



Southern Maine Regional Water Council

**SOUTHERN MAINE REGIONAL WATER COUNCIL**  
**Board of Directors Meeting**  
**June 19, 2007**

**MINUTES**

**Convene Meeting:** President Labbe opened the meeting at 2:00 P.M. at the offices of the Kennebunk, Kennebunkport, and Wells Water District.

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

Excused: NONE

Others Present: Mr. Miller & Mr. Crovo – *Portland Water District*  
Mr. Lynch – *York Water District*  
Mr. Parent – *Sanford Water District*  
Mr. Leach – *South Berwick Water District*  
Mr. Rogers – *Kittery Water District*

**Correspondence:** There was no correspondence.

**Minutes of Previous Meeting:** *Director Nadeau motioned to approve the minutes of the meeting of May 16, 2007 as written. Seconded by Director Knowles. Unanimously Approved.*

**President's Report:** President Labbe reported that everything is set for us to receive payments from the Maine Municipal Bond Bank grant.

**Treasurer's Report:** Treasurer Mansfield reported that the \$ 2,000 bill for Woodward & Curran services has been paid. Membership dues will be discussed at a later meeting.

**Director's Subcommittee Reports:**

***Joint Storage Tank Maintenance*** – President Labbe, Vice-President Neumann and Mr. Crovo have met and developed a master spreadsheet of water storage tanks for all the member districts to complete. This spreadsheet will be used to develop an RFP for tank painting, maintenance and inspection. Members should complete this information and return it to the subcommittee as soon as possible.

***Joint Uniform Services Program*** - Secretary Hodgdon reported that to date only the Portland Water District has returned comments on the RFP draft that was distributed last month. Members are encouraged to get comments to Director Hodgdon soon so a final draft can be completed. Wording will be added to the current draft to address the new FR clothing requirements of the M.B.O.L. Mr. Crovo will circulate the Arc Flash program that the Portland Water District has developed to all members.

**Old Business:**           There was no old business to come before the Council.

**New Business:**

***Regional Water System Master Plan RFP Review*** – the subcommittee of President Labbe, Treasurer Mansfield and Mr. Crovo met to review the two proposals we received from the RFP for engineering services. The two responders were Woodward & Curran and Wright-Pierce Engineers. The subcommittee developed a spreadsheet to review the two proposals. President Labbe went over these sheets in detail with the members during today's meeting. The subcommittee recommends awarding the contract to Wright-Pierce. After discussion of the two proposals received, **Director Lorfano motioned to concur with the subcommittee's recommendation to accept the proposal from Wright-Pierce. Seconded by Vice-President Neumann. Unanimously Approved.**

**Other Business:**       There was no other business to come before the Council.

**Next Meeting:**       The next meeting will be a workshop with Wright-Pierce Engineers to kickoff the Regional Water System Master Plan project. It will be held at the Portland Water District's Nixon meeting room. The date and time will be set via email to all the Directors.

**Adjournment:**       A motion to adjourn was made by Vice-President Neumann at 3:05 P.M. Seconded by Treasurer Mansfield. Unanimously Approved.

*Respectfully submitted,*

*Guy Hodgdon, SMRWC Secretary*