



## **WORKSHOP MEETING BOARD OF TRUSTEES**

225 Douglass Street, Portland, Maine  
Jeff P. Nixon Training Center  
6:30 p.m. on Monday, March 10, 2025

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, March 10, 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:

<u>Committee</u>	<u>Room / Location</u>	<u>Time</u>
Pension	General Manager's Conference Room	5:15 p.m.
Administration & Finance	Monie Room	5:30 p.m.
Operations	EOC 2 <sup>nd</sup> Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

### **AGENDA – WORKSHOP**

- 1. Facilities Update**  
Josh Hudak, Facilities Services Manager, will provide an update to the Board on upcoming renovations and temporary relocations from the Douglass Street Facility.
- 2. General Manager Review Process**  
Manny Archibald, Director of Human Resources, will lead a discussion on the proposed annual review process for the position of General Manager and Corporation Counsel.
- 3. Executive Session**  
A motion will be made to go into Executive Session pursuant to 1 M.R.S. §405 (6)(D) labor negotiations for the purpose of consulting with legal counsel regarding labor contract negotiations.
- 4. Other Business**
- 5. Adjourn**



## **BOARD OF TRUSTEES / WORKSHOP AGENDA ITEM SUMMARY**

Agenda Item: 2  
Date of Meeting: March 10, 2025  
Subject: General Manager Performance Review Process  
Presented By: Manny Archibald, Director of Human Resources

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### **BACKGROUND**

The Planning Committee has had two meetings to discuss and provide comments on the proposed General Manager and Corporation Counsel annual review process. In those meetings, we discussed and agreed to the General Manager and Corporation Counsel evaluation template, as well as the attached process and timeline for that review process.

We discussed and agreed that the strategic goals should be included in the GM's evaluation in addition to any personal goals set by the Board. The Corporation Counsel review would mirror the existing process for staff, reflecting the responsibilities of the job description.

The Planning Committee also agreed that a separate subcommittee should be created specifically for this review process comprised of the other existing committee chairs in addition to the VP and President of the Board. The evaluation survey template is the result of the Planning Committee agreeing that soliciting feedback from senior managers would be important for the Board's review and completion of the evaluation.



## Portland Water District

### Job Description

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<b>Position:</b>	General Manager	<b>JCC:</b>	9018
<b>Department:</b>	Executive Services	<b>Pay Grade:</b>	8
<b>FLSA:</b>	Exempt	<b>CDL:</b>	No
<b>Bargaining Unit:</b>	None	<b>DOT:</b>	No
<b>Band:</b>	Leadership		

**Purpose/Customer Impact:** Chief Executive responsible for providing strategic leadership and direction for the Portland Water District. Leads the organization through strategic business planning and successful implementation of initiatives that position the District as a progressive water and wastewater service provider. Ensures that quality water and wastewater services are provided to our customers at affordable rates, and in an environmentally sound manner, while in compliance with applicable government regulations. Serves as a source of inspiration and an anchor for gaining commitment of the organization around a shared belief in values, goals and philosophy. Focuses the organization on achieving a balance of customer loyalty, employee commitment, operating efficiency and safety.

#### **Reporting Relationships:**

**Reports to:** Board of Trustees

**Direct Reports:** Senior Management Team (Executive Director of Asset Management and Planning, Executive Director of Administration, Corporate Counsel, Director of Operations Services – Water, Director of Operations Services – Wastewater, Director of Employee Services), Public Relations Manager, Project Manager Administration.

**Interrelationships:** Presents ideas/recommendations to the Board of Trustees, various media representatives, municipal officials, regulatory agencies, state government, unions, financial institutions, and a variety of business personnel. Frequent contact with various commercial, industrial and residential customers, and with the internal staff at all levels.

**Independent Action:** Exhibits a high degree of leadership, creativity, innovation, strategic planning, judgment and human relations skills to motivate staff in the execution of the District's vision and tactical goals. Assumes overall responsibility for executive level planning and decision-making in a participatory environment. Makes recommendations to the Board of Trustees on long-range planning related to the District's operational and customer service initiatives, and on charter-related issues.

#### **Essential Accountabilities:**

- Manages all aspects of the District's operations, services and programs, including technical, financial, human resource, regulatory and legal requirements
- Works in partnership with the Board of Trustees on the development and/or interpretation of broad policies.
- Reviews the operational measures and results of the organization and ensures appropriate actions are taken to strengthen areas requiring improvement.

- Through leadership, assists others in the organization to envision, and then participate in creating a better organization to serve our customers, each other and to achieve our purpose.
- Oversees the adequacy and soundness of the organization's financial structure and conducts on-going analysis, with the support of staff and the Board of Trustees, to improve the financial position of the organization and its ability to competitively serve customers.
- Ensures an environment where information is readily available to internal customers, so that they may rise to the challenge of innovatively improving our services at every opportunity. Champions open and honest information-sharing and a collaborative work environment. Establishes and maintains multi-faceted internal communication channels and plan.
- Ensures that external customers are provided with information, open lines of communication and access to staff required to best serve customer's needs. Establishes appropriate communication channels for residential, commercial and industrial customers.
- Represents the organization with customers, local state and regulatory federal authorities, the financial community and the general public.
- Ensures that employee relationships and collective bargaining relationships are maximized, and that all District staff are working toward a common purpose.
- Assures that the District's organizational structure allows the most efficient work process to be used, the most efficient communications flow to be practiced, and the highest degree of personal development to occur in order to meet customer needs.
- Selects and develops managerial staff and evaluates performance, orchestrates personal development plans for direct reports.
- Maintains and applies knowledge of federal, state and local regulations affecting District operations; anticipates and uses future scenario planning to develop recommendations for District action.
- Presents union contract proposals to the Board of Trustees for ratification and for other labor relations activities as necessary.

**Essential Job Functions:** Sitting, standing, bending, twisting, reaching, driving, keyboard usage, visual accuracy, clear verbal and written communication, lifting (max 25 lbs.)

