

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 Tuesday, May 27, 2025. Attending from staff were C. Crovo, S. Firmin, M. Archibald, D. Kane, J. Hudak, D. Katsiaficas, C. Brown and K. Tibbets. Attending from the public were Jamie Willey and Elisabeth Nkanga.

President Lunt convened the business meeting at 6:03 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. Trustees Shattuck-Heidorn, Libby, and Voltz were absent.

ACCEPTANCE OF MINUTES

Trustee McCann made a motion to accept the minutes of the Regular Meeting of April 28, 2025, seconded by Trustee Levinsky. It was voted all in favor.

Trustee Levinsky made a motion to accept the minutes of the Workshop Meeting of May 13, 2025, seconded by Trustee Crockett. It was voted all in favor.

Trustee Shaughnessy made a motion to accept the minutes of the Special Meeting of April 29, 2025, seconded by Trustee Levinsky. 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 May 13, 2025.

Staff provided an update on the Steep Falls system.

Staff provided a review of the information that is included in the monthly reports to the Board of Trustees from the Water and Wastewater Services Groups. The committee requested that staff include notes or highlight information that would benefit from additional information for context.

Planning Committee

Trustee Shaughnessy provided a summary of the Planning Committee meeting on May 13, 2025.

Staff recommended selling surplus land on Gambo Road to the Town of Windham for \$380,000. The Committee voted to send the Purchase and Sale Agreement to the full Board for consideration and approval.

Staff shared a proposal from the City of Portland to site a public art installation on the India Street Pump Station property. The Committee is supportive of the proposal. Staff will bring the final easement agreement with the City back to the Board for approval.

Staff provided an amendment to the Remote Meeting Participation Policy related to executive session attendance. The Committee voted to send the policy amendment to the full Board for consideration and approval.

Staff provided an update on the project. The construction bids came in under budget, the project was awarded to Leavitt Earthworks, and construction will occur this summer.

Administration and Finance Committee

Trustee Levinsky provided a summary of the Administration and Finance Committee meeting on May 13, 2025.

Ms. Allison Pesce, Senior Manager, and Matt Dube, Manager from BerryDunn, presented the results of the 2024 financial audit. The Committee recommended that the proposed motion accepting the audit reports be forwarded to the full Board for its consideration.

Mr. Cutrone provided an update on the project to replace all water meters.

General Manager's Report

The Southern Maine Regional Water Council's Annual Meeting is June 26, 2025.

The 2026 Budget process is beginning. The first draft is expected in July.

NEW BUSINESS

Resolution 25-006, awarding the DiPietro Scholarship for 2025.

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

It was Voted and unanimously,

RESOLVED, that the Board of Trustees recognizes the accomplishments and needs of Ms. Nkanga and supports her academic endeavors by awarding her the \$1,500 scholarship for 2025 established in tribute to Joseph A. DiPietro.

Resolution 25-007, accepting the Audit Report for 2024.

On May 12, 2025, BerryDunn presented the results of the 2024 audit to the Administration and Finance Committee. The items presented were:

- Auditor's Communication to the Board of Trustees;
- Financial Report for the year ending December 31, 2024
- Single Audit Report for the year ending December 31, 2024

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

It was Voted and unanimously,

RESOLVED, that the Board of Trustees accepts the Audit Report for 2024 and authorizes its distribution as required by Section 21 of the Charter of Portland Water District.

Order 25-010, authorizing the General Manager to execute a Purchase and Sale Agreement with the Town of Windham for the sale of surplus District property on Gambo Rd in Windham.

The District owns approximately 95 acres of land off Gambo Road in Windham. In June 2024, the Board declared an approximately 50-acre portion of the property surplus land. By independent appraisal, the fair market value of the property was determined to be \$380,000. In accordance with the District's Policy for the Disposition of Land, the Town of Windham was offered the opportunity to purchase the property, and they have indicated that they desire to do so.

The District will retain easement rights for a future water main and access rights for our adjacent property. Additionally, a covenant will be placed on the property requiring it only to be used for recreation and remain as open space in perpetuity.

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

It was Voted and unanimously,

ORDERED, The General Manager is authorized to execute a Purchase and Sale Agreement in substantial form as that attached hereto, with the Town of Windham for the sale of surplus District property on Gambo Rd in Windham; 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.

Order 25-011, authorizing an amendment of the Remote Participation Policy.

In August of 2021, the Board's Remote Participation Policy went into effect. The Policy governs the procedure for conducting remote Board Meetings and complies with Maine law.

Over the course of the last year, some Trustees have requested to participate in an executive session using remote means. State law allows for the conduct of an executive session remotely, provided that the integrity of the executive session is preserved. The Board's Policy does not address the issue of executive session. The proposed change to the Policy will clearly allow executive sessions, provided that the confidentiality of the session is maintained as required by State law.

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

It was Voted and unanimously,

ORDERED, that the Remote Participation Policy is hereby amended and approved in substantial form as that attached hereto.

Order 25-012, authorizing appointment of a new General Manager.

Interim General Manager Christopher Crovo will be retiring from the District.

A General Manager Search Committee was established comprised of several members of the Board of Trustees. With the assistance of a professional search firm, the Committee interviewed candidates for the position of General Manager.

An offer of employment was made to the District's top choice, Scott Firmin. Scott Firmin has accepted the District's offer and a contract of employment has been negotiated.

It is therefore recommended that Scott Firmin be appointed as the District's new General Manager effective May 27, 2025 pursuant to the terms of the contract between the District and Scott Firmin dated May 27, 2025.

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

It was Voted and unanimously,

ORDERED, Scott Firmin, is hereby appointed as the new General Manager of the Portland Water District, with an effective date of hire as May 27, 2025.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

Jamie Willey expressed his pleasure for Scott Firmin being appointed General Manager. He also expressed his thanks to Chris Crovo for his service to the District.

TRUSTEE COMMENTS

Trustee Levinsky asked if the lake buoy is out. Carina Brown informed him that it has been deployed.

Trustee Crockett thanked Chris Crovo for his efforts as well and says he looks forward to the future.

Vice President McCann mentioned that papers for the open Portland Trustee position will be available June 2 in the Clerk's office.

President Lunt thanked the senior staff for helping the District through the last few months. He is looking forward to the future of PWD.

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 6:36 p.m.

Submitted by,

Donna M. Katsiaficas

Donna M. Katsiaficas
Clerk