

**AGENDA**  
**PORTLAND WATER DISTRICT**  
**225 Douglass Street, Portland, Maine**  
**Jeff P. Nixon Training Center**  
**6:00 p.m., Monday, July 24, 2017**

- |    |   |                                    |
|----|---|------------------------------------|
| 1. | <u>Convene Meeting</u> with Pledge of Allegiance and moment of silence.   | President Lunt                     |
| 2. | <u>Roll Call</u>  | Clerk                              |
| 3. | <u>Acceptance of Minutes</u> of Regular Meeting of June 26, 2017, and the Workshop Meeting of July 10, 2017.  | President Lunt                     |
| 4. | <u>Invitation for Public Comment</u>  | President Lunt                     |
| 5. | <u>Reports:</u>   |                                    |
|    | ▪ Operations Committee Reports  | Trustee Douglas                    |
|    | ▪ Planning Committee Reports  | Trustee Levinsky                   |
|    | ▪ Administration & Finance Committee Reports  | Trustee Garrison                   |
|    | ▪ General Manager's Report  | General Manager                    |
| 6. | <u>New Business</u>   |                                    |
|    | <b>A. <u>Public Hearing</u></b> regarding the issuance of sewer bonds to finance upgrades at the Westbrook Regional Wastewater Treatment Facility.  | Administration & Finance Committee |
|    | <b>B. <u>Resolution 17-009</u></b> authorizing issuance of up to \$1,000,000 in bonds to finance upgrades to the sludge dewatering system and related infrastructure as the Westbrook Regional Wastewater Treatment Facility.   | Administration & Finance Committee |
|    | <b>C. <u>Order 17-021</u></b> authorizing the General Manager to execute an amendment to the professional services contract with Arcadis for the Hansen System Replacement Evaluation.  | Administration & Finance Committee |
|    | <b>D. <u>Order 17-022</u></b> authorizing an increase to the 2017 CIP Water Facilities Renewal & Replacement Program 409-2559.  | Operations Committee               |
|    | <b>E. <u>Order 17-023</u></b> authorizing a contribution to the Western Foothills Land Trust.   | Planning Committee                 |
| 7. | <u>Executive Session.</u> A motion may be made to go into Executive Session at any time during the meeting to discuss, pursuant to 1 M.R.S. §405(6)(A) personnel, 1 M.R.S. §405(6)(C) real estate, 1 M.R.S. §405 (6)(D) labor negotiations, or 1 M.R.S. §405(6)(E) legal matters. | President Lunt                     |
| 8. | <u>Other Business.</u> An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas.  | President Lunt                     |

9. Second Invitation for Public Comment. President Lunt
10. Trustee Comments. President Lunt
11. Adjournment. President Lunt

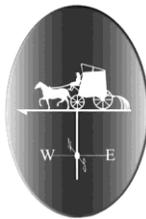
Donna M. Katsiaficas  
Clerk

**Portland Water District**  
**Board of Trustees Regular Meeting**

**July 24, 2017**

**New Business**

**Agenda Items 6A-6E**



Portland Water District  
*From Sebago Lake To Casco Bay*

## **BOARD OF TRUSTEES / AGENDA ITEM SUMMARY**

Agenda Item: 6A-6B Resolution 17-009  
Date of Meeting: July 24, 2017  
Subject: Sewer Bond – Westbrook Regional Treatment Plant Sludge Dewatering Upgrade (\$1,000,000)  
Presented By: David Kane, Director of Administration

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### **RECOMMENDATION**

The following language is proposed for Board of Trustee approval:

RESOLVED, the issuance of up to \$1,000,000 in Gorham, Westbrook and Windham Wastewater Bonds to finance upgrades to the sludge dewatering system and related infrastructure at the Westbrook Regional Wastewater Treatment facility is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

### **BACKGROUND ANALYSIS**

In 2001, a Westbrook Comprehensive Plant Evaluation Program was completed and identified a number of upgrades needed including upgrading the sludge dewatering equipment. The project was included in the 2015 CIP (project 167 – 2534) which was approved on November 24, 2014.

The Administration and Finance Committee reviewed at their July 10, 2017 meeting and recommended the motion be forwarded to the full Board for its consideration.

### **FISCAL REVIEW / FUNDING**

The bond is proposed to be issued through the Maine Municipal Bond Bank's State Revolving Loan program. The estimated debt service schedule is attached. It indicates that the first full year's debt service payment would be \$63,000. Future financial impact was incorporated into the assessment forecast provided to the City of Westbrook.

