

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held remotely via teleconference, on Monday, June 28, 2021. Attending from staff were Messrs. Kane, Crovo, Firmin, Wallace and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by President Douglas at 6:00 p.m.

ROLL CALL

The roll was called by the Clerk. All Trustees were present.

CONVENE MEETING

Trustee Cote made a motion to conduct the meeting remotely, seconded by Trustee Willey. Voted all in favor.

DECLARATION OF ELECTION RESULTS AND INAUGURATION FOR THE TRUSTEE REPRESENTING FALMOUTH AND CUMBERLAND ELECTED ON JUNE 8, 2021

Trustee William M. Lunt, representing Falmouth and Cumberland, was sworn in as he began another five-year term.

ACCEPTANCE OF MINUTES

It was moved by Trustee Levinsky, seconded by Trustee Cote.

It was voted 10-0 (Libby absent) to waive the reading and accept the minutes of the Regular Meeting of May 24, 2021 and the minutes of the Workshop Meeting of June 14, 2021.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Burns provided a summary of the Operations Committee meeting on June 14, 2021. Staff provided a tour of changes to the fleet to improve operational efficiency and employee safety. The Committee reviewed the HDPE pipe fusion trailer and was shown how crew trucks are being outfitted with an emphasis on employee safety for work in the public way. Other changes include a transition from backhoes to mini-excavators, and increasing the use of vacuum excavation equipment.

Planning Committee

Trustee Beck provided a summary of the Planning Committee meeting on June 14, 2021. Trustee Siviski was elected by 2-0 vote as the chair for 2021. Staff recommended to table the request to swap easements and modify the existing easement that 5 India Street has with the District. Staff explained that we are still working with the developer to clarify responsibilities from the existing 2007 agreement between PWD and the past developer of the property. The Committee agreed to table the request. Staff reported that Portland trails was approached by neighbors in the Pineloch/Roaring Brook neighborhood to considered formalizing a trail on District owned property that is currently being utilized by some of the abutting property owners. Portland Trails reached out to the District to see if we had interest in providing an easement for

Portland Trails to develop a formal trail on a portion of the District property. The Committee provided staff this guidance:

- The Committee is not interested in having PWD take any action on the current informal “trail”.
- If Portland Trails wants to pursue relocating & formalizing the trail, the Committee is willing to entertain a proposal providing that the neighborhood concerns are satisfied.
- We expect that Portland Trails will work with the neighbors throughout that process to find the most agreeable scenario possible.

Administration and Finance Committee

Trustee Cote provided a summary of the Administration and Finance Committee meeting on June 14, 2021. Two items will be taken up under new business tonight: the Deferred Compensation (457) Plan Amendment and Financial Institutions Approval. The Committee reviewed the actuary’s 2022 defined benefit pension plan funding recommendation. Using the current 6% future asset return assumption, the report indicated that a \$698,631 contribution is needed in 2022. The Committee recommended retaining the current 6% return assumption and requested staff to include the \$698,631 contribution in the 2022 Budget. The Committee was given an update on the ABC Project and last an update on the shortage of ERT’s was provided. Due to the computer chip shortage, the District will not receive a shipment of ERTs until late 2021. Without an ERT, the customer’s meter cannot transmit the meter consumption data to the drive-by meter reading vehicle. We will use the remaining inventory for primary water meter installations. Once we run out, customers will be asked to provide a meter reading via email or postcard.

General Manager’s Report

Ms. Lewis reported that water production and usage are up from 2020 year to date. She also advised the Board that she testified at a public hearing conducted by the Cumberland County Commissioners regarding the distribution of funds provided by the federal government to the County under the American Rescue Plan Act. She recognized Scott Firmin and Dustin Price for the successful operation they conducted to clean the aeration basins at the East End plant. She also informed the Board that: the Kiosk system is back up and running for permits at the Lake land reserve; the buoy is back in the lake and transmitting data; Google translator has been installed on the District’s website.

NEW BUSINESS

Order 21-018, authorizing the addition of Principal’s Pension Builder product to the District’s Deferred Compensation Plan.

The Plan document changes are being made at the request of Principal to facilitate the addition of its Pension Builder product. Pension Builder is a way to build up guaranteed income for retirement while still working (see attached brochure describing the product in more details).

Principal has requested a 30-day period prior to implementation of the Plan Amendment; therefore, to implement the changes by August 1, 2021, the Plan Amendment must be finalized by June 30, 2021.

It was moved by Trustee Cote and seconded by Trustee Beck.

It was Voted 10-0 (Libby absent) and,

ORDERED, to facilitate the addition of Principal’s Pension Builder product, Amendments to the District’s Deferred Compensation Plan (the “457 Plan” or “Plan”), are hereby authorized to:

- Add more detailed language to the Plan describing the 180-day benefit election process; and
- Revise the Plan to permit Active Participants to take a distribution from the Plan at Normal Retirement Age (age 65).

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, or each acting singly, is hereby authorized and directed to take any actions necessary or appropriate to effectuate the foregoing Order, including but not limited to: (i) finalizing the language of and executing one or more formal Plan Amendments; (ii) communicating Plan changes to Plan participants and eligible individuals; and (iii) working with legal counsel and/or the Plan’s administrator to develop or update appropriate administrative forms and to develop an appropriate education and communication plan regarding Principal’s Pension Builder product; and

BE IT FURTHER ORDERED, that all actions heretofore taken by any employee of the District in connection with the transactions authorized by the foregoing resolutions, and all transactions related thereto, are hereby approved, ratified and confirmed in all respects.

Resolution 21-008, authorizing additional depositories of the Portland Water District.

On August 23, 2010, the Board added several local banks to the list of authorized financial institutions. The Treasurer reviewed a list of local institution and recommended Camden National Bank and Northeast Bank be added to the list of authorized financial institutions. In order for those institutions to be added to the allowable financial institution list, the Board must authorize the relationship.

It was moved by Trustee Cote and seconded by Trustee Garrison.

It was Voted and unanimously,

RESOLVED, that Camden National Bank and Northeast Bank are designated as authorized depositories of the Portland Water District, and that the Treasurer is authorized to invest temporarily idle funds with said banks.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Willey asked if the July business meeting was going to be in person. It will be discussed at the workshop in July.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:34 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk