



WORKSHOP MEETING BOARD OF TRUSTEES

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:30 p.m. on Monday, November 10, 2025

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, November 10, 2025. The meeting will begin at 6:30 p.m. in the Nixon Training Center at the general offices of the District located at 225 Douglass Street, Portland, Maine.

The Workshop will be preceded by meetings of the following Board Committees:

<u>Committee</u>	<u>Room / Location</u>	<u>Time</u>
Scholarship	GM Conference Room	5:00 p.m.
Pension	GM Conference Room	5:25 p.m.
Administration & Finance	Monie Room	5:30 p.m.
Operations	EOC 2 nd Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

SPECIAL MEETING

Public Hearing to receive public input on the proposed average 7.4% increase in water rates effective January 1, 2026. The public can access the hearing on Zoom here:

<https://us06web.zoom.us/j/82959348353?pwd=gxyRP2NbxreiFEltlY6yEKIOukQrlk.1>

AGENDA – WORKSHOP

1. **2026-2030 Capital Improvement Plan**
Greg Pellerin, Executive Director of Asset Management and Planning, will present the proposed CIP. **Please bring your budget books and iPads to the meeting.**
2. **General Manager Comments**
3. **Other Business**
4. **Adjourn**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee/Board of Trustees

FROM: Emanuel Archibald, Director of Human Resources

DATE: November 4, 2025

RE: Pension Committee Meeting – November 10, 2025

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, November 10th, 2025, at 5:25 p.m., in the General Manager's Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Approval of Pension Distributions**
Staff will present a request to approve benefits for one retiree.
2. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee/Board of Trustees

FROM: David Kane, Executive Director of Administration
Emanuel Archibald, Human Services Director

DATE: November 4, 2025

RE: **Administration and Finance Committee Meeting – November 10, 2025**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, November 10, 2025, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Committee Chair**
With the departure of the Committee chair, the Committee will elect a new chair.
2. **Windham Bond Authorization**
Staff will present a motion to authorize the bond issuance of up to \$60.8 million to finance the new North Windham Wastewater Treatment plant.
3. **2026 Budget**
The administrative departments will present their respective budgets. (See 2026 Proposed Comprehensive Annual Budget Report – Operating Expenses, pages 234 through 255).
4. **Other Business**

ADMINISTRATION AND FINANCE COMMITTEE / AGENDA ITEM SUMMARY

Agenda Item: 2
Date of Meeting: November 10, 2025
Subject: Windham Wastewater – North Windham Bond Amendment
Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

RESOLVED, Resolution 21-013, previously amended by Resolution 23-009, related to the construction of a wastewater treatment plant and related infrastructure in Windham (the “Project”), is hereby further amended to increase the authorized bond amount from \$38,900,000 to \$60,800,000, and to authorize the District to assume certain Town of Windham debt issued for a portion of the Project. 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

In 2021, the Board authorized the issuance of a \$11,000,000 bond to finance only the first phase of the construction of a new wastewater treatment plant in Windham. In 2023, the Board increased the authorized amount to \$38,900,000. The total project costs are expected to be up to \$60,800,000. The Town is expected to receive grants to fund part of the project costs, though the full amount is not currently known. The District will only bond the amount necessary to fund the project.

LEGAL REVIEW

Corporation Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
BOARD OF TRUSTEES
SECOND AMENDMENT TO RESOLUTION 21-013
(Windham Wastewater – North Windham Wastewater Treatment Plant)**

WHEREAS, pursuant to Resolution 21-013, previously amended by Resolution 23-009, adopted on July 26, 2021 and June 26, 2023 respectively (the “Prior Resolutions”), the Board of Trustees of the Portland Water District authorized, among other things, the District’s Windham wastewater bonds in an amount of up to \$38,900,000 to finance construction of a wastewater treatment plant and related infrastructure, including but not limited to force mains and pump stations, in Windham (the “Project”); and

WHEREAS, costs of the Project are now expected to be up to \$60,800,000; and

WHEREAS, the District now desires to amend the Prior Resolutions to reflect the higher cost estimate;

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

1. That the amount of District bonds and notes in anticipation thereof authorized to be issued by the Prior Resolutions be and hereby is amended to increase the authorized amount of bonds and notes in anticipation thereof to \$60,800,000, and to replace the amount of \$38,900,000 each place it appears in such Prior Resolutions with the amount of \$60,800,000 (the “Bonds”), and

2. That in the event the Town of Windham issues its bonds to finance a portion of the cost of the Project (the “Town Bonds”), the District, in lieu of issuing its Bonds in the amount of such Town Bonds, is authorized to assume the debt obligation evidenced by the Town Bonds, the assumption of which shall reduce the principal amount of Bonds herein authorized by a like amount.

3. That the General Manager of the District be and hereby is authorized and empowered, in the name of and on behalf of the District, to enter into, execute and deliver an assumption agreement with the Town to memorialize the assumption of the obligations of the Town Bonds by the District (the “Assumption Agreement”), and to establish, determine and approve all terms and provisions of the Assumption Agreement, including the release of the Town from any continuing obligation or liability under or pursuant to the Town Bonds, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

4. That in all other respects, the Prior Resolutions are hereby ratified and confirmed as if more specifically set forth herein.

MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee/Board of Trustees

FROM: Charlene Poulin, Director of Operations - Wastewater
James Wallace, Director of Operations - Water

DATE: November 4, 2025

RE: Operations Committee Meeting – November 10, 2025

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 10, 2025, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. 2026 Budget

The operational departments will present their respective budgets. (See 2026 Proposed Comprehensive Budget Report, Departmental Expenses, Water Services, starting on page 158, and Wastewater Services starting on page 180).

2. Other Business



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee/Board of Trustees

FROM: Paul Hunt, Environmental Manager
Greg Pellerin, Executive Director of Asset Management and Planning

DATE: November 4, 2025

RE: Planning Committee Meeting – November 10, 2025

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, November 10, 2025, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **2026 Budget**
The Asset Management and Planning Departments (Environmental and Engineering Services) will present their respective budgets. (See 2026 Comprehensive Budget Report – Operating Expenses, pages 198 through 233).
2. **Other Business**