### **LEGAL REVIEW**

Corporate Counsel has reviewed the proposed Resolution as to form.

### **ATTACHMENTS**

- A. Full Form of Motion – Bond Authorization
- B. Debt Service Amortization Schedule – Loan for \$1,000,000

**PORTLAND WATER DISTRICT  
RESOLUTION OF BOARD OF TRUSTEES  
AUTHORIZING SEWER BONDS IN THE  
PRINCIPAL AMOUNT NOT TO EXCEED \$1,000,000**

**WHEREAS**, the Portland Water District (the “District”) intends to finance the Costs (as defined herein) of sludge dewatering infrastructure upgrades and improvements at the Westbrook Regional Wastewater Treatment facility (the “Project”);

**WHEREAS**, the District desires to finance the Costs of such Project by issuing its sewer bonds in the maximum aggregate amount of \$1,000,000 and to borrow such money through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund program or its general borrowing program or other qualified purchaser of the bonds or a combination thereof;

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board of Trustees of the Portland Water District (the “Board”) Assembled, following a public hearing duly called, noticed and held under District Policy No. 6.50-15:

**THAT:** Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds in an aggregate principal amount not to exceed \$1,000,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project (the “Bonds”).

**THAT:** The Bonds may be issued through a public offering or through one of the Maine Municipal Bond Bank’s State Revolving Loan Fund programs or its general borrowing program or other qualified purchaser of the bonds or a combination thereof.

**THAT:** The Bonds may be issued in serial form or as term bonds, or some combination thereof, and may be issued at one time or from time to time, in an amount not to exceed the aggregate amount authorized herein, and shall mature at such times (but not to exceed 40 years from the date(s) of issuance), shall be dated, shall bear interest at such rate or rates, and otherwise shall be in such form and contain such other terms and provisions as the Treasurer may approve, subject to the provisions of the law, the District’s Charter and these Resolutions, such approval to be conclusively evidenced by his execution thereof.

**THAT:** The Treasurer is authorized to borrow money in anticipation of said Bonds by the issuance and sale of notes or renewal notes in anticipation thereof and to determine the date, form, interest rate, maturities and all other details of each issue of notes, including the form and manner of their sale and award, subject to the provisions of the law, the District’s Charter and these Resolutions.

- THAT:** The Treasurer be and hereby is authorized to provide that any of the Bonds and notes hereinbefore authorized be made callable, with or without premiums, prior to their maturity, and each Bond or note issued hereunder shall be signed by the Treasurer and the President of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.
- THAT:** The Treasurer and President of the Board of Trustees from time to time shall execute such bonds as may be required to provide for exchanges or transfers of Bonds heretofore authorized, all such Bonds to be signed as provided in the next preceding paragraph.
- THAT:** The Bonds and notes may be sold on a competitive or negotiated basis or a combination thereof.
- THAT:** The Treasurer be and hereby is authorized to select the underwriter for such Bonds and notes and the Treasurer be and hereby is authorized and empowered to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- THAT:** The Treasurer be and hereby is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of such Bonds and notes, such Preliminary Official Statement and Official Statement to be in such form and contain such information as may be approved by the Treasurer, with the advice of bond counsel for the District, and that the use and distribution of the Preliminary Official Statement and the Official Statement in the name of and on behalf of the District in connection with offering such Bonds and notes for sale be and hereby is approved.
- THAT:** If the Bonds or notes (or any portion thereof) are issued to the Maine Municipal Bond Bank (the "Bond Bank") pursuant to the State's Clean Water Revolving Loan Fund program established under Title 30-A, §§5953-A and 6006-A, or its general borrowing program established under Title 30-A, §5953, the Treasurer and the President of the Board of Trustees be and hereby are authorized and empowered, in the name and on behalf of the District, to execute and deliver, under the seal of the District attested by its Clerk, one or more loan agreements between the District and the Bond Bank providing for loans from the Bond Bank to the District in an amount not to exceed such amount, said loan agreements to be in the usual and ordinary form utilized by the Bond Bank in connection with the Clean Water Revolving Loan Fund program or its general borrowing program, which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer of the District and the President of the Board of Trustees may approve, their approval to be conclusively evidenced by the execution thereof.
- THAT:** The Treasurer be and hereby is authorized to select the registrar, paying agent and transfer agent (the "Transfer Agent") for the Bonds and notes hereinbefore authorized and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure their services.

