



## **WORKSHOP MEETING BOARD OF TRUSTEES**

225 Douglass Street, Portland, Maine  
Jeff P. Nixon Training Center  
6:30 p.m. on Monday, July 8, 2024

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, July 8, 2024. 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>
Pension	General Manager's Conference Room	5:15 p.m.
Administration & Finance	Monie Room	5:30 p.m.
Operations	Third Floor Training Room	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

### **AGENDA – WORKSHOP**

- 1. 2025 Budget**  
David Kane, Executive Director of Administration, will provide a high-level overview for developing the 2025 budget.
- 2. Lead and Copper Rule Revisions (LCRR) Compliance**  
Susan Jasper, Water Quality Program Manager, will update the Board on the inventory of all service lines in the District's distribution system ahead of the compliance deadline of October 16, 2024.
- 3. Other Business**
- 4. Adjourn**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Pension Committee/Board of Trustees

FROM: Mary Demers, Director of Employee Services

DATE: July 1, 2024

RE: Pension Committee Meeting – July 8, 2024

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, July 8, 2024, in the General Manager's Conference Room at the District office, 225 Douglass Street, Portland, Maine. The meeting is scheduled to start at 5:15 p.m.

### **AGENDA**

- 1. Approval of Pension Distributions**  
Staff will present a request to approve a lump sum distribution.
- 2. Other Business**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Administration and Finance Committee/Board of Trustees

FROM: David Kane, Executive Director of Administration  
Mary Demers, Director of Employee Services

DATE: July 1, 2024

RE: Administration and Finance Committee Meeting – July 8, 2024

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, July 8, 2024, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

- 1. Maine's Paid Family and Medical Leave Program**  
In 2023, the state passed a law authorizing the creation of a Paid Family and Medical Leave Program. Staff will present an overview of the program and its impact on the Portland Water District.
- 2. 2025 Budget**  
Staff will discuss the progress of creating the 2025 Budget noting several proposed changes.
- 3. Other Business**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Operations Committee/Board of Trustees

FROM: Scott Firmin, Director of Operations - Wastewater  
James Wallace, Director of Operations - Water

DATE: July 1, 2024

RE: Operations Committee Meeting – July 8, 2024

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, July 8, 2024, at 5:30 p.m., in the Third Floor Meeting Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

**1. Update on General Engineering Contracts**

Staff will provide an update on the District's implementation of the General Engineering Contracts to address various project needs.

**2. Other Business**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Planning Committee/Board of Trustees

FROM: Christopher Crovo, P.E., Executive Director of Asset Management and Planning

DATE: July 1, 2024

RE: **Planning Committee Meeting – July 8, 2024**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, July 8, 2024, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

- 1. Request for Contribution to Mahoosuc Land Trust to Conserve 85 Acres of Watershed Land in Albany Township**  
Staff will recommend a contribution of \$61,400 to conserve 85 acres. (See attached memo)
- 2. Other Business**



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

Agenda Item: 1  
Date of Meeting: July 8, 2024  
Subject: Request for Contribution to Mahoosuc Land Trust  
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 \$61,400 to the Mahoosuc Land Trust to support the conservation of land known as Kimball Heirs located in Albany Township.

### **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 Kimball Heirs property is 85 acres located in Albany township. Mahoosuc Land Trust (MLT) is purchasing the fee simple and will record a Declaration of Trust containing permanent non-development restrictions. The property is entirely forested and contains wetlands surrounding 5,280 feet of Walker Brook, a tributary to the Crooked River. The property is in MLT's Crooked River Focus area, and part of their strategic conservation plan, which aims to create habitat and recreational connectivity through forest conservation between the White Mountain National Forest and significant existing conserved lands such as MLT's Crooked River Headwaters conservation easement.

The recommended contribution of \$61,400 is the amount requested by Mahoosuc Land Trust and is approximately 23% of the appraised value of the property. The appraised value of the property is \$267,000. The recommended contribution represents about \$722 per acre of protected land within the watershed. PWD's contribution is to be used to acquire the Kimball Heirs land in fee for conservation purposes.

### **FISCAL REVIEW / FUNDING**

The recommended contribution of \$61,400 is the amount requested by the applicant and is less than the amount calculated by PWD's site-specific assessment. The contribution will be drawn from the Trustee Watershed Protection Fund, which has an available balance of \$224,000.

### **LEGAL REVIEW**

Corporate Counsel has reviewed the proposed Motion and has approved it 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)**

Kimball Heirs Report



# PORTLAND WATER DISTRICT

## *Land Conservation Program*

### *Site-Specific Assessment*



## **Kimball Heirs Property**

### **Albany Township, Maine**

*Report prepared by PWD's Environmental Services Department*  
*June 7, 2024*



# Kimball Heirs Property Site Walk

## Site Visit

Brie Holme and Carina Brown, 5/6/2024

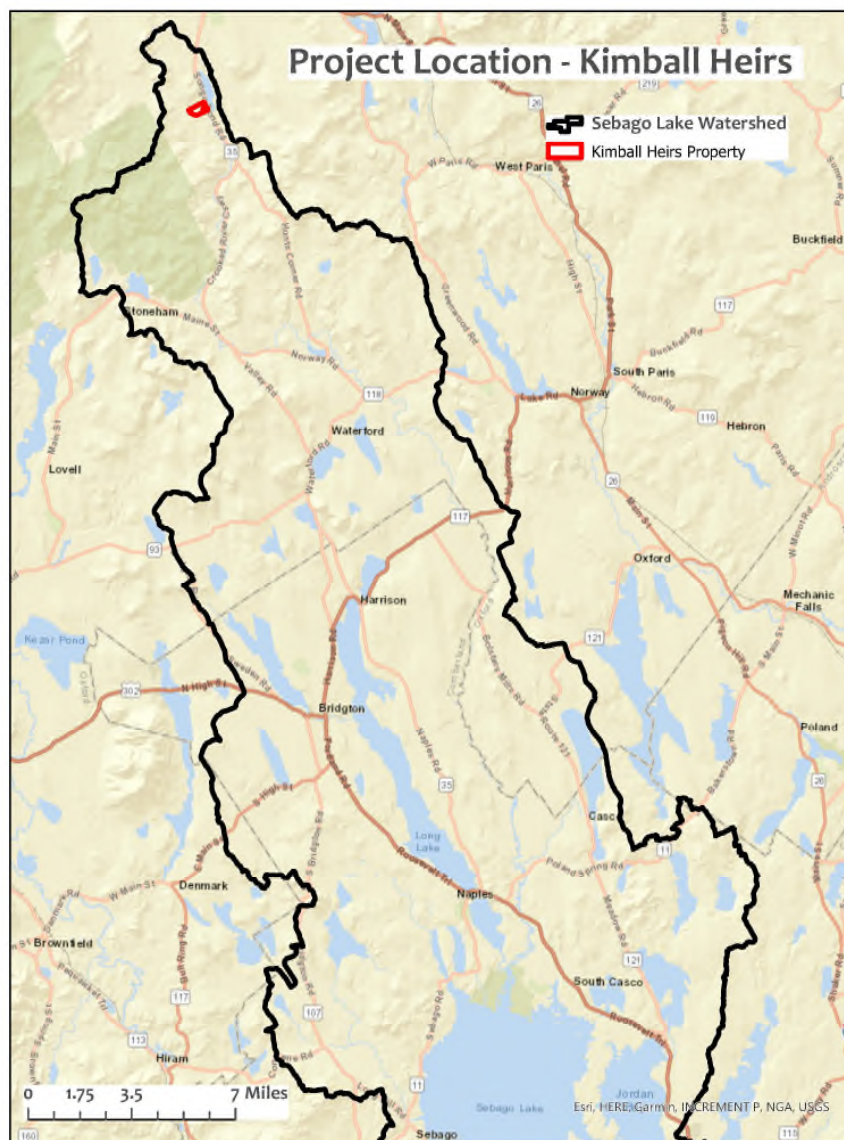
## Description

The Kimball Heirs project is comprised of three contiguous parcels totaling 85 acres in Albany Township. The parcels are located entirely in the Sebago Lake watershed with 87 percent of the land in the Crooked River watershed. The property will be held in fee by Mahoosuc Land Trust (MLT). Located within the land trust's strategic conservation plan - Crooked River Focus Area, the parcel abuts MLT's Songo Pond Conservation Easement and is less than 0.5 miles from the White Mountain National Forest. MLT, with support from Sebago Clean Waters and the Conservation Fund, is pursuing numerous conservation acquisitions in close proximity to the property to conserve a contiguous tract to the White Mountain National Forest.

