

**Town of Franklin, Vermont, Water Commission**  
**Draft Agenda for May 18<sup>th</sup>, 2015 Meeting**  
**6:00 pm at the Town Office**

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| 1) Pledge of allegiance  | 6:00 |
| 2) Approval of previous meeting minutes.   | 6:02 |
| 3) Introduction for Mark Brouillette, the Town's new Operator, contact procedures. | 6:05 |
| 4) Status of leaks and tank level, costs, any immediate work or action required.   | 6:10 |
| 5) Brief overview of activities taking place during the transition:                | 6:20 |
| a) Effective date of Town ownership of the water system                            |      |
| b) Integration of Mark into the system and schedule by Marshall for some training  |      |
| c) Status of regular required sample collection, testing, and reporting            |      |
| d) 2014 Consumer Confidence Report preparation                                     |      |
| e) Applications for State Priority Listing, Planning Loan.                         |      |
| f) Schedule for the Preliminary Engineering study by Phelps Engineering.           |      |
| g) Upcoming State visit for capacity evaluation and sanitary survey – June 18      |      |
| h) Response to State compliance schedule letters.                                  |      |
| i) Status of a new Town checking account for the Water Department (Lisa).          |      |
| j) Preparation of water bills for July.  |      |
| k) Preparation of budget spreadsheet.  |      |
| l) Status of current Fire District account and budget, and procedure for transfer. |      |
| m) Preparation of a notice and schedule informational meeting for the water users. |      |
| n) Town time budget for Secretary assistance for the Water Department              |      |
| o) Inventory of key documents, files, and document procedures                      |      |
| 6) Review of sample testing and Consumer Confidence Report prep                    | 6:40 |
| 7) Review of current Fire District budget status and transfer schedule             | 6:45 |
| 8) Schedule for billing modifications to cover pending costs.                      | 6:55 |
| 9) Response to State compliance schedule letters                                   | 7:00 |
| 10) Coordination with the Fire Department  | 7:10 |
| 11) Schedule for next meeting – possibly sooner                                    | 7:15 |
| 12) Other business   | 7:20 |
| 13) Adjourn  | 7:30 |

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