**THAT:** If the Bonds and notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Treasurer be and hereby is authorized to covenant and certify in the name of and on behalf of the District that no part of the proceeds of the issue and sale of such Bonds and notes shall be used directly or indirectly (a) to acquire any securities or obligations, the acquisition of which would cause such Bonds or notes to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), or (b) to cause such notes or Bonds to be “private activity bonds” within the meaning of Section 141 of the Code.

**THAT:** If the Bonds and notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Treasurer, with the advice of bond counsel, be and hereby is authorized to designate such Bonds and notes as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Code, to the extent such designation is available and permissible under said Section 265(b)(3).

**THAT:** If the Bonds and notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the officers executing such Bonds and notes be and hereby are individually authorized to covenant and agree, in the name of and on behalf of the District, for the benefit of the holders of such Bonds or notes, that the District will file any required reports and take any other action that may be necessary to ensure that interest on the Bonds or notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on such Bonds or notes to be subject to federal income taxation.

**THAT:** The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost to design, construct, renovate, improve, furnish and equip the Project; (3) the cost of land, easements and other real property interests, landscaping and site preparation, all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Projects; and (5) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the financing transaction..

**THAT:** The investment earnings on the proceeds of the Bonds and notes hereinbefore authorized, if any, and the excess proceeds of such Bonds and notes (including premium), if any, be and hereby are appropriated for the following purposes, such proceeds to be held and applied in the order of priority determined by the Treasurer for the following purposes:

1. To any Costs of the Project in excess of the principal amount of the Bonds or notes;
2. If issued on a tax-exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the Bonds or notes;

3. To pay debt service on the Bonds; and
4. To the District's general fund.

**THAT:** The District covenants to establish, maintain and collect fees, charges and assessments for sewer and wastewater services furnished by the District, to pay when due current expenses of operating and maintaining the sewer system and to pay when due principal, interest and premium, if any, of all outstanding sewer indebtedness, including any Bonds hereinabove authorized, created or assumed by the District to provide a waste water and sewage system or otherwise for sewer purposes.

**THAT:** The Treasurer, President of the Board of Trustees and Clerk and other proper officials of the District be, and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, agreements, deeds, assignments, certificates, memoranda, abstracts, and other documents as may be necessary or advisable, with the advice of counsel for the District, to carry out the provisions of the resolutions heretofore adopted at this meeting in connection with the Project, the issuance, execution, sale, and delivery by the District of the Bonds and the execution and delivery of the documents, including the entering into of a loan agreement or an interim loan agreement with the Bond Bank, should the Bonds and notes (or any portion thereof) be purchased by the Bond Bank.

**THAT:** If the Treasurer, President of the Board of Trustees or Clerk are for any reason unavailable to approve and execute the Bonds and notes hereinbefore authorized, or any of the bond documents to be delivered with respect thereto, the person or persons then acting in any such capacity, whether as an assistant, a deputy, on an interim basis or otherwise, is authorized to act for such official with the same force and effect as if such person had herself performed such act.

**THAT:** If any of authorized representatives of the District who have signed or sealed the Bonds and notes hereinbefore authorized shall cease to be such officers or officials before the Bonds or notes so signed and sealed shall have been actually delivered by the District and / or authenticated, such Bonds or notes nevertheless may be issued, delivered and authenticated with the same force and effect as though the person or persons who signed or sealed such Bonds notes had not ceased to be such officer or official. also any such Bonds or notes may be signed and sealed in the name of and on behalf of the District by those persons who, at the actual date of the execution of such Bonds or notes, shall be the proper officers and officials of the District, although at the nominal date of such Bonds or notes any such person shall not have been such officer or official.

**THAT:** If the Bonds or notes authorized hereunder, or any portion of them, are issued through the Clean Water Revolving Loan Fund Program, the following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and the Bond Bank (the "SRF Regulations"), and governing any loan to be made to the District under the State Revolving Loan Fund

Program be and hereby are adopted with respect to the said Bonds or notes issued through the Clean Water Revolving Loan Fund Program:

(1) that a Project Account shall be created for the Project which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the Project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended and relevant State statutes of the State of Maine.

**THAT:** During the term any of the Bonds are outstanding, in order to obtain additional debt service savings, the Treasurer be and hereby is authorized to issue and deliver refunding bonds, on either a current or advance refunding basis, to refund some or all of the Bonds then outstanding, and to determine the date, form, interest rate, maturities (not to exceed 40 years from the date of issuance of the original Bonds) and all other details of such refunding bonds, including the form and manner of their sale and award.

