

Town of Henniker
Henniker Combined Water-Sewer Commissioners Study Committee
Final Minutes, June 19, 2009 Meeting
7:00 am, Cogswell Springs Water Department

Members present included Norm Bumford, Joe Damour, Dave Maclean, and Ken Levesque. Ron Taylor was absent. The meeting was called to order at 7:00 am.

- 1) The committee reviewed the draft minutes of June 4, 2009. Norm Bumford and Ken Levesque noted several clerical mistakes and clarifications. Following revision, the draft minutes were approved.
- 2) Norm Bumford reviewed quotations for meter installation provided in January of 2006. All quotations were in the range of \$250,000 to \$300,000. The quotation did not include larger diameter meters and it was unclear whether billing software was included. Annotations to the quotations noted that billing software considerations were to be considered during review of the 2006 quotations.
- 3) Joe Damour discussed billing procedures and ramifications based on his discussions with the Henniker Finance Manager. The Town uses Vadar Software for billing. This software includes data screens/windows/modules for utility data and billing. Future requests for quotation should reference this software and vendors should be solicited to assist with training on meter reading and configuration of the meter records with Vadar Software. Joe Damour noted that the Vadar Software was originally configured to utilize meter reading and had to be customized to read flat rates. This suggests that the entry of meter reading data should not be too difficult a challenge. The finance manager confirmed that there are two separate utility modules: one for sewer and one for water. The committee discussed the ramification of combining bills or continuing to submit separate bills. The committee agreed that attempts should be made to keep the billing procedures as similar as possible to current procedures and schedules. Many of the billing details can be worked out during a one year trial period during which time the meters will be installed but billing will continue at a flat rate. The meters will make it possible to collect “final” meter readings during real estate transactions and this would involve a small amount of additional billing administration.
- 4) Ken Levesque noted that there were 430 sewer connections including individual condominiums.
- 5) The committee discussed going to a “network system” whereby meters are automatically radio read from one fixed location. The majority of proposed connections could likely be read from a fixed location at the Cogswell Spring

Water Works office on Davison Road. A portable radio reader would likely also be required as a backup.

- 6) The committee briefly discussed possible manpower needs for CSWW; meter reading on top of already increasing duties will possibly necessitate additional CSWW staff.
- 7) The committee briefly discussed distribution meters and agreed that distribution meters could be added at a later time.
- 8) Joe Damour volunteered to provide an outline of a request for quotation and that outline will be provided prior to the next meeting.
- 9) The committee set the next meeting for July 9 at 7:00 am at the CSWW office on Davison Road. The goal for that meeting will be to prepare a request for quotation for vendor solicitation. The meeting adjourned at approximately 8:30 am.

Respectfully Submitted,
David Maclean,
Committee Secretary