



## **WORKSHOP MEETING BOARD OF TRUSTEES**

225 Douglass Street, Portland, Maine  
Jeff P. Nixon Training Center  
6:30 p.m. on Monday, September 8, 2025

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, September 8, 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:

<b><u>Committee</u></b>	<b><u>Room / Location</u></b>	<b><u>Time</u></b>
Administration & Finance	Monie Room	5:30 p.m.
Operations	EOC 2 <sup>nd</sup> Floor	5:30 p.m.
Planning	Nixon Training Center (also via Zoom)	5:30 p.m.

### **AGENDA – WORKSHOP**

1. **Progressive Design Build Method**  
Greg Pellerin, Engineering and Asset Management Services Manager, will provide an update on the progressive design-build method, which is being used for a project at the East End Wastewater Treatment Facility.
2. **Overview of Water Main Leak Response**  
Staff will provide an overview of PWD response to water main leaks and repairs.
3. **Other Business**
4. **Adjourn**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Administration and Finance Committee/Board of Trustees

FROM: David Kane, Executive Director of Administration  
Manny Archibald, Director of Employee Services

DATE: September 3, 2025

RE: Administration and Finance Committee Meeting – September 8, 2025

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, September 8, 2025, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Meter Project Update**  
Staff will present an update on the meter project.
2. **2026 Budget Update**  
Staff will provide an update on the 2026 budget, which will include a recommendation for a water rate adjustment effective January 1, 2026.
3. **Preliminary Ripple Effect Safety Recognition Program Results**  
Staff will provide an update on the pilot program designed to recognize positive safety culture.
4. **Other Business**

## **ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY**

Agenda Item: 2  
Date of Meeting: September 8, 2025  
Subject: Water Rates Adjustment  
Presented By: David Kane, Executive Director of Administration

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### **RECOMMENDATION**

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

ORDERED, pursuant to Board of Trustees Policy, the Treasurer shall prepare the supporting documents for a water rate increase of approximately X.X%, with new rates effective January 1, 2026.

### **BACKGROUND ANALYSIS**

At the July 14th Administration and Finance Committee meeting, staff indicated the 2026 targeted average water revenue increase was 8.7% and the first budget draft indicated a 9.4% increase was needed. In the past couple of weeks, the general manager hosted budget review meetings with all departments and staff, and we are in the process of updating the budget. The revised budget is not available before the monthly board package mailing date. Staff will provide an update on the recommended water rate adjustment at the meeting.

The proposed schedule to implement the rate adjustment is as follows:

- September 8, 2025: The PWD Board of Trustees' Administration and Finance Committee reviews and makes rate recommendations. Finance staff provides up-to-date financial information and revenue projections.
- September 29, 2025: PWD Board considers approving the Administration and Finance Committee's recommendation of moving forward.
- October 10, 2025: Supporting documentation for a rate adjustment is available to the public.
- October 24, 2025: Published notice of a rate adjustment is sent to all customers. The notice includes an invitation to attend the public hearing.
- November 10, 2025: Special public hearing on the proposed rate adjustment. The General Manager and Treasurer provide information supporting the rate adjustment. The public has an opportunity to ask questions and provide feedback to the Board as they consider the proposed rate schedule.
- November 24, 2025: Board Business Meeting – Approve final rate schedule. The final rate schedule incorporates changes based on the public hearing and the Board's feedback.
- December 24, 2025: File final rate schedule based on public hearing and Board review. The rate schedule is distributed to the Maine PUC for informational purposes only.

January 1, 2026:       Rate adjustment effective date.

**LEGAL REVIEW**

Corporation Counsel has reviewed the proposed order as to form.

**CONCLUSION(S)**

Staff recommends forwarding the motion supporting a X.X% rate adjustment

**ATTACHMENT(S)**

None

## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Operations Committee/Board of Trustees

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

DATE: September 3, 2025

RE: Operations Committee Meeting – September 8, 2025

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, September 8, 2025, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

**1. Sebago Lake Water Treatment Facility – Professional Services Request**

Staff will provide a recommendation to create a new CIP project named Ozone Generator renewal for the SLWTF, and request approval of a contract with PC-Hazen for engineering design services for emergency ozone generator replacement and chemical storage tank replacement at the Sebago Lake Water Treatment Facility.

**2. Other Business**

Staff will provide an update on the Westbrook CSO Storage Conduit preliminary design for a 1 MG tank along the Presumpscot River in Westbrook.

## **OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 1  
Date of Meeting: September 8, 2025  
Subject: SLWTF Chemical Storage and Ozone Generator Design Build – Professional Services Contract Selection  
Presented By: Kyle Jacobson, Senior Project Engineer

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### **RECOMMENDATION**

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

ORDERED, that the 2025 Capital Improvement Plan is amended in the amount of \$275,000 to include an additional project, Sebago Lake Water Treatment Facility Ozone Generator Project 2025-3372) (“Project 1”), to cover the capital expenses related to the renewal planning and engineering design for the ozone generation system; and

BE IT FURTHER ORDERED, the General Manager is authorized to execute a professional services contract with PC Construction in the amount of \$570,967 for design phase engineering services for the Chemical Storage and Ozone Generator Design Build Project; 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 this vote.

### **BACKGROUND ANALYSIS**

In April 2025, the Board Approved an Engineering Method Request (Order 25-009) authorizing the Design-Build Method for procuring engineering and construction services for the Chemical Storage Facilities Upgrades project.

Staff has reviewed PC Construction’s preliminary design proposal and recommends awarding a \$570,967 contract for the preliminary design phase. Once the preliminary design is complete, staff will amend the contract to move forward with final design and the development of Guaranteed Maximum Price (GMP) orders accomplishing the intent of each capital project with a budget not to exceed the approved CIP funding.

**Project #:** If approved by the Board, a project (#3372) will be added to the 2025 CIP.

### **FISCAL REVIEW/FUNDING**

Both projects will be financed by issuing water bonds. The 2025 Bond included \$1,550,000 to pay for the project. The 2026 \$5,450,000 will be included in the proposed 2026 Budget that will be reviewed by the Board in November. The updated multi-year forecast will include the proposed 2027 \$6,000,000 bond. The estimated annual debt service payment is \$1,203,000.

**LEGAL REVIEW**

Corporation Counsel has reviewed the proposed motion and approved it as to form.

**CONCLUSION(S)**

Staff recommends awarding the contract for design phase engineering services for the Chemical Storage and Ozone Generator Design Build Project to PC Construction.

**ATTACHMENTS**

Project Narratives

Bond Information

**Ozone Generator Renewal Project:**

Ozone is PWD's primary disinfectant; coupled with UV as a secondary disinfectant, it provides consumers with high-quality drinking water. For the past 2 years, PWD's backup generator has been out of commission, and efforts to work with the vendor to resolve the issues have been unsuccessful. PWD has an urgent and immediate need for the assessment of a replacement generator, and has a long-term need to develop a sustainable plan to ensure its ozone generator equipment is supported by technical service and available parts. Recently, a fix has been found, and the plant is running on two generators currently, but it is not in the District's interest to allow itself to get into that same position again, and this initial engineering effort points us in the correct direction as a leader in producing safe drinking water for our customers.

The Ozone Generators are nearing the end of their design life (approximately 5 years) and this is the planning for their replacement/renewal. Due to lead times in ozone generator availability and the complexity of the engineering design and construction, it is the correct time to begin this endeavor. The cost of producing off specification water, in the event of both generators failing, would be financially significant and irreputable to the trust we have with our customers.

**Chemical Storage Facility Upgrade Project:**

The current bulk chemical storage tanks are reaching the end of their useful lives and must be replaced before any failures are imminent. Additionally, many regulations regarding the storage and delivery of such chemicals have changed over the past 31 years. These renovation designs will include, redesign of existing chemical storage area or development of new storage area that facilitates future tank replacement and system O&M, replacement of existing storage tanks, redesign of chemical delivery piping, and ensuring that PWD meets all OSHA, federal, and state requirements for bulk chemical storage and delivery.

The chemicals used are Aqua Ammonia, Zinc Orthophosphate, Sodium Hypochlorite, Sodium Hydroxide, and Hydrofluosilicic Acid (Fluoride).

**Financial Table**

	Chemical Storage	Ozone Generator	Total	Annual Debt Service
Bonded in 2025	\$1,550,000		\$1,550,000	\$144,000
Proposed Bond in 2026	\$5,450,000		\$5,450,000	\$504,000
Proposed Bond in 2027		\$6,000,000	\$6,000,000	\$555,000
Total	\$7,000,000	\$6,000,000	\$13,000,000	\$1,203,000





## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Planning Committee/Board of Trustees

FROM: Laurel Jackson, Right of Way Agent

DATE: September 3, 2025

RE: Planning Committee Meeting – September 8, 2025

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, September 8, 2025, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Piper Road Easement Relocation**  
Staff will recommend releasing a portion of an easement on Piper Road in exchange for an equivalent easement.
2. **Hennick Land Conservation Project**  
Staff will recommend a contribution to Loon Echo Land Trust for their acquisition of a property in Naples.
3. **Land Conservation and Federal Grant Update**  
Staff will present an update on the current status of the District's forest conservation efforts.
4. **Other Business**
  - Littlejohn Road Pump Station Tower
  - Town of Standish Maple St MOU

## **PLANNING COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 1  
Date of Meeting: September 8, 2025  
Subject: Piper Road Easement Relocation  
Presented By: Laurel Jackson, Right of Way Agent

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### **RECOMMENDATION**

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

ORDERED, the General Manager is hereby authorized to execute an easement release related to the relocation of a water main in Piper Road in Scarborough in exchange for a new easement for the relocated water main; 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.

### **BACKGROUND ANALYSIS**

The District has a forty-foot wide easement for an 8-inch water main in Piper Road, a private road, in the Town of Scarborough. In 2023, it was discovered that the property owner, Piper Shores, had encroached on the easement by erecting a new building within the easement and by adding fill on top of the water main. The District and Piper Shores came to an agreement whereby Piper Shores would relocate a portion of the water main to a location acceptable to the District. The work of installing the water main has been completed to the District's satisfaction. The District will release the original easement, and a new forty-foot-wide easement will be granted to the District under the same terms of the original easement.

### **FISCAL REVIEW / FUNDING**

Staff recommends that no cash payment be required for the easement release, as Piper Shores will grant a new easement of equivalent size and has relocated the water main at its own expense.

### **LEGAL REVIEW**

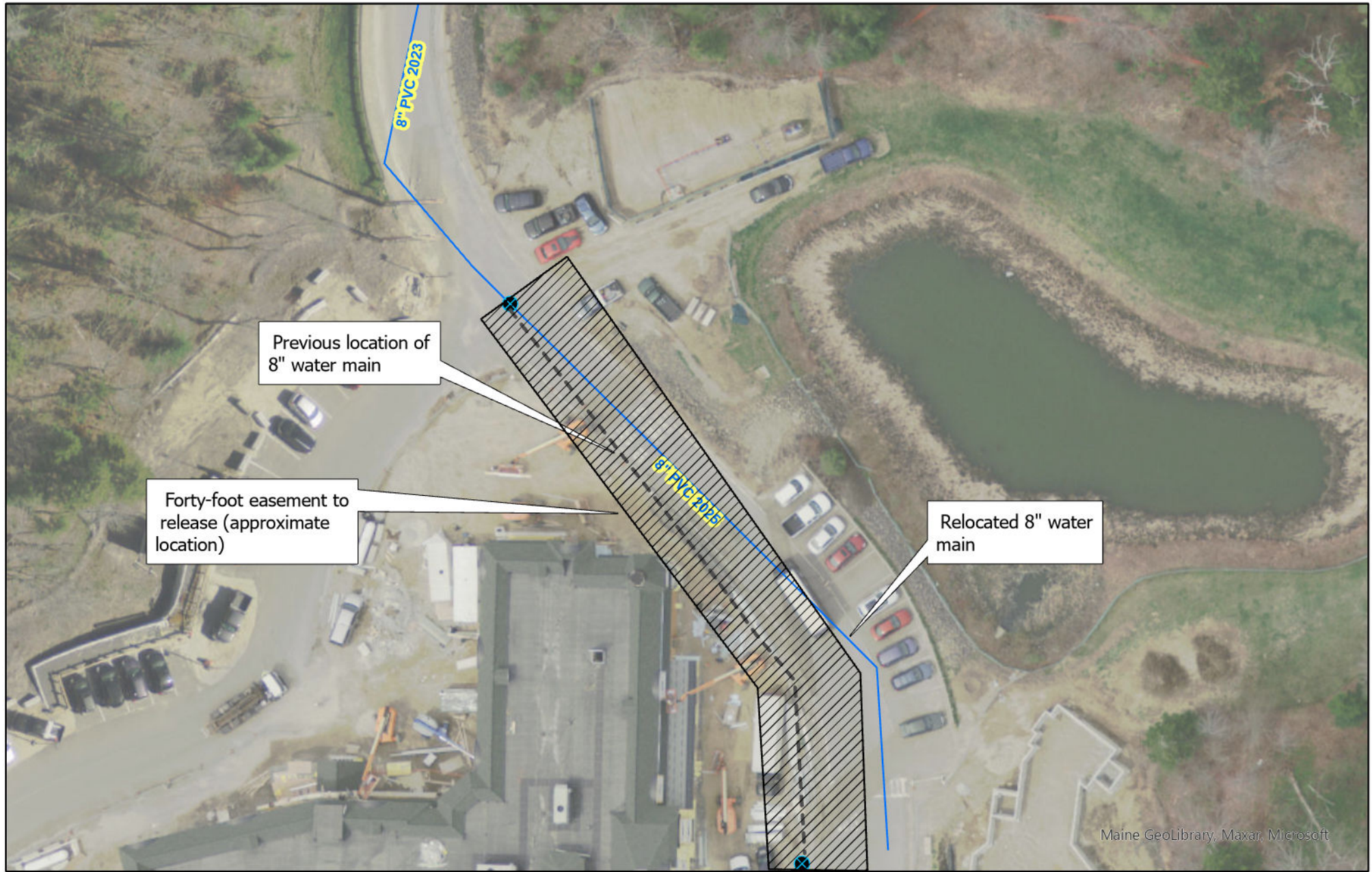
Corporation Counsel will review and approve the documents prior to their execution.

