

**MINUTES OF THE WATER COMMISSIONERS**  
**MONDAY, MAY 18, 2015 @ 6:00 P.M.**  
**TOWN CLERK'S OFFICE**

**Members Present:** Jes Alexant, Brooks Sturtevant and Marshall Ploof.

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

Jes called meeting to order at 6:03 pm, pledge of allegiance was said.

**Approve minutes:**

Motion made by Brooks/Marshall to approve March 9, 2015 minutes, all in favor; motion approved 3-0.

**Leak update:**

Marshall stated that there have been leaks repaired in front of Bishops on Hanna Road, at the Catholic Church on Square Road, the corner of Square Road and Main Street, in front of Peter Magnant's on Main Street and at Steve Domina's on Middle Road.

Everyone present thanked Marshall for all his hard work and dedication to the water system, especially locating and fixing the recent leaks. Marshall noted that the water reservoir is gaining 1' per day, full capacity is 11'2", last he checked it had increased to 7'.

Jes discussed contacting the Planning Commission chair about meeting to discuss a source protection plan. Marshall/Brooks made the motion for Jes to speak to the planning commission to set up a meeting to discuss a source protection plan addition to the Town Plan, all in favor; motion passed 3-0.

Mark Brouillette entered the meeting.

Jes discussed the different options for adding a flow meter to the system.

Sara noted that Lisa and herself have been working with Colette to transfer customer information as well as finances to the Town. The charter effective date is June 1, 2015.

The board discussed rate increases and a possible effective date for that to occur. The Phelps Engineering study was also discussed as well as a timeline for it to take place. Peter would like a notice sent with the July 1 water bills detailing the rate increase and date. Jes will draft a notice for review at the next Water Board meeting. It was discussed that the rate increase would not be reflected in the July 1 bills, but would be reflected in the following bill cycle.

**Water Operator:**

Jes welcomed Mark Brouillette to the meeting. Mark was in town on May 16, 2015 to see some of the repairs that Marshall and crew worked on around the water system. Brooks/Jes made the motion that Mark's start date be July 1, 2015, all in favor; motion passed 3-0.

Sara noted that there is a filing cabinet drawer at the Town Clerk's office with most of the files that Marshall and Colette had on the water district.

Marshall will get keys made for the reservoir and hand out to those that need them as well as water system plans, as built and extra supplies. Marshall already talked to the highway department about leaving water system parts at the town garage shop for Mark to access. Sara will get Mark and Marshall keys to the garage for afterhours access.

Jes stated that he would draft a log/list of water system documents such as reports, plans, and applications.

Jes reviewed current state mandates/changes with Mark. Jes has a meeting June 18 scheduled at the water system with Jim Soriano from the State. This is to respond to the State's requirement to perform a capacity evaluation and sanitary survey. Jes will also be meeting with John Kiernan from Phelps Engineering that same day, at the water system.

**Transition:**

Jes is working on completing the planning loan documents as well as the priority list application. There will not be any water system construction until 2016; any bond issues will need to go to the town voters at Town meeting. He is also working on the state revolving loan application for 2016.

Marshall stated that he will continue with water testing through June, then Mark can take it over July 1. Marshall has completed the 2014 consumer confidence report and submitted it to the State.

Jes will draft a letter to be included with the July 1 bills that details the annual meeting notice, contact information for Mark as well as the proposed rate increase .

Jes asked about the status of an income survey of the water users. Mark stated that he had assisted with an income survey in another town. Mark discussed some of the features of an income survey for water system users, and promised to get the board more information on a possible contact person to administer. Sara will also contact Northwest Regional Planning and VLCT to see if they have any assistance to offer on the matter. It was discussed that previous Franklin income surveys (based in part on census data) had considered the entire Town population, but that this survey needed to focus just on the village water users.

**Fire Department:**

Marshall keeps the Fire Department updated on any issues that arise and affect them with the water system.

**Other:**

Administrative hours were discussed, board agreed that 10 hours per month should cover everything that Sara may need to complete.

Yvon thanked Marshall and his crew for their prompt work on the recent leaks and all his time with the water system.

Next regular meeting is scheduled for June 8, 2015 at 6:00 p.m.

Jes/Brooks made a motion to adjourn; all in favor 3-0, motion passed. Meeting adjourned at 7:34 pm.

Respectively,  
Sara Rainville  
May 19, 2015

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

*These minutes were approved June 15, 2015*