

SESSION 3 AGENDA

Sending Notices and Generating Reports

Jamestown Town Hall, Town Council Chambers, 93 Narragansett Ave., Jamestown

Friday, March 7, 2008

9:00 AM – 12:00 PM

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| 8:30 | Registration and Refreshments |
| 9:00 – 9:10 | Welcome and Introduction
<i>Lisa Philo, URI Cooperative Extension NEMO</i> |
| 9:10 – 9:30 | Review of Previous Sessions
<i>Justin Jobin, Jamestown Wastewater Program Manager</i> <ul style="list-style-type: none">• Recap of management options• Discuss progress on database set-up• Address any questions on RIDEM Data• Review RIWIS Recommended Reports• Open discussion |
| 9:30 – 10:30 | Sequence of Mailings
<i>Lorraine Joubert, RI NEMO Director</i> <ul style="list-style-type: none">• Sample notices, education and outreach materials, and sequence of mailings for various management options.• Example ordinances with range of management levels• Open discussion |
| 10:30 – 10:45 | Break |
| 10:45– 11:45 | Implementing your Program
<i>Justin Jobin, Jamestown Wastewater Program Manager</i> <ul style="list-style-type: none">• Demonstration of basic RIWIS tasks• Tips and Tricks to completing mail merge• Open discussion |
| 11:45 – 12:00 | Questions and Wrap-Up |
| 12:00 – 1:00 | Light Lunch for Towns Staying for Afternoon Session |
| 1:00 – 2:30 | 2008 Inspection Program Kick-Off Meeting <ul style="list-style-type: none">• Overview of RIWIS & standardized reports• Presentation of specific requirements for:<ul style="list-style-type: none">○ Jamestown○ Charlestown○ Tiverton○ North Kingstown |
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