

# TOWN OF PAXTON WATER DEPARTMENT

## RULES AND REGULATIONS



**(Revised April 26, 2019)**

**PAXTON WATER DEPARTMENT**  
**RULES AND REGULATIONS**  
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**Paxton Water Department Rules & Regulations**

**Hours of Operation:**

Normal Business Hours 7AM - 3PM Monday through Friday  
Summer Hours 6AM-3PM Monday through Thursday, 6AM- 10AM Friday

**Emergencies:**

The Department operates on a 24-hour emergency call basis. In the event of an emergency at times other than the above listed hours of operation, a call may be placed to the Paxton Police Department at (508) 793-3100. Any emergency calls will be relayed to the Water Department for prompt attention.

**Meetings:**

All meetings and any changes in scheduling shall be posted at the Town Hall. Scheduled date and location shall be included in the posting.

**Consent:**

The following rules, regulations, and procedures are part of the contract with every person who takes water from the Town of Paxton Water Department, and governs the relations between the Water Department and its consumers, and the contractors/developers who repair, replace, or install new any component of the distribution system. Every such person using Department water shall be considered as having expressed consent to be bound by the rules and regulations of the Department.

## ARTICLE I

### DEFINITIONS

1. **APPLICANT** shall mean any person that has submitted a request to the superintendent for a water service, water main extension, alteration, replacement, or relocation of any water pipe within the distribution system.
2. **AUTOMATED METER READING DEVICE** shall mean the device(s) used for reading meters without having to enter the premise.
3. **BACKFLOW** shall mean the flow of water or other fluids, mixtures or substances into the distribution system of a potable water supply from any source(s) other than its intended source.
4. **BACKFLOW PREVENTION DEVICE** shall mean an approved mechanical device that is designed to prevent the backflow into the water distribution system.
5. **BUILDING** shall mean any structure that is used for human occupancy, employment, recreation, or other purpose.
6. **COMMISSION(ERS)** shall mean the duly elected members of the Board of Water Commissioners of The Town of Paxton or their authorized employees, agents, or representatives.
7. **CONSUMER** shall mean the individual, firm, or corporation whose name the Water Department has on its books as the party who has applied for water service or any individual, firm, or corporation who, in fact, uses the water services of the Town of Paxton.
8. **CONTRACTORS AND DEVELOPERS** shall mean an individual, firm, or corporation who installs water mains, water services, and their appurtenances.
9. **CROSS CONNECTION** shall mean any actual or potential connection between any pipe that carries potable water in the distribution system, and any wastes pipe, soil pipe, sewer, drain, or any other unapproved source, whether it be a temporary, or permanent connection, where a backflow situation can occur.
10. **FIRE PROTECTION/SUPPRESSION SYSTEM SUPPLY LINE** shall mean the private water pipe, control valve, and appurtenances installed solely to furnish water for extinguishing fires (also referred to as a fire pipe or fire line).
11. **MAIN** shall mean any water line which supplies water to more than one person's property on more than one lot.
12. **METER** shall mean an instrument or device, including any appurtenances thereto, for measuring the flow of water.
13. **PERSON** shall mean any individual, firm, company, association, society, corporation, or group.
14. **PRIVATE FIRE PROTECTION** shall mean private water mains, fire pipes, and other appurtenances installed for the purpose of fire protection/suppression at a particular premise.

15. **SERVICE** shall mean any water line, and associated valves and fittings, connecting a water main to a person's property up to, and including the water meter.
16. **SHALL; MAY** "Shall" is mandatory; "May" is permissive.
17. **SUB-DIVISION** shall mean the division of a tract of land into two (2) or more lots.
18. **SUPERINTENDENT** shall mean the person appointed by the Paxton water Commissioners to serve as the Superintendent, or the person designated by the Commission to act in the capacity of superintendent.
19. **WATER DEPARTMENT** shall mean all authorized employees, agents or representatives that enforce the rules and regulations set forth by the Paxton Water Commissioners.

## **ARTICLE II**

### **GENERAL PROVISIONS**

#### Section 1: **POWER TO ESTABLISH REGULATIONS**

The Commission may establish, change, and amend the Rules and Regulations for introduction and use of water at any duly noticed meeting of the commissioners, by a majority vote.

#### Section 2: **AVAILABILITY OF SERVICE**

Subject to availability, all property situated within the Paxton Water Department's water distribution system shall be eligible to receive water service from the Commission upon compliance with these regulations. The timing and methods for extending or providing service shall be at the Commission's sole discretion. Eligibility for water service outside of the Department shall be conditioned upon the Commission's approval and compliance with these regulations. The Commission is not required to provide service to a property if there is an insufficient water supply in the opinion of the Commission.

#### Section 3: **OWNERSHIP**

The Commission owns all public water mains, hydrants, valves, and associated appurtenances located within public ways, Commission-owned easements, whether recorded or by prescription and private ways open to public travel within the Town unless otherwise specified in writing by the Commission (with a copy provided to the owner). The commission also owns all water service pipes from public water mains located within public ways, Commission-owned easements, whether recorded or by prescription and private ways open to public travel within the Town to an owner's property line, except where a building, foundation wall, retaining wall, stairs, areaways, or other subterranean structures are located on the property line, the Commission owns the water service pipe to a distance of 18 inches outside the property line.

#### Section 4: **APPLICATION FOR WATER SERVICE NEW & RENEWAL**

All applications for water service connections to be connected to the Water Department's water system shall be filled out in its entirety, by the owner or an authorized person(s), and approved by the Board of Water Commissioners. Once approved by the Board of Water Commissioners all applicable fees noted on the application must be paid in full prior to installation. For Water service hookup fee please refer to the current Paxton Water Department Service charges sheet.

Section 5: **PUBLIC WATER MAINS**

The Commission and the Water Department shall control the use of all public water mains in the Town of Paxton. No person shall, without prior written authorization from the Commission, uncover, make any connections with or opening into, alter, or disturb a public water main. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the Commission's water distribution system.

Section 6: **RESPONSIBILITY OF CHARGES**

Consumers of water shall be charged with and held responsible for all water passing through their service pipe until such time as they shall give written notification to the Water Department that they no longer desire the use of water, and the Water Department has terminated all services to the property. In the case of the sale of the property, such notice shall give the name and legal mailing address of the new owner. Failure to receive invoices and/or submit notification of transfer of ownership will not constitute a reason for any adjustment. The sale or other transfer of title of property does not eliminate the responsibility for payment of any charges or fees, and the new owner(s) will be held responsible for ensuring that all charges and fees are paid in full at the time of transfer, or when the bills are due.

Section 7: **ACCESS TO PROPERTY**

Authorized employees and/or representatives of the water department shall be permitted to gain access to all premises supplied with water at reasonable hours. Access to property shall be allowed to inspect any water pipes and plumbing fixtures, to maintain, repair, or replace any part of the meter setup as they deem necessary, to survey for cross connections, to ascertain the amount of water being used or its manner of use, to enforce these procedures, and for the purpose of shutting the water off for non-payment, or any alleged violation of the provisions of these rules and regulations. In the event of public emergency or service threat to the water supply needed for fire protection or human consumption, entrance may be made at any time, after giving such notice as may be feasible in the circumstance.

Section 8: **PREVENTION OF WATER WASTE**

All persons being supplied water from the department shall prevent unnecessary waste of water.

Section 9: **DECISION OF WATER WASTE; SHUT OFF SUPPLY**

The Commissioners shall have the power to decide what waste of water is or improper use of water, and to restrict its use. If at any time the water user refuses or neglects to comply with any order of the Commissioners after 24 hours notice, the department reserves the right to shut off the water to the premises, and will not turn on until the cause of wasted water is resolved, and all fines are paid in full.

Section 10: **SERVICE TURN ON/OFF**

Only Water Department employees shall turn on/off a water service at the curb stop or the corporation valve, unless otherwise directed and/or designated by the Water Department.

Section 11: **UNUSUAL CONSTRUCTION**

Owners of property desiring any unusual construction, alteration or attachments connected with the water supply must submit plans and specifications for the same to the Superintendent for inspection, approval or disapproval and for determination as to whether the same are permissible. The Superintendent will determine the terms, charges, and conditions under which the use will be allowed.

Section 12: **FIRES**

Whenever a fire occurs in the town, it is the duty of consumers to discontinue, as far as practical, all use of water.

Section 13: **CONDITIONS UNDER WHICH SERVICE IS FURNISHED**

The Water Department does not guarantee constant pressure or uninterrupted service, nor does it assure the consumer either a full volume of water or the required pressure per square inch necessary to effectively operate hydraulic elevators, sprinkler systems, or other appliances, the same being subject to all the variable conditions that occur in the water system.

Section 14: **NO LIABILITY FOR INTERRUPTION OF SERVICE**

No consumer shall be entitled to damages, or to have payment refunded, for any interruption of supply occasioned either by accident to any portion of the works, or by shutting off for the purpose of additions or repairs to the works, or by the stoppage or shortage of supply due to causes beyond the control of the department, such as excessive drought, excessive use of and waste of water by other consumers, or by leaks or defects in the pipes or appliances owned by him or other consumers.

Section 15: **NO LIABILITY FOR DIRTY WATER**

The Water Department and the Commissioners will not be responsible for damages caused by dirty water resulting from the opening or closing of any gate for repairs, the use of any hydrant, or the breaking of any pipe. Whenever possible or feasible, the Water Department will notify the affected consumers by some means that there may be an occurrence of dirty water.

Section 16: **NO LIABILITY FOR CONSUMER'S PIPES**

The Water Department assumes no liability for conditions which exist in consumer's pipes and cause trouble coincident to or following the repairs of any main pipe, service pipe, meter, or other appliance belonging to the Water Department.

Section 17: **NO LIABILITY FOR COLLAPSED BOILERS, ETC.**

The Water Department reserves the right at any time, without notice to shut off the water in the mains for purpose of making repairs, extensions, or for other necessary purposes. Persons having boilers or other appliances on their premises depending on the pressure in the pipes to keep them supplied with water are hereby CAUTIONED against danger from these sources, and are required to provide, at their own expense, suitable safety appliances to protect themselves against such danger. In any event, it is expressly stipulated that the Water Department will not be liable for any damage resulting from water having been cut off, either through accident or necessity.

Section 18: **NO LIABILITY FOR SHUTTING OFF WATER WITHOUT NOTICE**

When it becomes necessary to shut off the water from any section of the Paxton Water Department system because of an accident or the purpose of making changes or repairs, the Water Department will endeavor to give timely notice to as many consumers affected thereby, as time and the character of the repair of the accident will permit, and will, so far as practicable, use its best efforts to prevent inconvenience and damage arising from any such cause but failure to give such notice will not render the Water Department responsible or liable for any damages that may result from the shutting off of the water or any coincident conditions.

Section 19: **NO LIABILITY FOR GROUND WIRE ATTACHMENTS**

The Water Department shall not be responsible for any damage, or harm done to, any property or persons which may be attributed to electrical ground wires attached to the water pipes and/or meter.

Section 20: **CONFERENCE WITH WATER DEPARTMENT**

Prior to commencing installation of water works materials, the consumer or contractor/developer will meet with the Water Department to review and ensure understanding of and compliance with these rules and regulations.

Section 21: **DETERMINATION OF WATER RATES**

The Commissioners shall determine and assess the water rates.

- Any person using water, in addition to the entrance fees, shall pay for the water used at the established rates of the Paxton Water Department and shall pay for all service work and materials on that person's property.
- Water bills shall be issued monthly, and are considered delinquent after the 3<sup>rd</sup> of the following month. Delinquent bills, or accounts in arrears, will be assessed a penalty.
- The unpaid balance of any water bill due to the Paxton Water Department under this section shall constitute a municipal lien of the property of the person(s) served by the Water Department pursuant to Massachusetts General Law, Chapter 20, and Section 42 (a) through (f). The existence of such a lien does not foreclose the use of any other lawful means of collecting payment, including the termination of service to the premises.

Section 22: **WATER BILL APPEALS**

- The Superintendent may make adjustments in the water bills in all proper cases upon receipt, in writing, from the property owner of a request for adjustment stating reasons for such a request, together with all information necessary to evaluate its merits. Excessive usage caused by pipe leaks or leaking fixtures on the owner's property, beyond the meter, shall not be considered cause for adjustment. Should the owner request the meter be removed and tested, this shall be done at the discretion of the Superintendent. (Refer to Article IV Section 11 for more information on testing small meters by request.)
- Any person aggrieved with the Superintendent's decision under this section may appeal to the Board of Water Commissioners. A two-thirds (2/3) vote of the board shall be necessary to overturn the decision. Should this occur the claim would then be settled under conditions put forth by the Commissioners.

Section 23: **VIOLATIONS OF REGULATIONS**

Any person found in violation of these regulations, rules or policies may be subject to fines and/or, at the Superintendent's ordering, the shutting off of the water to the violator's premises. When the water has been shut off for violations of rules, or the offense, it will not be turned on again until the Water Department is satisfied that there will not be further cause of complaint, or until all charges for shutting the water off, turning it on, and all fines have been paid. (Refer to the current fee schedule for all charges and fine details.)

Section 24: **METER TAMPERING/THEFT OF WATER**

**INTERFERENCE AND TAMPERING PROHIBITED** - No person, unless expressly authorized by the Water Department Superintendent and/or Commissioners in writing, shall disconnect, remove, inspect or otherwise tamper with any meter or other equipment or facilities owned by the Town of Paxton Water Department. The Customer shall not break any seals or change any settings to Water Department's meters or equipment. In addition, any person found tampering with such Water Department equipment or meters may be subject to a fine or imprisonment, or both, as provided by M.G.L. c. 165, Section 11 which states that "Whoever unlawfully and intentionally injures, or suffers to be injured, a water meter belonging to a city, town, district, or company engaged in supplying water, or prevents such meter from duly registering the quantity of water supplied through it, or hinders or interferes with its proper action or just registration, or attaches a pipe to a main or pipe belonging to a city, town, district or water company, or otherwise uses or causes to be used the water supplied by a city, town, district or company without the consent of the same, unless it passes through a meter set by such city, town, district or company, shall be punished by a fine of triple the amount of damages sustained thereby or \$1,000, whichever is greater or by imprisonment for not more than one year, or both. Damages shall include the value of the water used and the cost of labor and equipment repair and replacement." The customer shall be responsible for all costs, including legal fees and expenses, associated with enforcing the terms of this provision.

**In no case shall any person who is not authorized by the Water Department Superintendent and/or Commissioners connect the service or otherwise tamper with any Water Department metering equipment.**

**THEFT OF WATER** – Consuming water by any method or device used by any person that prevents the water meter from properly registering the quantity of gallons consumed is considered theft. The Water Department prohibits any unauthorized connections to obtain metered water service and considers this a theft of water service punishable as a crime in Massachusetts. Where there is evidence of meter tampering or theft of water with intent to avoid a lawful charge for water by themselves or another person, such person or persons responsible shall be liable for prosecution under penalty of law. In

addition to being responsible for all unbilled water consumed as a result of the theft, the customer shall be responsible for all costs, including legal fees and expenses, associated with enforcing the terms of this provision.

REINSTATEMENT OF WATER - If service has been suspended or discontinued due to meter tampering or theft, service will not be restored until all payments for: adjusted water consumption (as determined by the Water Superintendent and Board of Water Commissioners), all service call charges, labor, replacement parts, disconnection and reconnection fee are made. Service will only be restored during normal regular working hours, Monday through Friday except in the case of an emergency.

CUSTOMER PAYMENT LIABILITY- Discontinuation of service from the Water Department shall not release the Customer from liability for payment of service already received or from liability from payments that thereafter become due under the Customer's contract.

CUSTOMER RESPONSIBILITY- The Customer(s) whose name is on the service application is responsible for all charges. That Customer is also responsible for any rules or requirements violations that occur regarding water service to that property.

WATER DEPARTMENT LIABILITY DUE TO SERVICE DISCONNECTION- The Water Department shall not be liable for any loss or damage resulting from the discontinuance of service.

COURT AND ATTORNEY'S FEES- In the event any Customer fails to pay the Water Department any service fee or charge, the Customer(s) shall pay all costs of collection including court costs and attorney fees incurred in collection of the sums by the Water Department.

## **ARTICLE III**

### **CHARGES**

#### **DATE OF CONSUMER'S LIABILITY TO PAY**

A minimum charge will be assessed for water service from the date the water is turned on whether the water is used or not. All unpaid bills are subject to service charges including, but not limited to late fees, interest charges per month, and or a lien put upon the property of service until which time the bill is paid in full. The Water Department also reserves the right to terminate service due to non-payment and/or any violation of regulations.

#### Section 1: **RATES & FEES**

Water rates and fees shall be established and/or modified by the Paxton Water Department's Board of Water Commissioners.

#### Section 2: **COLLECTION OF MISCELANEOUS WATER CHARGES**

All bills for labor or material on consumer's property and charges for shutting off or turning on, or other miscellaneous water services will be subject to the same as bills for water.

#### Section 3: **CHARGE FOR TURNING ON/OR OFF WATER**

A charge will be made for "turning on" or "shutting off" a water service when requested by the consumer or his/her agent. The Water Department requires a one (1) week notice for a "turn on" or a "shut off". No account will be "turned on" if there is an outstanding balance showing. In the event that the water is turned off to a property and a representative from the Water Department isn't allowed access to remove the water meter, there will continue to be a monthly fee charged until which time the meter is removed.

#### Section 4: **DELINQUENT ACCOUNTS**

No customer that owes an overdue bill for water charges shall be entitled to the further use of water at the same or any other premises until such water charges are paid in full including costs. Such costs may include, but not limited to late fees and/or interest charges.

Section 5: **CLAIMS FOR ADJUSTMENTS ON BILLS**

All claims for adjustments of water bills shall be made in writing to the Superintendent of the Water Department within sixty (60) days of receipt of the bill. Such claims shall include sufficient explanation as to the basis of the claim for adjustment. The claim for adjustment shall then be put on the agenda for the next regularly scheduled monthly meeting of the Board of Water Commissioners and at which time the customer requesting the adjustment shall explain why he/she feels an adjustment necessary. The Board of Water Commissioners shall then determine the course of action to be taken.

Section 6: **ALL METERED WATER TO BE PAID FOR**

All water passing through a meter shall be paid for whether used or wasted. A minimum charge shall be assessed for water service from the date the water is turned on. The Water Department shall not be held liable nor shall any claims be made against the Water Department in consequence for any damages done to any piping or fixture. It is the consumer's responsibility to keep their water pipes and fixtures in good repair and protected from freezing. Consumers shall be held responsible for any damage caused to the meter and water use resulting from their failure to do so. Consumers should prevent the waste of water at all times.

Section 7: **WHEN METER IS OUT OF ORDER**

If a meter is out of order or fails to register, the consumer shall be charged at the average daily consumption as shown by the meter when in working order for the corresponding period of two (2) years preceding or as determined by the Water Department. A notice shall be delivered to the consumer to schedule an appointment for the meter to be repaired or replaced during normal working hours. If there is no response from the consumer by the next billing cycle, the Water Department shall then send a second notice in attempt to gain access and an additional fee may be applied at the discretion of the Board of Water Commissioners. If by the next billing cycle the Water Department has yet to be allowed access to repair or replace the meter, the water service may be terminated and applicable fees shall be applied. The water service shall not be reinstated until which time as the meter has been repaired or replaced and all applicable fees are paid in full.

Section 8: **NO RIGHT TO FURNISH WATER TO OTHER PREMISES**

A consumer shall not be permitted to supply the premises of another person except in special emergencies and then only with written approval of the Water Department.

Section 9: **WATER FROM NON-METERED SOURCE**

All water supplied by the Water Department for any purpose shall be drawn from a metered service.

Section 10: **MASTER METERING**

If the Water Department approves a situation where a master meter provides supply to multiple premises, the owner on record shall provide the following minimum information through a written report to the Water Department in July of each year. The report shall identify the number of premises or units supplied, estimated population figures, and a cost breakdown of the direct rate or indirect rate established or associated with the internal water supply.

## **ARTICLE IV**

### **METERS**

#### Section 1: **METER INSTALLATION**

A shut-off valve at the meter inlet shall be the first fitting inside a serviced building and shall be approved by the Water Department. An approved valve shall be installed near the outlet side of the meter by the consumer at his/her own expense to permit removal of the meter without backflow from the internal piping system.

#### Section 2: **CONSUMERS TO PAY FOR METER REPAIRS**

All repairs or damages to meters from freezing, hot water, or external causes shall be the responsibility of and paid for by the consumer. No sale or other transfer of title of property in the Town of Paxton shall operate to bar the Water Department in the collection of any balance due for meter repairs.

#### Section 3: **METER SIZE**

The proper size, type, make, and model of water meters required for any given service shall be approved by the Water Department.

#### Section 4: **METER NOT TO BE REMOVED**

All meters up to and including one inch (1") in size shall be set by an employee or representative of the Water Department and shall not be removed or disturbed except by the same unless otherwise directed and/or designated by the Water Department. Larger meters shall be installed and maintained by the consumer under Water Department supervision. All meters larger than one inch (1") shall be tested according to the American Water Works Association (AWWA) standards. All testing results shall be submitted to the Water Department upon receipt. All meters shall be sealed as to avoid tampering or removal of any kind.

#### Section 5: **METER PITS**

Installation of meter pits shall be allowed at the discretion of the Water Department, at the consumer's expense, or may be mandated by the Water Department at the consumer's expense.