### **CONCLUSION(S)**

Staff recommends that the easement release be approved.

### **ATTACHMENT(S)**

Easement Schematic



Maine GeoLibrary, Maxar, Microsoft

**Piper Road**

**Scarborough**

**PORTLAND WATER DISTRICT**  
**225 Douglass Street**  
**Portland, ME 04104**

**Relocation of Water Main**  
**Piper Shores Property**

**Disclaimer: This map is suitable for preliminary study and analysis and is based on PWD record information. PWD is not liable for any damages whatsoever resulting from inaccurate data or from errors made in the location and marking of its infrastructure.**

Prepared by Laurel Jackson August 21,, 2025



## **PLANNING COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 2  
Date of Meeting: September 8, 2025  
Subject: Request for Contribution of up to \$20,000 to Loon Echo Land Trust to Support the Hennick Conservation Project  
Presented By: Carina Brown, Water Resources Specialist

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### **RECOMMENDATION**

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

ORDERED, the General Manager is authorized to contribute up to \$20,000 to the Loon Echo Land Trust to support the conservation of land known as the Hennick property located in Naples.

### **BACKGROUND ANALYSIS**

The Sebago Lake watershed encompasses 235,000 acres of land, which is primarily forested. The long-term water quality of the lake will be determined, in large part, by the conservation of those forests. Our Watershed Land Conservation Policy states our commitment to, and support for, locally-initiated land conservation efforts, since conserved forests naturally filter our customers' drinking water. At present, nearly 16% of the watershed is comprised of conserved land. Working with Sebago Clean Waters partners, we are working to bring that total to 25% by 2032.

The Hennick property is 27 acres located in Naples. Loon Echo Land Trust (LELT) will accept the donated land with the purpose of conserving it in perpetuity through a Declaration of Trust. The land will be owned and managed by LELT. The property is entirely forested and includes 1,250 feet of frontage on the Muddy River before it empties into Sebago Cove of Sebago Lake.

The recommended contribution of \$20,000 is the amount requested by Loon Echo Land Trust. In lieu of an appraisal, appraisal values of comparable lands conserved with a PWD contribution were utilized to calculate a range of recommended contribution values, which were between \$11,020 and \$27,954. The recommended contribution represents about \$740 per acre of protected land within the watershed. The generous donation of the full fee value by the landowner and contributions from Sebago Clean Waters and Western Maine Climate Fund will help make this acquisition possible. PWD's contribution is to be used for stewardship funds, needed to acquire the Hennick land in fee for conservation purposes.

### **FISCAL REVIEW / FUNDING**

The recommended contribution of \$20,000 is the amount requested by the applicant and is within the range of possible calculated contributions determined by PWD's site-specific assessment. The contribution will be drawn from the PUC Watershed Protection Fund, which has an available balance of \$1.1M.

### **LEGAL REVIEW**

Corporation Counsel has reviewed the proposed Motion and has approved it as to form.

**CONCLUSION(S)**

This project will contribute to the long-term protection of Sebago Lake, and the recommended contribution meets the guidelines of PWD's Watershed Land Conservation Policy.

