



**BOARD OF DIRECTORS MEETING**  
**October 21, 2009**

**MINUTES**

**Convene Meeting:** President Lorfano opened the meeting at 10:00 AM at the Kittery Water District Offices.

**Roll Call:** Present: President Lorfano – Portland Water District  
Vice-President Neumann – York Water District  
Secretary/Treasurer Hodgdon – Kittery Water District  
Director Knowles – Sanford Water District  
Director Labbe – Kennebunk, Kennebunkport & Wells Water District

Excused: Director Mansfield – Biddeford-Saco Water Company  
Director Leach – South Berwick Water District

Others Present: Mr. Miller & Mr. Crovo – Portland Water District  
Mr. Rogers – Kittery Water District

**Acceptance of Meeting Minutes of 5-20-09:**

**Vice-President Neumann motioned to approve the minutes of the 5-20-09 meeting. Seconded by Director Knowles. Unanimously Approved.**

**Reports:**

- **President's Report:** None
- **Treasurer's Report** – Sec./Treas. Hodgdon distributed the Treasurer's report showing our current balance of \$ 13,001.72. Some checks and bank statements were just received at the start of this meeting. President Lorfano requested that a revised financial statement be sent out to the Council after the new information is entered. **Director Labbe motioned to approve the**

**financial report. Seconded by Vice-President Neumann. Unanimously Approved.**

Sec./Treas. Hodgdon also reported that the only outstanding dues for both the Full and Associate Members is the Biddeford-Saco Water Company.

- **Directors Subcommittee Reports:**

**Cooperative Chemical Purchasing Program**

Vice President Neumann reported that Mr. Lynch has sent out the agreements to all participants in preparation for the bid for next year.

**Mutual Aid – NIMS Training**

Vice-President Neumann has been working with Director Leach to try to setup a mutual aid drill for area Districts. Some NIMS training for the Trustees of the York, Kittery and South Berwick Water Districts has already been done. If other Districts are interested in this training and drill they should get back to Vice President Neumann within a few weeks.

**Meet with Saco River Corridor**

No meeting has taken place as yet. The Council would like to setup a “line of communication” with this group. Director Labbe and Mr Crovo will work toward trying to arrange this meeting.

**Old Business:**

None.

**New Business:**

- A Resolution to participate and sponsor a University of Maine sustainability project involving a hydrologic model of the Sebago Lake watershed was placed on the table. This proposal does not commit any funds from the SMRWC. We would simply be lending our name to the grant application for this program. **Director Labbe motioned to approve this resolution. Seconded by Vice President Neumann. Unanimously Approved.**
- **Director Knowles motioned to approved an expenditure of not to exceed \$500 for the establishment of a website for the Council. Seconded by Director Labbe. Unanimously Approved.**  
The site will be developed by in-house staff at the Portland Water District. Rules for use of the site by Council members will be formulated at a latter meeting. Content of the site will be reviewed by the Council prior to launch.

- The Board received a presentation from Marion Long of Gradient Planning LLC on Business Continuity Planning. The Council will discuss the proposal more at a latter meeting. It was the consensus that more grant funding sources should be pursued if we move forward with this project.
- The Council discussed the outstanding membership dues. Director Labbe will meet with the member to discuss their intentions moving forward.

**Other Business:**

- **Director Labbe motioned to appoint Sec./Treas. Hodgdon as the registered agent for the Council , to fix our fiscal year to be from January 1 through December 31 and to make the registered office for the Council be at the office of the Kittery Water District, 17 State Road, Kittery, Maine, 03904. Seconded by Vice President Neumann. Unanimously Approved.**

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

**Adjournment:**           *President Lorfano adjourned the meeting at 11:40 AM.*

*Respectfully submitted,*

*Guy Hodgdon, SMRWC Sec./Treas.*