-Maine Mall L.L.C.	10,897.39	199.32			32,483.70	43,580.41
Individual Permit Holders Services						0.00
144 New Gen Holding Co LLC					208.60	208.60
Total Individual Permit Holders Services					208.60	208.60
Jetport Plaza LLC						0.00
99-01					0.75	0.75
Total Jetport Plaza LLC					0.75	0.75
Maine Mall Motors						0.00
53-Q-02		1,560.44				1,560.44
55-Q-01		3,228.30				3,228.30
Total Maine Mall Motors		4,788.74				4,788.74
MMC Realty Corp./MaineHealth						0.00
127-02		3,896.37				3,896.37
13-02		2,425.01				2,425.01
Total MMC Realty Corp./MaineHealth		6,321.38				6,321.38
The Coca-Cola Bottling Company of Norther						0.00
102-01		9,664.96				9,664.96
Total The Coca-Cola Bottling Company of Norther		9,664.96				9,664.96
UPS						0.00
85-01		5,466.00				5,466.00
Total UPS		5,466.00				5,466.00
Washington Baxter, LLC						0.00
69-02					24,415.15	24,415.15
Total Washington Baxter, LLC					24,415.15	24,415.15
TOTAL	\$12,875.63	\$79,112.94	\$1,759.27	\$1,762.04	\$381,065.08	\$476,574.96

Accounts Payable Aging Summary

As of February 28, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
CUMBERLAND COUNTY SWCD	8,785.02					8,785.02
P.C. Sexton WIT Companies, LLC	38,000.00					38,000.00
Sterling Stormwater Maintenance Services, LLC	37,473.24					37,473.24
VERIZON	91.17					91.17
TOTAL	\$84,349.43	\$0.00	\$0.00	\$0.00	\$0.00	\$84,349.43

Expenses by Vendor Summary

July 2022 - February 2023

	Total
A Partner in Technology	406.25
Acadia Insurance	6,077.00
ACORN ENGINEERING, INC	242.50
AMAZON.COM	79.78
Center for Watershed Protection	533.00
CITY OF SOUTH PORTLAND	-575.00
CONTECH ENGINEERED SOLUTIONS LLC	13,919.00
CROSS INSURANCE	2,642.00
CUMBERLAND COUNTY SWCD	61,624.12
Eco Maine - Vendor	6,527.38
ESRI	600.00
GZA GEOENVIRONMENTAL INC	42,334.00
Intuit	399.00
MAINE MUNICIPAL BOND BANK	75,758.30
Maritime Farms Land Management	93,090.75
MEMIC	-65.91
ONSET COMPUTER	2,482.50
P.C. Sexton WIT Companies, LLC	38,000.00
PERKINS THOMPSON	3,942.00
Purdy Powers & Company	9,300.00
Spring Street Parking Garage	27.00
Sterling Stormwater Maintenance Services, LLC	71,709.87
TechSoup	75.00
VERIZON	746.95
WSP USA Environment & Infrastructure Inc.	155.00
TOTAL	\$430,030.49

Monthly: Budget vs. Actuals - FY23 P&L

July 2022 - February 2023

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4100 ADMINISTRATION	189,041.88	181,347.12	7,694.76	104.24 %
4200 CONSTRUCTION AND MAINTENANCE	835,204.96	925,331.36	-90,126.40	90.26 %
4201 Drainage Maintenance Agreement	316.00		316.00	
Total 4200 CONSTRUCTION AND MAINTENANCE	835,520.96	925,331.36	-89,810.40	90.29 %
4500 GOOD HOUSEKEEPING	333,545.72	354,856.36	-21,310.64	93.99 %
4600 MONITORING	81,977.22	75,305.16	6,672.06	108.86 %
4700 STREAM RESTORATION	0.00	2,735.95	-2,735.95	0.00 %
4810 FINANCE CHARGES	14,209.65		14,209.65	
4820 INTEREST	7,401.61	8,000.00	-598.39	92.52 %
Sales	175.00		175.00	
Total Income	1,461,872.04	1,547,575.95	-85,703.91	94.46 %
GROSS PROFIT	1,461,872.04	1,547,575.95	-85,703.91	94.46 %
EXPENSES				
5010 ADS		500.00	-500.00	
5030 BAD DEBT	1,554.81	40,245.10	-38,690.29	3.86 %
5040 CONSTRUCTION				
5041 BMP Repair & Replacment Reserve		200,000.00	-200,000.00	
5042 Engineering	242.50	12,250.00	-12,007.50	1.98 %
5044 Permit Fees	-575.00		-575.00	
5046 Structural		1,686,000.00	-1,686,000.00	
5047 Inspection and Maintenance	63,450.00	127,975.00	-64,525.00	49.58 %
5048 Non-Routine Repair & Maint.	37,659.88		37,659.88	
5049 Landscaping of Const. Proj.	70,954.50	103,442.50	-32,488.00	68.59 %
Total 5040 CONSTRUCTION	171,731.88	2,129,667.50	-1,957,935.62	8.06 %
5060 MONITORING EXPENSE	6,016.51		6,016.51	
5061 Watershed Monitoring	36,317.49	63,549.00	-27,231.51	57.15 %
Total 5060 MONITORING EXPENSE	42,334.00	63,549.00	-21,215.00	66.62 %
5080 MEETINGS		2,000.00	-2,000.00	
5090 EQUIPMENT	2,482.50	5,000.00	-2,517.50	49.65 %
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 %

				Total
	Actual	Budget	over Budget	% of Budget
6160 DUES AND SUBSCRIPTIONS	890.00	2,000.00	-1,110.00	44.50 %
6170 EQUIPMENT RENTAL		1,000.00	-1,000.00	
6180 INSURANCE				
6181 Liability Insurance	8,719.00	9,500.00	-781.00	91.78 %
Total 6180 INSURANCE	8,719.00	9,500.00	-781.00	91.78 %
6250 POSTAGE AND DELIVERY		650.00	-650.00	
6270 PROFESSIONAL FEES				
6271 Consultant-Engineer	38,561.25	62,600.00	-24,038.75	61.60 %
6272 Legal Fees	3,942.00	20,000.00	-16,058.00	19.71 %
6273 Accounting	9,300.00	9,300.00	0.00	100.00 %
6275 Plan Implementation	61,339.41	169,220.63	-107,881.22	36.25 %
6276 Sweeping		148,768.40	-148,768.40	
6278 Catch Basin Cleaning		52,500.00	-52,500.00	
6283 Waste Management	13,182.62	14,332.00	-1,149.38	91.98 %
Total 6270 PROFESSIONAL FEES	126,325.28	476,721.03	-350,395.75	26.50 %
6340 TELEPHONE	746.95	1,440.00	-693.05	51.87 %
6350 TRAVEL				
6351 Lodging		500.00	-500.00	
6353 Meals		500.00	-500.00	
6354 Travel	131.71	1,100.00	-968.29	11.97 %
6355 Conferences	498.00	2,000.00	-1,502.00	24.90 %
Total 6350 TRAVEL	629.71	4,100.00	-3,470.29	15.36 %
6550 SUPPLIES	79.78	2,000.00	-1,920.22	3.99 %
7200 Salaries & Related Expenses				
7220 Salaries & Wages	61,546.97	93,771.35	-32,224.38	65.64 %
7245 Employee Benefits - Simple IRA	1,846.38	2,811.35	-964.97	65.68 %
7250 Payroll Taxes, etc.	4,708.34	7,168.71	-2,460.37	65.68 %
7260 Payroll Processing & Fees	399.00	500.00	-101.00	79.80 %
7270 Workers Comp Insurance	-65.91	500.00	-565.91	-13.18 %
Total 7200 Salaries & Related Expenses	68,434.78	104,751.41	-36,316.63	65.33 %
Total Expenses	499,686.99	2,918,884.04	-2,419,197.05	17.12 %
NET OPERATING INCOME	962,185.05	-1,371,308.09	2,333,493.14	-70.17 %
NET INCOME	\$962,185.05	\$ -1,371,308.09	\$2,333,493.14	-70.17 %

ATTACHMENT D



Agreement Change Order

Contract Title: Water Quality Monitoring Services Agreement		Change Order Number: No. 2	
Contractor Name and Address: GZA GeoEnvironmental, Inc. 707 Sable Oaks Drive, Suite 150 South Portland, Maine 04106		Date of Request: 03/22/2023	
		Original Contract Date: 01/04/2021	
		Original Performance Date: 12/31/2023	
		Original Termination Date: 12/31/2023	
Contractor Phone: (207) 358-5116	Contractor Email: aimee.mountain@gza.com	Original Contract Amount: \$190,760.00	
<input checked="" type="checkbox"/> Previous Change Orders (If yes complete revised amount and/or termination fields)			
Revised Contract Amount: \$200,610.00		Revised Performance Date: Not applicable.	Revised Termination Date: Not applicable.
Change Category (Check all that apply):			
<input type="checkbox"/> Schedule	<input checked="" type="checkbox"/> Cost	<input checked="" type="checkbox"/> Scope	
<input checked="" type="checkbox"/> Deliverables	<input type="checkbox"/> Testing/Quality	<input type="checkbox"/> Resources	
Does this Change Affect (Check all that apply):			
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair	
<input type="checkbox"/> Updates	<input type="checkbox"/> Other		
Description:	Add	Deduct	
Perform habitat and benthic macroinvertebrate assessments in Long Creek in accordance with the attached <i>Proposal for Professional Services, Long Creek Watershed Management District, Long Creek Habitat and Benthic Macroinvertebrate Assessments</i> prepared by GZA GeoEnvironmental, Inc. dated February 24, 2023.	\$9,850.00		
Totals	\$9,850.00		
Change Order Amount:		\$9,850.00	

Previous Contract/Agreement Amount:		\$200,610.00	
New Contract/Agreement Amount:		\$210,460.00	
Approval Process Needed:			
<input type="checkbox"/> No Cost Time Extension <input type="checkbox"/> Executive Director Approval <input checked="" type="checkbox"/> Board Approval			
New Contract Information (enter if revised):			
New Contract Amount: \$210,460.00	New Performance Date: Not applicable.	New Termination Date: Not applicable.	
All provisions of the original contract not modified by this change order remain in full force and effect.			
Approved by Long Creek Watershed Management District:		Approved by Contractor:	
Signature:	Date:	Signature:	Date:
Printed Name: Peter J. Carney		Printed Name: Deborah M. Zarta Gier	
Title: Executive Director		Title: Principal in Charge	



VIA EMAIL

February 24, 2023
File No. 09.0025906.07 CO-01

Mr. Peter Carney (pcarney@restorelongcreek.org)
Executive Director
Long Creek Watershed Management District
c/o Cumberland County Soil and Water Conservation District
35 Main Street
Windham, Maine 04062

**Re: Proposal for Professional Services
Long Creek Watershed Management District
Long Creek Habitat and Benthic Macroinvertebrate Assessments**

Dear Peter:

In response to the Long Creek Watershed Management District's (LCWMD's) Request for Proposal (RFP) for Long Creek Biomonitoring, Habitat, and Benthic Macroinvertebrate Assessments, GZA GeoEnvironmental, Inc. (GZA) is pleased to provide this proposal. The proposed scope of services is based on our discussion during the 2023 monitoring season kickoff meeting on February 7, 2023.

BACKGROUND

GZA completed biomonitoring at eight monitoring locations in 2018 and three monitoring locations in 2019 and instream habitat sampling was completed in 2018, 2019, 2020, and 2021 in sampling locations between Long Creek Monitoring Stations S08 and S10, as well as between Long Creek Monitoring Stations S07 and S05 (see areas outlined in red on **Figure 1**, below).

The focus of the 2018 and 2019 biomonitoring was to determine whether water quality standards are being met and the focus of the instream habitat sampling was to establish a baseline by which to assess the effectiveness of the habitat restoration project performed by LCWMD in the riparian corridor and floodplain of the main stem of Long Creek between Maine Mall Road and Foden Road ("Main Stem Restoration Project") by comparing pre-project and post-project results.

SCOPE OF SERVICES

This proposed scope of services builds on the biomonitoring completed in 2018 and 2019 and 2018-2021 in-stream habitat assessments in specific areas located between Long Creek Monitoring Stations S08 and S10 and between Long Creek Monitoring Stations S05 and S07, and benthic macroinvertebrate sampling to be performed at Monitoring Stations S17 and S05 (see areas outlined in red on **Figure 1**, below).



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707 Sable Oaks Drive
Suite 150
South Portland, ME 04106
T: 207.879.9190
F: 207.536.1173
www.gza.com

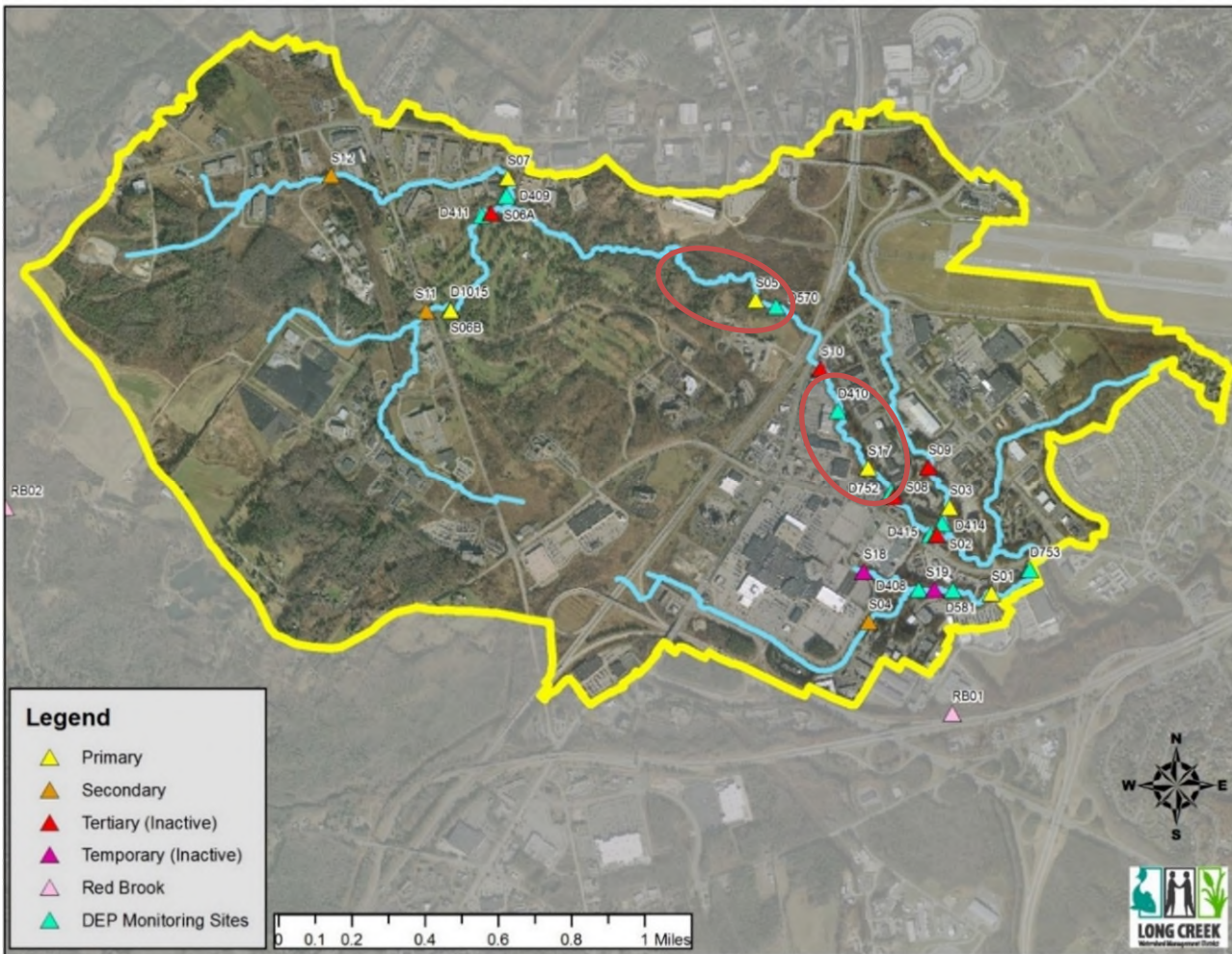


Figure 1: Long Creek Monitoring Locations

HABITAT ASSESSMENT

GZA will conduct one round (i.e., one field day) of instream habitat assessments in the main stem of Long Creek in the specific areas located between Long Creek Monitoring Stations S08 and S10 and between Long Creek Monitoring Stations S05 and S07. For the purposes of these assessments, the area located between Monitoring Stations S05 and S07 is considered the “reference reach” and the area located between Monitoring Stations S08 and S10 is considered the “restoration reach,” where the Main Stem Restoration Project was implemented.

The characterization of stream bottom substrate size will be conducted in accordance with Section 5, Habitat Assessment and Physicochemical Parameters, of the U.S. Environmental Protection Agency’s *Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates and Fish, Second Edition*¹.

The instream habitat evaluation field work will be overseen by a wildlife biologist and will be documented on the instream habitat evaluation data sheet that was developed for Long Creek. Information collected on the field data sheet will include

¹ Barbour, M.T., J. Gerritsen, B.D. Snyder, and J.B. Stribling. 1999. *Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates and Fish, Second Edition*. EPA 841-B-99-002. U.S. Environmental Protection Agency; Office of Water; Washington, D.C.



a description and percent cover of substrate type (mineral and vegetative), wood description, and channel morphology within replicate one half-meter quadrants (or plots) in the restoration reach located between Monitoring Stations S08 and S10 and in the reference reach located upstream of the restoration reach between approximately Monitoring Stations S05 and S07. To properly assess potential habitat changes in the restoration reach, three quadrat plots will be randomly placed at 21 habitat restoration areas (i.e., at spanning log jams, spanning sill logs, floodplain wood additions, and cobble/gravel additions located within the channel of Long Creek), and quadrat plots will be similarly distributed at the reference reach, for a total of 63 quadrats in each reach.

BENTHIC MACROINVERTEBRATE ASSESSMENT

GZA will conduct one round (i.e., one field day) of benthic macroinvertebrate assessments with d-frame net sampling in the main stem of Long Creek in the general areas of Long Creek Monitoring Station S17 (in the restoration reach) and Long Creek Monitoring Station S05 (in the reference reach). Following EPA protocols, each monitoring station composite sample will consist of 20 d-frame net 'dips' taken within each reach, within representative micro-habitats.

The benthic macroinvertebrate assessment will be conducted in accordance generally with Section 7, Benthic Macroinvertebrate Protocols, and specifically in accordance with Section 7.2, Multihabitat Approach: D-Frame Dip Net, of the U.S. Environmental Protection Agency's *Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates and Fish, Second Edition*.

The benthic macroinvertebrate sampling will be overseen by a wildlife biologist and conducted by an individual with experience performing field collection methods. Photos will be taken in the upstream and downstream direction at each site to visually document site conditions as well as notes recording the specific observations made at each location. A qualified vendor (currently identified as Aquatic Resources Center) will perform all taxonomic identifications of collected benthic macroinvertebrates.