The Treasurer be and hereby is further authorized to provide that any of such refunding bonds hereinbefore authorized be made callable, with or without premium, prior to their stated date(s) of maturity, and to make such designation or determination of such refunding bonds as he is authorized to make with respect to the original Bonds, and each refunding bond issued hereunder shall be signed by the Treasurer and the Chairman of the Board of Trustees, and shall be sealed with the seal of the District, attested to by its Clerk.

Maine Municipal Bond Bank

ESTIMATE OF DEBT SERVICE

Portland Water District - Westbrook

	DATE	PRINCIPAL	RATE	INTEREST	MMBB FEE	DEP ADMIN FEE	DEP MNGMNT FEE	TOTAL	ANNUAL DEBT SERVICE
1	4/1/2018			5,000.00	75.00	175.00	0.00	5,250.00	
2	10/1/2018	50,000.00	1.000%	5,000.00	825.00	1,925.00	0.00	57,750.00	63,000.00
3	4/1/2019			4,750.00	71.25	166.25	0.00	4,987.50	
4	10/1/2019	50,000.00	1.000%	4,750.00	821.25	1,916.25	0.00	57,487.50	62,475.00
5	4/1/2020			4,500.00	67.50	157.50		4,725.00	
6	10/1/2020	50,000.00	1.000%	4,500.00	817.50	1,907.50		57,225.00	61,950.00
7	4/1/2021			4,250.00	63.75	148.75		4,462.50	
8	10/1/2021	50,000.00	1.000%	4,250.00	813.75	1,898.75		56,962.50	61,425.00
9	4/1/2022			4,000.00	60.00	140.00		4,200.00	
10	10/1/2022	50,000.00	1.000%	4,000.00	810.00	1,890.00		56,700.00	60,900.00
11	4/1/2023			3,750.00	56.25	131.25		3,937.50	
12	10/1/2023	50,000.00	1.000%	3,750.00	806.25	1,881.25		56,437.50	60,375.00
13	4/1/2024			3,500.00	52.50	122.50		3,675.00	
14	10/1/2024	50,000.00	1.000%	3,500.00	802.50	1,872.50		56,175.00	59,850.00
15	4/1/2025			3,250.00	48.75	113.75		3,412.50	
16	10/1/2025	50,000.00	1.000%	3,250.00	798.75	1,863.75		55,912.50	59,325.00
17	4/1/2026			3,000.00	45.00	105.00		3,150.00	
18	10/1/2026	50,000.00	1.000%	3,000.00	795.00	1,855.00		55,650.00	58,800.00
19	4/1/2027			2,750.00	41.25	96.25		2,887.50	
20	10/1/2027	50,000.00	1.000%	2,750.00	791.25	1,846.25		55,387.50	58,275.00
21	4/1/2028			2,500.00	37.50	87.50		2,625.00	
22	10/1/2028	50,000.00	1.000%	2,500.00	787.50	1,837.50		55,125.00	57,750.00
23	4/1/2029			2,250.00	33.75	78.75		2,362.50	
24	10/1/2029	50,000.00	1.000%	2,250.00	783.75	1,828.75		54,862.50	57,225.00
25	4/1/2030			2,000.00	30.00	70.00		2,100.00	
26	10/1/2030	50,000.00	1.000%	2,000.00	780.00	1,820.00		54,600.00	56,700.00
27	4/1/2031			1,750.00	26.25	61.25		1,837.50	
28	10/1/2031	50,000.00	1.000%	1,750.00	776.25	1,811.25		54,337.50	56,175.00
29	4/1/2032			1,500.00	22.50	52.50		1,575.00	
30	10/1/2032	50,000.00	1.000%	1,500.00	772.50	1,802.50		54,075.00	55,650.00
31	4/1/2033			1,250.00	18.75	43.75		1,312.50	
32	10/1/2033	50,000.00	1.000%	1,250.00	768.75	1,793.75		53,812.50	55,125.00
33	4/1/2034			1,000.00	15.00	35.00		1,050.00	
34	10/1/2034	50,000.00	1.000%	1,000.00	765.00	1,785.00		53,550.00	54,600.00
35	4/1/2035			750.00	11.25	26.25		787.50	
36	10/1/2035	50,000.00	1.000%	750.00	761.25	1,776.25		53,287.50	54,075.00
37	4/1/2036			500.00	7.50	17.50		525.00	
38	10/1/2036	50,000.00	1.000%	500.00	757.50	1,767.50		53,025.00	53,550.00
39	4/1/2037			250.00	3.75	8.75		262.50	
40	10/1/2037	50,000.00	1.000%	250.00	753.75	1,758.75		52,762.50	53,025.00
		1,000,000.00		105,000.00	16,575.00	38,675.00	0.00	1,160,250.00	1,160,250.00