**ATTACHMENT(S)**

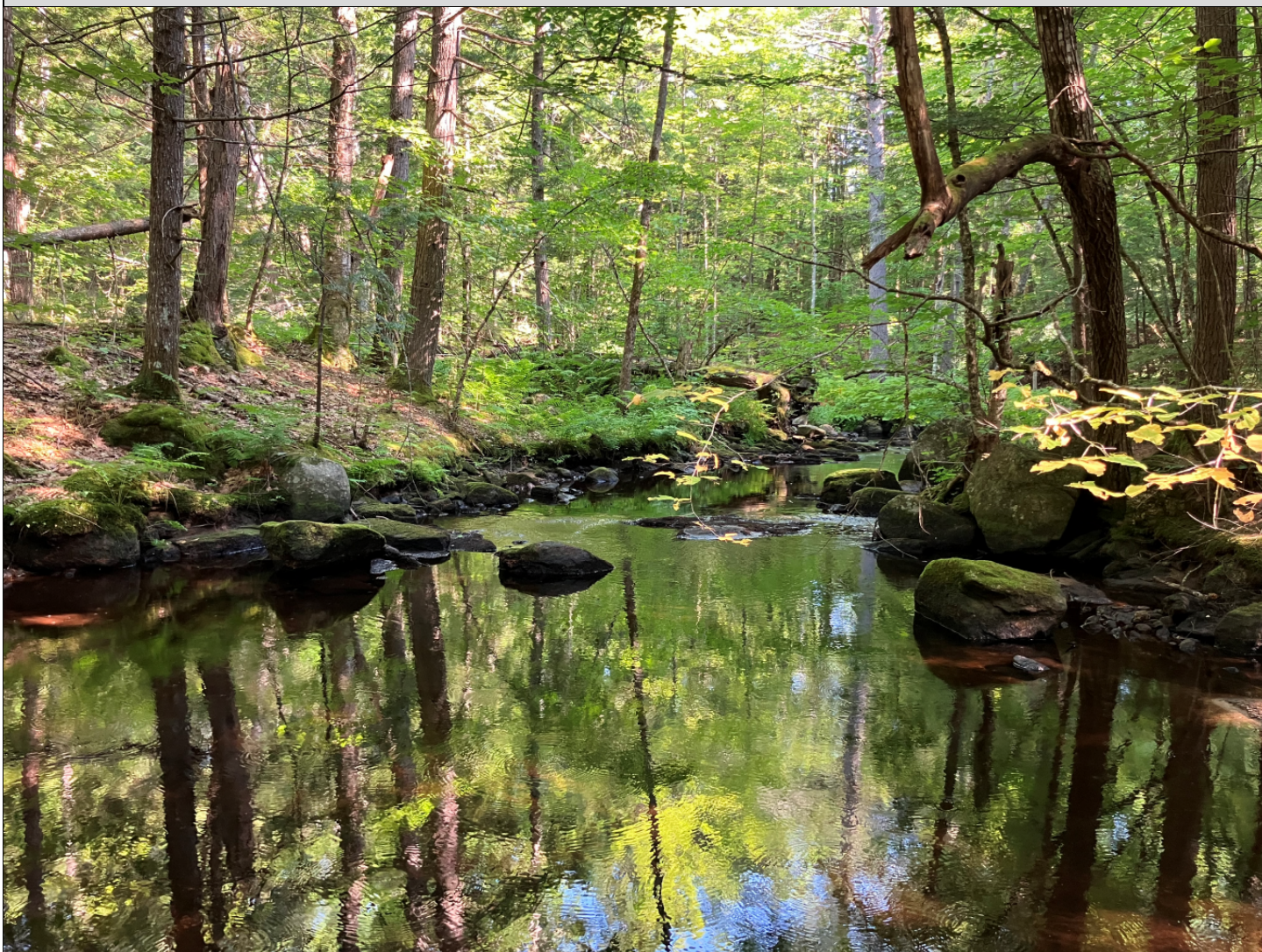
Hennick Report



# PORTLAND WATER DISTRICT

## *Land Conservation Program*

### *Site-Specific Assessment*



## **Hennick Property**

### **Naples, Maine**

*Report prepared by PWD's Environmental Services Department*  
*August 15, 2025*



# Hennick Property Site Walk

## Site Visit

Brie Holme and Carina Brown

July 29, 2025

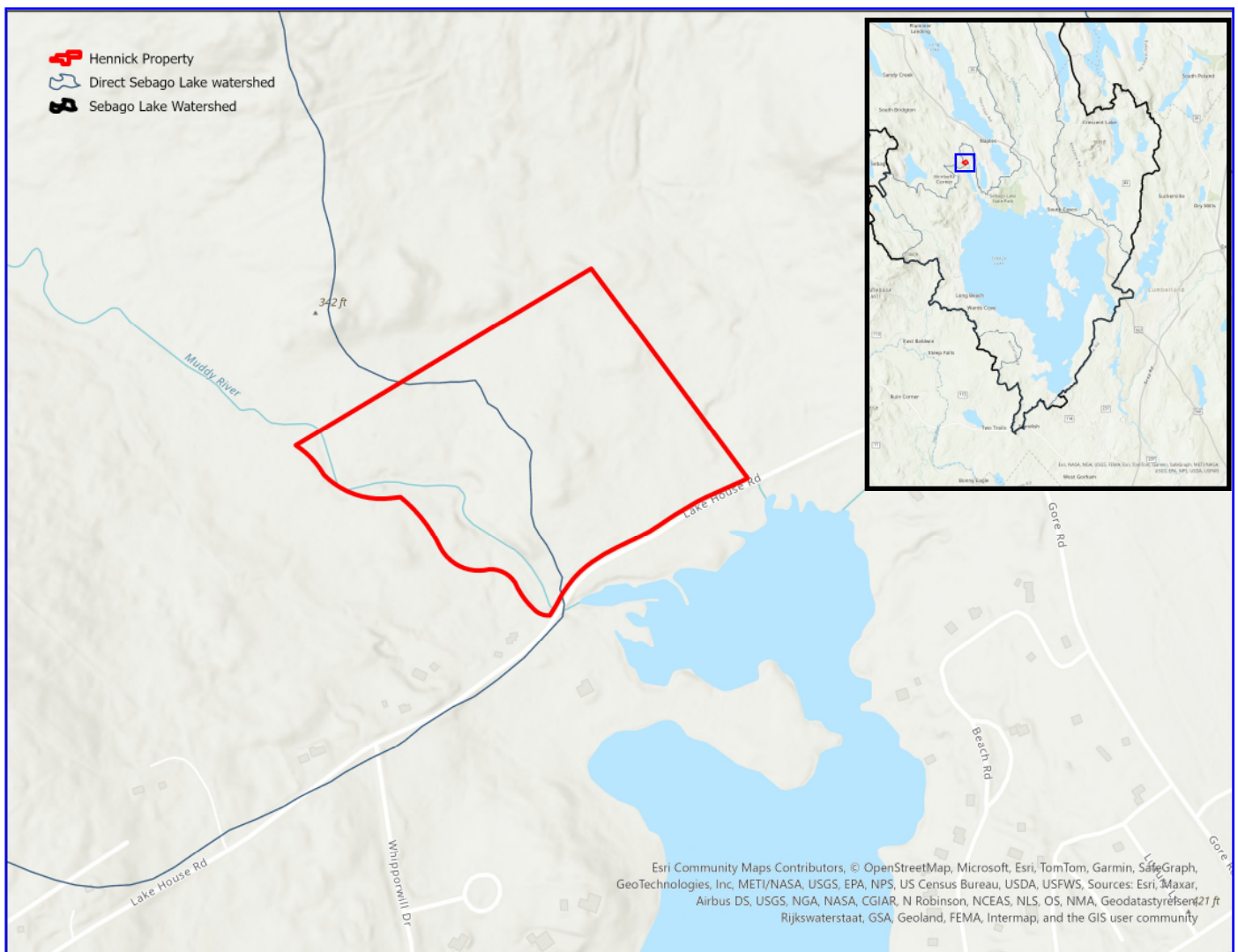
## Description

The Hennick project is 27 acres of undeveloped forestland on the Muddy River in Naples with nearly 60% of the parcel being within the direct watershed of Sebago Lake. Its close proximity to Sebago Lake and location on the Muddy River make its conservation critical for protecting the water quality of Sebago Lake. The property is bounded on the west border by the Muddy River, right before it flows into Sebago Cove. The land will be protected by a fee donation to Loon Echo Land Trust.

## Site Features

### Location

The property is located in Naples.



Hennick Property Location map

## Hennick Property Site Walk

### *Water Resources*

The Muddy River flows along the western boundary of the property for approximately 1,250 ft. (0.24 miles). This is the last free-flowing stretch of the river before it enters Sebago Cove through a culvert. The Muddy River is home to wild brook trout and is annually stocked with brook trout by IF&W along the Hennick property boundary. This specific location has been known and loved by anglers for decades. Additionally, PWD's Water Resources staff use the property to test the water quality of the river on a monthly basis, and as a biomonitoring site to collect aquatic insects annually. Eight acres of significant sand and gravel aquifers underlay the property.

### *Connection to Sebago Lake*

The Muddy River is a significant tributary to Sebago Lake. The river has excellent water quality.



