

Town of Windham

Environment & Sustainability
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MEMO

DATE: February 26, 2020

TO: Windham Town Council
THROUGH: Barry Tibbetts, Interim Town Manager
FROM: Natural Resources Advisory Committee

RE: Watershed Protection Grant Recommendations

At the Town Council meeting on January 14, 2020, the Natural Resources Advisory Committee (NRAC) was tasked with evaluating Watershed Protection Grant Applications and providing recommendations for Council approval. The committee is submitting the proposed recommendations for the Town Council's consideration. Evaluations for each application are included as well for reference

A table of proposed funding recommendations is below:

Project Name	Applicant	Funding Request	Funding Recommendation
Milfoil 'Get Rid of It' Campaign	Collins Pond Improvement Association	\$4,000.00	\$4,000.00
Multiple Erosion Remediation Projects	Highland Lake Association	\$13,000.00	\$13,000.00
Water Stewardship	Presumpscot Regional Land Trust	\$4,500.00	\$4,500.00
Hybrid Variable Milfoil ¹ Removal	Little Sebago Lake Association	\$10,000	\$8,000.00
Dam Maintenance	Little Sebago Lake Association	\$2,000.00	\$2,000.00
Original Applicant Total		\$31,000.00	\$31,000.00
Pleasant River Water ² Quality Improvements	Cumberland County Soil and Water Conservation District	\$5,000.00	\$5,000.00
Total		\$36,000.00	\$36,000.00

¹ Original application included dam maintenance cost. NRAC requested LSLA submit separate application for documentation purposes.

² Following evaluation of original applications, the Watershed Protection Fund had \$6,073.00 remaining. The NRAC has been working with CCSWCD on Pleasant River remediation work and recommends the surplus be utilized in this effort. These funds will be used to leverage potential DEP 319 funds for NPS site remediation.

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Milfoil 'Get Rid of It' Campaign
 Applicant: CPIA

Evaluator: NRAC
 Date: 2/20/2020

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		N/A
Is project application complete? (i.e. materials checklist)		Yes			No		N/A
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹	1	2	3	4	5	9 /10	
Does project have accurate & defensible budget? ²	1	2	3	4	5		
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³	3	5	10	15	20	40 /40	
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴	3	5	10	15	20		
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵	2	4	6	8	10	40 /40	
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶	3	5	10	15	20		
Is the project shovel-ready? ⁷	Yes (10)			No (0)			
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸	1	2	3	4	5	10 / 10	
Does project promote sharing of equipment, knowledge, etc. ⁹	Yes (5)			No (0)			
Total Points							99 / 100
Emergency							
Is the project a response to an urgent environmental event? ¹⁰	Yes (25)			No (0)			

Additional Comments: Amount Requested: \$4,000 Total Cost: \$39,619

- DEP funding amount requested and CPIA cash contribution not specified in project budget (section 3).
- Connection needs to be made more explicitly between milfoil and water quality degradation.
- Application mentioned biannual survey conducted to monitor effectiveness. Does organization keep data on removal quantities? Should be included in application.
- Successful implementation model with high likelihood of success.

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Highland Lake 'Multiple Projects'
 Applicant: HLA

Evaluator: NRAC
 Date: 2/20/2020

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		N/A
Is project application complete? (i.e. materials checklist)		Yes			No		N/A
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹	1	2	3	4	5	8 /10	
Does project have accurate & defensible budget? ²	1	2	3	4	5		
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³	3	5	10	15	20	40 /40	
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴	3	5	10	15	20		
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵	2	4	6	8	10	40 /40	
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶	3	5	10	15	20		
Is the project shovel-ready? ⁷	Yes (10)			No (0)			
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸	1	2	3	4	5	10 / 10	
Does project promote sharing of equipment, knowledge, etc. ⁹	Yes (5)			No (0)			
Total Points							98 / 100
Emergency							
Is the project a response to an urgent environmental event? ¹⁰	Yes (25)			No (0)			

Additional Comments: Amount Requested: \$13,000 Total Cost: \$26,000

- Problem background detailed and thoughtful
- Anticipated, individual project cost breakdowns not specified in project budget (section 3).
- Information on how funds are expended from GIC to property representative should be included.
- Successful implementation model with high likelihood of success.