PREPARED ON 06/16/2017



Portland Water District  
*From Sebago Lake To Casco Bay*

**BOARD OF TRUSTEES / AGENDA ITEM SUMMARY**

Agenda Item: 6C Order 17-021  
Date of Meeting: July 24, 2017  
Subject: Project ABC – Phase 1 – Amendment to extend Arcadis contract to include vendor contract negotiation and Fit-Gap analysis  
Presented By: Peter Cutrone, Project Manager - Administration

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**RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, the General Manager is hereby authorized to execute an amendment to the professional services contract with Arcadis for a sum not to exceed \$136,050 for the Hansen System Replacement Evaluation (CIP 2016-50/2541).

BE IT FURTHER ORDERED, a total Hansen System Replacement Evaluation project budget of \$235,000 is hereby authorized; and that the General Manager and the Treasurer, each acting singly, are authorized to take such steps as may be necessary to accomplish the intent of the vote.

**BACKGROUND ANALYSIS**

The Board of Trustees previously approved a contract with Arcadis for professional services to assist the District in the RFP process to identify and select new products for our asset management, billing and customer relations software (Order 16-041). The current contracted engagement ends at the point of product/vendor selection. The District would like to retain the services of Arcadis to assist the District in negotiating a contract with the nominated vendor(s) and to participate in the Fit-Gap analysis at the outset of implementing the new software.

A Fit-Gap analysis is a more in-depth mapping of District processes in relation to the asset management, billing and customer relations software and identifies where a gap exists and how the gap is addressed.

Staff therefore recommends amending the current contract with Arcadis to extend services for contract negotiation and execution of the ABC contract vendor and participate in the solution design and Fit-Gap process. A project contingency of \$17,425 is also being requested in order to cover potential unforeseen costs.

**Hansen System Replacement Evaluation – CIP 2016-50/2541**

Product Review and Selection	\$ 98,950	Order 16-041
Negotiation and Fit-Gap Analysis	\$ 118,625	
Contingency	\$ 17,425	
Subtotal	<u>\$ 136,050</u>	Proposed Order
Total Hansen System Replacement Evaluation	<u><u>\$235,000</u></u>	
Product Implementation	To be determined	

**FISCAL REVIEW/FUNDING**

This project was included in the 2016 Capital Improvement Plan (Subprogram 50/Project 2541) and is planned to be financed through the Water Renewal and Replacement - Technology fund. The current fund balance is projected to be approximately \$167,000 as of 12/31/17. The evaluation will most likely lead to the purchase of a new system that is included in the 2017 Capital Improvement Plan's 5-year forecast for 2018 and 2019 at an estimated \$2,000,000 (Subprogram 50/Project 2542 and 2543). The project's annual operating fund impact is estimated to be \$500,000 (debt service of \$200,000 and \$300,000 software maintenance agreement).

**LEGAL REVIEW**

Corporate Counsel has reviewed the proposed order as to form.

**CONCLUSION(S)**

Staff recommends the proposed motion be approved and the Committee voted 3-0 to forward to the full Board for their consideration.

**ATTACHMENT(S)**

None



Portland Water District  
*From Sebago Lake To Casco Bay*

**BOARD OF TRUSTEES / AGENDA ITEM SUMMARY**

Agenda Item: 6D Order 17-022  
Date of Meeting: July 24, 2017  
Subject: East End Rotary Press Refurbishment  
Presented By: Scott Firmin, Director of Wastewater Services

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**RECOMMENDATION**

The following proposed authorization of funds is presented for Board of Trustee approval:

ORDERED, that the 2017 Capital Improvement Plan Water Facilities Renewal and Replacement Program 409 - 2559 is hereby increased by \$100,000 for the purchase and installation of 3 new rotary press dewatering channels at the East End Wastewater Treatment Facility.

**BACKGROUND ANALYSIS**

There are two rotary dewatering presses at the East End WWTF which dewater the sludge produced in the treatment process. The presses are completely disassembled and inspected each year. It was noted that three (3) channels on one press were excessively worn. The manufacturer subsequently reviewed these channels and recommended that three (3) be replaced. Staff recommends that three (3) new channels are purchased and installed in the rotary press. The manufacturer will review the removed channels for a possible rebuild.