## Site Features

### Location

The Property is located in Albany Township.

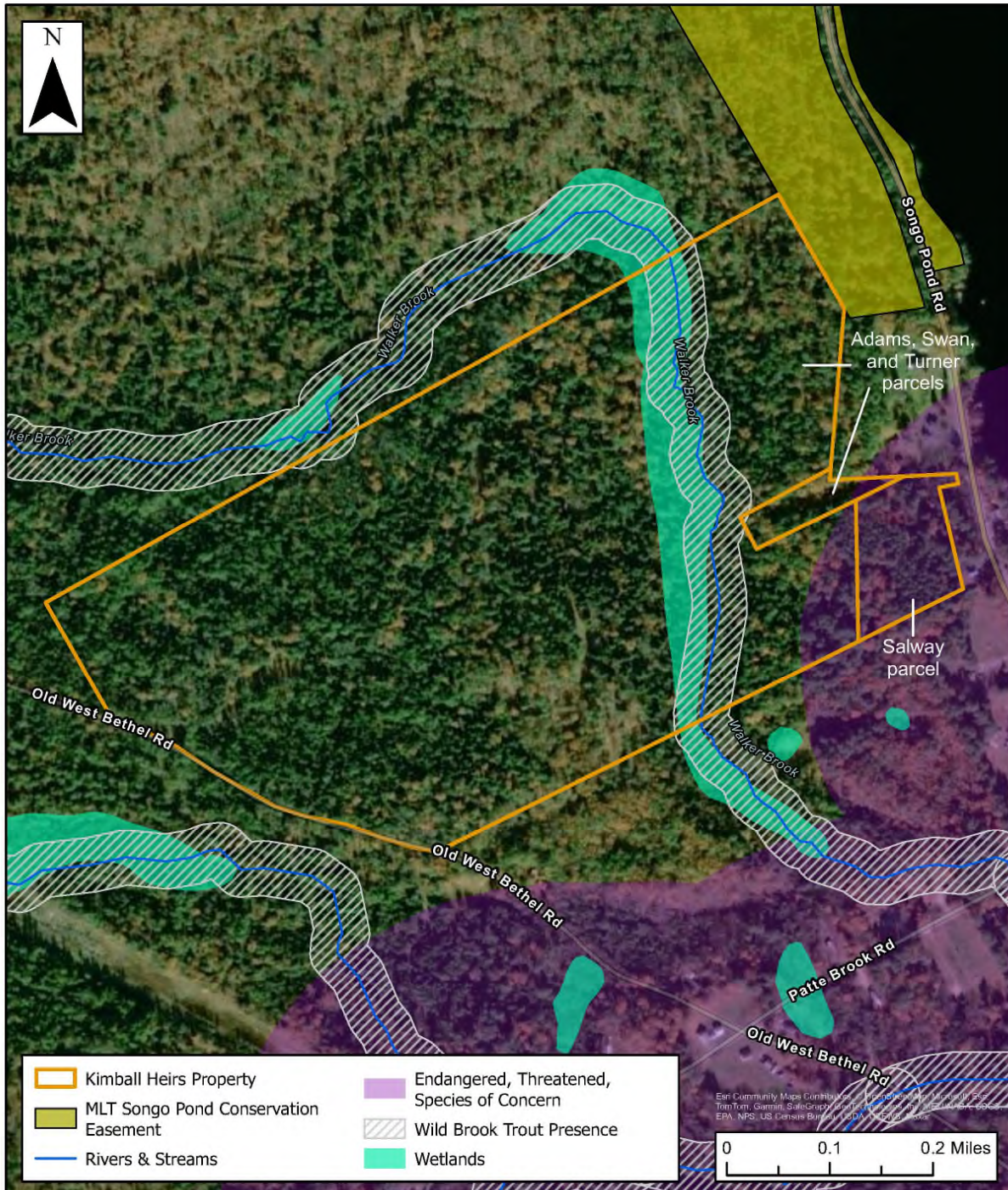


# Kimball Heirs Property Site Walk

## Water Resources

Walker Brook, a tributary to the Crooked River, flows through the property for 0.35 miles before emptying into the Crooked just south of it's headwaters with Songo Pond. The brook is surrounded by 6 acres of forested/shrub and riverine wetlands.