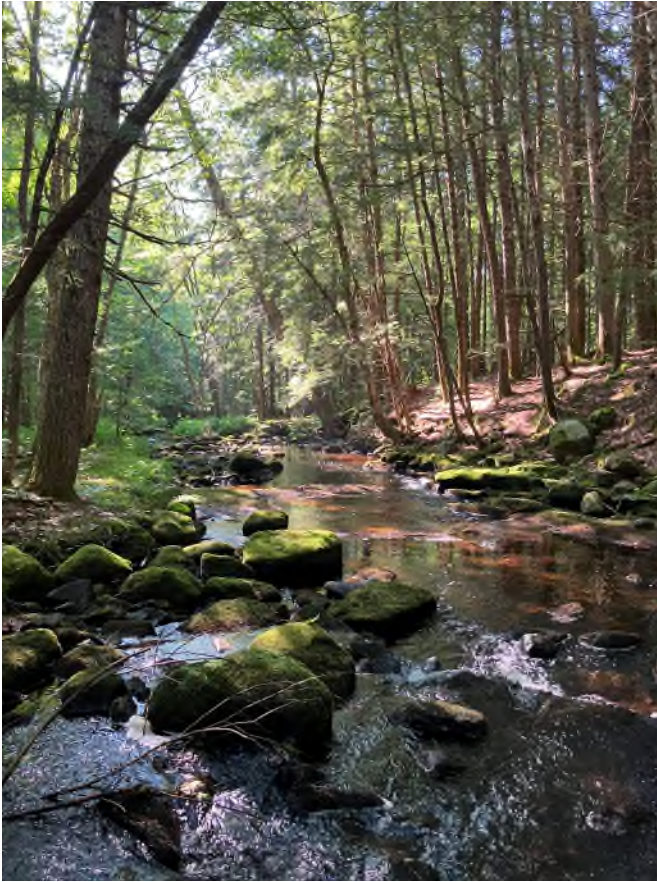
PWD Water Resources staff collecting aquatic insects in the Muddy River at the Hennick property. The insects indicate the river has excellent water quality.



## Hennick Property Site Walk

### *Land Use/Land Cover*

The land is entirely forested with a woods road providing access into the property. There have not been any known extensive harvests on the land, though selective harvests have occurred in the past. Once owned and managed by the land trust, stewardship plans will focus on public access for low impact recreation and forest management activities that focus on forest health and water quality protection, following a forest management plan prepared by a Maine- licensed forester that is updated at least every 10 years. The land trust does not plan to develop a trail system or parking area in the short term, given that the existing woods road can easily be accessed by visitors and there is a public, town-owned parking area across the road.



Muddy River



woods road

## Hennick Fee Donation - Working Budget

updated: 07/01/2025

### Expense

#### Stewardship Reserve

Taxes	\$	400.00
Monitoring	\$	150.00
Signage	\$	125.00
Administration	\$	250.00
Insurance	\$	400.00
Contingencies	\$	125.00
Annual total	\$	1,450.00
Capitalized Total	\$	36,250.00

#### Due Diligence

Legal	\$	3,000.00
Title	\$	2,000.00
Due Diligence Total	\$	5,000.00

Indirect cost total (10% rate)	\$	4,125.00
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Total Expenses	\$	45,375.00
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### Income

Landowner donation	full fee value	
Western Maine Climate Fund	\$	5,000.00
SCW Land Protection Fund	\$	20,375.00
Portland Water District	\$	20,000.00
Total Income	\$	45,375.00