The channels are considered a wear item and do require replacement when they show wear. The channels have been in service for 8 years, which is not an unreasonable service life. The current condition of the unit makes consistent operation difficult. Maintenance on the second rotary press unit can't be completed until this press can operate reliably. Once the new channels are installed, work on the second unit will take place.

The following budget has been developed:

New channel assemblies (3)	\$85,000
Installation assistance	\$5,000
Contingency	<u>\$10,000</u>
<b>Total</b>	<b>\$100,000</b>

### **FISCAL REVIEW / FUNDING**

The 2017 CIP East End WWTF Renewal and Replacement Project 409 - 2559 has a budget of \$75,000, which is expected to be fully utilized. The transfer of \$100,000 from the Capital Reserve account will be required to fund this project.

In June, an operating surplus of \$598,992 was transferred to the Capital Reserve Account. The fund has an approximate available balance of \$3.8 million dollars. The remaining balance after the transfer of \$100,000 would be \$3.7 million.

It is anticipated that this work will improve the performance of the press by increasing the amount of water removed from the sludge during dewatering. If this occurs, there could be a savings of up to \$30,000 to \$40,000 this year.

### **LEGAL REVIEW**

Corporate Counsel has reviewed the proposed Motion and has approved as to form.

### **CONCLUSION(S)**

Staff recommends approval of the project allocation. The Committee voted unanimously to forward to the full Board for their consideration.

### **ATTACHMENT(S)**

None.



Portland Water District  
*From Sebago Lake To Casco Bay*

## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6E Order 17-023  
Date of Meeting: July 24, 2017  
Subject: Request for contribution of up to \$13,600 to Western Foothills Land Trust to support the conservation of 68-acre Fogg property located in Otisfield, Maine.  
Presented By: Laurel Jackson, Water Resources Specialist

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, that the General Manager is authorized to contribute up to \$13,600 to the Western Foothills Land Trust, to support the conservation of the 68-acre Fogg property.

### **BACKGROUND**

The Sebago Lake watershed encompasses 450 square miles and includes parts of more than 20 towns. The long term water quality of the lake is in large part a function of the nature and scope of development of the watershed. The District's 2013 Watershed Land Conservation Policy states the District's commitment to and support for locally-initiated land conservation efforts.

The Fogg Lot is a 68 acre parcel located in the town of Otisfield. It is located directly on the Crooked River and is entirely forested. The Western Foothills Land Trust will purchase the land with the purpose of conserving it in perpetuity. With the adjacent parcels already conserved, the conservation of the Fogg Lot will create a contiguous area of 268 acres of protected land on the Crooked River. The Crooked River is the major tributary to Sebago Lake, supplying 38% of its surface water inflow. Conservation of land directly on the river will be beneficial to Sebago Lake's water quality into the future.

The land will be owned and managed by Western Foothills Land Trust. The District will require that the land be legally protected from development in perpetuity.

### **ANALYSIS**

The contribution of \$13,600 represents about \$209 per acre of protected land within the watershed. The District's conservation value for the parcel is calculated to be \$172,000. The District's contribution is to be used towards the cost of purchasing the land. Western Foothills Land Trust has

secured funding from the Open Space Institute and Casco Bay Estuary Partnership and has a pending application to the Nature Conservancy. The entire parcel is within the watershed of Sebago Lake.

**FISCAL REVIEW / FUNDING**

The recommended contribution of \$13,600 is the amount requested by Western Foothills Land Trust. The contribution to this project shall be funded through the District's watershed protection fund.

**LEGAL REVIEW**

Corporate Counsel has reviewed the proposed Motion and has approved as to form.

**CONCLUSION(S)**

This project will contribute to the long term protection of Sebago Lake and the recommended contribution meets the guidelines of the District's 2013 Watershed Land Conservation Policy. The Committee unanimously approved sending this to the full Board for their consideration.

**ATTACHMENT(S)**

Letter of request from Western Foothills Land Trust  
Fogg Lot Report



June 6, 2017

Portland Water District  
225 Douglas Street  
Portland ME 04104-3553

Dear Portland Water District,

The Western Foothills Land Trust (WFLT) is requesting PWD support for land conservation for the 68 acre Fogg Parcel on the Crooked River. The project budget is \$84,178; we are requesting \$13,600 from the Portland Water District to be matched by significant contributions from the Open Space Institute, Casco Bay Estuary Partnership, The Nature Conservancy, and a bargain sale by the seller.