## Kimball Heirs Aquatic & Wildlife Habitat



All locations approximate; this is not a survey. Map created April 2024.  
 Property Boundaries from Maine GeoLibrary; MLT Holdings from MLT.  
 Natural resource layers from Beginning with Habitat.



## Kimball Heirs Property Site Walk

### Water Resources (continued)

#### *Connection to Sebago Lake*

The Kimball Heirs property is located in the Sebago Lake watershed and drains to the Crooked River through a tributary stream, Walker Brook. The Crooked River is the largest tributary to Sebago Lake, supplying approximately 40% of the surface water inflow to the lake. The river has excellent water quality.



*Walker Brook*



*Wetlands adjacent to Walker Brook*

### Land Use/Land Cover

Undeveloped forests and wetlands cover the entire property, which has been managed for timber in the past. A selective harvest occurred within the past five years. The site walk showed signs of young regrowth in those areas. No timber harvesting is planned in the near-term, and any future harvesting would be based on ecological or restoration goals. There is potential for MLT to enroll the property in a carbon offset project, once acquired by the land trust. Enrollment in this project would limit the amount of timber harvesting, because harvesting needs to be at a rate less than the annual growth of trees.



*Areas logged within last five years*

## Kimball Heirs Property Site Walk

### Land Use/Land Cover (continued)

The property is located within a 2,703-acre State-identified Undeveloped Block. The forest and wetland types found here support important animal and plant communities. The Nature Conservancy, for example, identified that 95% of the property supports high biodiversity and a portion in the northwestern corner of the property is part of a corridor experiencing high levels of species movements. The ME Dept. of Inland Fisheries and Wildlife has identified Walker Brook as a wild brook trout priority area, and approximately 6 acres along the eastern edge of the property as wood turtle (a species of special concern) habitat. The Sebago Clean Waters Mapper identifies 34 acres of the property as having “above average land for water quality.”



*Forested area*

A snowmobile trail runs along the westerly side of the property and is used by snowmobilers, cross-country skiers, and snowshoers in the winter, and by pedestrians, mountain bikers, and ATV riders in the non-winter months. Additionally, old woods roads are used by local residents for hiking and skiing. Conservation of the property will perpetuate these historic uses.



*Snowmobile and ATV trail along western border*



*Old woods road used for hiking and skiing*

**Kimball Heirs Fee Acquisition - Simple Budget**

updated 4/16/24

*Expense*

Fee Purchase	\$110,000.00
Due Diligence	\$13,300
Legal and Title	\$1,275
Stewardship Fund	\$50,000
Management Planning	\$2,000
Project Management	\$13,000
<hr/>	
Total	\$189,575.00

*Income*

<b>Source</b>	
Portland Water District	\$61,400.00 pending
Sebago Clean Waters Fund	\$25,000.00 committed
Sebago Clean Waters Due Diligence Fund	\$10,475.00 committed
Casco Bay Estuary Partnership	\$25,000.00 committed
Anonymous donor	\$67,700.00 pending
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Total	\$189,575.00

