



Southern Maine Regional Water Council

**SOUTHERN MAINE REGIONAL WATER COUNCIL**  
**Annual Meeting of The Full Members**  
**April 14, 2016**

**MINUTES**

**Convene Meeting:** President Labbe opened the business meeting at 7:45 P.M. at Duffy's Tavern & Grill, Kennebunk, ME.

**Roll Call:**      **Present:**      *President Norm Labbe* - Superintendent Kennebunk, Kennebunkport & Wells Water District  
Scott Minor – Asst. Superintendent - KKWWD  
Wayne Brockway - Treasurer – KKWWD  
Jim Burrows – Trustee Vice-President – KKWWD  
Richard Littlefield – Trustee – KKWWD  
Bob Emmons – Trustee – KKWWD  
Tom Oliver – Trustee - KKWWD  
Justin Richardson – GIS Coordinator - KKWWD

*Vice-President Knowlton – Maine Water – Biddeford and Saco*  
Steve Cox - Maine Water – Biddeford and Saco  
Judy Wallingford – Maine Water – Biddeford and Saco  
Helen Pottle – Maine Water – Biddeford and Saco

*Director Leach – South Berwick Water District*  
Doug Letellier – Trustee – SBWD  
Dwayne Rice – Trustee - SBWD  
Warren Spencer – Trustee - SBWD

*Director Crovo – Portland Water District*  
Ron Miller – General Manager – PWD  
William Lunt – Trustee – PWD  
Jim Wallace – Water Services Director – PWD

Seth Garrison – Trustee – PWD  
Joe Sivishi – Trustee - PWD

*Director Parent – Sanford Water District*  
Keith Levasseur – District Engineer – SWD  
Sonya Nevison – Business Manager – SWD  
Norman Butler – Water Quality Manager

*Director Lynch – York Water District*  
Donald Neumann – Superintendent – YWD  
Karen Arsenault – President – YWD  
Frank Witham – Trustee – YWD  
Rick Boston – Trustee - YWD

*Secretary/ Treasurer Hodgdon – Kittery Water District*  
Michael Rogers – Superintendent – Kittery Water District  
Bob Wyman – Trustee - KWD

Excused: NONE

Others Present: Don Tata – Tata & Howard Engineers  
Paul Cote – Tata & Howard Engineers

**Correspondence:** There was no correspondence.

**Acceptance of Meeting Minutes of the Meeting of 2-2-2016:**

*Director Parent motioned to approve the minutes of the 2-2-2016 meeting. Seconded by Director Crovo. Unanimously Approved.*

**Introduction of Directors and Officers:** President Labbe introduced the nominated Directors and Officers of the SMRWC for 2016.

**Financial Report:** Secretary / Treasurer Hodgdon provided a written Treasurer’s Report to each attendee. SMRWC’s current bank balance is \$ 11,154.28.

*Director Crovo motioned to approve the financial report. Seconded by Director Lynch. Unanimously Approved.*

**Election of Directors:** *William Lunt of the Portland Water District motioned to approve the slate of directors for the Southern Maine Regional Water Council for 2016 to include Norm Labbe-KKWWD, Ryan Lynch -YWD, Rick Knowlton–Maine Water – Biddeford and Saco, Guy Hodgdon-KWD, John Leach-SBWD, Chris Crovo-PWD, and Dave Parent-SWD. Seconded by Jim Burrows from the Kennebunk-Kennebunkport-Wells Water District. Unanimously Approved.*

**Election of Officers of the Board of Directors:** *Dave Parent of the Sanford Water District motioned to approve the slate of officers for the Southern Maine Regional Water Council for 2016 to include President Norm Labbe-KKWWD, Vice-President Rick Knowlton–Maine Water – Biddeford and Saco, and Secretary/Treasurer Guy Hodgdon-KWD. Seconded by Ryan Lynch from the York Water District. Unanimously Approved.*

**Presentation of the 2015 Activities Report:** President Labbe presented the Annual Activities report as outlined below.

## ***2015 Annual Activities Report***

*Listing key activities for the year between the 2015 and 2016 Annual Meetings*

April 9, 2015 – Annual Meeting of Full Members

- Election of Directors and Officers
- Presentation of Past President Award to David Parent
- Presentation by Justin Richardson from KKWWD and Steve Cox from Maine Water Company relating to SMRWC system hydraulics

May 8, 2015 – President Labbe met with Maine DEP Commissioner Pat Aho and other stakeholders to express SMRWC’s concerns relating to the proposed merger of the Drinking Water Program with the Maine DEP.

May 12, 2015 - Board of Directors Meeting

- Members acknowledged receipt of approval of Capacity Development Grants to perform the SMRWC modeling study and discussed a course of action and timetable to move ahead with the study.

June 2, 2015 - Board of Directors Meeting

- Members finalized the course of action and timetable for the Capacity Development Grant study, including the specific scope of the study and the development of the RFP.

September 16, 2015 – Board of Directors Meeting

- Members concurred on the select group of vendors for the Study, updated the RFP and created the timetable and a proposal review process.

October 20, 2015 – Board of Directors Meeting

- Members met with two of the three selected vendors in a mandatory pre-proposal meeting and reviewed a variety of technical and administrative details.

November 10, 2015 – President Labbe and Vice President Knowlton became Advisory Committee members for and attended the first meeting of the Saco River Drinking Water Resiliency Project. This 18-month project, which is funded by a Healthy Communities Grant from the USEPA, is in cooperation with the Sustain Southern Maine initiative and is spearheaded by the Greater Portland Council of Governments and the Southern Maine Planning and Development Commission.

November 25, 2015 – Action by Consent of the Board

- In accordance with Article 4, Section K of the SMRWC by-laws, the Board awarded the Study contract to Tata & Howard.

December 10, 2015 – Annual Cooperative Chemical Purchasing Program

- Director Lynch tabulated and awarded the chemical bids for 2016. In this year's program there are 24 participants, purchasing 39 different chemicals having a total bid value of \$1,550,000.

February 2, 2016 – Board of Directors Meeting

- Members agreed to propose the same slate of Directors and Officers for 2016.
- Tata and Howard presented a project progress report.

February 12, 2016 – President Labbe provided written testimony in opposition to LD 1586, which would have prohibited elected officials from remotely participating in a meeting

April 9, 2015 – Annual Meeting of Full Members (from Agenda)

- Election of Directors and Officers
- Presentation by Tata & Howard on the nearly completed SMRWC interconnectivity study

**Program –**

Don Tata and Paul Cote of Tata and Howard Engineers gave a presentation on the nearly completed Capacity Development Grant Study. The various interconnections and hydraulics to accomplish a water transfer from Portland to Kittery were discussed.

**Director's Subcommittee Reports:** None.

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

**New Business:** None.

**Other Business:** None.

**Next Meeting:**

The next Annual Meeting date was not set at this time. The date and time will be set via email to all the Directors.

**Adjournment:**

The meeting adjourned at 8:45 P.M.

*Respectfully submitted,*

*Guy Hodgdon, SMRWC Secretary/Treasurer*