



**BOARD OF DIRECTORS MEETING**  
**January 27, 2011**

**MINUTES**

**Convene Meeting:** President Neumann opened the meeting at 10:15 AM at the Portland Water District Offices.

**Roll Call:** Present: President Neumann – York Water District  
Vice-President Leach – South Berwick Water District  
Secretary/Treasurer Hodgdon – Kittery Water District  
Director Parent – Sanford Water District  
Director Labbe – Kennebunk, Kennebunkport & Wells Water District  
Director Mansfield – Biddeford-Saco Water Company  
Director Crovo – Portland Water District

Others Present: Mr. Miller & Mrs. Katsiaficas – Portland Water District  
Mr. Rogers – Kittery Water District  
Mr. Lynch – York Water District  
Mr. Knowles – Sanford Water District

**Acceptance of Meeting Minutes of the Annual Meeting of 9-29-10:**

**Director Mansfield motioned to approve the minutes of the 9-29-10 meeting. Seconded by Vice-President Leach. Unanimously Approved.**

**Reports:**

- ◆ **President's Report:** President Neumann welcomed the new members of the Council. Dave Parent has replaced Dennis Knowles for the Sanford Water District as Mr. Knowles will be retiring soon. Chris Crovo replaced Gary Lorfano for the Portland Water District as Mr. Lorfano has retired.

- ◆ **Treasurer's Report** – Sec./Treas. Hodgdon distributed the Treasurer's report showing our current balance of \$ 16,844.26. **Director Labbe motioned to approve the financial report. Seconded by Director Parent. Unanimously Approved.**
- ◆ **Dues Status** – Sec./Treas. Hodgdon reported that all the full members' dues for 2010 have been received. The associate members have all been billed for 2011. It was the consensus of the Council not to set a dues fee for the full members for 2011 at this time.
- ◆ **Audit Status** - Sec./Treas. Hodgdon distributed a report from our CPA explaining our recent submittal of the US Treasury form 1024 for non-profit status. The CPA has also produced our delinquent tax returns for years 2006 – 2009. Our 2010 tax return has been completed pending approval of the forms for 2010 by the IRS.
- ◆ **Directors Subcommittee Reports:**

**Cooperative Chemical Purchasing Program**

Mr. Lynch reports that the total orders for 2011 are around \$ 1,500,000. The bids received for the products for 2011 resulted in 50% of the bids going down in price, 25% stayed the same and 25% increased. He discussed with the Council some comments he has received about pricing.

**Mutual Aid**

President Neumann asked the Council for ideas for future plans of our Mutual Aid Program.

Ideas included having employees from one water district work with another district for a period of time to become familiar with their operation. Setup a meeting of the Foreman from each water district to exchange ideas. Also possibly a meeting of the different treatment plant facilities operators.

**Meet with Saco River Corridor**

After a discussion about the Saco River Corridor Commission a sub-committee was formed to contact the Commission. The sub-committee includes Directors Labbe, Mansfield and Parent. They will report back to the Council about their progress at our next meeting.

### **Website Development**

Mr. Crovo gave a presentation about our website. Most of our administrative data can be viewed on the site. The site also provides for email for the Council members if needed. He encouraged all to forward any ideas for the website to him. The “Members Only” section will contain data that needs to have restricted access, such as private contact information etc.

### **Michael Nadeau Recognition**

President Neumann asked for input from the Council on how to structure this award. After some discussion it was the consensus of the Council to structure this recognition in the form of an award to be presented each year at our Annual Meeting. A sub-committee of Vice-President Leach and Director Crovo was formed to formulate the criteria for the award.

### **Old Business:**

#### **Tank Painting**

President Neumann intends to put specifications together in the fall for 2012 painting and asked about others plans. Members who are interested will get back to President Neumann.

#### **Vehicles**

The idea of cooperative purchasing for vehicles and maintenance supplies was discussed again. Our District’s purchase many vehicle tires and other supplies that we may be able to get better pricing on if we do a joint purchase.

#### **Water Meters**

President Neumann explained that currently South Berwick, Kittery and York Water Districts have a contract for water meters that is expired. He asked if the other two Districts that use the same type of meters would be interested in joining the three to increase the numbers of meters ordered and thereby increasing the buying power of the group. They will get to President Neumann if they are interested.

**New Business:**

**Annual Meeting**

The Council decided to hold the Annual Meeting at the end of March this year. Director Crovo will finalize plans for this meeting and report to the Council.

**Other Business:**

**Rain barrels**

Director Crovo explained a program that the Portland Water District currently offers to their customers. They purchase rain barrels in bulk and offer them to the public at cost. They sell around 250 barrels per year. Director Crovo thought this might be an idea for all the Districts in the Council to provide.

**AmeriCorps**

Director Crovo also reported on a program that the Portland Water District offers that provides for AmeriCorps employees to go into the elementary and middle schools to teach the students about sustainability programs. This could be sponsored by the SMRWC and available to schools in each of the member Water Districts.

**Next Meeting:**           The next meeting will be called as needed.

**Adjournment:**           *President Neumann adjourned the meeting at 11:45 AM.*

*Respectfully submitted,*

*Guy Hodgdon, SMRWC Sec. /Treas.*