**Minimum Requirements:** *An individual must be able to perform Essential Job Functions and Accountabilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- At least ten years of progressively responsible experience in utility management or management of a similar sized service entity, with at least five of those years at a senior management or administrative level. Broad exposure to various industries is preferred.
- Bachelor's degree in business administration, engineering, science or a related field. Master's level education preferred.
- Exposure to collective-bargaining process.
- Strong written and oral communication skills; ability to successfully translate vision to action; ability to energize others in both individual and group speaking forums.
- Ability to reflect to the organization, by example, the values of personal development and respect for others. Demonstrates a commitment to a participatory environment, a commitment to honest and clear communication, and supports accountability for meeting commitments.
- Enthusiastically embraces innovation. Is passionate about improving service and value to the communities served.
- Demonstrated ability to serve as a lead change agent; ability to successfully effect change by viewing perceived problems as opportunities.
- Possess and maintain a valid State of Maine Driver's License with a satisfactory driving record.

**Approval:** bot; 6/97 (10/19) Minor revision spelling out reporting relationships 2/22



# General Manager Annual Planning and Performance Evaluation Survey

*The mission of the Portland Water District is to protect public health, safety, and the environment by providing our customers first-class water, wastewater, and related services.*

The General Manager (GM) Evaluation is designed to measure the effectiveness of the GM in executing the strategic plan at the direction of the Board of Trustees for Portland Water District. Feedback on this survey will be aggregated and provided anonymously to the Board of Trustees for consideration in completion of the GM annual evaluation

## Strategic Objectives

In this section, various projects and Initiatives listed under the annual Strategic Objectives section of the strategic plan should be reviewed and progress on them evaluated.

**O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement**

Strategic Objective	Appraisal Feedback	Rating
Fully comply with all federal, state, and local regulations, including the Safe Drinking Water Act and Clean Water Act.		
Ensure efficient operations and investments to provide high-quality water services, safeguard local watersheds, protect the environment, and enhance overall experience and aesthetics.		
Expand redundancies and improve controls to optimize performance, ensure seamless operations, and maintain critical services.		
Continue to explore and implement innovative ways to connect with customers and enhance customer service offerings.		
Attract and retain quality talent while supporting a diverse and evolving workforce. Promote the importance of safety within the workplace.		

## Core Competencies

As an organization, the Portland Water District has identified the following knowledge, skills and abilities that it expects every supervisor/manager to demonstrate consistently at a superior level. Rate each Core Competency as it relates to the essential function of the job and discuss the rationale for the rating at the review.

O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement

PWD Core Competencies	Appraisal Feedback	Rating
<p><b>Quality Customer Service</b> - Work is accurate, timely and consistent. Work seldom requires modification. Shows an awareness of the impact of his or her behavior on others. Treats employees and stakeholders with courtesy and respect. Demonstrates the ability to work with town managers and state and federal legislative delegations on matters of interest to PWD.</p>		
<p><b>Communication</b> - Demonstrates the ability to listen responsively and to express oneself clearly, honestly and tactfully. When written assignments are required, expresses desired information in a clear, concise and convincing manner. Tailors' communication to the audience. Communicates in a timely fashion with members of the Board of Trustees on important policy matters.</p>		
<p><b>Initiative and Organization of Work</b> - Demonstrates the ability to originate actions with little direction and to accomplish goals or assignments on schedule. A self-starter who plans ahead. Regularly sets about prioritizing work assignments and objectives, achieving measurable results, and takes action to communicate results from his/her plans or initiatives.</p>		
<p><b>Safety Management</b> - Abides by safety practices and procedures, does not ignore potential safety problems (follows up on suggestions), proactively stays informed about safety issues, and has good personal safety record, as evidenced by number of avoidable accidents or injuries (zero).</p>		
<p><b>Teamwork</b> - The ability to work cooperatively and maximize contributions of a group effort. Demonstrated by sensitivity to the needs and opinions of others, listening and responding constructively and flexibly to the ideas of others, and by willingness to participate openly toward the achievement of group results.</p>		

<p><b>Technical Skills/Job Knowledge</b> - Demonstrates appropriate depth of knowledge and expertise in relation to job and job skills; requires little assistance or direction to perform role.</p>		
<p><b>Managing Performance and Developing Others</b> - Provides direction, standards and follow-up to ensure results. Improves the skills, talents and effectiveness of others by providing constructive 2-way feedback opportunities, coaching, learning opportunities, and assignments that challenge abilities and encourage development.</p>		
<p><b>Managing Change</b> - Identifies what a group of people or an organizational unit needs to do differently in the future to be successful. Takes the lead in setting or gaining commitment to new business directions, partnerships, policies or procedures.</p>		
<p><b>Leadership and Decision Making</b> - Successfully taps into motivation and enthusiasm of others. Facilitates goal accomplishment by promoting a clear sense of purpose, inspiring a positive attitude to work, and arousing a strong desire to succeed among team members.</p>		

**Provide any additional comments below:**

**Overall Feedback:**  Outstanding  Above Expectations  Meets Expectations  Needs Improvement



# General Manager Annual Planning and Performance Evaluation Document

*The mission of the Portland Water District is to protect public health, safety, and the environment by providing our customers first-class water, wastewater, and related services.*

Employee:	Title: General Manager	Dept:
Emp ID:	Appraisal Date:	Appraiser: Board of Trustees

Appraisal Purpose: <input type="checkbox"/> Probationary Review <input type="checkbox"/> Annual Review
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The General Manager (GM) Evaluation is designed to measure the effectiveness of the GM in executing the strategic plan at the direction of the Board of Trustees for Portland Water District. A thorough review of the job description, in addition to collected feedback solicited from various stakeholders through formal surveys administered by the HR Director, should be provided to the Board of Trustees for consideration in completion of this evaluation.

## Strategic Objectives

In this section, various projects and Initiatives listed under the annual Strategic Objectives section of the strategic plan should be reviewed and progress on them evaluated.

**O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement**

Strategic Objective	Appraisal Feedback	Rating
Fully comply with all federal, state, and local regulations, including the Safe Drinking Water Act and Clean Water Act.		
Ensure efficient operations and investments to provide high-quality water services, safeguard local watersheds, protect the environment, and enhance overall experience and aesthetics.		
Expand redundancies and improve controls to optimize performance, ensure seamless operations, and maintain critical services.		



Continue to explore and implement innovative ways to connect with customers and enhance customer service offerings.		
Attract and retain quality talent while supporting a diverse and evolving workforce. Promote the importance of safety within the workplace.		

