

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, and via Zoom, on Monday, June 23, 2025. Attending from staff were C. Crovo, S. Firmin, M. Archibald, D. Katsiaficas, J. Wallace, G. Pellerin, M. Clements, C. Brown, and K. Tibbets. Attending from the public was W. Hewes.

President Lunt convened the business meeting at 6:00 p.m., with the Pledge of Allegiance and a moment of silence.

### **ROLL CALL**

The roll was called by the Clerk. Trustee Shattuck-Heidorn was absent.

### **ACCEPTANCE OF MINUTES**

Trustee Shaughnessy made a motion to accept the minutes of the Regular Meeting of May 27, 2025, seconded by Trustee McCann. It was voted all in favor.

Trustee Shaughnessy made a motion to accept the minutes of the Workshop Meeting of June 16, 2025, seconded by Trustee McCann. It was voted all in favor.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Crockett provided a summary of the Operations Committee meeting on June 16, 2025.

Staff provided an update on the Water Main Renewal Program, including prioritization based on timing of municipal projects, leaks, water quality, and hydraulic capacity needs.

Staff gave an update on work performed on one of the four pumps to reduce vibration.

#### **Planning Committee**

Trustee Shaughnessy provided a summary of the Planning Committee meeting on June 16, 2025.

Staff updated the Planning Committee on progress in their collaboration with the Town of Standish on a long-term lease to the fishing pier at the end of Maple Street.

Staff provided a progress report on the Comprehensive Infrastructure Asset Management Plan (CIAMP) phased approach.

Staff updated the board on the work completed and the work that is still underway to comply with Round Two of the federal AWIA, or America's Water Infrastructure Act.

#### **Administration and Finance Committee**

Trustee Levinsky provided a summary of the Administration and Finance Committee meeting on June 16, 2025.

Mr. Kane presented a motion authorizing an amendment to the Water Terms and Conditions.

Mr. Cutrone presented a motion authorizing lease agreements with third parties to rent space for antennas needed for the new meter system.

### **General Manager's Report**

Scott Firmin reminded the Board of the Southern Maine Regional Water Council annual meeting on Thursday, June 26, and invited them to attend. He also thanked the Facilities and IT staff for a smooth transition in moving employees from Douglass Street to the temporary Hutchins Drive facility. Renovations will continue at Douglass Street through 2025.

Jim Wallace explained the difficulties being experienced with the ozone generation units. Both generation units provided by the vendor have failed. The alternate disinfection process is presently being updated to allow for increased flow capacity. Hopefully, one ozone generation unit can be put back in service this summer.

### **NEW BUSINESS**

**Order 25-013**, authorizing an amendment to the Water Terms and Conditions.

Certain customers are required to install a testable backflow device to protect the water system. The device is required to be tested annually. Currently, the District has a custom-built program that allows plumbers hired by the customers to submit their test results. The custom-built program is not working as expected. Staff became aware of the third-party company, VEPO, which has a program that allows test results to be submitted and manages the customer notification process. VEPO assesses an \$18 fee to the plumber who submits the test results. The fee would be split between VEPO (\$15) and PWD (\$3).

Staff recommends that the Water Terms & Conditions be amended as noted below:

#### **Section 315. Cross-Connections**

No cross connection between the public water supply and any other supply will be allowed unless properly protected and supervised in accordance with the Department of Health and Human Services rules, the District's formal Cross Connection Control Program, and the Portland Water District Board of Trustees Policy 620. Customers with backflow devices requiring an annual test should submit the backflow test results on a third-party vendor's website designated by the Portland Water District. The third-party vendor will assess a fee of \$18 to the customer.

It was moved by Trustee Levinsky and seconded by McCann.

It was Voted and unanimously,

ORDERED, that the revision to the Portland Water District's Terms & Conditions of water service, reflecting backflow services being provided by a third-party, is hereby adopted with an effective date of September 1, 2025.

**Order 25-014**, authorizing the General Manager to execute Lease Agreements for the use of the property for meter system antennae and related equipment.

At the January 27, 2025, meeting, the Board authorized a meter replacement project (Order 25-001). The project included moving to an Advanced Meter Infrastructure (AMI) system for reading water meters. An AMI system uses a number of antennas and data collectors to communicate with the meter radios. Several antennas will be at third parties' properties, requiring a lease agreement. PWD's goal is to have similar leases with each entity for ease of administration. The agreement will outline use of the tower, length of term and renewal, responsibilities, and termination.

Lease agreements will be needed in the following locations:

- Scarborough: Public Safety Building, 275 US Route 1
- Windham: Public Works Building, 185 Windham Center Rd
- Portland: Munjoy Hill Fire Station, 134 Congress St
- Ocean Gateway Garage, 167 Fore St, Portland

Additional lease locations may be required.

It was moved by Trustee Levinsky and seconded by Trustee McCann.

It was Voted and unanimously,

ORDERED, The General Manager is authorized to execute Lease Agreements in substantial form as attached hereto, for the use of the property for meter system antennae and related equipment; and

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.

**Resolution 25-008**, recognizing the accomplishments and contributions of retiring Interim General Manager, Christopher Crovo.

WHEREAS, Christopher Crovo joined the Portland Water District in 1998 as the Director of Operations and will soon retire; and

WHEREAS, Christopher Crovo was promoted to Executive Director of Planning and Asset Management in 2001, and Interim General Manager in 2024, and

WHEREAS, Christopher Crovo has been instrumental in transforming the Portland Water District's asset management approach from reactive to proactive, leading the successful implementation of a new Enterprise Asset Management (EAM) system, and positioning the Portland Water District as an industry leader in best practices for asset management;

WHEREAS, Christopher Crovo has represented the Portland Water District on the Southern Maine Regional Water Council since 2010, and

WHEREAS, Christopher Crovo selflessly delayed his planned retirement to provide critical leadership and stability during a period of significant transition at the Portland Water District;

WHEREAS, Christopher Crovo's steady presence and institutional knowledge helped guide the organization through a turbulent time, ensuring continuity of service and reinforcing confidence among employees and stakeholders alike;

WHEREAS, Christopher Crovo is widely admired for his approachable leadership style, quick wit, and sense of humor, which fostered strong relationships across all levels of the organization and made him a respected and well-liked colleague,

It was moved by Trustee Levinsky and seconded by Trustee Shaughnessy.

It was Voted and unanimously,

RESOLVED that the Board of Trustees recognizes the efforts of Christopher Crovo and extends its appreciation on behalf of all PWD member communities, customers, and staff for his dedication and professionalism.

**OTHER BUSINESS**

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Scott Firmin was welcomed as the new General Manager.

Trustee Libby was welcomed back after an absence.

Trustee Douglass thanked Chris Crovo and noted his exceptional memory.

Trustee Crockett also thanked him and expressed appreciation for all he had done during his tenure.

Trustee Voltz echoed thanks as well.

Trustee Levinsky said he enjoyed working with Chris on the Planning Committee and wished him well.

President Lunt thanked Chris and the senior staff for leading the District over the last few months.

**EXECUTIVE SESSION**

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.

**ADJOURNMENT**

Meeting adjourned at 6:31 p.m.

Submitted by,

Donna M. Katsiaficas  
Clerk