## GIS Site-Specific Property Assessment

**Property Name:** Kimball Heirs

**Area (acres):** 85

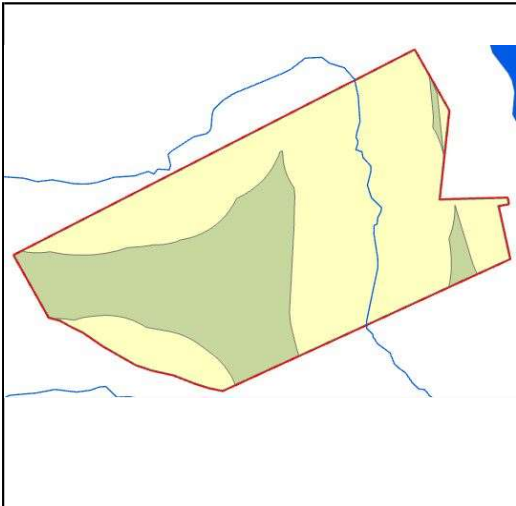
**Location:** Albany Township

**Land Trust:** Mahoosuc

### Direct Sebago Lake Watershed

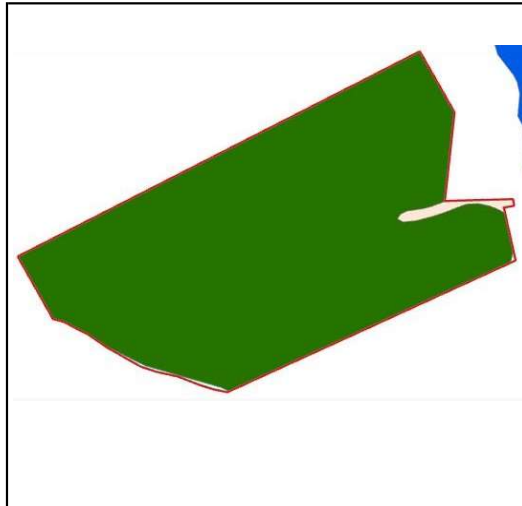
	acres	percent
Inside direct watershed	74	87.1

#### Waterbodies map



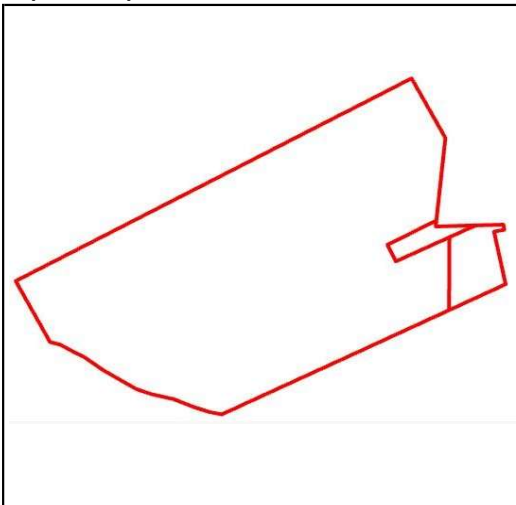
	acres	percent
Within 500 ft.	56	66
Within 500 - 1500 ft.	29	34
Beyond 1500 ft.		0

#### Land cover map



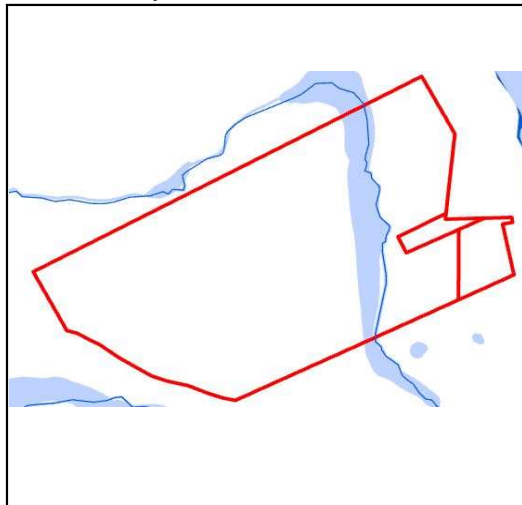
Forest cover	84	acres
	99	percent

#### Aquifer map



Sig. sand and gravel aquifers	0	acres
	0	percent

#### Wetlands map



Mapped wetlands	6	acres
	7	percent

## Site-Specific Property Assessment

**Property Name:** Kimball Heirs

**Appraised Value of Fee or Easement**

\$267,000

**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                                   |
| 2 Brook trout and rare species habitat            |
| 3 MLT's Strategic Plan / Crooked River focus area |

**Calculated contribution (percent) - maximum 25%**  %

**Calculated contribution** \$61,410

**Amount requested** \$61,400

**Recommended contribution** \$61,400