



TOWN OF HOPKINTON

OFFICE OF THE SELECT BOARD

Water and Sewer Advisory Board Charge

Approved by the Select Board: September 17, 2024

Town of Hopkinton Overarching Vision: *Hopkinton is a vibrant welcoming community centrally located in New England and nestled 26.2 miles west of Boston. We are endowed with open spaces, natural resources, facilities and programs that promote a well educated and healthy community. We are respectful of our past, engaged in our present, and actively preparing for our future.*

Vision Theme:

Hopkinton has a system of infrastructure improvements that support targeted growth and development while protecting the environment through the use of sustainable practices and materials.

Pursuant to the powers granted to the Select Board by Section 3-1 of the Town Charter, the Select Board hereby charges the Water and Sewer Advisory Board as follows:

PURPOSE: The Town has a Department of Public Works which manages the day to day operations of several aspects of the Town's infrastructure, including the public water and sewer systems. The Select Board serves as the Water and Sewer Commissioners. The purpose of the Water and Sewer Advisory Board is to advise the Select Board and Town Manager on the following:

- Policy matters involving the municipal water and sewer systems.
- The finances of the water and sewer enterprise funds.
- Regional water and sewer system matters and opportunities.
- Issues pertaining to contaminants, PFAS, health concerns, and the like that affect the municipal water supply or sewer system.

The Water and Sewer Advisory Board is a volunteer board, and is not guaranteed any funding for its work. The Board shall not direct the activities or work of employees of the Department of Public Works or its consultants or contractors, and it shall not direct the hiring of specific employees or consultants.

CHARGE: The Water and Sewer Advisory Board will:

1. Make recommendations to the Select Board and the Town Manager on policy matters including capital planning and the expansion and/or extension of the water and sewer systems.
2. Make recommendations to the Select Board and the Town Manager on the proposed expansion and/or extension of the water and sewer systems, including a review of alternatives and new Intermunicipal Agreements with regional entities and surrounding communities.
3. Make recommendations to the Select Board on water and sewer rate changes which is based on a water and sewer rate study.
4. Make recommendations on wellhead protection measures.
5. Advise the Select Board and the Town Manager as to communications with the public regarding test results and the posting of metrics and information on the Town website.

COMPOSITION: The Water and Sewer Advisory Board shall consist of 5 members who are Hopkinton residents and appointed by the Select Board. Initial members shall be appointed to 1, 2 and 3 year terms to achieve staggered terms, and all members appointed thereafter will serve 3 year terms. No member may serve more than three consecutive terms.

All members shall be familiar with the state and federal regulatory framework for municipal water and sewer systems, including state permitting. The membership shall include:

- Resident(s) with environmental science, civil engineering, or public health background/experience;
- Resident(s) with experience in the water and/or sewer utility or public works fields.

QUORUM: A quorum of the Board shall be 3 members, regardless of the number of members appointed.

REFERENCE: Hopkinton Home Rule Charter Section 3-3 Department of Public Works

OPEN MEETING LAW & PUBLIC RECORDS LAW: The Water and Sewer Advisory Board shall comply with the Open Meeting Law, Public Records Law, Procurement Law, and any other laws and regulations relative to public officials and public processes, as applicable. The Board is responsible for creating and posting its meeting agendas and for creating and approving its meeting minutes.