

As voted by the Board of Trustees and in accordance with the notice of the meeting, the monthly Workshop Meeting of the Board of Trustees of the Portland Water District was held in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine on Monday, January 14, 2019. In attendance from staff were Messrs. Crovo, Kane, Firmin, Wallace, Johnson, Cutrone and Meses. Lewis, Katsiaficas and Demers. Vice-President Cote convened the Workshop at 6:30 p.m.

All Trustees were present except Trustee Lunt.

**1. Executive Session with Peter Bennett, Esq. regarding Labor Union Negotiations.**

Pursuant to 1 M.R.S. §Section 405(6)(D), the Board went into executive session to discuss the status of labor union contract negotiations with counsel.

A motion was made by Trustee Willey and seconded by Trustee Siviski to go into executive session to discuss labor negotiations with Attorney Bennett.

The Executive Session began at 6:30 p.m. and ended at 7:15 p.m. Motion to come out of Executive Session made by Trustee Libby, second by Trustee Willey.

**2. Project ABC.**

Peter Cutrone, Project Manager, and Chris Crovo, Director of Asset Management and Planning, provided an update to the Board on the status of the Project.

Peter Cutrone began the presentation. He reminded the Board of the original plan for the ABC project and the purpose of the project.

The work management product originally offered by the contractor did not meet the District's needs.

The Board has approved 4.6 Million to the project. As of 12/31/2018, \$1.8 Million Dollars has been committed/spent.

A CMMS system will be procured from another vendor and integrated with the billing/customer service product purchased from Cayenta.

The cutover to the new system is hoped to be transparent for the customers and seamless as well. Accuracy of bills is of utmost importance.

Mr. Crovo then explained the functionality of the present Computerized Assistance Management System (CMMS). Staff has begun the process of looking for a replacement to the CMMS system. The present system is 20 years old.

Staff met with the consultant and they have narrowed down the number of vendors to 2 who have products that should be reviewed by the District. Site visits by staff to see these products in operation may be required to fully explore the products.

Selection of the product should occur in March 2019.

Trustee Libby asked how staff will make sure that the vendors being interviewed will be qualified and the District won't be fooled. Mr. Crovo responded that this procurement is focused on CMMS and PWD is experienced in CMMS, so it knows better what it is looking for. In addition, the staff learned from the prior procurement experience with Cayenta.

Budget is projected to remain the same.

**3. Other Business**

Trustee Willey asked about the conference schedule for Trustees for this year. He may not be able to attend the AWWA conference. Ms. Lewis will provide it.

Trustee Willey noted that he believes the conferences are important, especially for the newer Trustees. He urged the newer Trustees to feel comfortable going to the conferences. Trustee Garrison agreed and stated the conferences had sessions for public officials. Trustee Levinsky noted regional conferences are helpful as well.

**4. Executive Session regarding the General Managers performance review.**

Pursuant to 1 M.R.S. §Section 405(6)(A), the Board went into executive session to conduct the General Manager's annual performance review.

A motion was made by Trustee Beck and seconded by Trustee Siviski to go into executive session to conduct the General Manager's annual performance review.

The Executive Session began at 7:47 p.m. and ended at 8:26 p.m. Motion to come out of Executive Session and adjourn made by Trustee Libby, second by Trustee Levinsky.

Submitted by,

Donna M. Katsiaficas  
Clerk