SUMMARY REPORT

GZA will provide a habitat assessment and benthic macroinvertebrate summary report which will include a detailed summary of the field work performed as well as the following:

- The habitat assessment summary will include raw plot data, explanation of statistics/analyses, completed hard copies of field data sheets, and a photo log. The report will also include an evaluation of overall habitat conditions of the restoration and reference reaches based on the collected habitat data and habitat preferences of macroinvertebrates known to occur in Long Creek, based on existing Maine DEP rock bag data which is refreshed daily in the Environmental and Geographic Analysis Database (EGAD) which is available on [Maine DEP's website](#).
- The benthic macroinvertebrate assessment summary will include an explanation of metrics/analyses, completed hard copies of field data sheets, and a photo log. The photo log will include identification of the site location, date photo was taken, and photo direction. The report will also include a discussion of the taxonomic identification results as they compare to the benthic macroinvertebrates known to occur in Long Creek, based on existing Maine DEP rock bag data which is refreshed daily in EGAD.

BASIS OF BILLINGS

Billings for GZA's professional services will be based upon actual accrued time and expenses in accordance with the attached Schedule of Fees (Long Creek Fee Schedule-2021) that is based on those in our 2021-2023 monitoring contract



with LCWMD. The estimated budget to perform this work is **\$9,850**, as identified in Table 1 below. This estimate is based on the anticipated Scope of Services outlined above which represents our present judgment of the level of effort requested. Actual charges may vary, either upward or downward, depending upon the execution of the work.

Table 1 – Budget Summary

Task Summary	Budget
Habitat Assessment	\$4,600
Benthic Macroinvertebrate Assessment	\$5,250
Totals	\$9,850

All services will be charged as incurred, on a monthly basis. Invoices for our services will be emailed to the address presented above. Should your billing address be different, please notify the undersigned so that appropriate changes can be made.

SCHEDULE

We anticipate conducting the instream habitat assessment and performing the benthic macroinvertebrate sampling in August or September 2023. The summary report will be provided with our 2023 annual monitoring report and electronic deliverable.

CONTRACT FOR SERVICES

If GZA’s proposal is accepted by LCWMD, please provide a change order for task 10 (Biomonitoring) under our existing monitoring contract.

We value LCWMD as a client and appreciate your business and the trust you have placed in us to date. Thank you for the opportunity to again offer our professional services to LCWMD. Should you have questions concerning this proposal please contact Aimee Mountain at 207-344-9704.

Very truly yours,

GZA GEOENVIRONMENTAL, INC.

Aimee D. Mountain, GISP
Senior Project Manager

Deborah M. Zarta Gier, CNRP
Principal-in-Charge

Tracy L. Tarr, CWS, CESSWI
Consultant/Reviewer

ADM/TLT/DMZ

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Attachments: Schedule of Fees (Long Creek Fee Schedule-2021)

GZA GEOENVIRONMENTAL, INC.
Long Creek Watershed Management District
SCHEDULE OF FEES - CALENDAR YEAR 2019

FOR PROPOSAL FOR SERVICES DATED June 18, 2021 FILE NO. 09.P000050.22

<u>LABOR</u>	<u>Per Hour</u>
Senior Principal	\$240.00
Principal	\$220.00
Associate Principal	\$200.00
Senior Technical Specialist	\$190.00
Senior Project Manager	\$190.00
Project Manager	\$130.00
Assistant Project Manager	\$110.00
Engineer/Scientist/Geologist I	\$100.00
Engineer/Scientist/Geologist II	\$90.00
Field Technician	\$60.00
Technical/Administrative Support	\$85.00
Outside Services/Vendors and Subcontractors Expenses	Cost Plus 10% Cost

The above rates for technical and support personnel will be charged for actual time worked on the project, including time required for travel from company office to job or meeting site and return. For work requiring out-of-town overnight stay, the minimum charge for work on the project will be eight (8) hours per day.

Overtime work by "Non-Exempt" personnel will be billed at 1.5 times the standard rate.

A fifty percent (50%) premium will be added to the above rates for expert witness and other special services.

The above-listed rates are valid for the calendar year in which the work is performed. GZA reserves the right to modify this rate schedule on an annual basis to reflect changes in employee compensation and Client acknowledges that labor rates may change during the execution of this project.

EXPENSES

- *Rental of specialized field or monitoring equipment and vehicle charges based on standard unit prices*
- *Transportation, lodging and subsistence for out-of-town travel*
- *Printing, reproduction, plotting, and wide-format scanning*
- *Express mail and shipping charges*
- *Personal vehicle travel for projects at IRS rates*

INVOICES

GZA will submit invoices periodically and payment will be due within 20 days from invoice date. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. GZA may terminate its services upon 10 days' written notice any time your payment is overdue on this or any other project.

BUDGETS

The Budget contained within GZA's Proposal represents our estimate of the work involved. Actual charges can vary either upward or downward depending upon many factors. GZA considers a substantial budget variance to be 15% and we will not exceed this variance without notifying Client.

RETAINER

Any retainer specified in GZA's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.

FUNDS PAYABLE IN UNITED STATES CURRENCY

SCHEDULE LC2021

ATTACHMENT E



Agreement Change Order

Contract Title: Landscaping Services Agreement		Change Order Number: No. 5
Contractor Name and Address: Maritime Farms & Land Management, LLC P.O. Box 62 Windham, ME 04062		Date of Request: 3/22/2023
		Original Contract Date: 1/4/2021
		Original Performance Date: Per schedule in agreement.
		Original Termination Date: 12/31/2023
Contractor Phone: (207) 749-1829	Contractor Email: dave@maritimefarms.com	Original Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement.
<input checked="" type="checkbox"/> Previous Change Orders (If yes complete revised amount and/or termination fields)		
Revised Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement; Change Order #1 for an increase in the amount of \$11,780.00; Change Order #2 for an increase in the amount of \$4,200.00; Change Order #3 for an increase of \$1,682.00; Change Order #4 for an increase of \$1,450.00.	Revised Performance Date: Not applicable.	Revised Termination Date: Not applicable.
Change Category (Check all that apply):		
<input checked="" type="checkbox"/> Schedule	<input checked="" type="checkbox"/> Cost	<input checked="" type="checkbox"/> Scope
<input type="checkbox"/> Deliverables	<input type="checkbox"/> Testing/Quality	<input type="checkbox"/> Resources
Does this Change Affect (Check all that apply):		
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair

<input type="checkbox"/> Updates <input type="checkbox"/> Other:		
Description:	Add	Deduct
This is a Change Order for the following:		
Thomas Drive Forebays and Ditch Lines: Amend routine landscaping activities to include the scope of work for the 2 Thomas Drive, 4 Thomas Drive, and 8 Thomas Drive forebays and ditch lines as reflected in the attached table.	\$3,360.00	
Gorham Road Tree Replacement: Replace three tree silk lilac in Gorham Road median with a minimum caliper of 2.0"-2.5" per tree, no later than June 1, 2023. Add soil amendment as needed based on University of Maine soil sample analysis. Maintain waterbag on each tree through the end of the 2023 landscaping season. Warranty each tree for a period of one year from the date of installation.	\$3,520.00	
Overseed Gorham Road Medians with White Clover: Aerate and seed all grassed areas within Gorham Road medians with white clover no later than June 1, 2023. Provide and distribute seed and hay mulch.	\$4,850.00	
Trash Removal: Trash removal during the 2023 calendar year as directed by the Executive Director, not already included in the scope of work, at a rate of \$58.00 per hour, subject to a cap of \$5,000.	\$5,000.00	
Management of Invasives: Management and removal of invasive plant species during calendar year 2023 as directed by the Executive Director at a rate of \$58.00 per hour, subject to a cap of \$5,000.	\$5,000.00	
Watering Program: Water trees and plants during calendar year 2023 as directed by Executive Director at a rate of \$58.00 per hour, subject to a cap of \$5,000.	\$5,000.00	
Totals	\$26,730.00	
Change Order Amount:		\$26,730.00
Previous Contract/Agreement Amount:		Indefinite delivery, indefinite quantity; per rate and schedule in agreement.

New Contract/Agreement Amount:		Indefinite delivery, indefinite quantity; per rate and schedule in agreement.	
Approval Process Needed:			
<input type="checkbox"/> No Cost Time Extension		<input type="checkbox"/> Executive Director Approval	
<input checked="" type="checkbox"/> Board Approval			
New Contract Information (enter if revised):			
New Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement. Increase in the amount of \$26,730.00.		New Performance Date: Not applicable.	New Termination Date: Not applicable.
All provisions of the original contract not modified by this change order remain in full force and effect.			
Approved by Long Creek Watershed Management District:		Approved by Contractor:	
Signature:	Date:	Signature:	Date:
Printed Name: Peter J. Carney		Printed Name: David R. Moore	
Title: Executive Director		Title:	

ESTIMATE

**Maritime Farms & Land
Management, LLC**
P.O. Box 62
South Windham, ME 04082

dave@maritimefarms.com



Long Creek Watershed Management District

Bill to

Chris Brewer
Long Creek Watershed
Management District
35 Main Street, Suite 3 Windham,
Maine 04062

Estimate details

Estimate no.: 1002
Estimate date: 2/16/23
Expiration date: 4/14/23

Product or service	Amount	
1. Long Creek Landscaping	\$3,360.00	
Landscaping Contract - Thomas Drive Forebays and Ditch Lines: Amend routine landscaping activities to include the scope of work for the 2 Thomas Drive, 4 Thomas Drive, and 8 Thomas Drive forebays and ditch lines as reflected in the attached table.		
2. Services	1 unit x \$3,530.00	\$3,530.00
Gorham Road Tree Replacement: Replace three tree silk lilac in Gorham Road median with a minimum caliper of 2.5" per tree, no later than 6/1/2023. Add soil amendment as needed based on University of Maine soil sample analysis. Maintain waterbag on each tree through the end of the 2023 landscaping season. Warranty each tree for a period of one year from the date of installation.		
3. Services	1 unit x \$4,850.00	\$4,850.00
Overseed Gorham Road Medians with White Clover: Aerate and seed all grassed areas within Gorham Road medians with white clover no later than 6/1/2023. Provide and distribute seed at a rate of RATE and provide and distribute hay mulch at a rate of RATE. Note - seed pricing not available until March, using 6 bags at a NTE rate of \$175/bag.		
4. Services	1 unit x \$58.00	\$58.00
T&M services as directed by LC Executive Director to perform out of contract services such as trash collection, maintenance and removal of invasives, hourly rate is reflected in this line item only - \$58/hour		
Total		\$11,798.00
Expiry date		4/14/23

