

**TOWN OF HOPKINTON  
WATERLINE REVIEW COMMITTEE MEETING MINUTES**

**Wednesday, July 6<sup>th</sup>, 2016 – 10:00 A.M**

**State of Rhode Island  
County of Washington**

In Hopkinton on the sixth day of July, 2016, A.D., the said meeting was called to order by Councilor Sylvia Thompson at 10:04 a.m. in the Crandall House meeting room, 188 Main Street, Hopkinton, Rhode Island.

**PRESENT:** Councilor Sylvia Thompson, Town Manager William McGarry, Finance Director Brian Rosso, Administrative Assistant Courtney Hyland, and Water Manager Leon Millis

**ABSENT:** Firefighter Jason Caswell, Hope Valley School Principal Joseph Gencarelli, and waterline customer Elwood Johnson, Sr.

**OLD BUSINESS:**

- Overview by Finance Director Brian Rosso on the status of the Town's waterline project:
  - Director Rosso reviewed notes from a subcommittee meeting on April 13<sup>th</sup>, 2016, regarding the specifications to be included in the RFP for water meter installation and plumbing services.
  - Director Rosso announced the approval from the Richmond Town Council on June 21<sup>st</sup>, 2016, allowing the Town of Hopkinton to use their water meter reading software at an annual cost of \$750.00.
  - Director Rosso stated that the next step in this project is the creation of a Request For Proposals, as well as the purchase of the water meters from Master Meter. Mr. McGarry stated that the Town Manager's Office is already on the fourth draft of the RFP for the installation of new water meters. The final draft should be completed and ready to be advertised by July 29<sup>th</sup>, 2016.

- Discuss the future purchase, installation and funding of new water meters that can be read remotely:
  - Hope Valley School waterline was revised to correctly state a 2” meter, rather than a 4” meter, on the draft of the Request for Proposals. The rest of the information on the RFP (forty-eight ¾” meters and one 1” meter) is accurate.
  - Councilor Thompson addressed an issue regarding one customer owning two meters. She wanted to make sure that we are accurately reporting the number of customers on the waterline.
  - Mr. McGarry recommended that we store the water meters in the attic above the Town Council Chambers because the attic is alarmed. However, Water Manager Leon Millis stated that the meters are extremely heavy, and that the eaves of the Town Hall Council Chambers may not be the best location. Director Rosso is going to check with Chief Palmer to see if the meters can be stored in the Hopkinton Police Department.
  - Mr. Rosso will move forward with contacting Master Meter in order to purchase the meters. He will insure that the meters being purchased are compatible with Richmond’s water meter reading system.
  - Councilor Thompson inquired about the purchase of additional meters in the future, if more costumers are added to the water line. She would like to see Master Meter honor their initial quote from 2015, if we purchase additional water meters. Mr. Rosso said he would ask Master Meter; however, he doesn’t think the meter company would be able to honor the quote for an extended period of time.
  
- Discuss the water meter plumbing and installation specifications:
  - Mr. McGarry advised that he will be meeting with Building and Zoning Official Brad Ward today, July 6<sup>th</sup>, to discuss the specifications for the installation of the water meters.
  - Water Manager Leon Millis was also provided with a copy of the specifications to add notes, descriptions, specifications, etc. Mr. Millis stated that it would take him approximately a week to give feedback on the installation specifications.

- The Town Manager's Office will schedule dates/times with the waterline customers and the plumber for removal of old meters and installation of new meters.
- Mr. McGarry discussed the concern regarding the inspection of the new water meters, as this would add an additional scheduling conflict. However, Mr. Millis suggested that he would sign off on each installation, instead of a licensed inspector.
- Councilor Thompson suggested funding from South County Community Action due to the installation of water meters without lead. Mr. Rosso stated that he will check into the possibility of obtaining such funding.
- Discuss the drafting of an ordinance to regulate waterline usage payments, enforcement, etc.:
  - Mr. McGarry discussed a Contract provided by Pat Buckley that would regulate waterline usage; however, we agree that an ordinance would be better because it doesn't require the signing of new contracts by all waterline costumers.
  - The Town Manager's Office will draft the ordinance stating guidelines and enforcements, giving the Town the ability to take action against costumers who do not pay their water bill. The Town Manager will send it to the Town Solicitor for his review.
- Discuss current and future billing procedures:
  - Mr. Rosso suggested continuing the current billing cycle at this time, because of the inevitable crossover between the removal of old meters and installation of the new meters. After the installation of the new meters (FY 18), the Town plans to change to a quarterly billing cycle.

**NEW BUSINESS:**

- Discuss the July 2016 anticipated water meter readings:
  - Mr. Rosso received the water meter readings from Water Manager Leon Millis the first week of July. There were only a handful of discrepancies that he is clarifying with Mr. Millis

before sending out bills to waterline customers in the next day or so.

- The group discussed the recalibration of the 8” water meter the pit located on the Hopkinton/Richmond town line because in the meter program was reading Hopkinton’s water usage incorrectly. This issue has been corrected and we should see a slight difference in our water bill from Richmond.
- Mr. Rosso stated that the new meters will provide a more accurate reading from each customer, so we can compare the readings to our bill from Richmond to identify any discrepancies.
- Discuss the Richmond Town Council’s approval of Hopkinton’s use of their software to read the water meters remotely:
  - Councilor Thompson stated the Town of Hopkinton is very appreciative that Town of Richmond gave us permission to use their water meter reading software.
- Discuss the notification procedures to waterline customers about the ongoing project and the future scheduling of water meter installations at their properties:
  - Mr. McGarry shared a draft of the proposed letter to waterline costumers, notifying them of the installation of the new meters. Councilor Thompson and Director Rosso made additional recommendations for the letter including where the Town is obtaining the funding and how the meter improvements will benefit the customers.
  - Water Manager Leon Millis stated that the water meter software recognizes when leaks occur, so that we can notify customers of any issues. Additionally, tampering devices can detect any unethical use of water meters by customers.
- Discuss a timetable of events:
  - Request for Proposals for the installation of water meters – The RFP will be completed by the end of July and go out to bid at or around August 1<sup>st</sup>, 2016. The Town Council is expected to award the bid during the month of September.

- Purchase of meters – Mr. Rosso will call Master Meter to start the process of purchasing the water meters, and also obtain information regarding their delivery.
  - Installation of water meters - Water Manager Millis stated that about 6-8 meters can be installed in one day; therefore, it will take the plumber about 60 days to complete all installations, absent any issues with scheduling. The Town Manager’s Office will make this edit in the RFP to allow the plumber 60 days for installation. Mr. Millis stated that water meter installations can still occur through the winter months; however, conditions may not be ideal.
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- Councilor Thompson discussed the zoning of Hope Valley properties for the Waterline Extension Project. The Town needs to do some work on wastewater loadings to groundwater or surface water before the waterline could be extended.

**PUBLIC FORUM:**

No member of the general public was present to speak at the forum.

**SCHEDULE THE NEXT WATERLINE REVIEW COMMITTEE MEETING:**

The next Waterline Review Committee meeting has yet to be determined, at this time.

**ADJOURNMENT:**

Finance Director Brian Rosso made a motion to adjourn the meeting. Mr. McGarry seconded the motion. All were in favor, and the meeting adjourned at 11:01 a.m.