Status

*anticipated*

*anticipated*

*submitted*

## GIS Site-Specific Property Assessment

**Property Name:** Hennick

**Area (acres):** 27

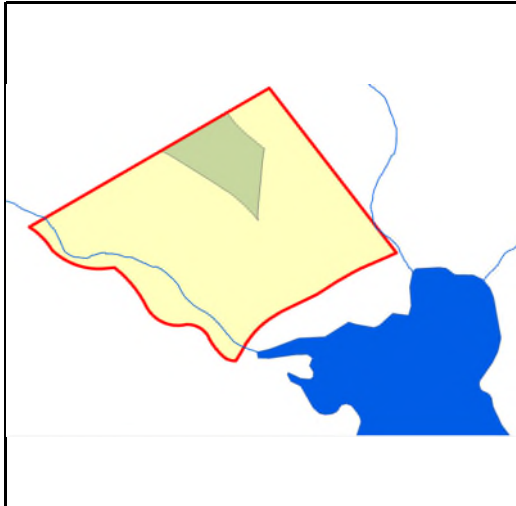
**Location:** Naples

**Land Trust:** LELT

### Direct Sebago Lake Watershed

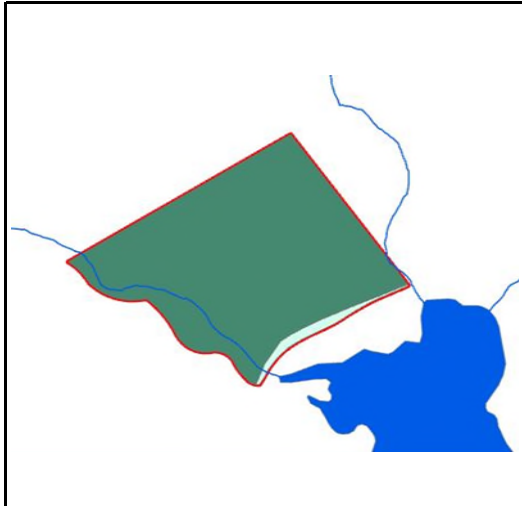
	acres	percent
Inside watershed	16	59.25926

### Waterbodies map



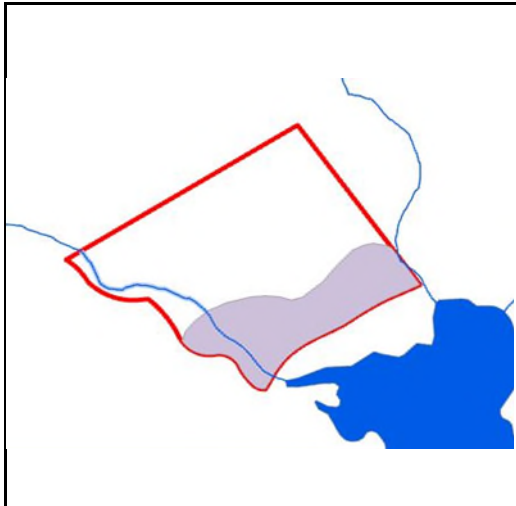
	acres	percent
Within 500 ft.	24	89
Within 500 - 1500 ft.	3	11
Beyond 1500 ft.	0	0

### Land cover map



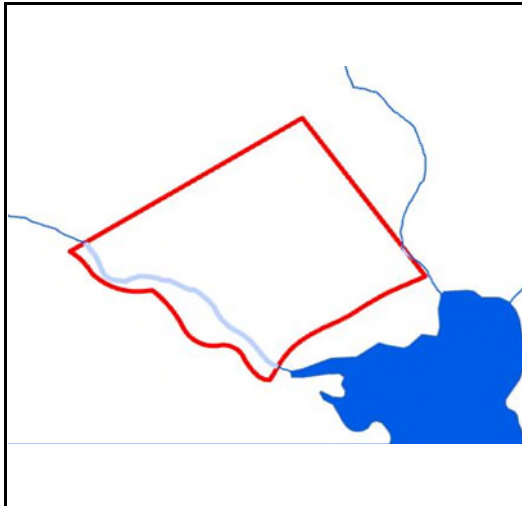
Forest cover	26	acres
	96	percent

### Aquifer map



Sig. sand and gravel aquifers	8	acres
	30	percent

### Wetlands map



Mapped wetlands	1	acres
	4	percent

## Site-Specific Property Assessment

Property Name: Hennick

Appraised Value of Fee or Easement

### Factors

25% or more in direct Sebago Lake watershed?  add  %

25% or more within 500 ft. of a waterbody?  add  %

25% or more within 1500 ft. of a waterbody?  add  %

100 ft. or more of frontage on a waterbody?  add  %

50% or more forested?  add  %

20% or more with mapped wetlands?  add  %

10% or more sign. sand and gravel aquifers?  add  %

25% or more in a shoreland town?  add  %

Likely to be developed?  add  %

Other (explain) - maximum of 3% add  %

1 Public access planned

2 Wild Brook trout habitat

3 Part of regional Climate Resiliency Mapper cons. area

Calculated contribution (percent) - maximum 25%  %

Calculated contribution

Amount requested

Recommended contribution

## Comparable Appraisals for Calculated Contribution

**Property Name:** Hennick

**Acres:** 27

**Calculated Contribution (%)** 25

Property Name	Kimball Heirs	Sebago Cove	Edwards Mills	Deering-Northwest
Year Appraised	2024	2023	2022	2019
Appraised Value	\$267,000	\$1,495,000	\$1,175,500	\$39,000
Acres	85	361	720	20
Cost per Acre	\$3,141	\$4,141	\$1,633	\$1,950
Estimated Appraisal for Hennick	\$84,812	\$111,814	\$44,081	\$52,650
Calculated Contribution	\$21,203	\$27,954	\$11,020	\$13,163
Amount requested		\$20,000		
Recommended contribution		\$20,000		