Service Period	Week	Restoration Area	BMP Type	BMP ID#	Scope of Work	Cost
May	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
June	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
July	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
August	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
September	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
October	Week 1	Colonel Westbrook	Vegetated Swale	501-04 (2 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
May	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
June	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
July	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
August	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
September	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
October	Week 1	Colonel Westbrook	Vegetated Swale	501-05 (4 Thomas Drive Ditch)	Remove trash, mow grass to 6".	\$130.00
March	Week 3	Colonel Westbrook	Gravel Wetland (Thomas Drive Forebay)	114-01	Remove trash; prune dead and decaying plants, remove and dispose of biomass.	\$180.00
June	Week 2	Colonel Westbrook	Gravel Wetland (Thomas Drive Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
August	Week 2	Colonel Westbrook	Gravel Wetland (Thomas Drive Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
October	Week 2	Colonel Westbrook	Gravel Wetland (Thomas Drive Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
November	Week 1	Colonel Westbrook	Gravel Wetland (Thomas Drive Forebay)	114-01	Remove trash; prune dead and decaying plants, remove and dispose of biomass.	\$180.00
March	Week 3	Colonel Westbrook	Gravel Wetland (Planet Fitness Forebay)	114-01	Remove trash; prune dead and decaying plants, remove and dispose of biomass.	\$180.00
June	Week 2	Colonel Westbrook	Gravel Wetland (Planet Fitness Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
August	Week 2	Colonel Westbrook	Gravel Wetland (Planet Fitness Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
October	Week 2	Colonel Westbrook	Gravel Wetland (Planet Fitness Forebay)	114-01	Mow grass in forebay and on slopes to 6" and properly dispose of biomass.	\$180.00
November	Week 1	Colonel Westbrook	Gravel Wetland (Planet Fitness Forebay)	114-01	Remove trash; prune dead and decaying plants, remove and dispose of biomass.	\$180.00
					TOTAL	\$3,360.00

ATTACHMENT F



January 18, 2023
21918

Peter Carney
Long Creek Watershed Management District
35 Main Street
Windham, Maine 04062

Re: Long Creek Private BMP Incentive Program

Dear Mr. Carney,

Sebago Technics is pleased to submit for your consideration the proposed project located at 75 Darling Avenue in the City of South Portland. The site is currently developed as a commercial building with paved areas for employee parking and delivery truck access. Runoff from the existing building and portions of the driveway south of the existing building flow to an existing Tree Filter BMP.

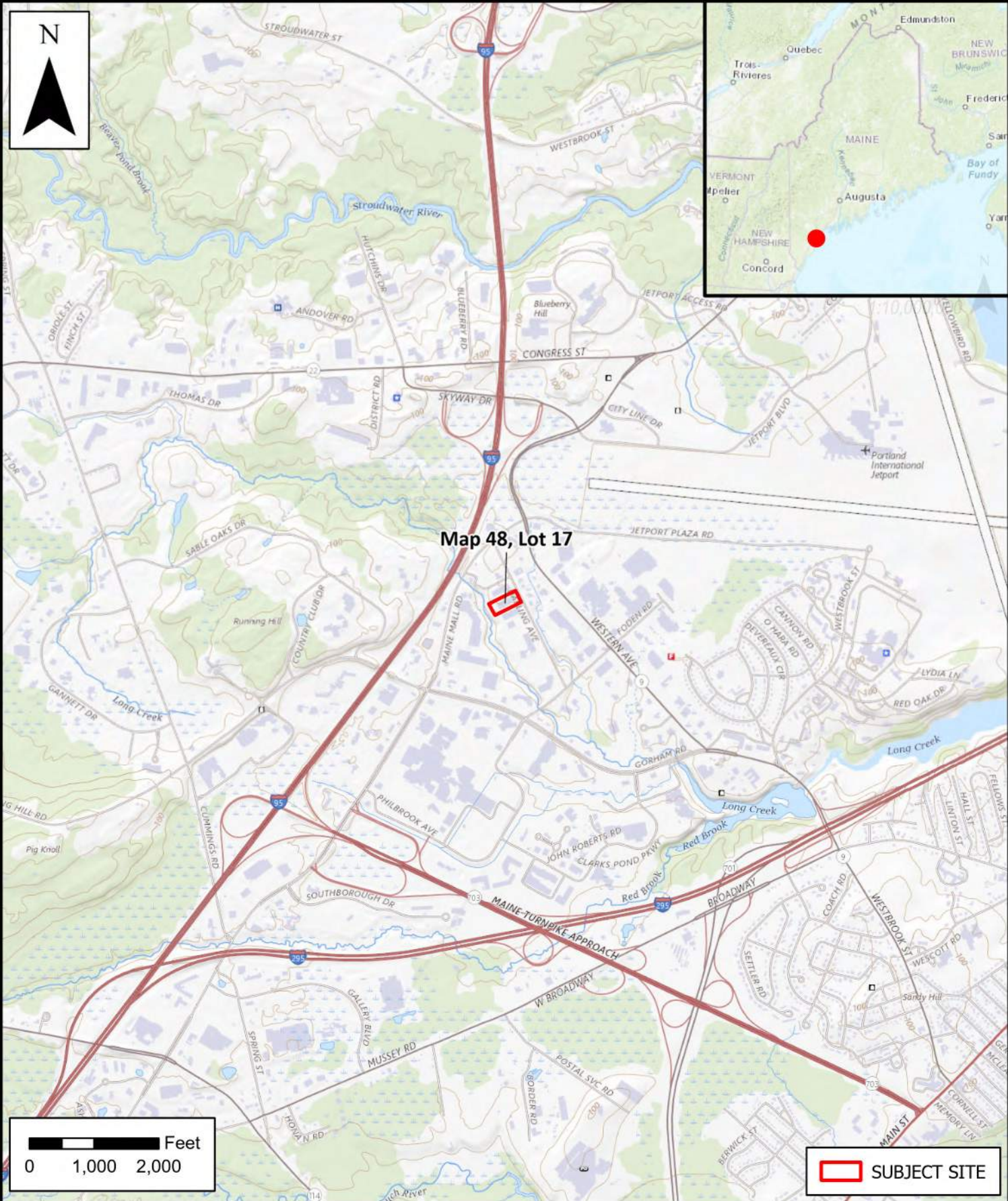
Proposed site improvements involve the addition of a loading dock, paved areas to support delivery trucks and employee/visitor parking for Preble Street's proposed commercial kitchen, and the installation of a Roof Drip Edge Filter BMP. The Roof Drip Edge Filter will take runoff from a portion of existing building and pass it through a sand filter prior to discharging to the closed storm drainage system located in Darling Avenue. Removing the existing roof's impervious area from flowing into the existing Tree Filter will allow the Tree Filter to more efficiently treat the impervious area from the pavement before the Tree Filter overflows into the adjacent overflow catch basin.

On behalf of our entire team, thank you for your consideration. We look forward to an opportunity to discuss the project or provide any additional information you may need.

Prepared by:
SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "Brandon Blake".

Brandon Blake
Senior Civil Engineer/Engineering Design Manager



SEBAGO
TECHNICS

WWW.SEBAGOTECHNICS.COM
75 John Roberts Rd. - Suite 4A
South Portland, ME 04106
Tel. 207-200-2100

LOCATION MAP
PREBLE STREET COMMERCIAL KITCHEN

LOCATION:
75 DARLING AVE
SOUTH PORTLAND, ME

INFORMATION:
MAINE GEOLIBRARY
USGS QUADRANGLE

SCALE: 1:24,000
DATE: 1/26/2023



Private BMP Incentive Program Proposal Form

All questions must be answered with clear and comprehensive data; if necessary, add additional pages.

Applicant Information	
Legal Name of Participating Landowner:	Preble Street c/o Christopher Saunders
Mailing Address:	55 Preble St Portland, ME 04101
Project Coordinator:	Rachel McBrien, (207) 842-2888, rachel@kaplanthompson.com
Phone: (207) 775-0026 ext. 1168	Email: csaunders@preblestreet.org

Title, Right, or Interest
<i>Attach documentation (e.g. deed, lease, easement) establishing the applicant's authority to implement the Project. Proposals that do not document adequate title, right, or interest to implement the proposed Project will be rejected.</i>

Project Information		
Project Title:	Preble Street Commercial Kitchen	
Project Location (street address):	75 Darling Ave, South Portland	
Site Map: Attach a map showing location of project.	Tax Map: 48	Lot: 17
Project Description:	Renovation of the site's existing access drive and parking area to accommodate delivery truck access and employee parking	
Project Team's Experience:	Design of two underdrained soil filters at On Semiconductor to treat stormwater prior to entering into Long Creek watershed	
Project Consultant(s):	Sebago Technics has been contracted as a consultant to assist in the design process	
<i>Technical Information: Attach supporting technical information proportional to the scale of the Project that is sufficient to allow the Board to determine the scope of the project, such as: existing conditions plans; proposed conceptual or complete design documents; Basis of Design reports; Grading plans; Stormwater plans and report; and/or Planting plans.</i>		

Project Deliverables
Identify Project deliverables and metrics, such as square feet of treated area or expected percent reduction in stormwater pollutants: Approximately 16,000 sf of existing roof will be treated by a proposed roof drip edge filter

Project Timeline	
Anticipated Project/Design Start Date:	Spring 2023
Anticipated Design Completion Date (if a phased project):	

Anticipated Construction Start Date (if a phased project):	Summer 2023
Anticipated Project/Construction Completion Date:	Summer 2024

Permit Status	
Federal Permit(s) Required:	N/A
State Permit(s) Required:	N/A
Municipal Permit(s) Required:	Site Plan Approval
Other Permit(s) Required:	N/A

Maintenance Plan	
If maintenance is required, identify who will be responsible for maintenance, the scope of maintenance, and how the Project will be maintained in the future: See attached	
If a written maintenance plan has been developed for the project, please attach the plan.	