Section 6: **PAXTON WATER DEPARTMENT'S RIGHTS TO CHANGE METERS**

If, in the opinion of the Water Superintendent, a meter does not fit the conditions of the service installation, the Water Department has the right to change such meter. Such changes shall be made in accordance with current regulations at the expense of the consumer.

Section 7: **CHECK VALVE**

If, in the opinion of the Water Superintendent, the installation of an approved check valve on the property side of the meter of any consumer is considered necessary for the safety of the water system, such approved check valve shall be immediately installed at the expense of the consumer after due notice in writing has been given to the consumer by said Water Department.

Section 8: **AUXILIARY METERS**

Where the supply of water through a service is covered by a single meter, the Water Department will read and maintain this meter. If additional or auxiliary meters are wanted by the consumer for showing sub-divisions of such supply, they may be furnished and installed by the Water Department at the expense of the consumer who must assume all responsibility for reading and maintaining the same.

Section 9: **REPAIRING METERS**

The Water Department will have the right to remove, repair, test, or replace any meter as determined by the Water Department. All meter installations on services which can not be shut off for meter repairs shall be equipped with a metered by-pass at the expense of the consumer.

Section 10: **ACCESS TO THE METER**

It shall be the duty of all consumers to see that meters on service connections wherever located shall be readily accessible at all times to the Water Department. Failure to remove any obstruction which prevents access to the meter within three (3) days after being notified by the Water Department will be cause for the service to be terminated until which time all obstructions are removed, all repairs are made, all regulations complied with, and all expenses for shutting off and turning on the water are paid in full.

Section 11: **TESTING SMALL METERS BY REQUEST**

The accuracy of the meter on any premise will be tested by the Water Department, or an associated company, upon written request of the owner who shall pay in advance a fee to cover the cost of the test (See current fee structure sheet for this cost). If, on such test, the meter is found to register outside of the acceptable standards set forth by the AWWA, the meter will be repaired or replaced, the fee will be refunded, and the water bill for the current period will be adjusted in accordance with the result of the test. If, however, it appears that the person was charged or has paid for less water than he/she should have been charged with or should have paid for, he/she shall forthwith be charged accordingly.

Section 12: **TESTING LARGE METERS**

Meters in excess of one inch (1”) must be tested in accordance with the AWWA standard by a certified tester at the consumer’s expense. The certified tester shall be approved of by the Water Department before said testing is completed. An employee of the Water Department may be present during the test at the discretion of the Water Department. Test results must be in accordance with approved American Water Works Association (AWWA) standards or the meter must be rebuilt to standards or replaced. A certified copy of test results and or repairs shall be forwarded to the Water Department. If the meter is found to register outside of the acceptable standards for said meter, set forth by the AWWA, charges or credits may be applied at the discretion of the Board of Water Commissioners going back no further then ninety (90) days.

Section 13: **DISPUTES OF WATER BILLS**

In case of disputed water bill, the following procedure shall be followed;

- (a) An employee/representative shall be sent to the property of the disputed bill where they will check the meter and inspect the property for any possible leaks which may have caused the high bill
- (b) If at that time the consumer is not yet satisfied they will request in writing that the meter be tested.
- (c) The dispute will then be added to the agenda of the next regularly scheduled board meeting, where the Board of Water Commissioners will determine whether to have the meter pulled and tested. (see Article IV Section 11)
- (d) If the customer is still not satisfied he/she may be asked to attend the next regularly scheduled Water Board Meeting and the ultimate decision shall be determined only by the Board of Water Commissioners.

Section 14: **OWNERSHIP OF METERS**

All meters shall be owned by the Water Department. Consumers are prohibited from tampering with, damaging, or otherwise interfering with the operation of water meters. Any meter seal found to be broken or tampered with may be considered a violation of this rule.

**ARTICLE V**

**SERVICES, PIPES, AND FIXTURES**

Section 1: **WATER WASTE**

Consumers must keep their water pipes and fixtures in good repair and protected from frost at their expense and they will be held responsible for any and all damage resulting from their failure to do so. They shall prevent any waste of water.

Section 2: **SERVICE CONNECTION FEE**

All service connections are subject to a Water Department system fee. This fee shall be paid before any connections to the distribution system are allowed. The Water Department shall make all connections to the existing water main and/or oversee any such connection to the existing water main. Included in the service connection fee is the right to connect to the distribution system and a residential water meter no greater in diameter than one inch. For services greater in diameter than one inch or for non-residential services, the fee shall vary. Refer to the current fee schedule to determine the service connection fee.