## Core Competencies

As an organization, the Portland Water District has identified the following knowledge, skills and abilities that it expects every supervisor/manager to demonstrate consistently at a superior level. Rate each Core Competency as it relates to the essential function of the job and discuss the rationale for the rating at the review.

**O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement**

Core Competencies	Appraisal Feedback	Rating
<b>Quality Customer Service</b> - Work is accurate, timely and consistent. Work seldom requires modification. Shows an awareness of the impact of his or her behavior on others. Treats employees and stakeholders with courtesy and respect. Demonstrates the ability to work with town managers and state and federal legislative delegations on matters of interest to PWD.		
<b>Communication</b> - Demonstrates the ability to listen responsively and to express oneself clearly, honestly and tactfully. When written assignments are required, expresses desired information in a clear, concise and convincing manner. Tailors' communication to the audience. Communicates in a timely fashion with members of the Board of Trustees on important policy matters.		
<b>Initiative and Organization of Work</b> - Demonstrates the ability to originate actions with little direction and to accomplish goals on schedule. A self-starter who plans ahead. Regularly sets about prioritizing work and objectives, achieving measurable results, and takes action to communicate results from his/her plans or initiatives.		

<p><b>Safety Management</b> - Abides by safety practices and procedures, does not ignore potential safety problems (follows up on suggestions), proactively stays informed about safety issues, and has good personal safety record, as evidenced by number of avoidable accidents or injuries (zero).</p>		
<p><b>Teamwork</b> - The ability to work cooperatively and maximize contributions of a group effort. Demonstrated by sensitivity to the needs and opinions of others, listening and responding constructively and flexibly to the ideas of others, and by willingness to participate openly toward the achievement of group results.</p>		
<p><b>Technical Skills/Job Knowledge</b> - Demonstrates appropriate depth of knowledge and expertise in relation to job and job skills; requires little assistance or direction to perform role.</p>		
<p><b>Managing Performance and Developing Others</b> - Provides direction, standards and follow-up to ensure results. Improves the skills, talents and effectiveness of others by providing constructive 2-way feedback opportunities, coaching, learning opportunities, and assignments that challenge abilities and encourage development.</p>		
<p><b>Managing Change</b> - Identifies what a group of people or an organizational unit needs to do differently in the future to be successful. Takes the lead in setting or gaining commitment to new business directions, partnerships, policies or procedures.</p>		
<p><b>Leadership and Decision Making</b> - Successfully taps into motivation and enthusiasm of others. Facilitates goal accomplishment by promoting a clear sense of purpose, inspiring a positive attitude to work, and arousing a strong desire to succeed among team members.</p>		

## Corporate Goals

This section lists the corporate goals the General manager is responsible for moving forward through the continuing work or completion of the annual objectives set forth in the strategic plan. These goals reflect the values of PWD and plans on achieving these goals should reflect the embodiment and modeling of behaviors related to these values.

Corporate Goals	Plan of Action and Resources Required
<p><b>Goal 1 –Public Health and Safety:</b> Protect public health and safety by providing services that meet or exceed federal, state, and local health and safety standards.</p>	
<p><b>Goal 2 – Environmental Stewardship:</b> Ensure the sustainability of natural resources by protecting the environment within our shared watersheds and service area.</p>	
<p><b>Goal 3 –Reliable &amp; Sustainable Service:</b> Provide services in a manner that is reliable and sustainable, so customers can depend on them.</p>	
<p><b>Goal 4 –High Value:</b> Provide high-value services, which requires engaging and understanding customer needs and priorities; balancing competing goals with the cost of services and customers' ability to pay</p>	
<p><b>Goal 5 –High-Performance and Supportive Work Environment:</b> Maintain a safe work environment that values diversity and inclusiveness, collaboration, engagement, and respect, while embracing continuous improvement and efficiency</p>	

## Individual Goals

This section lists the individual goals the General manager is responsible for moving forward through the continuing work or completion of the annual objectives set forth by the Board of Trustees. These goals reflect the values of PWD and plans on achieving these goals should reflect the embodiment and modeling of behaviors related to these values.

Individual Goals	Plan of Action and Resources Required
Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	

**Performance Review Comments**

Summarize employee's overall performance and address any areas not covered in previous sections.

**Employee Comments**

<b>Overall Performance Feedback:</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Above Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/>
Needs Improvement				

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appraiser Signature

\_\_\_\_\_  
Date



# Proposed Process for General Manager (GM) Annual Evaluation

## Rational

It is well known that positions that operate at the highest levels of organizations are often least likely to receive regular and consistent performance evaluation. A standard performance evaluation is designed to evaluate tasks; however, the General Manager is the individual the Board has entrusted to manage the organization, working on overall long-term strategic goals. Therefore, the GM should be measured on the progress the organization has made in achieving its overall strategic plan, including but not limited to, overall strategic objectives as well as embodiment of Values and Core Competencies the organization has established for all its employees as a model of expected behavior.

## Proposed Process

The Board of Trustees will create a General Manager Evaluation Committee comprised of the President, Vice President, and chairs of the Planning, Operations, and Administrative committees.

Annually, at the **beginning of the 3rd quarter**, the HR Director will meet with the General Manager Evaluation Committee to initiate the annual evaluation process. A review of the year's strategic goals and objectives, the Job Description, and this document will take place to refamiliarize Board members with the process and adjust any language on the evaluation forms to match the strategic plan for that year if needed.

The HR Director will provide the Senior Management Team and the Board of Trustees with the evaluation survey to solicit feedback for the pertinent sections of the annual evaluation. **The HR Director will then collect responses, no later than July 31<sup>st</sup>**, and provide those responses to the General Manager Evaluation committee to inform their process of evaluation. The HR Director will store all survey forms in a secure location accessible only to the persons with the proper authority to view it upon written request to the HR Director or President of the Board. The survey and subsequent evaluation are considered privileged and confidential and should not be shared with anyone outside of the HR Director and members of the Board unless legally compelled to do so.

The review will be finalized in executive session no later than the **first board meeting in August** for delivery in executive session during the **second board meeting in August**. The HR Director will be present for the delivery only at the request of the Board Chair or GM. Once complete, the evaluation and all material related to it will be returned to the HR Director for confidential filing in the General Manager's personnel file.

Based on the overall review rating provided on the evaluation, the Board will work with either the HR Director or an outside consulting firm, to determine any salary adjustments to the GM's rate of pay to ensure it aligns with the compensation strategies implemented by the District. The pay adjustments should be made at the same time as the general employee rate adjustments, generally in January of the following year

In the event the review calls for corrective action due to poor execution of the Districts Strategic Plan the Board of Trustees will work with the employment attorney to determine next steps.



## Portland Water District

### Job Description

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<b>Position:</b>	Corporate Counsel	<b>JCC:</b>	9035
<b>Department:</b>	Administration	<b>Pay Grade:</b>	7
<b>FLSA:</b>	Exempt	<b>CDL:</b>	No
<b>Bargaining Unit:</b>	None	<b>DOT:</b>	No
<b>Band:</b>	Professional		

**Purpose/Customer Impact:** Serves as an in-house attorney who provides sound legal advice to Senior Leadership and the Board of Directors of the Portland Water District while representing the interests of the District on a wide variety of issues.

#### Reporting Relationships:

**Reports to:** General Manager

**Direct Reports:** None

**Interrelationships:** Regular contact with employees, management, the Board of Trustees, representatives of local municipalities, State officials and attorneys, and the general public.

**Independent Action:** High degree of self-directed action to anticipate, research and advise on sound legal options to existing and anticipated issues. Takes charge of projects and exercises independent professional judgment in carrying out assigned work.

#### Essential Accountabilities:

- Interpret and ensure the District's compliance with applicable Federal and State laws, municipal ordinances, and contracts.
- Provides sound legal advice on a broad range of legal regulation topics, renders legal opinions to management and serves as an advocate for the interests of the District. Is able to devise and evaluate alternative ways to accomplish the objectives of the District.
- Identifies legal problems quickly and knows where to find solutions. Takes a proactive approach to the practice of law that focuses on identifying and preventing potential problems before they develop.
- Drafts resolutions, charter amendments, deeds, contracts and other legal documents to which the District is a party. Reviews for form and legal sufficiency documents of a legal nature not prepared by the attorney.
- Assists senior management as requested on labor matters.
- Participates in the District's Internal Review Team related to asset management and manages the appeals process for the Board of Trustees.

- Represents the District in legal and regulatory proceedings, including arbitrations, administrative or legislative hearings. May also represent the District in disciplinary matters and grievances.
- Takes the lead in legislative matters which may impact the District, including overseeing lobbyist activities and working with water and municipal associations to take positions to protect the District's interests.
- Keeps informed about new local ordinances and state and federal laws and judicial decisions affecting the District.
- Serves as an educator to the management group.
- Builds strong and effective relations.
- Attends external meetings as needed.
- Coordinates work assignments and relationships with outside legal counsel as needed on matters.
- Handles and manages the liability claims process.
- Acts as the District's representative for real estate transactions.
- Acts as the Clerk of the District.
- Manages Trustee packages and Board meeting agendas in conjunction with the General Manager.
- Provides advice to the Board of Trustees as well as PWD staff.

**Essential Job Functions:** Extended keyboard usage, sitting, telephone usage, bending, twisting, clear verbal and written communications, reaching, driving, and visual accuracy, lifting (max 25 lbs.)

**Minimum Requirements:** *An individual must be able to perform Essential Job Functions and Accountabilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Graduation from an accredited law school with a satisfactory academic record; member of good standing of the Maine Bar and a member or eligible for membership in the Federal Bar.
- Absence of conflicts of interest.
- A minimum of 3 years of legal experience, must have a working knowledge of many facets of law that will be encountered: Experience in the following areas of the law are preferred: municipal, land use, environmental, real estate, government, employment, labor, utility law, contracts and worker's compensation.
- Well-developed written and oral communication skills. Ability to write effective letters, proposals, contracts and other legal documents. Makes clear, understandable presentations in group settings, and can make strong arguments on points of law.
- The demonstrated ability to prevent personal views on an issue from influencing legal advice.
- Good personal relation skills in order to develop a positive working relationship with all contacts.
- Possess and maintain a valid State of Maine Driver's License, with a satisfactory driving record.

**Approval:** 10/19 CL





**Portland  
Water  
District**

*From Sebago Lake to Casco Bay*

**Supervisor/Manager Annual Planning and Performance Evaluation Document**

**For Year \_\_\_\_\_**

***The mission of the Portland Water District is to protect public health, safety, and the environment by providing our customers first-class water, wastewater, and related services.***

Employee:	Title: Corporate Counsel 9035	Dept:
Emp ID:	Appraisal Date:	Appraiser: Board of Trustees

Appraisal Purpose:	<input type="checkbox"/> Probationary Review	<input type="checkbox"/> Annual Review
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**Key Job Responsibilities**

This section lists the major essential functions for this position as stated in the job description. Provide appraisal feedback for each Key Job Responsibility and assign a rating.

O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement

Key Job Responsibility	Appraisal Feedback	Rating
Interpret and ensure the District's compliance with applicable Federal and State laws, municipal ordinances and contracts. Drafts resolutions, charter amendments, deeds, contracts and other legal documents to which the District is a party. Reviews for form and legal sufficiency documents of a legal nature not prepared by the attorney.		
Takes the lead in legislative matters which may impact the District, including overseeing lobbyist activities and working with water and municipal associations to take positions to protect the District's interests. Keeps informed about new local ordinances and state and federal laws and judicial decisions affecting the District.		
Represents the District in legal and regulatory proceedings. Handles and manages the liability and claims process. Acts as the District's representative for real estate transactions. Coordinates work assignments and relationships with outside legal counsel as needed on matters.		

## Core Competencies

As an organization, the Portland Water District has identified the following knowledge, skills and abilities that it expects every supervisor/manager to demonstrate consistently at a superior level. Rate each Core Competency and discuss the rationale for the rating at the review. (Optional comments for any competency may be added in the "Description" cell, which will expand.)

O = Outstanding, A = Above Expectations, M = Meets Expectations, N = Needs Improvement

PWD Core Competencies	Description	Rating
Quality Customer Service	Work is accurate, timely and consistent. Work seldom requires modification. Shows an awareness of the impact of his or her behavior on others. Treats customers with courtesy and respect.	
Communication	Demonstrates the ability to listen responsively and to express oneself clearly, honestly and tactfully. When written assignments are required, expresses desired information in a clear, concise and convincing manner. Tailors communication to the audience.	
Initiative and Organization of Work	Demonstrates the ability to originate actions with little direction and to accomplish goals or assignments on schedule. A self-starter who plans ahead. Regularly sets about prioritizing work assignments and objectives, achieving measurable results, and takes action to communicate results from his/her plans or initiatives.	
Safety Management	Abides by safety practices and procedures, does not ignore potential safety problems (follows up on suggestions), proactively stays informed about safety issues, and has good personal safety record, as evidenced by number of avoidable accidents or injuries (zero).	
Teamwork	The ability to work cooperatively and maximize contributions of a group effort. Demonstrated by sensitivity to the needs and opinions of others, listening and responding constructively and flexibly to the ideas of others, and by willingness to participate openly toward the achievement of group results.	
Technical Skills/Job Knowledge	Demonstrates appropriate depth of knowledge and expertise in relation to job and job skills; requires little assistance or direction to perform role.	
Managing Performance /Developing Others	Provides direction, standards and follow-up to ensure results. Improves the skills, talents and effectiveness of others by providing constructive 2-way feedback opportunities, coaching, learning opportunities, and assignments that challenge abilities and encourage development.	
Managing Change	Identifies what a group of people or an organizational unit needs to do differently in the future to be successful. Takes the lead in setting or gaining commitment to new business directions, partnerships, policies or procedures.	
Leadership/ Decision Making	Successfully taps into motivation and enthusiasm of others. Facilitates goal accomplishment by promoting a clear sense of purpose, inspiring a positive attitude to work, and arousing a strong desire to succeed among team members.	

**Goals and Objectives for year \_\_\_\_\_**

List goals, projects, activities and developmental/ training needs for the next review period. These goals should connect the employee's efforts to PWD's mission, vision and values.

Goal/Objective	Plan of Action and Resources Required
1.	
2.	
3.	
4.	

**Evaluation of Goals and Objectives for year \_\_\_\_\_**

Goal/Objective (see above)	Appraisal Feedback
1.	
2.	
3.	
4.	

## Performance Review Comments

Summarize employee's overall performance and address any areas not covered in previous sections.

## Employee Comments

**Overall Performance Feedback:**     Outstanding     Above Expectations     Meets Expectations     Needs Improvement

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appraiser Signature

\_\_\_\_\_  
Date



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Pension Committee/Board of Trustees

FROM: Emanuel Archibald, Director of Human Resources

DATE: March 4, 2025

RE: Pension Committee Meeting – March 10, 2025

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, March 10, 2025, 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 benefits for one retiree.
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  
Emanuel Archibald, Director of Human Resources

DATE: March 4, 2025

RE: Administration and Finance Committee Meeting – March 10, 2025

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, March 10, 2025, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

### AGENDA

- 1. Paid Family and Medical Leave Program**  
Staff will present a resolution accepting the proposal with Mutual of Omaha to provide a product providing paid family and medical leave benefits to employees. (See attached memo)
- 2. Allocation of 2024 Surplus Balances**  
Staff will present a recommendation of how to distribute the 2024 annual surplus balances.
- 3. 2026 Financial Goals**  
Staff will present information for the Committee to consider as it develops financial parameters for the 2026 planning cycle.
- 4. Other Business**



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

Agenda Item: 1  
Date of Meeting: March 10, 2025  
Subject: PFML Private Insurance with Mutual of Omaha  
Presented By: Manny Archibald, Director of Human Resources

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### **RECOMMENDATION**

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

RESOLVED, that the private insurance plan for Paid Family Medical Leave provided through Mutual of Omaha, as shown on the attached proposal attached hereto as Exhibit A, is accepted and shall be the District's Paid Family Medical Leave insurance plan to satisfy the requirements of the District to provide Paid Family Medical leave benefits under Maine law.

### **BACKGROUND**

The State of Maine has required all employers to enroll all employees into a state-run Paid Family Medical leave program. The State allows for private insurers to submit to the State proof that they can meet thresholds required to offer products to employers who may then elect to utilize the private plan in place of the state-run program. Mutual of Omaha is currently the District's disability insurance provider and has satisfied the State requirements. They have provided a quote (see attachment) for the District's review and are awaiting approval to move forward. This information was presented in a previous workshop meeting and all were in agreement that when the plan and provider were approved by the State, it would be brought back to the Board for approval and implementation.

### **FISCAL REVIEW / FUNDING**

The 2025 budget included \$81,600, assuming the District would pay 50% of the estimated premiums. Subsequent to the budget process, it was decided the District would pay the full premium – approximately \$180,000. The Mutual of Omaha program's estimated annual premium is \$130,000.

### **LEGAL REVIEW**

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

### **CONCLUSION(S)**

Staff recommends approval of the Resolution.

### **ATTACHMENT(S)**

A. Proposal from Mutual of Omaha



Underwritten by  
United of Omaha Life Insurance Company  
Mutual of Omaha Insurance Company  
Mutual of Omaha Affiliates

# Group Insurance Proposal

*Presented To:*

**Portland Water District**

*Presented By:*

**Jennifer A Borislow Ins Agency Inc**

*Includes:*

**ME Paid Family and Medical Leave**

**October 12, 2024**





# MAINE PAID FAMILY AND MEDICAL LEAVE (PFML)

**Proposal for:** Portland Water District

**Alternate:** 11.00

The following Maine Paid Family and Medical Leave (PFML) plan is being proposed on a fully-insured basis effective **May 1, 2026**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. The proposal is based on the statements made in the employer’s Maine Paid Family and Medical Leave application. Statements made in the application are assumed to be true and accurate.

**This proposal is for illustrative purposes only. When additional state guidance is released, this proposal may be impacted. Upon receiving state approval, we will provide a non-illustrative proposal prior to the policy effective date.**

For details regarding the employer’s obligations under the Maine Paid Family and Medical Leave (PFML) Program, please refer to <http://www.maine.gov/labor/pfml/>. For additional information about Mutual of Omaha’s products and services, visit [www.mutualofomaha.com](http://www.mutualofomaha.com).

## ELIGIBILITY

<b>CLASS DEFINITION(S)</b>	<b>Class 1:</b> All Eligible Employees
<b>ELIGIBILITY WAITING PERIOD</b>	As determined by the employer, provided the offering is equivalent to or more generous than the state program offering.

## BENEFIT SUMMARY

	<b>Class 1</b>
<b>TYPES OF LEAVE COVERED</b>	<p><b>Medical Leave</b></p> <ul style="list-style-type: none"> <li>- Employee’s Own Serious Health Condition</li> </ul> <p><b>Family Leave</b></p> <ul style="list-style-type: none"> <li>- Family Member’s Serious Health Condition</li> <li>- Bonding</li> <li>- Safe Leave</li> <li>- Qualifying Military Exigency</li> <li>- Care for a Service Member</li> <li>- Organ Donation</li> </ul>
<b>PFML ELIMINATION PERIOD</b>	<p><b>Medical Leave</b></p> <ul style="list-style-type: none"> <li>- Benefits are not payable during the first 7 calendar days of leave.</li> </ul> <p><b>Family Leave</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>
<b>WEEKLY BENEFIT CALCULATION</b>	The portion of the employee’s Average Weekly Wage that is equal to or less than 50% of the State Average Weekly Wage is paid at a rate of 90%, and the portion of the employee’s Average Weekly Wage that is more than 66% of the State Average Weekly Wage is paid at a rate of 66%.
<b>PFML MAXIMUM WEEKLY BENEFIT</b>	Equal to the State Average Weekly Wage
<b>PFML MAXIMUM BENEFIT PERIOD</b>	Up to 12 weeks in a benefit year for Medical Leave, Family Leave, or any combination of all allowable leave reasons.

## PARTICIPATION AND PREMIUM

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
Class 1	100%	172	Contributory

**PREMIUM CONTRIBUTIONS**      **Class 1:** The employee/member is responsible for contributing 50% of the premium for this coverage. The dollar amount the Employee contributes to a private plan cannot exceed what would be paid under the state program.

PREMIUM	Number of Lives	Monthly Salary	Monthly Rate	Total Monthly Premium	Total Annual Premium
Class 1 - ME PFML	172	\$1,076,733	1.000% of Salary	\$10,767.33	\$129,207.96

**RATE GUARANTEE PERIOD**      1 year

**RATE GUARANTEE DATE**      05/01/2027

## TAXABILITY

**WHAT IS FICA?**      PFML benefits are subject to federal payroll tax. The Federal Insurance Contributions Act (FICA) requires employers to withhold a certain percentage of taxes from the wages they pay employees.

AVAILABLE FICA OPTIONS	FICA Option	Rate Impact
	Mutual of Omaha prepares the W2 and the employer pays their own share of FICA.	No
	The employer prepares the W2 and pays their own share of FICA.	No
	Mutual of Omaha prepares the W2 and pays the employers share of FICA <b>without</b> reimbursement.	Yes
	Mutual of Omaha prepares the W2 and pays the employers share of FICA <b>with</b> reimbursement.	No

**QUOTED FICA OPTION**      For the purposes of this proposal, the following FICA option was selected;  
**Mutual of Omaha prepares the W2 and the employer pays their own share of FICA.**

Changes to this FICA option may impact the Monthly Rate outlined in the Participation and Premium section of this proposal.

## ASSUMPTIONS

### CONDITIONS

- The state requires that the cost of this coverage to statutory employees/members be no more under a private plan than allowed under the state program.
- Employers are responsible for remitting the employer portion of the Maine Paid Family and Medical Leave (PFML) premium to Mutual of Omaha, even if the employer's Maine workforce falls below 15 lives.
- This proposal also assumes that employees/members do not perform services for the policyholder as independent contractors, including those reporting income on a 1099 form, unless otherwise approved by a Mutual of Omaha home office representative.
- We have estimated the future State Average Weekly Wage (SAWW) for purposes of this proposal. This quote is subject to change based on the SAWW applicable on the effective date of the policy.
- To opt-out of the state leave plan, an employer must obtain approval by submitting an application to the state. There may be a fee collected by the state for this application.
- The Plan Design and rates may change based on changes in state guidance, law or regulations.
- The Employer will be responsible for complying with the legal and regulatory requirements, including but not limited to, employee premium collection, notice, recordkeeping and state reporting, and any penalties for failing to comply.



## REQUIREMENTS AND ASSUMPTIONS

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<b>SIC CODE</b>	4941
<b>SITUS STATE</b>	ME
<b>ACCEPTANCE</b>	This proposal is contingent upon Mutual of Omaha Home Office review and acceptance of the completed application for coverage. It is recommended that current coverage is not cancelled or dropped until notification of acceptance from Mutual of Omaha is received.
<b>LIMITATIONS &amp; STANDARD CONTRACT NOTICE</b>	<p>This proposal is subject to Mutual of Omaha's standard product terms, limitations, and exclusions. Additionally, this proposal requires use of standard system-compatible benefits and contract provisions. Applicable federal and state mandates are added at issuance.</p> <p>This proposal also assumes that all employees/members reside in the situs state of the group. If any employees/members reside outside of the situs state of the group, we must be notified of the number of employees/members by state during the implementation process so that all applicable state mandates can be accommodated.</p> <p>Please refer to a sample standard contract, certificate booklet and/or subscription agreement documents for additional information and detail, available upon request.</p>
<b>ERISA</b>	Each plan presented in this proposal is considered to be an employer-sponsored ERISA benefit plan. If it is determined that any plan presented in this proposal is not an ERISA benefit plan, Mutual of Omaha reserves the right to re-rate or otherwise adjust the proposed plan(s).
<b>PROPOSAL CONDITIONS</b>	<p>Mutual of Omaha reserves the right to re-rate or withdraw this proposal <i>prior</i> to the effective date if any of the following changes:</p> <ul style="list-style-type: none"><li>▪ SIC code</li><li>▪ Employer contributions</li><li>▪ Information regarding disabled or COBRA participants</li><li>▪ For groups that are experience rated - risk increases based on review of the current carrier's claims experience, including open or pended claims</li><li>▪ Demographics (age, gender, occupation, earnings, location and size)</li><li>▪ Plan participation - increase or decrease of 10% or more lives</li><li>▪ Laws, regulations, judicial and/or administrative orders and decisions affecting benefits, cost of administration, or cost of health care services</li><li>▪ If employees are residing in extraterritorial jurisdictions that were not otherwise disclosed</li><li>▪ Proposed effective date</li><li>▪ Benefits or eligibility</li><li>▪ Premium tax</li></ul> <p>On or after the effective date, Mutual of Omaha reserves the right to change rates or fees if there is a change in any factor listed above. In addition, Mutual of Omaha may change rates or fees any time after the most recent Rate Guarantee Date, provided at least 30 days advance notice of the rate or fee increase has been given to the group.</p>
<b>PROPOSAL EXPIRATION</b>	This proposal is good for 90 days after 10/12/2024, or the assumed effective date of the plan, whichever comes first.