Budget	
Please submit a detailed budget proportional to the scale of the project that includes the total cost of the project and the amount of funds being requested.	
Total Project Cost:	\$ 15,640
Total Funds Requested (up to 75% of the project cost, subject to an aggregate limit of \$50,000):	\$ 11,730

The applicant, by submitting a proposal, agrees: that it has carefully read and fully understands the information provided by LCWMD in the Long Creek Private BMP Incentive Program RFP dated July 11, 2022; that the Project is not required under an existing or pending permit, decree, or enforcement action, or any local, state, or federal requirement; that the information contained within its proposal is true and correct to the best of its knowledge; and that it shall provide LCWMD any and all requested documentation in a timely manner.

Dated at 55 Portland St, Portland, ME this 8 day of February, 2023.

04101
Christopher Sanders
 (Legal Name of Applicant)

By: Chris Sanders
 (Signature)

Title: Vice President of Operations

Stormwater Narrative
Preble Street Commercial Kitchen
75 Darling Ave.
South Portland, ME 04106

The proposed project at 75 Darling Avenue involves the addition of a loading dock and paved areas to support delivery trucks and employee/visitor parking for Preble Street's proposed commercial kitchen. The project site is identified as Lot 17 on the City of South Portland's Tax Map 48 and has an overall area of approximately 2.1 acres. The site was previously developed as a commercial building with paved areas for employee parking and delivery truck access and landscape areas.

Existing slopes on the site range from approximately 0.5% to 3%, averaging approximately 2% in the access drives along the north and south sides of the building. The existing building is situated on a high point and runoff from the site generally drains to the northeast and south, away from the project site. Runoff from the existing building and portions of the driveway south of the existing building flow to an existing Tree Filter BMP. The Tree Filter receives runoff from approximately 81,100 square feet of impervious and developed area. This includes areas along Darling Avenue and portions of 95 Darling Avenue. Portions of the access drive along the north side of the building drain toward a Tree Filter located at 53 Darling Avenue. The remaining portions of the site flow untreated to the south and southeast of the property.

The proposed site improvements will result in a net increase of approximately 3,200 square feet of impervious area. A proposed Roof Drip Edge Filter BMP has been designed to treat approximately 16,000 square feet of the existing building's roof. Runoff from the roof that is captured in the Roof Drip Edge Filter will bypass the Tree Filter and enter directly into the existing stormwater drainage system located along Darling Ave. The decrease of approximately 16,000 square feet of impervious area would reduce the total drainage area of the existing tree filter to approximately 65,000 square feet of impervious and developed area. Removing the existing roof's impervious area from flowing into the existing Tree Filter will allow the Tree Filter to more efficiently treat the impervious area from the pavement before the Tree Filter overflows into the adjacent overflow catch basin.

Prepared by:

SEBAGO TECHNICS, INC.



Brandon Blake
Senior Civil Engineer/Engineering Design Manager

INSPECTION, MAINTENANCE, AND HOUSEKEEPING PLAN

Preble Street Commercial Kitchen
75 Darling Ave.
South Portland, Maine

Introduction

The following plan outlines the anticipated inspection and maintenance procedures for the erosion and sedimentation controls as well as stormwater management devices for the project site. Also, this plan outlines several housekeeping requirements that shall be followed before, during and after construction. These procedures should be followed in order to ensure the intended function of the designed measures and to prevent unreasonable adverse impacts to the surrounding environment.

The procedures outlined in this inspection and maintenance plan are provided as an overview of the anticipated practices to be used on this site. In some instances, additional measures may be required due to unexpected conditions. For additional detail on any of the erosion and sedimentation control measures or stormwater management devices to be utilized on this project, refer to the most recently revised edition of the “Maine Erosion and Sedimentation Control Best Management Practices” manual and/or the “Stormwater Management for Maine: Best Management Practices” manual as published by the Maine Department of Environmental Protection (MDEP).

During Construction

1. **Inspection:** During the construction process and until the site is turned over to the owner, it is the Contractor’s responsibility to comply with the inspection and maintenance procedures outlined in this section. These responsibilities include inspecting disturbed and impervious areas, erosion control measures, materials storage areas that are exposed to precipitation, and locations where vehicles enter or exit the site. These areas shall be inspected at least once a week as well as before and after a storm event, and prior to completing permanent stabilization measures. A person with knowledge of erosion and stormwater control, including the standards and conditions in any applicable permits, shall conduct the inspections.
2. **Maintenance:** All measures shall be maintained in an effective operating condition until areas are permanently stabilized. If Best Management Practices (BMPs) need to be maintained or modified, additional BMPs are necessary, or other corrective action is needed, implementation must be completed within 7 calendar days and prior to any storm event (rainfall) of greater than 0.5 inches in a 24-hour period.
3. **Documentation:** A log summarizing the inspections and any corrective action taken must be maintained on-site. The log must include the name(s) and qualifications of the person making the inspections, the date(s) of the inspections, and major observations about the operation and maintenance of erosion and sedimentation controls, material storage areas, and vehicle access points to the site. Major observations must include BMPs that need maintenance, BMPs that failed to operate as designed or proved inadequate for a particular location, and locations where additional BMPs are needed. For each BMP requiring maintenance, BMP needing replacement, and location needing additional BMPs, note in the log the corrective action taken and when it was taken. The log must be made accessible to the appropriate regulatory agency upon request. The permittee shall retain a copy of the log for a period of at least five years (5) from the completion of permanent stabilization.

4. **Specific Inspection and Maintenance Tasks:** The following is a list of erosion control and stormwater management measures and the specific inspection and maintenance tasks to be performed during construction.

A. Filter Berms:

- Hay bale barriers, silt fences, and filter berms shall be inspected immediately after each rainfall and at least daily during prolonged rainfall.
- If the fabric on a silt fence or filter barrier should decompose or become ineffective prior to the end of the expected usable life and the barrier is still necessary, it shall be replaced.
- Sediment deposits should be removed after each storm event. They must be removed before deposits reach approximately one-half the height of the barrier.
- Filter berms shall be reshaped as needed.
- Any sediment deposits remaining in place after the silt fence or filter barrier is no longer required should be dressed to conform to the existing grade, prepared, and seeded.

B. Temporary Storm Drain Inlet Protection:

- The inlet protection structure shall be inspected before each rain event and repaired as necessary.
- Sediment shall be removed and the storm drain sediment barrier restored to its original dimensions when the sediment has accumulated to half of the design depth of the trap.
- Structures shall be removed upon permanent stabilization of the tributary area.
- Upon removal of the structure, all accumulated sediments downstream of the structure shall be cleaned from the storm drain system.

C. Stabilized Construction Exits:

- The exit shall be maintained in a condition that will prevent tracking of sediment onto public rights-of-way.
- When the control pad becomes ineffective, the stone shall be removed along with the collected soil material. The entrance should then be reconstructed.
- Areas that have received mud-tracking or sediment deposits shall be swept or washed. Washing shall be done on an area stabilized with aggregate, which drains into an approved sediment-trapping device (not into storm drains, ditches, or waterways).

D. Temporary Seed and Mulch:

- Mulched areas should be inspected after rain events to check for rill erosion.
- If less than 90% of the soil surface is covered by mulch, additional mulch shall be applied in bare areas.
- In applications where seeding and mulch have been applied in conjunction with erosion control blankets, the blankets must be inspected after rain events for dislocation or undercutting.
- Mulch shall continue to be reapplied until 95% of the soil surface has established temporary vegetative cover.

After Construction

1. **Inspection:** After construction the site is turned over to the owner and it is the responsibility of the owner to comply with the inspection and maintenance procedures outlined in this section. All measures must be maintained in effective operating condition.
2. **Specific Inspection and Maintenance Tasks:** The following is a list of permanent erosion control and stormwater management measures and the inspection and maintenance tasks to be performed after construction.
 - A. Vegetated Areas:
 - Inspect vegetated areas, particularly slopes and embankments, early in the growing season or after rains greater than 0.5 inches in a 24-hour period to identify active or potential erosion problems.
 - Replant bare areas or areas with sparse growth. Where rill erosion is evident, armor the area with an appropriate lining or divert the erosive flows to on-site areas able to withstand the concentrated flows.
 - D. Catch Basins:
 - Inspect and, if required, clean-out catch basins at least once a year, preferably in early spring.
 - Clean out must include the removal and legal disposal of accumulated sediments and debris at the bottom of the basin, at any inlet grates, at any inflow channels to the basin, and at any pipes between basins.
 - If the basin outlet is designed to trap floatable materials, then remove the floating debris and any floating oils (using oil-absorptive pads).
 - E. Roof Drip Edge:
 - During the first year, the drip edge shall be inspected semi-annually and following major storm events.
 - Debris, sand and sediment buildup shall be removed as needed. Use vacuum truck as required to remove sand within rock. The drip edge should be inspected after every major storm in the first year to be sure it is functioning properly. Thereafter, the filter should be inspected at least once every six months to ensure that it is draining within 48 hours following a one inch storm or greater. Following storms that fill the system and overflow is observed, the soil filter should drain in no less than 36 to 60 hours.
 - The rock layer shall be replaced with new rock free of sediment/ sand when water ponds on the surface of the bed for more than 72 hours. If water continues to pond, the top several inches of the filter shall be replaced with fresh material. Removed sediments should be disposed of in an acceptable manner.
 - Dripline filters may not be paved over or altered in any way, and no gutters may be installed on the roof lines.