Section 3: **RESPONSIBILITY FOR SERVICE PIPE**

The service pipe from the water main to the property line shall be owned and maintained by the Water Department. With the exception of the water meter, the service pipe and all appurtenances from the property line into the building or dwelling of the consumer shall be owned by and is the responsibility of the consumer. A consumer requesting or requiring a service line larger than one inch in diameter shall be responsible for the costs associated from the water main including all connections to the main, and all associated fittings, piping, and meters to supply water to the consumer. All materials shall be approved by the Water Department.

Section 4: **RIGHT TO REPAIR SERVICE PIPES**

In the event of a leak in the consumer's service, such leak will be repaired upon discovery at the consumer's expense. Failure to make repairs within seven days of discovery on non-emergency situations may result in the termination of water service. The Water Department reserves the right to terminate water service immediately in any and all emergency situations. The consumer has the option of having the water line repaired by the Water Department at the discretion of the Superintendent where all costs associated with the repair including all materials needed and labor costs at the consumer's expense, or by a licensed private contractor with the approval of the Water Department. All repair costs will be at the expense of the consumer and the Water Department must approve all materials to be used. All service pipes between the property line and the building or residence may be repaired or replaced by the Water Department when it deems necessary for the protection of the water supply or the excessive loss of water from the service leaking at the discretion of the department if the consumer refuses to hire a licensed private contractor. The cost for such repair or replacement, of all materials, equipment, and labor will be at the consumer's expense.

Section 5: **LEAKS**

A consumer may be billed for the estimated leakage if repairs are not made within a reasonable amount of time. If the owner refuses to repair or replace the pipe in order to stop the leak, the Water Department reserves the right to terminate service to the consumer.

Section 6: **MATERIALS ON PRIVATE PREMISES**

All fittings or pipe supplied by the Water Department for use by the consumer on private premises shall be billed to the consumer at amounts determined by the Water department.

Section 7: **TEMPORARY SERVICE**

Temporary services will be at the expense of the consumer and water passing through the service shall be metered. Temporary service shall only be permitted during necessity and at the approval of the Superintendent.

Section 8: **REQUEST FOR TURNING ON OR SHUTTING OFF WATER**

Requests for “turning on” or “shutting off” a water service shall be made at least one business day in advance except in case of emergency. A service fee will be charged for each such service. (Refer to the current Fee schedule to determine the amount for this service) In a non-emergency situation the department reserves the right to determine when the service shall be “Turned on”, or “shut off”. Only Water Department personnel or authorized representatives shall open or close curb stop, or corporation valves. Requests for “turning on” or “shutting off” water at any time other than normal working hours shall be billed to the consumer or requesting party at the overtime rate and with the hourly minimum.

Section 9: **ONE SERVICE TO EACH PROPERTY**

Only one service connection will be made to each dwelling unit located in a building or to each commercial or industrial building.

Section 10: **IRREGULAR SERVICES**

Services for other than permanent structures or which are used for only a portion of the year may, at the option of the Water Superintendent, be installed at the expense of the consumer.

Section 11: **NO PIPES FURNISHED IN WINTER**

No new services will be granted between the dates of November 15<sup>th</sup> and April 15<sup>th</sup> except in such cases deemed emergencies. Applications must be received by November 1<sup>st</sup>.

Section 12: **FROZEN SERVICE CONNECTIONS**

When a consumer’s water service connection is frozen, the thawing may be done by the Water Department, subject to the availability of manpower, at the expense of the consumer.

Section 13: **SERVICE PIPE TRENCHES**

Service pipes shall not be placed within 10 feet of any drain, sewer, gas, chemical lines, septic line, and septic system leaching field, septic pits, or tanks, etc. If for any reason, a water line must cross a septic line, that water line shall be sleeved a minimum of ten feet on each side of said septic line and the septic line shall be encased in concrete to prevent any contamination to the water system. Any water pipe shall have a minimum of 3 feet of separation to any other type of utility buried in the ground. It will be at the discretion of the Superintendent to allow the

distanced to be less than 3 feet. The water department will not be responsible for damage to other utilities laid within 10 feet of a water service pipe.

Section 14: **EXTENSIONS**

Installations of services beyond the end of an existing water main will not be allowed. The main must be extended (including all necessary hydrants, valves, and appurtenances) to the furthest limit of the applicant's property. Water mains shall be "looped" whenever possible. This will be at the Superintendent's discretion.

