

Town of Henniker
Henniker Combined Water-Sewer Commissioners Study Committee
Draft Minutes
May 14, 2009 Meeting
7:00 pm, Cogswell Springs Water Department

Members present included Norm Bumford, Joe Damour, Ron Taylor, Dave Maclean, and Ken Levesque. No members were absent.

- 1) Norm Bumford nominated Joe Damour as chairman of the study committee. The nomination was seconded by Ron Taylor and unanimously approved by the committee.
- 2) Dave Maclean volunteered to act as study group secretary
- 3) The committee reviewed a letter from Upton and Hatfield that provided an opinion describing circumstances upon which New Hampshire municipalities could combine sewer and water departments. The letter concluded that combining departments was feasible.
- 4) The committee discussed the possible advantages of streamlining and combining the sewer and water departments. These possible advantages the committee discussed included:
 - a. Facilitating the installation and monitoring of water meters;
 - b. Streamlining billing processes for both departments;
 - c. Providing a more equitable billing process; and,
 - d. Simplifying management of both departments.
- 5) The committee discussed the ramifications and logistics of water metering. Some New Hampshire municipalities that have recently installed water meters use one year of water meter records to evaluate potential billing structures. Sewer bills are based on water meter readings. A second water meter is sometimes added to a service to evaluate large irrigation water usage to fairly account for sewer usage.
- 6) The committee discussed the information needed to evaluate capital costs for meter installation. These needs included:
 - a. Determining appropriate meter sizes; large volume water customers are on larger diameter service connections and will require larger diameter meters. Water department records should provide the number of large diameter services.
 - b. Estimating the number of meters that would be needed; Some larger volume customers (such as New England College) are currently accounted for under one bill and multiple meters could be needed. It was estimated that there are approximately 1100 water service connections. Almost all sewer connections are provided with water.
- 7) The committee discussed follow-up actions and assignments including:
 - a. Reviewing meter reading equipment and technology (Joe Damour);

- b. Estimating service connections for water and sewer (Norm Bumford and Ken Levesque);
 - c. Forecasting maintenance costs potentially through literature from the American Water Works Association (the committee)
- 8) The committee agreed on June 4th at 7:00 as a date for the next meeting. The committee adjourned at approximately 8:30 pm.

Respectfully Submitted,
David Maclean,
Committee Secretary