Briefing note — taking over the water networks

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

Document issued on 09/11/2026

Three costed scenarios for the executive bureau · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. *A briefing note is the short document that sets a question before those who must decide it: what is at stake, what the papers say, and the possible routes.* **The decision belongs to the executive bureau; the note hands it to them documented, every figure pointing back to its source.**

The history of the file, reconstructed from the papers

Paper	Date	What it brings
Ruling memo on surface water drainage	**14/09/2021**	**The executive's position at the time**
Resolution of the bureau	10/2021	What was decided, and what was deferred
Two letters from mayors	2023 and 03/2026	**The March one is still without a written reply**

Paper	Date	What it brings
Operator's reports	3 financial years	**The state of the three networks, every figure pointing back to its page**

The three timetable scenarios, costed from your reports

Scenario	Budget impact	What it changes for service users
A — all three networks taken over in one year	**The cost falls on one budget**	**All three municipalities are served the same year**
B — phased over three years	**Cost spread out**	**The third municipality waits two years longer than the first**
C — two stages, the two most degraded networks first	Cost over two years	**Serves first the 2,200 service users hit by last year's most frequent interruptions**

None of the three scenarios is an opinion: they are three calculations made from the operator's reports and the resolutions in force. **The bureau can ask for a fourth in session: it is costed before the item closes.**

What the note distinguishes, and what matters for the resolution

Question	Answer drawn from the papers
What the resolutions in force already allow	**Set out with the date of each**
What would require a new resolution	**Flagged point by point**
What remains without a written reply	**The March letter from the plateau mayor**

What is proposed next

Measure	Effect	Decision

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The same note built for the five recurring files of the bureau	**Water, waste, transport, housing, economic development — prepared the evening before**	**The secretariat only reviews what has moved since the last session**

A note prepared at the weekend and a note prepared the evening before contain the same thing. The difference lies elsewhere: **the second can be corrected by the executive before the session, and the first arrived too late for that.**

For the body to settle

Scenario retained by the executive bureau: _____

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