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Windham Watershed Stewardship
 Applicant: PRLT

Evaluator: NRAC
 Date: 2/20/2020

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		N/A
Is project application complete? (i.e. materials checklist)		Yes			No		N/A
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹	1	2	3	4	5	10 /10	
Does project have accurate & defensible budget? ²	1	2	3	4	5		
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³	3	5	10	15	20	40 /40	
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴	3	5	10	15	20		
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵	2	4	6	8	10	40 /40	
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶	3	5	10	15	20		
Is the project shovel-ready? ⁷	Yes (10)			No (0)			
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸	1	2	3	4	5	10 / 10	
Does project promote sharing of equipment, knowledge, etc.? ⁹	Yes (5)			No (0)			
Total Points		100 / 100					
Emergency							
Is the project a response to an urgent environmental event? ¹⁰	Yes (25)			No (0)			

Additional Comments: Amount Requested: \$4,500 Total Cost: \$19,300 (Windham only)

- Successful implementation model with high likelihood of success.
- Possible inclusion of WQ data on town website.
- How does the Town expand on this program and leverage these results into actionable projects?

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Hybrid Variable Milfoil Removal
 Applicant: LSLA

Evaluator: NRAC
 Date: 2/20/2020

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		N/A
Is project application complete? (i.e. materials checklist)		Yes			No		N/A
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹	1	2	3	4	5	7 / 10	
Does project have accurate & defensible budget? ²	1	2	3	4	5		
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³	3	5	10	15	20	40 / 40	
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴	3	5	10	15	20		
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵	2	4	6	8	10	40 / 40	
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶	3	5	10	15	20		
Is the project shovel-ready? ⁷	Yes (10)			No (0)			
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸	1	2	3	4	5	10 / 10	
Does project promote sharing of equipment, knowledge, etc. ⁹	Yes (5)			No (0)			
Total Points		97 / 100					
Emergency							
Is the project a response to an urgent environmental event? ¹⁰	Yes (25)			No (0)			

Additional Comments: Amount Requested: \$10,000 Total Cost: \$65,698

- Successful implementation model with high likelihood of success.
- Program costs should be incorporated into project budget (section 3).
- DEP application stated that \$17,000 from Towns (Gray & Windham), however \$20,000 requested.
- Inclusion of dam maintenance fund request should be in separate application with more detail
- Maintenance and monitoring program evident with comprehensive data and mapping.

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Dam Maintenance
 Applicant: LSLA

Evaluator: NRAC
 Date: 2/20/2020

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		N/A
Is project application complete? (i.e. materials checklist)		Yes			No		N/A
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹	1	2	3	4	5	9 /10	
Does project have accurate & defensible budget? ²	1	2	3	4	5		
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³	3	5	10	15	20	40 /40	
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴	3	5	10	15	20		
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵	2	4	6	8	10	40 /40	
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶	3	5	10	15	20		
Is the project shovel-ready? ⁷	Yes (10)			No (0)			
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸	1	2	3	4	5	10 / 10	
Does project promote sharing of equipment, knowledge, etc. ⁹	Yes (5)			No (0)			
Total Points							99 / 100
Emergency							
Is the project a response to an urgent environmental event? ¹⁰	Yes (25)			No (0)			

Additional Comments: Amount Requested: \$2,000 Total Cost: \$110,000

- Repointing and repairing the mortar of the sluiceway initial repair cost is \$15,000 (included cost estimate in application).
- Preliminary estimate for the earthen structure sinkhole repair is \$100,000.
- The Hopkins Dam Manager will collaborate with the LSLA Executive Board as well as the State Dam Inspector.
- Management and monitoring of the project will be conducted by the Hopkins Dam Manager.

Town of Windham

Watershed Protection Grant Program

Application Evaluation Rubric



Project Title: Pleasant River WQ Improvement
 Applicant: CCSWCD

Evaluator: NRAC
 Date: 2/25/20

Evaluation Criteria		Evaluation Scale					Points
Is the project eligible and an approved project-type for grant?		Yes			No		
Is project application complete? (i.e. materials checklist)		Yes			No		
Quality of Proposal							
Does Section 2: Project Information showcase that project is detailed and thoughtful? ¹		1	2	3	4	5	9 / 10
Does project have accurate & defensible budget? ²		1	2	3	4	5	
Priority/Impact							
Does project directly address sites identified in a watershed management plan/protection plan? ³		3	5	10	15	20	40 / 40
Will project improve or preserve water quality, wetland, riparian areas or endangered species habitat? ⁴		3	5	10	15	20	
Experience, Expertise & Likelihood of Success							
Does application identify personnel that will ensure success of project (i.e. experienced project coordinator, technical expertise)? ⁵		2	4	6	8	10	40 / 40
Does the application outline who and how the project will be successfully maintained and monitored? <i>For design, construction or improvement of stormwater BMP projects, does application include maintenance plan/agreement that will be implemented following project completion?</i> ⁶		3	5	10	15	20	
Is the project shovel-ready? ⁷		Yes (10)			No (0)		
Community Buy-In, Resources & Partnerships							
Does application identify project commitment? (<i>i.e. landowner, lake association, road association, state agencies, non-profits</i>) ⁸		1	2	3	4	5	10 / 10
Does project promote sharing of equipment, knowledge, etc.? ⁹		Yes (5)			No (0)		
Total Points		99 / 100					
Emergency							
Is the project a response to an urgent environmental event? ¹⁰		Yes (25)			No (0)		

Additional Comments:

- Project request from NRAC to expend additional funds from WPG allocation.
- Watershed Management Plan will guide 319 application.
- Focusing primarily on agriculture and NPS culvert sites.

Evaluation Metrics:

¹ Detailed and thoughtful applications should outline project objectives, benefits, carefully considered timeline and scope, communication with stakeholders (i.e. landowners, road associations, state agencies, non-profits).

² Accurate and defensible budgets should establish projects costs. Costs can include, but are not limited to:

- Supplies and materials (i.e. riprap, erosion control, pipe, material removal bags, whirl Pak bags)
- Product costs (i.e. designs, permits, inspections)
- Equipment (i.e. grader, excavator, dredging equipment, water quality testing equipment)
- Contracted Services (i.e. technical consultation)
- Wages (i.e. volunteer hours, contractor, dredge operators)
- Monitoring (i.e. project management)
- Administration (i.e. costs for administering grant or fiscal management)

These categories are encouraged, but not required to fulfill the evaluation criteria.

³ Application identifies projects from watershed management plan, watershed survey or program that protects and preserves watersheds in Windham.

⁴ Application identifies projects within priority watersheds that protect and preserve water quality, wetland, riparian areas or endangered species habitat.

⁵ Application identifies project coordinator, committee, association that has prior experience. Application identifies technical expertise (i.e. engineer, watershed specialist, conservation district) that advises in project management.

⁶ Application identifies mechanism, agreement, program that ensures project will be maintained and monitored following completion. For design, construction and stormwater BMP improvement projects, a maintenance plan/agreement is included in application.

⁷ Application incorporates engineer plans, landowner approval agreements, matching fund commitments, etc.

⁸ Application identifies project commitment. This includes commitment from:

- Lake Association and/or;
- Road Association and/or;
- Landowner and/or;
- State agencies and/or;
- Non-profits and/or;
- Other

⁹ Application identifies sharing of equipment, knowledge and other resources with other entities.

¹⁰ Application identifies project is response to an urgent environmental event (i.e. weather).