F. Winter Sanding:

- Clear accumulations of winter sand in parking lots and along roadways at least once a year, preferably in the spring.
 - Accumulations on pavement may be removed by pavement sweeping.
 - Accumulations of sand along road shoulders may be removed by grading excess sand to the pavement edge and removing it manually or by a front-end loader or other acceptable method.
 - No winter sanding/salting shall be permitted on the permeable pavers.
3. **Documentation:** A log summarizing the inspections and any corrective action taken must be maintained. The log must include the name(s) and qualifications of the person making the inspections, the date(s) of the inspections, and major observations about the operation and maintenance of controls. Major observations must include BMPs that need maintenance, BMPs that failed to operate as designed or proved inadequate for a particular location, and locations where additional BMPs are needed. For each BMP requiring maintenance, BMP needing replacement, and location needing additional BMPs, note in the log the corrective action taken and when it was taken. The log must be made accessible to the City of South Portland and MDEP upon request. A sample "Stormwater Inspection and Maintenance form" has been included as Attachment 2 of this inspection, Maintenance, and Housekeeping Plan.
4. **Duration of Maintenance:** Perform maintenance as described and required for any associated permits unless and until the system is formally accepted by a municipality or quasi-municipal district, or is placed under the jurisdiction of a legally created association that will be responsible for the maintenance of the system. If a municipality or quasi-municipal district chooses to accept a stormwater management system, or a component of a stormwater system, it must provide a letter to the Long Creek Watershed Management District stating that it assumes responsibility for the system. The letter must specify the components of the system for which the municipality or district will assume responsibility, and that the municipality or district agrees to maintain those components of the system in compliance with City standards. Upon such assumption of responsibility, and approval by the Long Creek Watershed Management District, the municipality, quasi-municipal district, or association becomes a co-permittee for this purpose only and must comply with all terms and conditions of the permit.

Housekeeping

The following general performance standards apply to the proposed project both during and after construction.

1. Spill Prevention: Controls must be used to prevent pollutants from being discharged from materials on-site, including storage practices to minimize exposure of the materials to stormwater, and appropriate spill prevention, containment, and response planning and implementation.
2. Groundwater Protection: During construction, liquid petroleum products and other hazardous materials with the potential to contaminate groundwater may not be stored or handled in areas of the site draining to an infiltration area. An "infiltration area" is any area of the site that by design or as a result of soils, topography and other relevant factors, accumulates runoff that infiltrates into the soil. Dikes, berms, sumps, and other forms of secondary containment that prevent discharge to groundwater may be used to isolate portions of the site for the purposes of

storage and handling of these materials.

3. Fugitive Sediment and Dust: Actions must be taken to ensure that activities do not result in noticeable erosion of soils or fugitive dust emissions during or after construction. Oil may not be used for dust control.
4. Debris and Other Materials: Litter, construction debris, and chemicals exposed to stormwater must be prevented from becoming a pollutant source.
5. Trench or Foundation Dewatering: Trench dewatering is the removal of water from trenches, foundations, cofferdams, ponds, and other areas within the construction area that retain water after excavation. In most cases, the collected water is heavily silted and hinders correct and safe construction practices. The collected water must be removed from the ponded area, either through gravity or pumping, and must be spread through natural wooded buffers or removed to areas that are specifically designed to collect the maximum amount of sediment possible, like a cofferdam sedimentation basin. Avoid allowing the water to flow over disturbed areas of the site. Equivalent measures may be taken if approved.

Attachments

Attachment 1: Stormwater Inspection and Maintenance Log Form - General

Attachment 2: Stormwater Inspection and Maintenance Log Form – Roof Drip Edge

SEBAGO TECHNICS. INC.



Brandon Blake

Senior Civil Engineer/Engineering Design Manager

General Site

INSPECTION MAINTENANCE AND HOUSEKEEPING FORM			
General Information			
Project Name:		Inspection Date:	
Project Location:		Current Weather:	
		Date / Amount Last Precip:	
BMP Owner:		Company conducting inspection:	
Owner Mailing Address:		Company Mailing Address	
Owner Phone #:		Company Phone #:	
Owner Email:		Inspector Name:	
		Inspector Email:	
Site Element	Suggested Maintenance (recm'd frequency)	Observations	Inspection Notes/Recommended Action
Vegetated Areas	Inspect Slopes/Embankments for erosion (annually)		
	Replant bare areas or areas of sparse growth (annually)		
Ditches/Swales	Remove obstructions/debris/sediment (monthly)		
	Inspect for erosion/repair as needed (annually)		
	Remove woody vegetation (annually)		
	Mow vegetated ditches (annually)		
Catch Basins	Remove sediment/debris from sump (annually)		
	Remove accumulated debris from inlet grate		
Culverts	Remove sediment/debris from inlet/outlet aprons (annually)		
	Inspect inlet/outlet aprons for erosion, repair as needed (annually)		
	Inspect, repair as needed, riprap aprons for dislodged/sparse coverage (annually)		
Pipe Outlets	Remove sediment/debris from outlet aprons (annually)		
	Inspect outlet aprons for erosion, repair as needed (annually)		
	Inspect, repair as needed, riprap aprons for dislodged/sparse coverage (annually)		
Additional Notes/Observations:			

Roof Drip Edge Filter

INSPECTION MAINTENANCE AND HOUSEKEEPING FORM			
General Information			
Project Name:		Inspection Date:	
Project Location:		Current Weather:	
		Date / Amount Last Precip:	
BMP Owner:		Company conducting inspection:	
Owner Mailing Address:		Company Mailing Address	
Owner Phone #:		Company Phone #:	
Owner Email:		Inspector Name:	
		Inspector Email:	
BMP Element	Suggested Maintenance (recm'd frequency)	Observations	Inspection Notes/Recommended Action
Pretreatment	Sediment/Debris Removal (Annually)		
	Inspect for bare areas or rill erosion (Annually)		
Downstream Structure	Sediment Depth (Annually)		
	Floatables/Debris (Annually)		
Discharge Pipe	Ground Stabilized (>1" rain, Annually)		
Embankments	Review for signs of erosion (Twice Annually)		
Stone	Trim overgrown vegetation with string trimmer (annually)		
	Review trench for evidence of vehicular traffic or storage of snow within footprint (annually)		
	Confirm no excessive ponding of water (annually)		
Additional Notes/Observations:			

Sebago Technics, Inc. 16-Jan-23		OPINION OF PROBABLE COSTS 75 Darling Ave - Roof Drip Edge Filter			
Notes:					
1. The opinion of probable costs is based upon historic unit pricing, this opinion of probable cost is in no way, implied or expressed otherwise, as a warranty that the project can be constructed for the presented costs.					
2. This opinion of probable cost excludes design and permitting fees, land acquisition costs, legal costs testing services and/or construction phase services.					
3. This opinion of probable cost does not include any costs associated with testing and/or mitigating for environmental and/or hazardous elements associated with the proposed development site or the existing structures contained thereon.					
Item Description		U/M	Quantity	Unit Cost	Total Cost
SITE PREPARATION					
Remove Existing Bituminous Pavement		SY	64	\$ 5.00	\$ 320.00
				\$ 320.00	
EARTHWORK					
Common Excavation		CY	66	\$ 15.00	\$ 990.00
				\$ 990.00	
STORM DRAINAGE (BMP)					
4" Underdrain		LF	143	\$ 20.00	\$ 2,860.00
4" Stormdrain		LF	47	\$ 20.00	\$ 940.00
Manhole		EA	1	\$ 4,200.00	\$ 4,200.00
3/4" Crushed Stone		CY	22	\$ 25.00	\$ 550.00
Soil Filter Media		CY	22	\$ 25.00	\$ 550.00
Underdrain Sand		CY	22	\$ 25.00	\$ 550.00
Geotextile Fabric		SY	160	\$ 5.00	\$ 800.00
Cleanout		EA	2	\$ 150.00	\$ 300.00
				\$ 10,750.00	
ENGINEERING					
BMP Design		HR	4	\$ 135.00	\$ 540.00
Application Preperation		HR	4	\$ 135.00	\$ 540.00
Asbuilt Survey/Drawings		LS	1	\$ 2,500.00	\$ 2,500.00
				\$ 3,580.00	
ESTIMATED PROJECT COST					
				\$ 15,640.00	

MAINE REAL ESTATE TAX-Paid

1002240185779

QUITCLAIM DEED WITH COVENANT
(statutory short form)

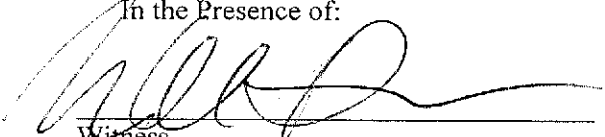
KNOW ALL PERSONS BY THESE PRESENTS, that **Treehouse, LLC**, a Maine limited liability company and **75 Darling Ave, LLC**, a Maine limited liability company, both with a mailing address of P.O. Box 491, Portland, ME 04102 (collectively "Grantor"), for consideration paid, grant to **75 Darling Preble Street, LLC**, a Maine limited liability company with a mailing address of 38 Preble Street, Portland, ME 04101, with QUITCLAIM COVENANT, a certain lot or parcel of land together with the buildings thereon, located on or about Darling Avenue, in the City of South Portland, County of Cumberland and State of Maine and bounded and described in **Exhibit A** attached hereto and incorporated herewith.

Being the same property described in a deed from David D. Chase and D. Kelly Young, Co-Trustees of the 75 Darling Avenue Irrevocable Trust, to Grantors herein, dated November 20, 2017 and recorded in the Cumberland County Registry of Deeds in Book 34478, Page 230.

