

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 via Zoom, on Monday, January 26, 2026. Attending from staff were S. Firmin, D. Katsiaticas, K. Tibbets, J. Wallace, D. Kane, M. Clements, and G. Pellerin.

President Lunt convened the business meeting at 6:02 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. Trustee Shaughnessy joined at 6:19 p.m.

ACCEPTANCE OF MINUTES

Trustee Crockett made a motion to accept the minutes of the Regular Meeting of December 15, 2025, seconded by Trustee Willett. It was voted all in favor.

Trustee Shattuck-Heidorn made a motion to accept the minutes of the Workshop Meeting of January 12, 2026, seconded by Trustee Crockett. 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 January 12, 2026.

Staff discussed the Wastewater Collection System and explained the services the department provides.

Staff presented an overview of maintenance and repair activities performed on water distribution assets.

Staff provided an update on the repair of the Schwing screw press at the Westbrook Gorham Wastewater Treatment Facility.

Planning Committee

Trustee Douglas provided a summary of the Planning Committee meeting on January 12, 2026.

Staff presented a motion to extend a lease for a resident whose driveway partially extends onto PWD land.

Staff provided a presentation on Facilities Services, including operational responsibilities, and an update on capital projects.

Administration and Finance Committee

Trustee Willett provided a summary of the Administration and Finance Committee meeting on January 12, 2026.

Mr. Kane reported that the Town of Falmouth requested \$70,000 of the cumulative Falmouth Sewer Fund surplus.

The Committee continued discussion of the Home Service contract, with staff addressing multiple questions raised by Trustees. No consensus was reached, and the item was ultimately tabled.

General Manager's Report

The General Manager reported that he had no formal updates to present and instead invited questions from the Trustees.

Trustee Libby asked for clarification on issues referenced in the Westbrook Wastewater Treatment Facility report, specifically regarding the dewatering system and how the proposed fixes appear to conflict with the original design and bid specifications. The General Manager explained that the dewatering system was installed approximately seven to eight years ago and functioned well for about five years. After manufacturer-recommended intensive maintenance was performed, operational issues emerged, requiring temporary dewatering. Although the manufacturer identified and supplied a proposed fix that was installed, it has not resolved the problem. The manufacturer has since suggested operational changes, which staff believe are unreasonable given that the facility layout was clearly communicated at the time of purchase and the ongoing mechanical issues have not been corrected. Mr. Firmin noted that additional detailed information would be provided to the Operations Committee.

Trustee Libby asked about the East End Wastewater Treatment Facility dewatering system and odor control upgrade, noting the significant increase from the original budget estimate of approximately \$1.25 million to a current estimate of \$4.3 million. Greg Pellerin, Executive Director of AMAP, explained that the original estimate was limited to upgrades to conveyance, screening, and select process equipment. Following further evaluation with the design-build team, additional deficiencies were identified in the headworks area, including HVAC systems and electrical controls. As a result, the revised estimate reflects a more comprehensive scope of work intended to address long-standing infrastructure issues and improve the overall reliability of that portion of the facility. Mr. Pellerin noted that some of the equipment dates back approximately 25 years, and the expanded scope is intended to ensure the plant can operate reliably well into the future rather than addressing only limited process upgrades.

Trustee Willett inquired about a recent press release from Senator Collins' office indicating that she had secured \$3 million for wastewater improvements in Gorham and asked whether staff were familiar with the funding. Donna Katsiaticas responded that she was not aware of the release and had not had any recent contact with Senator Collins' office regarding such funding. Staff indicated that they would review the information if provided and follow up accordingly. It was noted that the release appeared to be part of a recent campaign communication.

Trustee Scontras asked about the recent wastewater overflow event at DC Water and whether there were any insights or lessons relevant to the District. Mr. Firmin indicated that he had not seen any information on the event but offered to review it if the details were provided and follow up accordingly.

NEW BUSINESS

Resolution 26-001 authorizing \$70,000 of the Falmouth Wastewater Fund's surplus to be distributed to the Town of Falmouth.

Falmouth's Sewer Fund has a cumulative operating fund surplus of \$71,864 as of 12/31/2024 and is estimated to be \$91,000 as of 12/31/2025. The town has requested that the surplus balance be distributed to the Town. The fund expenses are primarily the debt service on the Mill Creek pump station. The debt service payments are a known amount, with the last payment in 2037.

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

It was Voted and unanimously,

RESOLVED, that \$70,000 of the Falmouth Wastewater Fund's surplus be distributed to the Town of Falmouth.

Order 26-001 authorizing the General Manager to execute a lease agreement with Christopher Morin of 63 Label Avenue in Portland.

The District owns a parcel of land adjacent to 63 Label Avenue for a 48" concrete water transmission main right-of-way. In 2015, the District discovered that a small portion of the driveway (36 square feet) encroaches onto District property. In 2016, the Board approved a lease agreement with the owner of 63 Label Avenue for the driveway encroachment. The lease expired on January 1, 2026, and the homeowner has requested to continue leasing the property from the District.

Staff proposes an annual lease fee of \$100, payable annually in advance. The only expense to the District is staff time for lease administration and annual billing.

The lease would be for a period of five years and could be terminated by either party with 30 days written notice. The driveway is located approximately 20 feet from the water main and does not impact our ability to operate and maintain it. The District will not be responsible for any damage if it needs to excavate to repair or replace the main. If the driveway is ever re-paved, Mr. Morin will be required to relocate it back onto his own property, and the Lease will be terminated.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a lease agreement in substantial form as attached hereto with Christopher Morin of 63 Label Avenue in Portland for a driveway located on District land on Label Avenue;

BE IT FURTHER ORDERED, 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.

OTHER BUSINESS

None.

SECOND INVITATION FOR PUBLIC COMMENT

None.

TRUSTEE COMMENTS

President Lunt shared a statement regarding arbitration. Interest Arbitration was scheduled to occur on January 9, 2026 and was postponed due to a medical emergency involving one of the three arbitrators. The panel committed to expediting the process of rescheduling. The Board hopes for and anticipates a minimal delay. We are pleased to share that the hearing will go forward on Wednesday, February 18.

Ms. Katsiaficas informed the Board that the Executive Session originally scheduled for the meeting was postponed to the next workshop due to the challenges of holding a confidential session

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remotely. With the General Manager's consent, the Executive Session will be held as part of the workshop to discuss a claim involving the Portland Water District.

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 6:33 p.m.

Submitted by,

Donna M. Katsiaficas

Donna M. Katsiaficas
Clerk