

**Engineering & Environmental Department
FY 2027 Budget Narrative
Submitted by Mark Arienti, Town Engineer**

Cost Center 12130

Mission

The Engineering & Environmental Department works with internal and external customers including residents, Town departments and Boards, regulatory agencies, outside agencies, vendors, contractors and others as required to help ensure the integrity and proper performance of civil infrastructure such as roads, drainage and bridge facilities and to maintain and monitor these facilities to ensure adequate environmental protection and compliance with the Town's Municipal Separate Storm Sewer System (MS4) permit.

Services Provided

The Town Engineer performs complex professional, technical, and administrative work related to the Town's civil engineering, infrastructure planning, development review, design, and project management including:

- Establishing criteria for design and construction of public works projects.
- Coordinating projects with the work of other Town departments and other private and public agencies.
- Preparing specifications and obtaining bids for construction and maintenance projects. Serve as a liaison between the Town and various state agencies including Maine Department of Transportation (DOT) and Maine Department of Environmental Protection (DEP).
- Preparing cost estimates for proposed projects including Capital Improvement Projects and Town budget requests and approve project change orders and monitor budgets for infrastructure improvement projects.
- Technical review of site plan and subdivision plans for compliance with municipal ordinances and state rules include Maine DEP and Maine DOT
- Design review of private infrastructure associated with the development review authority of the Planning Department and Planning Board, including technical compatibility of private development infrastructure with public infrastructure.
- Perform field reconnaissance and construction inspection duties for a variety of municipal projects and programs, as well as private development to ensure conformance with local, State and Federal requirements, including the Maine DEP Chapter 500 standards and the Town's stormwater permit requirements.
- Review and issue permits for street openings, driveway excavation and fill permits; issues and inspects permits to excavate in public places.

- Serve as a technical resource in the development of new municipal ordinances.
- Serve as a representative of the Town to the Portland Area Comprehensive Transportation System organization or other regional efforts, as needed.
- Provide technical assistance to the Town Planner, Public Works Director, Town Manager and other Town departments on infrastructure studies or reports, infrastructure planning, presentations, engineering design, and related work.

They are responsible for performance guarantee management, project review, road and project design, site inspection, managing peer review engineers, and oversight of the Town's Municipal Separate Storm Sewer System (MS4) program. The Town Engineer and Environmental and Sustainability Coordinator serve as a technical resource to Town staff in all related engineering matters and collaborate extensively with the Town Manager, Director of Community Development, Public Works Director, and other municipal departments, consultants, outside agencies, and various boards and committees.

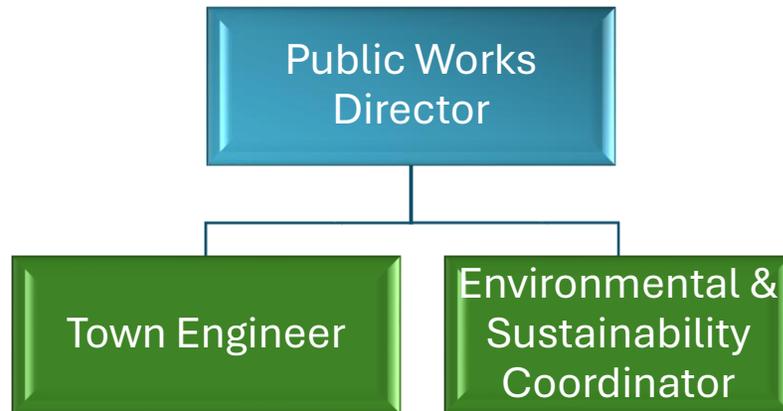
The Environmental & Sustainability Coordinator:

- Manages the Town's Municipal Separate Storm Sewer System (MS4) program to ensure compliance with the Town's MD4 permit.
- Provides staff oversight of the [Natural Resources Advisory Committee](#)
- Serves as the Town's representative on the [Interlocal Stormwater Working Group](#), which aids Portland area towns on MS4 compliance.
- Provides environmental compliance training to Public Works and Public Safety staff.
- Works on sustainability initiatives primarily related to energy management and resiliency.

Staff

Mark Arienti, P.E. Town Engineer

Mary Wicklund, Environmental & Sustainability Coordinator



Equipment & Assets

- Vehicles – The Engineering and Environmental staff members share two department vehicles for site reviews and inspections, and off-site meetings
- Computers – Staff members both have lap top computers
- Software – Fulcrum computer program for catch basin management

