

Town of Henniker
Henniker Combined Water-Sewer Commissioners Study Committee
FINAL Minutes, June 4, 2009 Meeting
7:00 am, Cogswell Springs Water Department

Members present included Norm Bumford, Joe Damour, Ron Taylor, Dave Maclean, and Ken Levesque. No members were absent. The meeting was called to order at 7:00 am.

- 1) The committee reviewed the draft minutes of May 14, 2009 and Norm Bumford noted that the water connections actually numbered about 500. There are approximately 1100 billable units for wastewater. The draft minutes were revised and Ron Taylor made a motion to approve them. The motion was seconded by Joe Damour and the minutes were unanimously approved.
- 2) The committee further discussed the ramifications of combining departments. It was recognized that both departments are currently running well. The current goal is to implement a more simple and equitable billing structure for both departments through the installation of water meters. Water meters will also greatly improve conservation efforts and aid in recognition of water leaks.
- 3) The committee discussed billing and invoicing logistics. The Town of Henniker (the Town) currently processes invoices for both departments. Wastewater (WW) and Cogswell Springs Water Works (CSWW) invoices are processed twice per year. CSWW maintains a billing spreadsheet which is updated with the assistance of the Town. Once meters are installed, invoices would likely be sent out quarterly. The committee agreed that the Town needs to be approached and involved with possible changes to the billing schedule and billing logistics brought about through installing water meters.
- 4) The committee discussed meter technology. Water meters are all very similar although there are several different makers. Water meters are available through E.J. Prescott, Ty Sales, etc. The major differentiators are the meter readers and the software. The committee agreed the software must be compatible with the Town billing practices and should be flexible and easy to use. Norm Bumford noted, and the committee agreed, that if meters are installed, CSWW/WW regulations specifying billing procedures will need to be updated.
- 5) The committee discussed preparing a request for quotation (RFQ) for meters. The RFQ will include the following items:
 - a. Flexible software adaptable to the Town's billing practices and software;
 - b. 530 one inch diameter service connections;
 - c. 23 services larger than one inch in diameter;
- 6) The committee recommended that individuals requesting a second meter to accommodate irrigation would need to pay for that meter separately.
- 7) Ken Levesque provided information from The Town of Hillsboro as they installed meters approximately 10 years ago. Hillsboro purchased Neptune meters through TySales. Approximately 190 meters are read four times per years. Hillsboro

noted approximately 20 bad meters during the last reading cycle probably as a result of bad register heads. Generally, Hillsboro is satisfied with the meters. Joe Damour noted that The Town of Epsom uses Neptune meters and these meters are relatively trouble free.

- 8) The committee listed the following action items and assignments:
 - a. Norm Bumford will provide quotes and supporting information from the last time that quotes were obtained by CSWW when backflow preventers were considered;
 - b. Joe Damour will meet with Town Financial Officer to review billing procedures, software, and logistics;
 - c. Ken Levesque will provide the number to sewer connections;
 - d. The committee will use this information to draft an RFQ during the next meeting.

9) The committee set the next meeting for June 19 at 7:00 am at the CSWW office on Davison Road. The meeting adjourned at approximately 8:30 am.

Respectfully Submitted,
David Maclean,
Committee Secretary