

## **SESSION 2 AGENDA**

### ***Create Standard Forms, Reports & Procedures***

Jamestown Town Hall, Town Council Chambers, 93 Narragansett Ave., Jamestown  
9:00 AM – 12:00 PM

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- 8:30                      **Registration and Refreshments**
- 9:00 – 9:15              **Welcome and Introduction**  
*Lisa Philo, URI Cooperative Extension NEMO*
- 9:15 – 10:00            **Building a Relationship With Service Providers**  
*Justin Jobin, Jamestown Wastewater Program Manager*
- Review of service provider application options
  - Certifying conventional and I&A service providers
  - Review of correspondence with service providers
  - Open discussion
- 10:00 – 10:30         **Integrating Reports With RIWIS**  
*Justin Jobin, Jamestown Wastewater Program Manager*
- Explanation of differences between current Town reporting systems and how reporting works in RIWIS
  - Recommendations for RIWIS reports
- 10:30 – 10:45         **Break**
- 10:45 – 11:00         **Integrating Reports With RIWIS Continued**
- 11:00 – 11:45         **Procedures for Enforcing O&M: Discussion With RI DEM Staff**  
Moderated by *Lorraine Joubert, RI NEMO Director*
- Ensuring that communities, service providers, and DEM work together to tackle O&M enforcement
- 11:45 – 12:00         **Questions, Wrap-Up, and Materials for Third Session**
- 12:00 – 1:00           **Optional Technical Support**
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