

**MINUTES OF THE WATER COMMISSIONERS  
MONDAY, DECEMBER 8, 2014 @ 7:00 P.M.  
TOWN CLERK'S OFFICE**

**Members Present:** Jes Alexant, Brooks Sturtevant

**Guests:** Peter Magnant, Yvon Dandurand, Edmund Rainville, Sara Rainville (Secretary)

Jes called meeting to order at 7:00 pm, pledge of allegiance was said.

**Agenda Amendments:** Jes noted that he had invited Marshall Ploof but that he had already had commitments.

**Approve minutes:** November 11, 2014 meeting, Brooks made a motion to approve as written; Jes seconded. All members voted in favor, motion passed.

**Response to State's October 14, 2014 Letter:**

John has a final draft of the letter that was disused at that month's meeting, he has signed it and requested that the Clerk's office email it to Ashley Lucht and John Kiernan at Phelps Engineering, also mail a hard copy to Ashley.

**Fire District operation and monitoring during interim:** The board advises that Marshall is still in charge of the system at this time as we have not officially taken over the operation of the system yet. Marshall has been sampling and monitoring the system. There is a new monitoring schedule sent to water districts every year.

Marshall has been asked to continue to monitor the system once the Town takes over and until an operator is hired.

**Review RFP for operator:** The RFP description is still a work in progress and Jes is hoping to have it completed week end; once done, Jes will post for free on the VT Rural Water Association and Green Mountain Water Environment Association websites as well as around Franklin. The select board will decide at its December 10, 2014 meeting whether or not to also send it to the St. Albans Messenger. Peter noted that several people in the area have already expressed interest in the job. The position will be part-time, possibility to share duties with another Town water operator. Benefits were discussed; the Clerk's office will contact VLCT to discuss requirements on new hires. The board will ask Marshall to be involved in the interview process. Application deadline is December 30, 2014 to the Town Clerk's Office. There may be an informational meeting on the job duties if enough people show interest and apply. The option of getting a trainee to work with Marshall to learn the system and become certified was also discussed as well as possible training fees.

**Phelps Engineering:**

Future projects were discussed: flow rate monitoring, standby disinfection system implementation

| The engineering study projected to start with Phelps Engineering, Inc. in March 2015 was discussed. Jes noted that the study would focus on Tasks 1, 2 and 3 of the Phelps proposal. Jes stated that he would confer with John Kiernan of Phelps to finalize the scope and fee for the preliminary engineering study; and would subsequently work with the Select Board to authorize the study. Jes noted that the Town will need to have a separate water district bank account.

Jes reviewed his conversation with John Kiernan of Phelps Engineering about the system plans.

**Other Business:**

Jes will be meeting with Marshall in the next week or two to review plans, finances, job duties/description, and average amount of time that the job entails. Jes said that he would warn the meeting with Marshall as soon as he has the date.

The board will have a compensation range and duties list compiled for January's meeting.

The Town taking over the Water Districts assets and debts was discussed.

Peter asked Jes to prepare a written report as well as financial report to be included in the upcoming Town Report, need to have into Clerk's office week of January 5, 2015. The board is hoping that the transition from Franklin Fire District 1 to the Town is completed and has been approved the by Legislature by Town Meeting, March 3, 2015.

The board would like the Clerk's office to scan and email all the job applications and/or resumes to Jes, Brooks and Marshall for review prior to their January meeting.

The next meeting of the water commissioners will be January 5, 2015 at 7:00 pm. at the town clerk's office

Brooks made a motion to adjourn and Jes seconded. All in favor 2-0. Meeting adjourned at 8:02 pm.

Respectively,  
Sara Rainville  
December 9, 2014

***These minutes are not official until approved at the Water Commissions next regular meeting.***