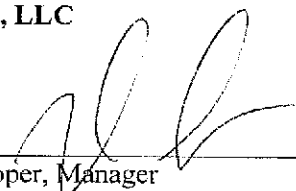
IN WITNESS WHEREOF, the undersigned Joseph Cooper, the duly authorized Manager of Treehouse, LLC and duly authorized Manager of 75 Darling Ave, LLC hereby sets his hand and seal this 3rd day of March 2022.

Signed, Sealed and Delivered
In the Presence of:

Treehouse, LLC



Witness

By: 

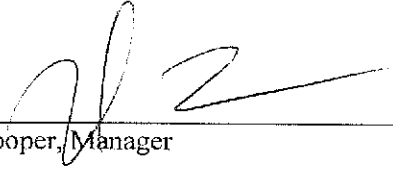
Joseph Cooper, Manager

Signed, Sealed and Delivered
In the Presence of:

75 Darling Ave, LLC



Witness

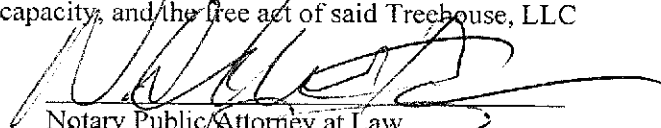
By: 

Joseph Cooper, Manager

STATE OF MAINE
COUNTY OF CUMBERLAND, ss.

March 3, 2022

Personally appeared, before me, the above-named Joseph Cooper, duly authorized Manager of Treehouse, LLC and of 75 Darling Ave, LLC and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act of said Treehouse, LLC and 75 Darling Ave, LLC.



Notary Public/Attorney at Law
Nathan H. Hackett-Bauer
Printed Name
My Commission Expires: N/A
ME Bar No 4012

Exhibit A

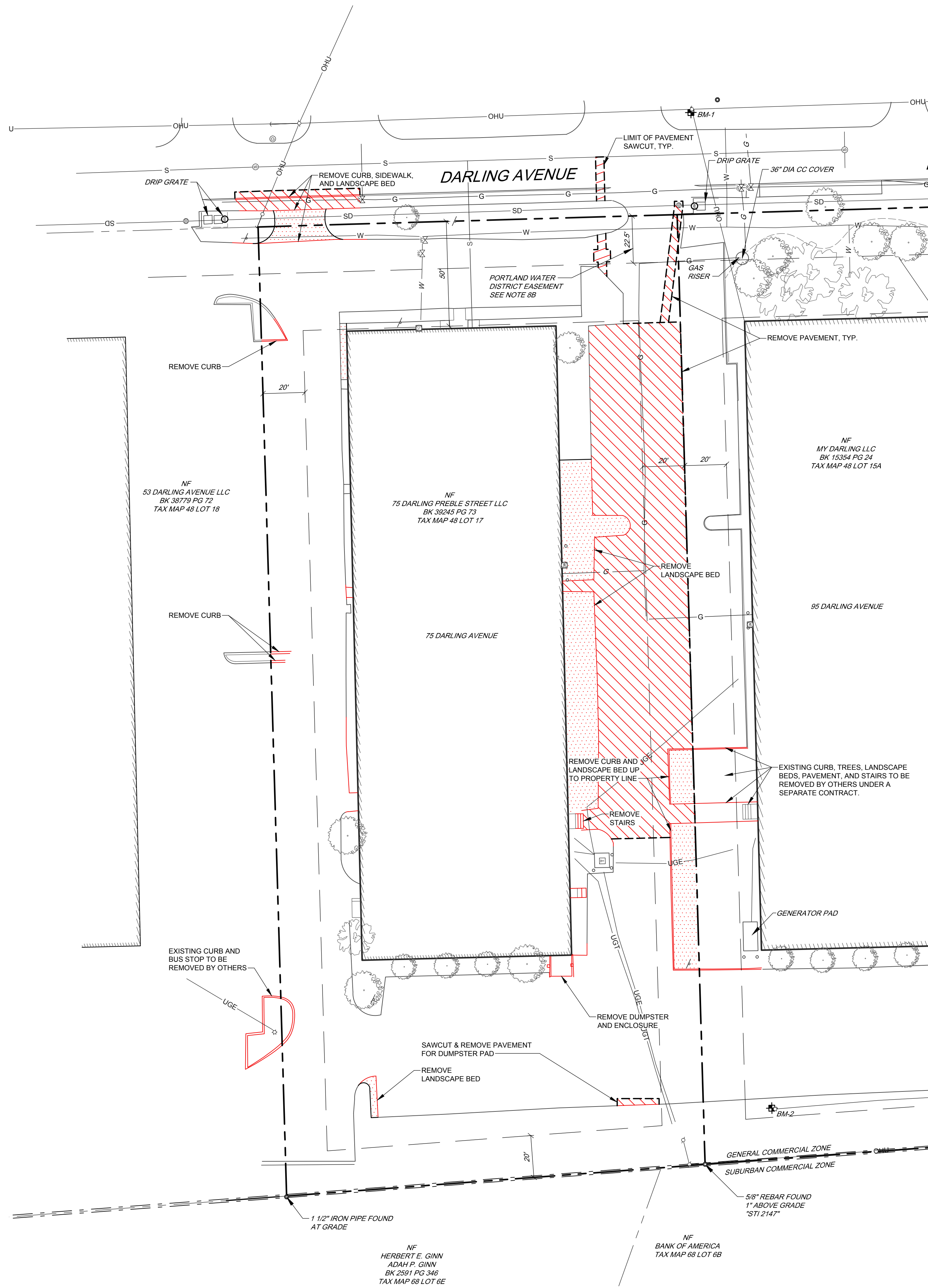
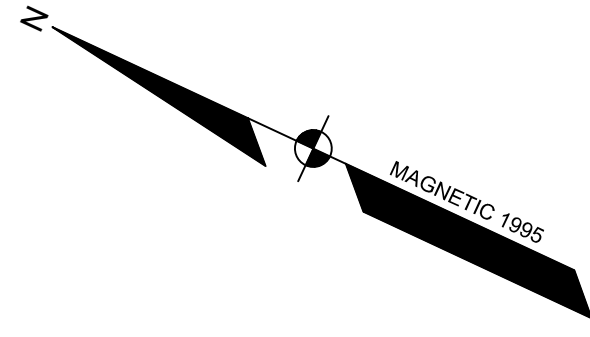
75 Darling Avenue, South Portland, Maine

Beginning at an iron on the westerly side of said Darling Avenue marking the southeasterly corner of land conveyed by Greater Portland Building Fund to Donald W. Cook by deed dated January 24, 1973 and recorded in the Cumberland County Registry of Deeds in Book 3353, Page 212; thence running South 10° 11' East by the westerly line of said Darling Avenue a distance of 200.00 feet to an iron and land of said Great Portland Building Fund; thence by said land of Greater Portland Building Fund on a course of South 79° 49' West a distance of 453.25 feet to an iron and land now or formerly Herbert E. Ginn; thence by said Ginn land on a course of North 12° 48' 30" West a distance of 200.21 feet to an iron marking the southwesterly corner of land of Donald W. Cook; thence by said Cook land on a course of North 79° 49' East a distance of 462.37 feet to the point of beginning.

The above courses are magnetic 1955.

Meaning and intending to convey all of lot lettered "B" as shown on a plan of land entitled "Plan of Property in South Portland, Maine made for Greater Portland Building Fund (Airport Industrial Park)" by H.I. & E.C. Jordan, Surveyors, said Plan having been recorded on June 14, 1976 in said Registry of Deeds in Plan Book 113, Page 58.

This conveyance is made subject, however, to an easement given by Greater Portland Building Fund, Inc. to the Portland Water District over the most easterly 22.50 feet of the premises conveyed herein.



NF
53 DARLING AVENUE LLC
BK 38779 PG 72
TAX MAP 48 LOT 18

NF
75 DARLING PHELE STREET LLC
BK 38245 PG 73
TAX MAP 48 LOT 17

NF
MY DARLING LLC
BK 15354 PG 24
TAX MAP 48 LOT 15A

75 DARLING AVENUE

85 DARLING AVENUE

EXISTING CURB AND
BUS STOP TO BE
REMOVED BY OTHERS

REMOVE CURB AND
LANDSCAPE BED UP
TO PROPERTY LINE

EXISTING CURB, TREES, LANDSCAPE
BEDS, PAVEMENT, AND STAIRS TO BE
REMOVED BY OTHERS UNDER A
SEPARATE CONTRACT.

