

As voted by the Board of Trustees and in accordance with the notice of the meeting, the monthly Workshop Meeting of the Board of Trustees of the Portland Water District was held in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine, on Monday, March 10, 2024. In attendance from staff were C. Crovo, D. Kane, S. Firmin, J. Wallace, M. Archibald, M. Clements, J. Hudak, and D. Katsiaficas.

Trustees D. Willett and L. Douglas were absent.

President Lunt convened the workshop meeting at 6:45 p.m.

1. Facilities Updated

Josh Hudak, Facilities Services Manager, updated the Board on upcoming renovations and temporary relocations from the Douglass Street Facility.

A project overview of the construction phases at the Douglass Street Facility was presented, and it was discussed that the upcoming Phase 3 will displace 17 employees who will be operating out of a leased location at 41 Hutchins Drive. Then, Phase 4 will displace 38 employees to the same leased location.

Phase 3's projected completion time is 4 months, allowing the 17 employees to move back to Douglass Street in July. Phase 4's projected completion time is 7 months, allowing the 38 employees to move back to Douglass Street in February 2026. The total completion time is roughly 1 year.

2. General Manager Review Process

Manny Archibald, Director of Human Resources, led a discussion on the proposed annual review process for the General Manager and Corporation Counsel positions.

The intent is to put a more formal review process in place, including different aspects that must be considered. Accelerating the review process to avoid having it fall within busier months was discussed, as was forming a committee for the review process comprised of the President, the Vice President, and the chairs of each of the existing committees. Changes that need to be made to the job descriptions and the reporting structure were also discussed.

3. Executive Session

A motion was made to go into executive session by Trustee McCann, seconded by Trustee Voltz pursuant to 1 M.R.S. §405 (6)(D) labor negotiations for the purpose of consulting with legal counsel regarding labor contract. Voted unanimously. Attorney Peter Bennett joined the Board in executive session.

Motion made to come out of executive session made by President Lunt, seconded by Trustee McCann. Voted unanimously.

4. Other Business

None.

5. Adjourn

The meeting was adjourned at 8:15 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk