

**TOWN OF HOPKINTON  
WATERLINE REVIEW COMMITTEE AGENDA**

**Friday, October 7<sup>th</sup>, 2016 - 10:00 A.M.**

**Crandall House, 188 Main Street, Hopkinton, RI 02833**

**Members:** Councilor Sylvia Thompson, Town Manager William McGarry, Administrative Assistant Courtney Hyland, Finance Director Brian Rosso, and Water Manager Leon Millis, Hope Valley School Principal Joseph Gencarelli, Firefighter Jason Caswell and Waterline Customer Elwood M. Johnson Sr.

**10:00 A.M.** Call to Order

**OLD BUSINESS:**

- Approve meeting minutes from October 29<sup>th</sup>, 2015 and July 6<sup>th</sup>, 2016 Waterline meetings;
- Overview by Finance Director Brian Rosso on the status of the Town's water meter purchase;
- Discuss the bid award for the installation of new water meters that can be read remotely;
- Discuss the drafting of an ordinance to regulate waterline usage, payments, enforcement, etc.;
- Discuss the notification procedures to waterline customers about the ongoing project and the future scheduling of water meter installations at their properties;
- Discuss the July 2016 water meter readings; and
- Discuss current and future billing procedures.

**NEW BUSINESS:**

- Discuss the drafting of an internal policy that delineates the duties and responsibilities of Town employees;
- Discuss the drafting of waterline service instructions for new applicants;
- Discuss the drafting of an application for a new waterline service connection;
- Discuss the drafting of a transfer of ownership notification form;
- Discuss the Town's current water rate structure document; and
- Authorize the Town to place the minutes of the Waterline Review Committee meetings on the Town's website.

**PUBLIC FORUM**

**SCHEDULE THE NEXT WATERLINE REVIEW COMMITTEE MEETING**

**ADJOURNMENT**

Posting Details: Town Hall, Police Station, Hopkinton Website, Secretary of State Website. Posting date: October 3<sup>rd</sup>, 2016