The purchase will protect a 68 acre wooded parcel with 1,515' of frontage on the Crooked River, 661' of stream habitat and 11.7 acres of wetlands. The soil types represented are 63% Adams-Croghan association, strongly sloping, 26% Podunk fine sandy loam, and 11% Wonsqueak mucky peat. Additionally in terms of climate change resiliency, the Fogg parcel has been found to be of above average resiliency and above average complexity.

The parcel is adjacent to, and joins, two forested parcels currently owned by WFLT, Oak Hill and Watkins South. The three parcels will protect 268 continuous acres and 7,804' of contiguous protected shoreline.

The partnership between the upland land trusts, our regional conservation partners, and PWD, with its new moniker Sebago Clean Waters, is essential to the protection of watershed services for our rural communities and for the more suburban and urban served directly by PWD. Thank you for your support and for your consideration of this application.

Sincerely,

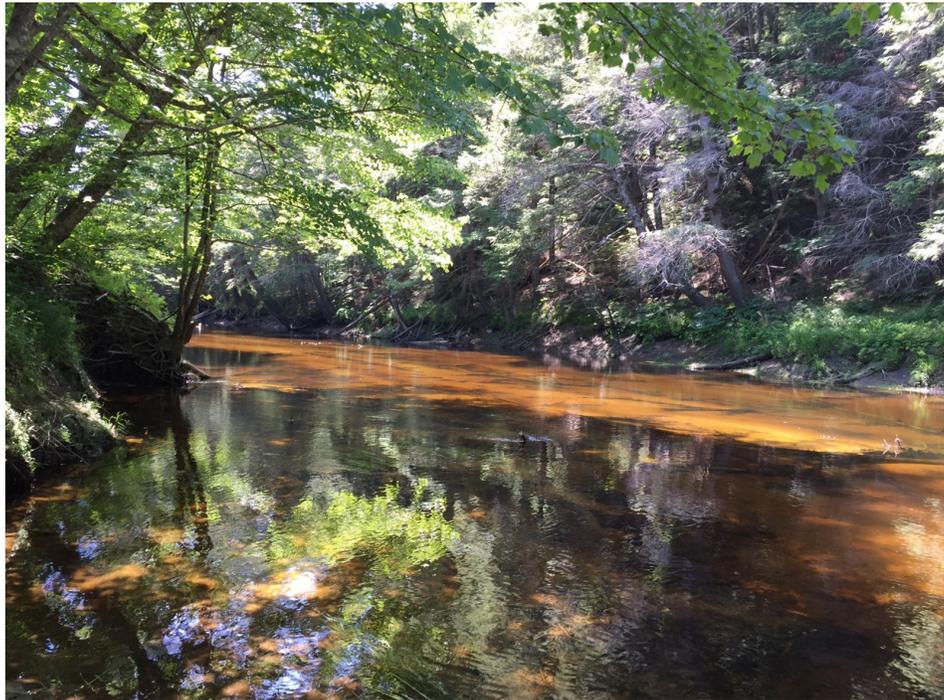
A handwritten signature in black ink, appearing to read "Lee Dassler", with a long horizontal flourish extending to the right.

Lee Dassler  
Executive Director

# PORTLAND WATER DISTRICT

## Land Conservation Program

### Site-Specific Assessment



Fogg Property  
Otisfield, Maine



This report was prepared by PWD's  
Environmental Services Department

June 27, 2016

**Fogg Parcel, Otisfield, ME**  
**Site Visit by Laurel Jackson, 6/22/17**

**Description**

The Fogg lot is a 68 acre parcel located in the Sebago Lake watershed in the town of Otisfield. It is between two protected parcels and if conserved, the three parcels will comprise 268 acres of protected land and 7,800 feet of protected shorefront on the Crooked River. Western Foothills Land Trust (WFLT) is purchasing the land in fee and will manage it as a working forest. Public access for traditional uses such as fishing and hunting will be allowed.

**Site Features**

**Location**

The property is located near Oak Hill Rd. in the town of Otisfield, approximately 9 miles north of Sebago Lake. The access gate is on Holden Trail and the Fogg Lot can be accessed via logging roads across WFLT's Oak Hill property. There is no direct access from the road.

**Land Use/Land Cover**

The parcel is predominantly mixed growth forest. The land use/land cover data from 2004 shows an area of "partial cut" which was harvested in the late 1990's. This area has since re-generated and is forested. There are approximately 12 acres of wetlands adjacent to the Crooked River.



Forested wetlands

**Water Resources**

The parcel has 1,515 feet of frontage on the Crooked River. A small tributary stream flows across the lot and empties into the river. The entire parcel is underlain by significant sand and gravel aquifer.

### Connection to Sebago Lake

The land to be conserved drains to the Crooked River. The Crooked River is the largest tributary to Sebago Lake and supplies nearly 40% of the surface water inflow.



Crooked River frontage on Fogg Lot

**SITE-SPECIFIC PROPERTY ASSESSMENT**

Property Name

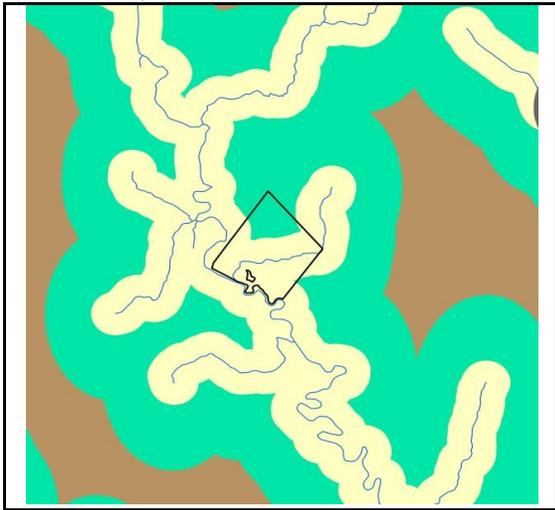
Area (acres)

Location

Land Trust

Description

**Location map**



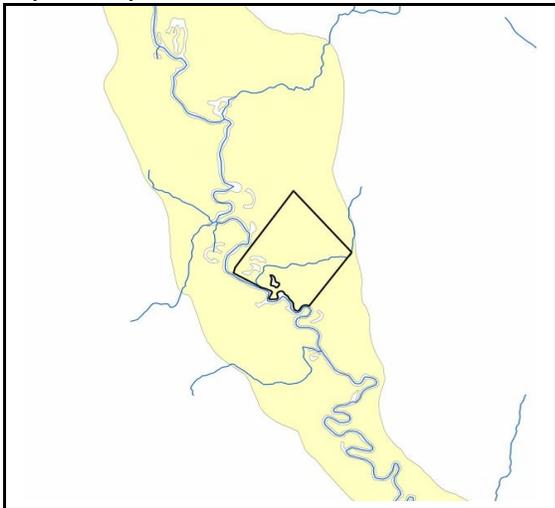
**Land cover map**



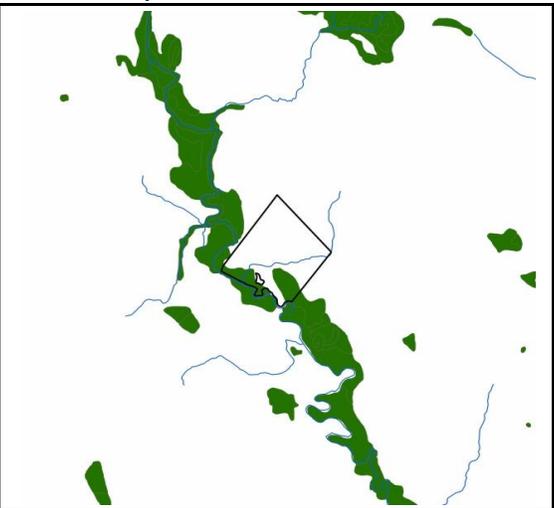
	acres	percent
<b>Prioritization Zone 1</b>	52	76
<b>Prioritization Zone 2</b>	16	24
<b>Prioritization Zone 3</b>		

<b>Forest cover</b>	64	acres
	94	percent

**Aquifer map**



**Wetlands map**



<b>Sig. sand and gravel aquifers</b>	68	acres
	100	percent

<b>Mapped wetlands</b>	12	acres
	17	percent

**SITE-SPECIFIC PROPERTY ASSESSMENT**

Property Name

**Est. Value of Development Rights**

PWD Value: \$ 172,000

Appraisal: \$68,000

**Watershed Zone**

Highest priority zone encompassing at least 25%

**Low Percentage of Contribution Range**  %

Zone I = 15-25%

Zone II = 10-20%

Zone III = 5-15%

**Factors**

**Located in 7 shoreland towns?**  add  %

**More than 50% forested**  add  %

**More than 10% aquifer?**  add  %

**More than 20% wetlands?**  add  %

**Other (explain)** add  %

**Calculated contribution (percent)**  %

**Calculated contribution (dollars)**

**Recommended contribution (dollars)**