

**AGENDA**

**Handouts**

#1	#20180008 Highland Lake Watershed-Based Management Plan Project work plan
#2	#2017PT16 Highland Lake Watershed Assessment Project work plan
#3	Proposed Timeline
#4	Example Match Tracking Sheet
#5	Example Secondary Data Quality Assurance Table

**1. Project Overview**

- a. Two work plans, one Plan (**Handout #1 and #2**)
- b. Timeline(s) (**Handout #3**)
- c. TAC – Roles and Responsibilities
- d. Match Tracking (**Handout #4**)

**2. Data Gathering (Task 2 of #2017PT16)**

- a. Data needed: WQ data, 2018 Watershed Survey data, etc.
- b. Secondary Data Quality Assurance Table (**Handout #5**)
- c. Timeline

**3. Septic Survey (Task 3 of #20180008)**

- a. Windham and Falmouth to lead
- b. Look at systems older than 20 years
- c. HLA to assist with community outreach
- d. Timeline

**4. Notifying Public (Task 6 of #20180008)**

- a. Website and newsletter/email notifications (Windham, Falmouth, HLA, and CCSWCD)
- b. Action items presented to public (towns and HLA) – target of July
- c. Press releases (December, June, November?)

**5. Review To-Dos and Schedule Next Two Meetings (January and February)**

**To-Dos**

<b>Task Category</b>	<b>Action Item To-Do</b>	<b>Person(s) Conducting Task</b>	<b>Deadline</b>
Project Admin.			
TAC			
Data Gathering			
Septic Survey			
Community Involvement			
Other			