## **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: March 4, 2025

RE: Operations Committee Meeting – March 10, 2025

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, March 10, 2025, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Douglass St. HVAC Improvements Phase 3**  
Staff will present a request for approval of a contract for HVAC improvements at Douglass Street.
2. **Combined Sewer Overflow Annual Plan**  
Staff will review the CSO monitoring program.
3. **General Engineering Services – Professional Services Contract Selection**  
Staff will provide an update on professional services contracts for General Engineering Services.
4. **Other Business**

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

Agenda Item: 1  
Date of Meeting: March 10, 2025  
Subject: Douglass St HVAC Improvements Phase 3  
Presented By: Joshua Hudak, CFM Facilities Manager

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### **RECOMMENDATION**

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

ORDERED, the Treasurer is authorized to execute a construction contract with AAA Energy Service in the amount of \$1,612,710 for the Douglass Street HVAC Improvements Phase 3- 2025 CIP 068-3054 and Office Renovations Post HVAC- 2025 CIP 068-3217.

### **BACKGROUND ANALYSIS**

This phase of the HVAC upgrade and Office Renovations includes the entire third floor, finance area, HR area, and IS area. Based on our previous work with this company and their demonstrated ability to meet our needs, it is in the best interest of the company to proceed directly with this vendor, offering better overall value. They have consistently met deadlines, maintained high-quality standards, and operated within budget. Their familiarity with our needs and expectations makes them a reliable partner, reducing the risk of unforeseen complications during construction. AAA Energy already understands our operational nuances and can offer a competitive pricing structure based on this relationship. Engaging a new contractor and going through the bidding process would introduce potential delays and costs associated with getting up to speed on our requirements. This continuity of scope, combined with their familiarity with our requirements, decreases the likelihood of misalignment or errors, this is due to their knowledge of our business and the site conditions.

### **FISCAL REVIEW/FUNDING**

Douglass St HVAC Improvements Phase 3- 2025 CIP 068-3054 and Office Renovations Post HVAC- 2025 CIP 068-3217 are programed for a combined \$1,900,000.

### **LEGAL REVIEW**

Corporation Counsel has reviewed the proposed order as to form.

### **CONCLUSION(S)**

The staff recommends we issue the design-build contract to AAA Energy Services.

### **ATTACHMENT(S)**

AAA Energy Proposal

<u>Project</u>	<u>Budget</u>	<u>Cost</u>	<u>Comments</u>	<u>Status</u>
Phase 1 Generator and Switchgear Upgrade (2022)	\$450,000.00	\$412,000.00	First time working with AAA as the low bidder. Work went Smooth and on time.	Complete
Phase 2 HVAC/ Renovations SMT Area (2023)	\$900,000.00	\$892,277.00	AAA was only bidder for this Design/Build concept.	Final Touches
Phase 3 HVAC/ Renovations Engineering Area (2024)	\$525,000.00	\$421,005.00	AAA is on site already and proposed a price within the budget. Savings of nearly 20K on mobilization costs. AAA Energy is on site for previous phase and we are able to smoothly continue into the follow-on phases with a company familiar with the site and who is able to save thousands on mobilization costs.	Design/Approval by Board
Phase 4 HVAC/ Renovations 3rd Floor and Finance/IS Area (2025)	\$1,900,000.00	\$1,612,710.00		Design/ Approval By Board
Phase 5 HVAC/ Renovations CS and Boiler Upgrade (2026)	\$1,000,000.00			Design/ Brainstorm



Scarborough, ME (207) 883-1473 | Pittsfield, ME (207) 487-3706 | Auburn, NH (603) 626-4884

## Project Proposal

February 3<sup>rd</sup>, 2025

Josh Hudak  
Portland Water District  
22 Douglass St  
Portland, ME

AAA Energy Service is pleased to provide you with this proposal. Please let us know if you have any questions or concerns once you have had a chance to review the information below.

### Summary Proposal:

Scope Items	Overall Cost
Office Renovations	593,772
HVAC	877,867
Electrical Work	67,465
Plumbing	47,174
Bond	26,432
Locker Room (Deduct)	178,397

**Total Cost: \$1,791,107**

**Total Cost (w/o Locker Room): 1,612,710**

### Standard Disclaimer:

The above pricing is good for (30) days from the date of this proposal. Changes to the project scope will be quoted separately or done on a time-and-material basis. Payment terms are net 30 days from date of received invoice.

