

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 at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, on Monday, December 16, 2019. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, and Mses. Lewis, Katsiaficas, Demers and Walker.

The meeting was convened by President Cote at 6:02 p.m. with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. All Trustees were present except Trustees Garrison and Rich.

INAUGURATION FOR THE TRUSTEE REPRESENTING WESTBROOK ELECTED ON NOVEMBER 5, 2019

Trustee Guy Cote, representing Westbrook, was sworn in as he began another five-year term.

ACCEPTANCE OF MINUTES

It was moved by Trustee Libby, seconded by Trustee Lunt.

Voted all in favor to accept the minutes of the Regular Meeting of November 25, 2019, and the minutes of the Workshop Meeting of December 9, 2019.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on December 9, 2019. Staff provided a recommendation for the engineering method and a recommendation for the selection of Triple Point Engineering to provide design services for the East End WWTF 3rd floor HVAC Project. This will be taken up under new business tonight. Staff also discussed potential topics for the Committee for the 2020 work plan and member suggestions will be included in the schedule.

Staff provided an update on two issues at the East End Wastewater Treatment Facility involving the Primary and Secondary Clarifiers.

The primary clarifiers are currently being upgraded. A structural issue was identified and the design approach is being assessed. This will have an impact on the project budget and more details will be presented in the coming months.

The secondary clarifiers are currently under assessment by an engineering consultant. During this effort a significant structural failure occurred. As this issue is pressing, contractors were engaged to clean and provide an immediate fix. As the needed work becomes clearer, an update will be shared with the Board.

Planning Committee

Trustee Lunt provided a summary of the Planning Committee meeting on December 9, 2019. Staff discussed two items which will be taken up under new business tonight. A contribution of \$9,000 to the Western Foothills Land Trust to conserve a 28 acre parcel in the town of Waterford and the District will swap a 46,000 square foot parcel it owns to the Smillie’s in return for a 57,000 square foot adjacent parcel which contains District infrastructure and provides a permanent easement access to the transmission main in Wescott Road.

Administration and Finance Committee

Trustee Willey (Trustee Garrison was absent) provided a summary of the Administration and Finance Committee meeting on December 9, 2019. Robert Bartels and Helen Newman provided the Committee an update on the concept of assessing property owners a fee for an inactive water service line as a follow up to the discussion at the Committee’s March 11, 2019 meeting. They proposed to amend the District’s Terms and Conditions (T&C) to clarify and provide support for the current practice of allowing a service to be install if the applicant demonstrates an immediate need for water service. David Kane provided an overview of a renewable energy procurement proposal. He reviewed the changes in the law that encourages the development of renewal energy, including solar energy. The District has received a proposal from Competitive Energy Service whereby the District could save \$450,000 a year on the District’s \$1.9 million electricity bill. The savings are generated by entering into a contract with a solar developer to purchase their energy which is sent to the electricity grid and generates a net energy billing credit on PWD’s CMP bill.

General Manager’s Report

The General Manager reported on the activities of the National Drinking Water Advisory Council, which she chairs. The Council provides the EPA with recommendations related to the Safe Drinking Water Program. At its last meeting, the Council discussed the new LCR rule, unregulated contaminant rules, and legionella. The General Manager also advised the Board that there will be a new water and wastewater technology offering at the local community college; PWD will be an active participant in the program.

NEW BUSINESS

Resolution 19-021, awarding the Water Bottle Filling Station Grants.

The Water Bottle Filling Fountain Grant Committee met on December 9 and selected five recipients for the Board’s consideration. Applications were reviewed and judged primarily on potential exposure and public access and the promotion of healthy tap water.

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

It was Voted and unanimously,

BE IT RESOLVED, that the Board of Trustees hereby awards the following Water Bottle Filling Station Grants for the installation year of 2020:

Windham Christian Academy	Windham, ME	Retro
Mason-Motz Activity Center	Falmouth, ME	Retro

Falmouth High School	Falmouth, ME	Stand Alone
The Governor Baxter School of the Deaf	Falmouth, ME	Stand Alone
Apex Racket and Fitness	Portland, ME	Stand Alone

Order 19-040, authorizing actions related to the 3rd Floor HVAC Upgrades Project for the East End Wastewater Treatment Facility.

PWD conducted an HVAC system assessment and planning effort for all four wastewater treatment facilities in 2016. As a result of that effort several upgrade projects were recommended and prioritized into proposed CIP projects. This project will address heating, cooling and ventilation needs for the third floor of the East End WWTF which includes the laboratory, reception area, operations control center, lavatories, conference room, and five offices.

Staff recommends a "design-bid-build" approach to this effort which would include detailed design and development of plans and specifications as part of a request for bids (RFB) issued to contractors for competitive pricing. Therefore, the Comprehensive Method for professional services is requested, such that the firm responsible for development of the contract documents may be recommended to continue providing professional services through project completion. Using the Comprehensive Method, recommendation for construction phase professional services will be made upon completion of the RFB.

Three professional services firms were invited to a request for proposals (RFP) for design of the East End 3rd Floor HVAC upgrades. Triple Point Engineering was the successful respondent with a score of 100, which represents unanimous top ranking of the qualitative criteria and the lowest fee proposal. Staff recommends award of professional services for the East End 3rd Floor HVAC upgrade to Triple Point Engineering.

It was moved by Trustee Siviski and seconded by Trustee Willey.

It was Voted and unanimously,

ORDERED, that the Comprehensive Method is authorized for the procurement of engineering services for the East End WWTF 3rd Floor HVAC Upgrades Project, pursuant to the District's Purchasing Policy, and that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

ORDERED, a professional services contract with Triple Point Engineering LLC is hereby authorized in the amount of \$89,875 for design phase engineering services for the East End WWTF 3rd Floor HVAC Upgrades Project (CIP 2019-21/3017); 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.

Order 19-041, authorizing a contribution to the Western Foothills Land Trust for property located in the Town of Waterford.

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 Briggs property is a 28-acre property located in the town of Waterford. The Western Foothills Land Trust will accept the donated land with the purpose of conserving it in perpetuity. With the adjacent parcels already conserved, the donation of this land will create a contiguous area of over 200 acres of conserved land on Hawk Mountain.

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.

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

It was Voted and unanimously,

ORDERED, that the General Manager is authorized to contribute up to \$9,000 to the Western Foothills Land Trust, to support the conservation of the 28 acre Briggs parcel.

Order 19-042, authorizing a land swap between the District and Thomas Smillie for property that is located in Gorham.

Thomas Smillie owns a 55 acre parcel of land located on Wescott Road in Gorham. The District has an easement and fee strip of land that runs through the property from side to side for the 42" cast iron transmission main, a large portion of which is fee owned land. Historically, the access road across the main from Wescott Road to the rear of the property has been located in the area where PWD owns the fee of the land. The area where PWD only has an easement is not suitable for a driveway /access road due to wetlands.

The parcel that is proposed to be deeded to Smillie contains 46,000 SF. The District would retain easement rights in that strip for the water main and would need to approve any road design over the pipe crossing before it is built. Mr. Smillie would also be held liable for any damage done to the main due to his road construction.

In exchange for that parcel, the District would receive a 57,000 SF adjacent fee parcel which contains transmission valves and bridge crossings that we need to maintain and a permanent access easement to the transmission line from Wescott Road.

It was moved by Trustee Lunt and seconded by Trustee Willey.

It was Voted and unanimously,

ORDERED, a land swap is authorized between the Portland Water District and Thomas Smillie related to land off Wescott Road in Gorham;

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Levinsky paid his respects on the passing of a long-term PWD Employee - Rita Weisberg. Ms. Weisberg was a customer service coordinator and retired in 1979.

Trustee Willey asked about the possibility of producing a short video on the governance of the District.

Trustee Lunt congratulated Trustee Cote on his re-election.

Trustee Siviski commended District employees for the quick repair on the main break on Mussey St. in South Portland.

President Cote wished everyone a Happy Holiday.

EXECUTIVE SESSION

None

Adjournment.

Meeting adjourned at 6:40 p.m.

Submitted by

Donna M. Katsiaficas
Clerk