



**SOUTHERN MAINE REGIONAL WATER COUNCIL**  
**BOARD OF DIRECTORS MEETING**  
**September 19, 2018**

**MINUTES**

**Call To Order:** President Lynch opened the meeting at 9:11 AM at the offices of the Kennebunk, Kennebunkport & Wells Water District.

**Roll Call:** Present: *President Lynch – York Water District*  
*Secretary/ Treasurer Hodgdon – Kittery Water District*  
*Director Leach – South Berwick Water District*  
*Director Crovo – Portland Water District*  
*Director Parent – Sanford Water District*  
*Director Labbe – KK&W Water District*

Excused: *Vice-President Knowlton - Maine Water Company*

Others Present: Michael Rogers – Superintendent – Kittery Water District  
Don Neumann – Superintendent – York Water District  
Carrie Lewis – General Manager – Portland Water District  
Keith Lavasseur – District Engineer – Sanford Water District

**Correspondence:** There was no correspondence.

**Acceptance of Meeting Minutes of June 26, 2018:**

*Director Parent motioned to approve the minutes of the 6-26-2018 meeting. Seconded by Director Labbe. Unanimously Approved.*

**Acceptance of Meeting Minutes of August 2, 2018:**

*Director Crovo motioned to approve the minutes of the 6-26-2018 meeting. Seconded by Director Labbe. Unanimously Approved.*

**Financial Report:** Secretary / Treasurer Hodgdon provided a written Treasurer's Report. SMRWC's current bank balance is \$ 6,378.51. **Director Labbe motioned to approve the report as submitted. Seconded by Director Parent. Unanimously Approved.**

**Reports:**

**Chemical Purchasing:**

President Lynch reported he has started working with Patrick Fitzgerald from the Portland Water District and all is going well.

**Old Business:**

**Council Contact lists:**

President Lynch reviewed the 2018 Water Council Contact List Update and the 2018 Mutual Aid Contact List Update with the Council. Revisions were discussed where needed.

**By-Laws Sub-Committee Presentation:**

Director Labbe led the Council in a complete review of our current By-Laws. Various edits were completed. Director Labbe will send the revised document to counsel for legal review.

**SMRWC Mission Statement:**

Our Mission Statement was reviewed and edits made. The revised copy will be sent to the Council members by Director Labbe.

**Position Statement:**

The SMRWC Position Statement "Who Are We" was revised by the Council. The final draft will be circulated to the Council members by Director Labbe. We will have further discussion on related Position Statements at our next meeting.

**Website / Email Sub-Committee:**

Director Crovo advised he has been working with Michelle Clements to update and revise our website. We are using an older platform for our website that is presenting some challenges.

**Cyber Security Workshop:**

President Lynch and Directors Crovo and Labbe are working on making arrangements to facilitate this workshop.

**New Business:**

**Joint Purchase Of Portable Generator:**

The Council discussed the idea of purchasing a large mobile generator to be shared by all members of the Council. It was agreed the first step of this process would be to see what size generator would be required by each member. Director Labbe, with the help of his staff, will put together a survey form to be completed by each member. Information gained from this survey will help size the generator needed. Grant funding through MEMA may also be available for this purchase.

**Social Media:**

The Council discussed the effects of Social Media on our daily operations. Members who are using social media provided their experiences and results.

**Other Business:**

**Land Trust Experiences:**

Paul Hunt, Portland Water District's Environmental Services Manager, will be invited to our next meeting to discuss his Land Trust experiences.

**Next Meeting:** The next meeting will be on October 23, 2018 at 9:00 AM at the Portland Water District's Nixon Room.

**Adjournment:** *Director Labbe motioned to adjourn. Seconded by Director Leach. Unanimously Approved. The meeting adjourned at 11:05 A.M.*

*Respectfully submitted,*

*Guy Hodgdon, SMRWC Secretary/Treasurer*