Town of Windham

NEXT YEAR / CURRENT YEAR BUDGET DETAIL - EXPENDITURES

ACCOUNTS FOR PROJECTION 20271 TOWN OF WINDHAM - FY 27 OPERATING BUDGET									
				2025	2026	2026	2026	2027	PCT
				ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE
1000	GENERAL FUND								
12130	ENVIRONMENTAL								PUBLIC WORKS
121	12130	44400	PROF SVCS	0.00	24,200.00	24,200.00	5,269.52	24,200.00	0.0%
			These funds are used to hire consulting professionals that have technical skills or expertise beyond in-house staff, or to add capacity beyond the full-time staff. May include general services related to engineering, design, watershed protection, etc.		Continue funding CCSWCD staff support contract for HLLT (shared with Town of Falmouth).			10,000.00	
					FY 26: \$10,000 FY 25:\$10,000				
			Funding in support of watershed protection work. Funds may also pay professional services related to support and implement Council sustainability goals.		Includes:			13,700.00	
					\$4,000 - Annual contract with Stillwater Environmental Engineering (SEE) for Fulcrum (Professional Level) account software licensing fees, management, and technical support/services. Fulcrum is utilized in collaboration with Public Works Department for catch basin inspections/cleaning and data collection for stormwater infrastructure.				
					\$6,000 - Mock audit with consultant in preparation of PY5 DEP audit of MS4 program.				
					Revisit/update Pleasant River Watershed Management plan				
					Implementation of Black Brook Watershed Management plan				
					FY 27 - No Change				
			Water quality sampling lab testing required under MS4 stormwater permit.					500.00	
122	12130	46210	TEL-LAND	0.00	1,500.00	1,500.00	743.28	1,500.00	0.0%
			Landline and cell phone service for Environmental and Sustainability Coordinator		FY 25 - 1000.00 FY 26 - 1,500.00			1,000.00	
			Supplies cellular data for iPad to perform in-field stormwater inspections		Two iPads for use by Environmental & Sustainability Coordinator and PW staff for field work			500.00	
123	12130	46310	ADVRTSNG	0.00	750.00	750.00	528.00	750.00	0.0%
			Notices for public announcements, grant opportunities, events, or community meetings in local papers		FY 25 - 500.00 FY 26 - 750.00			750.00	

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		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE		
1000	GENERAL FUND								
12130	ENVIRONMENTAL								PUBLIC WORKS
124	12130 46410 TRV EXP	0.00	1,500.00	1,500.00	93.38	1,500.00	0.0%		
	Travel Expenses related to attendance at workshops, conferences and meetings, including national conferences and/or regional meetings		FY 25 - 1000.00 FY 26 - 1,500.00			1,500.00			
				During FY 26, national conference was held in Maine, so minimal travel required.					
125	12130 46510 PRINTING	0.00	500.00	500.00	0.00	500.00	0.0%		
	Outsourced print jobs that cannot be done in-house, including signage and education & outreach materials		FY 25 - 500.00 FY 26 - 500.00			500.00			
126	12130 46910 TRNG/CONF	0.00	2,000.00	2,000.00	225.00	2,000.00	0.0%		
	Registration for various workshops including ME Sustainability & Water Conference, NEWIPCC Annual NPS conference, NEIWPC National NPS Training workshop, Maine Stormwater Conference, Maine Invasives Species Network, plus other state/regional conferences. specialized training for GIS, stormwater management, sustainability initiatives. state and local conferences.			Additional Review/exam for professional license including Certified Professional in Municipal Stormwater Management) exam \$190), and Certification in Erosion and Sediment Control		2,000.00			
			FY 25 - 1,000.00 FY 26 - 2,000.00						
127	12130 46920 MMBR DUES	0.00	600.00	600.00	175.00	600.00	0.0%		
	Dues for professional associations and certifications, including CPMSM, Mane Water Environment Association, Center for Watershed Protection, others.		FY 25 - 0.00 FY 26 - 600.00			600.00			
128	12130 46990 OT CONT SV	0.00	16,300.00	16,300.00	17,584.82	16,800.00	3.1%		
	Interlocal Stormwater Working Group (ISWG) membership dues - coalition of 14 municipalities working collaboratively to implement and comply with Clean Water Act (MS4) permits			ISWG membership dues: FY27 (Permit Year 5): \$15,497.12 FY26 (PY4): \$14,874.82 FY25 (PY3): \$14,491		15,500.00			
			FY 25 - 13,500.00 FY 26 - 16,300.00						
	Maine DEP MS4 Permit Coverage Fee - Annual fee to continue to operate under the MS4 Stormwater Permit.			DEP passed LR # 165, An Act to Update Waste Discharge License Fees to increase fees for the "General Permit Coverage Other" which is used for the MS4 General Permit. DEP issues new fee schedules Nov 1 of each year; MS4s are billed annually in mid-November. The Bill increased the annual fee to \$1,306		1,300.00			

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1000	GENERAL FUND								
12130	ENVIRONMENTAL								PUBLIC WORKS
129	12130	47430	OTHR EQP	0.00	1,500.00	1,500.00	109.98	700.00	-53.3%
			Field work sampling supplies for MS4 stormwater program		FY 25 - 500.00 FY 26 - 1,500.00			300.00	
					Reduced budget by \$800, used to purchase iPad/case for field work in FY 26				
			additional equipment and items as needed. In the past, money from this line has been used for purchase of items as needs arise, such as workstation needs.		Equipment needed to safely perform field work in all seasons, including safety vests and boots.			400.00	
					Workstation needs, including shelving for supply storage.				
TOTAL 12130 - ENVIRONMENTAL				0.00	123,948.00	123,948.00	54,787.71	128,916.00	4.0%