### General Notes:

- Alternate 1: Replace (3) Cubicles with offices on first floor
  - Cost: \$ 34,749
- All Permits Carried
- Tax Exempt Project
- Includes Bond

This price does not include updating any existing code deficiencies

- Upgrading the bathrooms to be ADA Compliant
- Adding any fire/smoke rating
- Recommissioning the sprinkler system
- Stamped architectural drawings





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<b>Brief Project Description:</b>	Office Renovations
<b>Scope of Work:</b>	<ul style="list-style-type: none"> <li>• Demo existing ceilings, flooring, lighting</li> <li>• New flooring in offices space</li> <li>• New tile in bathrooms and locker rooms</li> <li>• New Paint on drywall, doors, doorframes and temp walls</li> <li>• New ceilings</li> <li>• Scope is outlined in "PWD Phase #3 Scope Sheet Josh Mark Up.pdf" dated 12/17/24</li> <li>• Finishes to match phase #1</li> <li>• New sprinkler heads throughout phase #3, additional heads near skylight and in lactation room.</li> <li>• Owner training</li> <li>• One year warranty on installation</li> <li>• Power Wiring</li> </ul>
<b>Items NOT Included:</b>	<ul style="list-style-type: none"> <li>• Asbestos Abatement</li> <li>• New doors</li> <li>• Removal and storage of cubicles</li> <li>• Off-hours work</li> </ul>
<b>Note(s):</b>	<ol style="list-style-type: none"> <li>1. Equipment lead time is currently (8-10) weeks from date of order.</li> <li>2. All work on owner-provided equipment will be done on a time-and-material basis.</li> </ol>
<b>Project Cost:</b>	The cost for the above scope, including material and labor will be <b>\$ 689,573</b>




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<b>Brief Project Description:</b>	Mechanical
<b>Scope of Work:</b>	<ul style="list-style-type: none"> <li>• Stamped Mechanical plans</li> <li>• Replacement of HVAC #1 &amp; HVAC #2</li> <li>• (16) VAV's w/ Hot Water Reheat (16 zones based of existing ductwork layout)</li> <li>• DDC controls for new AHU's, VAV's and all the existing hot water baseboard</li> <li>• Removal of steam heat in entry corridor and replacement with heating/ cooling from HVAC-2</li> <li>• Draining and filling</li> <li>• Insulating new piping/equipment/ ductwork</li> <li>• All work associated with removal and replacement of HVAC units in mechanical attic including but not limited to cutting and patching, framing, decking, masonry</li> <li>• Owner training</li> <li>• One year warranty on installation</li> <li>• Demolition of existing HVAC-1&amp;2, break room AHU, existing exhaust fans and AC-1 on the 3<sup>rd</sup> floor.</li> </ul>
<b>Items NOT Included:</b>	<ul style="list-style-type: none"> <li>• Roof work</li> <li>• Asbestos abatement</li> <li>• Off-hours work</li> <li>• Cutting and Patching</li> </ul>
<b>Note(s):</b>	<ol style="list-style-type: none"> <li>1. Equipment lead time is currently (20-21) weeks from date of order.</li> <li>2. All work on owner-provided equipment will be done on a time-and-material basis.</li> </ol>
<b>Project Cost:</b>	The cost for the above scope, including material and labor will be <b>\$ 877,867</b>



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<b>Brief Project Description:</b>	Electrical
<b>Scope of Work:</b>	<ul style="list-style-type: none"> <li>• Disconnect power to HVAC equipment</li> <li>• Make safe power in affected areas</li> <li>• Remove lighting in locker room</li> <li>• Remove lighting in 1<sup>st</sup> floor admin and hallways</li> <li>• Lift lighting &amp; support above suspended ceiling in 3<sup>rd</sup> floor admin (lighting to remain in 3<sup>rd</sup> floor area)</li> <li>• Add lighting in attic</li> <li>• Replace all receptacles in Phase 3 area</li> <li>• Replace light switches in 1<sup>st</sup> floor offices to dimmers</li> <li>• Replace all other switches in 1<sup>st</sup> floor</li> <li>• Replace voice data jacks &amp; plates in phase 3 area</li> <li>• Install electric radiant heaters in bathrooms</li> <li>• Owner training</li> <li>• One year warranty on installation</li> </ul>
<b>Items NOT Included:</b>	<ul style="list-style-type: none"> <li>• Off-hours work</li> <li>• Cutting and Patching</li> </ul>
<b>Note(s):</b>	<ol style="list-style-type: none"> <li>1. Equipment lead time is currently (2-3) weeks from date of order.</li> <li>2. All work on owner-provided equipment will be done on a time-and-material basis.</li> </ol>
<b>Project Cost:</b>	<p>The cost for the above scope, including material and labor will be  <b>Cost \$ 71,752</b></p>

<b>Brief Project Description:</b>	Plumbing
<b>Scope of Work:</b>	<ul style="list-style-type: none"> <li>• Fixture replacements in 1<sup>st</sup> floor locker room, 1<sup>st</sup> floor men’s and women’s bathrooms, 3<sup>rd</sup> floor woman’s lockers room and 3<sup>rd</sup> floor men’s bathroom.</li> <li>• Provide and install (8) Toilets, (5) Urinals, (4) shower valves, (7) bath room sinks, with hands free faucets (1) new mop faucets and (3) 4 station sinks see below</li> </ul>  <ul style="list-style-type: none"> <li>• with hands free Faucets</li> <li>• All slab cutting, trenching, backfilling and contrate pouring required to replace Bradley sinks in locker room</li> <li>• Permits</li> <li>• Testing</li> <li>• Owner training</li> <li>• One year warranty on installation</li> </ul>
<b>Items NOT Included:</b>	<ul style="list-style-type: none"> <li>• Asbestos Abatement</li> <li>• Off-hours work</li> <li>• Cutting and Patching</li> </ul>
<b>Note(s):</b>	<ol style="list-style-type: none"> <li>1. Equipment lead time is currently (4-6) weeks from date of order.</li> <li>2. All work on owner-provided equipment will be done on a time-and-material basis.</li> </ol>
<b>Project Cost:</b>	<p>The cost for the above scope, including material and labor will be  <b>Cost \$ 125,483</b></p>



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Thank you for the opportunity. Please feel free to call or email me any time to discuss.

*Ben Hackett*

Ben Hackett

Sales Engineer

Office: 207.883.1473

Cell: 207.939.7227

Email: [bhackett@aaaenergy.com](mailto:bhackett@aaaenergy.com)

Customers Approval:

Customer P.O.

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## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Planning Committee/Board of Trustees

FROM: Paul Hunt, Environmental Manager

DATE: March 4, 2025

RE: Planning Committee Meeting – March 10, 2025

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, March 10, 2025, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Updates**  
Lakescaping Program
2. **Lead Program status**  
Staff will summarize what was accomplished in 2024 and what comes next regarding compliance with the Lead and Copper Rule Revisions (LCRR).
3. **Total Coliform Monitoring Program Overview**  
Staff will describe this vital distribution system water quality monitoring program, recent changes in how it is administered, and summarize some recent data.
4. **Other Business**