

**PROCEDURE FOR THE PURCHASE AND INSTALLATION
OF A SECOND WATER METER
(Irrigation or Well Meter)**

*Please call the Southington Sewer Department if you have any questions **860.276.6233***

STEP 1 – Determine if a second meter will benefit you.

Use the “Worksheets to Determine Economic Feasibility of Installing Second Meter” on our webpage to see if installing a second meter will be to your benefit.

STEP 2 – Purchase the meter.

If you determine a second meter is warranted, you or your plumber may purchase any commercially available **direct-read** water meter suitable for use on a potable water system from any manufacturer or source. If you prefer, you can contact one of the meter providers listed below. You or your plumber may install it. The prices given below are for estimating purposes only. You will also need two (2) tail pieces (sometimes called connectors) to connect to your existing plumbing. These can either be purchased with the meter or supplied by your plumber.

Please note: the meter must read in units of “Cubic Feet of Water”. Check with the meter provider to ensure it does not read in gallons.

Please note: Water meter sizes vary so you will need to know what size to purchase. You should consult with your plumber prior to purchasing a meter.

Neptune Meter

Can be purchased by calling Ti Sales at 1-800-225-4616 and asking for Direct Read Water Meter that reads in Cubic Feet. You will need:

- (1) Neptune T-10 Meter Direct Cubic Feet sized to suit your water demand (prices for a 5/8” x 3/4” meter start at approximately \$130).
- (2) Tail pieces @ \$15 each (approximate cost \$30)

Badger Meter

Available at Water & Sewer Specialties, 131 Brownstone Ave., Portland CT 06480 (860.342.5318). You will need to ask for a direct read water meter that reads in units of Cubic Feet. Acceptable meters are:

- (1) Bronze body cubic feet direct read Badger water meter (prices for a 5/8” x 3/4” meter start at approximately \$90.)
- (2) Connection pieces @ \$14 each (approximate cost \$28)

or

- (1) Stainless steel body E-series cubic feet Badger water meter (prices for a 5/8” x 3/4” meter start at approximately \$280).
- (2) Connection pieces @ \$14 each (approximate cost \$24)

STEP 3 – Install the Meter.

Either you or a licensed plumber may install the meter. Please refer to the drawing titled “Typical water meter set up for house consumption and irrigation consumption for 5/8” and 3/4” meters” available on the Sewer Department page on the Town website. You will be installing the meter labeled “irrigation meter” on the drawing. If you are using a licensed plumber, we recommend getting quotes from 2 or 3 plumbers.

You or your plumber will have to get a plumbing permit (the Town is waiving the permit fees for irrigation meters) from the Southington Building Department, and the installation will have to be inspected to ensure it is installed correctly.

If you hire a plumber, we estimate the installation will cost approximately \$200 - \$300.

STEP 4 – Register your meter with the Sewer Department.

Call the Southington Sewer Department at 860.276.6233 to inform them that the meter installation is complete (**after it has been inspected**) so we can update your customer information. You must provide the Sewer Department with a beginning meter reading.

STEP 5 – Provide quarterly meter readings to the Sewer Department.

You, the homeowner, will be responsible for reading the water meter quarterly and sending the meter readings to the Sewer Department using the attached form. Refer to the schedule of meter readings below to determine when you need to send the meter readings to the Sewer Department. If you skip a reading, the credit will be applied to the next quarterly bill.

You may send the Sewer Department the irrigation meter readings along with your name, address, and sewer account number using any of the following methods:

1. E-mail a picture of the clearly visible meter face to deductmeter@southington.org from your cell phone or computer. The numbers must be clearly visible for us to credit your account.
2. Write down the numbers from your meter and get them to us either:
 - by mail at Southington Sewer Department, 196 North Main Street, Southington, CT 06489
 - by phone 860.276.6233
 - in person at our office located in the Municipal Center, 196 North Main Street (lower level)

Schedule of Meter Readings

If you receive quarterly billings in:	Send us your meter reading by:
July, October, January and April	June 1, September 1, December 1, March 1
August, November, February and May	July 1, October 1, January 1, April 1
September, December, March and June	August 1, November 1, February 1, May 1

If you give us the meter readings by any method other than a photo, the Sewer Department reserves the right to visually verify the meter readings on an annual basis. When contacted, you must make arrangements for our inspector to visually verify your meter reading.

QUARTERLY IRRIGATION METER READING

Send to the Sewer Department by any of the following methods:

Email a picture to deductmeter@southington.org. Include your name, address, phone number, account number and the date of the photo. Ensure the numbers are clearly visible in the photo.

By Mail: Southington Sewer Department
 196 North Main Street
 Southington, CT 06489

By Phone: 860-276-6233

In person at our office located in the Municipal Center, 196 North Main Street, lower level

By email: deductmeter@southington.org

Name: _____

Address: _____

Daytime Phone: _____

Account No: _____

Meter Reading: _____

(Include ALL digits visible including all zeros)

Date of Reading: _____

Schedule of Meter Readings:

IF YOU RECEIVE YOUR QUARTERLY BILL ON:	YOUR IRRIGATION METER READING IS DUE BY:
July 1, October 1, January 1, April 1	June 1, September 1, December 1, March 1
August 1, November 1, February 1, May 1	July 1, October 1, January 1, April 1
September 1, December 1, March 1, June 1	August 1, November 1, February 1, May 1

If you give us the meter readings by any method other than a photo, the Sewer Department reserves the right to visually verify the meter readings on an annual basis. When contacted, you must make arrangements for our inspector to visually verify your meter reading.