REMOVE DUMPSTER
AND ENCLOSURE

REMOVE LANDSCAPE BED

SAWCUT & REMOVE PAVEMENT
FOR DUMPSTER PAD

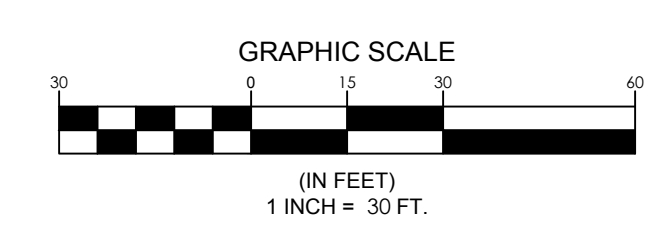
GENERAL COMMERCIAL ZONE
SUBURBAN COMMERCIAL ZONE

5/8" REBAR FOUND
1" ABOVE GRADE
"ST1 2147"

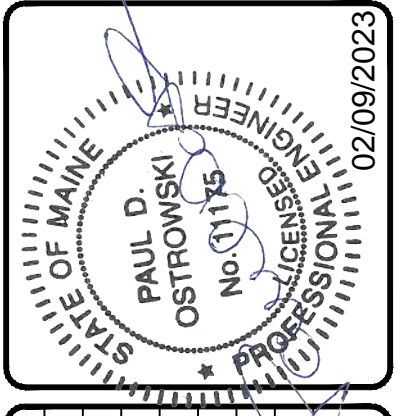
NF
HERBERT E. GINN
ADAH P. GINN
BK 2591 PG 346
TAX MAP 68 LOT 6E

NF
BANK OF AMERICA
TAX MAP 68 LOT 6B

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PROGRESS
PRINT



REV	BY	DATE	STATUS
B	BJB	01/18/23	ISSUED FOR LONG CREEK WATERSHED MANAGEMENT DISTRICT REVIEW
A	BJB	07/05/22	ISSUED FOR DESIGN DEVELOPMENT

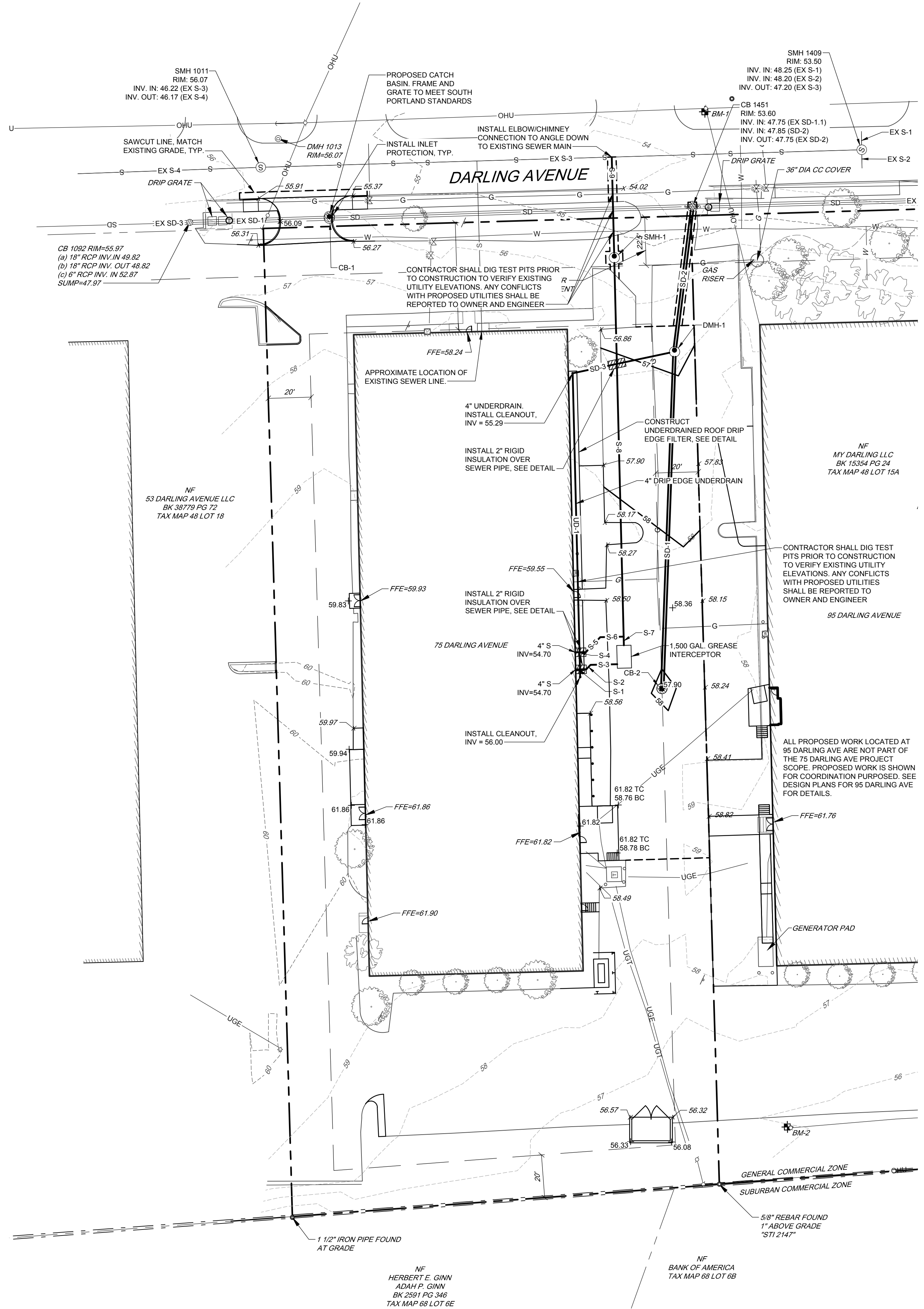
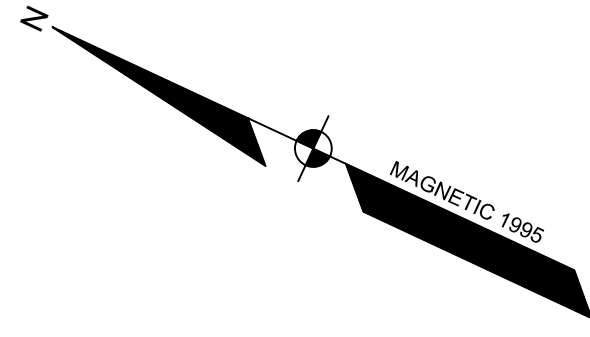
THIS PLAN SHALL NOT BE COPIED, REPRODUCED, OR ALTERED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

SEBAGO
TECHNICS
75 John Roberts Rd.
Sullivan, ME 04106
South Portland, ME 04106
Tel. 207-200-2100
WWW.SEAGOTECHNICS.COM

DEMOLITION PLAN
OF:
PREBLE STREET COMMERCIAL KITCHEN
75 DARLING AVE
SOUTH PORTLAND, MAINE 04106
FOR:
PREBLE STREET
55 PORTLAND STREET
PORTLAND, ME 04101

DESIGNED	BJB
DRAWN	BJB
CHECKED	PDO
DATE	02/09/23
SCALE	1" = 30'
PROJECT	21918

SHEET 3 OF 8



SANITARY SEWER STRUCTURE DATA

STRUCTURE	RIM	INV. IN	INV. OUT:	SIZE
GREASE INTERCEPTOR	58.50	54.49 (S-3)	54.23 (S-7)	SEE DETAIL
SMH-1	55.50	52.42 (S-8)	52.32 (S-9)	48"
SMH 1011	56.07	46.22 (EX S-3)	46.17 (EX S-4)	48"
SMH 1409	53.50	48.25 (EX S-1) 48.20 (EX S-2)	47.20 (EX S-3)	48"

SANITARY SEWER PIPE DATA

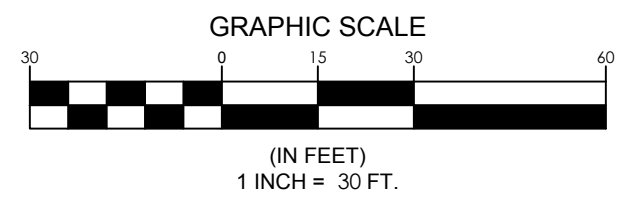
NAME	SIZE	LENGTH	SLOPE
EX S-1	6"	7'	1.21%
EX S-2	6"	7'	1.21%
EX S-3	8"	277'	0.35%
EX S-4	8"	84'	0.00%
S-1	4"	5'	1.00%
S-2	4"	3'	1.06%
S-3	4"	13'	1.01%
S-4	4"	5'	4.00%
S-5	4"	10'	4.94%
S-6	4"	11'	4.01%
S-7	6"	4'	0.92%
S-8	6"	175'	1.01%
S-9	6"	40'	5.26%
S-10	6"	5'	68.80%

STORM DRAIN STRUCTURE DATA

STRUCTURE	RIM	INV. IN	INV. OUT:	DIAM.
CB-1	55.30	48.54 (EX SD-1)	48.54 (EX SD-1.1)	48"
CB-2	57.90		54.30 (SD-1)	48"
CB 1092	55.97	49.82 (EX SD-3)	48.82 (EX SD-1)	48"
CB 1400	52.02	45.72 (EX SD-2) 45.67 (EX SD-4)	45.37 (EX SD-5)	48"
CB 1451	53.60	47.75 (EX SD-1.1) 47.85 (SD-2)	47.75 (EX SD-2)	48"
DMH-1	56.85	49.56 (SD-1) 53.42 (SD-3)	49.46 (SD-2)	48"

STORM DRAIN PIPE DATA

NAME	SIZE	LENGTH	SLOPE
EX SD-1	18"	61'	0.46%
EX SD-1.1	18"	160'	0.47%
EX SD-2	18"	210'	0.97%
EX SD-3	18"	15'	0.53%
EX SD-4	24"	43'	3.98%
EX SD-5	18"	39'	1.06%
SD-1	12"	154'	3.08%
SD-2	12"	65'	2.50%
SD-3	4"	47'	4.80%
UD-1	4"	142'	0.50%



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PROGRESS PRINT

PAUL D. OSTROWSKI, PE 1175
STATE OF MAINE
PROFESSIONAL ENGINEER
No. 1175
02/09/2023

REV.	BY	DATE	STATUS	DESCRIPTION
B	BJB	01/18/23	ISSUED FOR LONG CREEK WATERSHED MANAGEMENT DISTRICT REVIEW	
A	BJB	07/05/22	ISSUED FOR DESIGN DEVELOPMENT	

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GRADING AND UTILITY PLAN
OF:
PREBLE STREET COMMERCIAL KITCHEN
75 DARLING AVE
SOUTH PORTLAND, MAINE 04106
FOR:
PREBLE STREET
55 PORTLAND STREET
PORTLAND, ME 04101

DESIGNED	BJB
DRAWN	BJB
CHECKED	PDO
DATE	02/09/23
SCALE	1" = 30'
PROJECT	21918

SHEET 5 OF 8

21918 GU.dwg, TAB.GU