Section 15: **ALL SERVICES TO BE INSPECTED**

All new or replaced service pipes must be inspected before covering the trench. All pipes and trenches shall meet the approval of the Water Department. The Water Department may ask to have all but the fittings covered before the inspection will take place. This will be at the discretion of the Superintendent.

Section 16: **PRIVATE FIRE SERVICE**

Private fire sprinkler service pipes may be installed at the expense of the consumer with the prior written approval of the Water department. The layout of check valves, type and size of pipe control valves, and meters shall be subject to the review and approval of the water department and Fire Chief or his designee. A backflow device shall be installed on all fire service lines. No service line or tap is to be taken from any private sprinkler service line. Failure to comply with this regulation will be just cause to discontinue the water service and the consumer will be charged for the water used as estimated by the Water Department. No water is permitted through fire connections except for extinguishing fires or pre-approved testing of the firefighting equipment. The backflow devices on private fire services shall be tested annually by the Water department at fees established by the Water department.

Section 17: **RIGHT TO RESTRICT THE USE OF WATER**

The Board of Water Commissioners has the right to restrict the use of water during dry season or under any other emergency conditions.

Section 18: **USE OF FIRE HYDRANTS**

The use of fire hydrants, town and private, is restricted to members of the Fire Department of the Town of Paxton and to employees of the Paxton Water Department. Other persons may use the fire hydrants only with the written permission of the Water Superintendent. Unauthorized use of hydrants may be subject to a fine and charges for the estimated use of water, whether used or wasted.

Section 19: **USE OF GATE VALVES**

Water Department personnel must perform the operation of all gate valves unless otherwise authorized by the Water Department. Opening or closing of valves by unauthorized parties shall constitute a fine and will be charged for the estimated use of water, whether used or wasted.

Section 20: **CONSTRUCTION**

Construction of all water appurtenances must be in accordance with the Water Department's construction specifications and/or must be approved by the Water Superintendent.

## **ARTICLE VI – CROSS CONNECTION CONTROL**

Section 1: **CROSS CONNECTIONS**

No cross connection shall be installed, maintained, permitted, or otherwise authorized between the Paxton Water Department's water supply system, or any other private source of water, or any process which could contaminate the public water supply unless it has been approved by the Water Department and all necessary Cross Connection Control Devices have been installed and tested. When necessary, back-flow prevention devices, approved by the Department of Environmental Protection will be installed. Failure to comply with orders issued by the Water Department or the Department of Environmental Protection to correct a cross-connection shall constitute grounds for discontinuing water service to the premises and fines. All costs associated with removing a cross-connection or installing a backflow prevention device will be incurred by the consumer.

Section 2: **TREATMENT**

No treatment shall be added to water supplied by the Water Department unless authorized by the Water Department.

Section 3: **AUXILIARY TANKERS**

All tanker trucks must be filled at Water Department approved sites to eliminate potential cross connections and must have the approval of the department to use the system for filling. Before the Water department will approve any tanker to use the system, the tanker must be inspected by the Water department for the proof of proper back-flow prevention devices and the Water department will need

to obtain a copy of the last testing done on those back-flow prevention devices. This section shall not apply to the Town of Paxton Fire Department or Mutual Aid Fire Trucks.

## **ARTICLE VII WATER USE RESTRICTIONS**

### Section 1: **DECLARATION OF A STATE OF WATER SUPPLY CONSERVATION**

The Board of Water Commissioners may declare a state of water conservation upon a determination by a majority vote of the commissioners that a shortage of water exists and conservation measures are appropriate to ensure an adequate supply of water to all water consumers. Public notice of a state of water conservation shall be made as provided herein before it may be enforced.

### Section 2: **RESTRICTED WATER USES**

A declaration of a state of Water Supply Conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply. The applicable restrictions, conditions, or requirements shall be included in the public notice.

- Odd/Even Day Watering: Outdoor watering by water users with odd numbered addresses is restricted to odd number days. Outdoor watering by water users with even numbered addresses is restricted to even numbered days.
- Outdoor Water Ban: Outdoor watering is prohibited.
- Outdoor Watering Hours: Outdoor watering is permitted only during daily periods of low demand, to be specified in the declaration of a State of Water Supply Conservation and public notice thereof.
- Filling Swimming Pools: Filling of swimming pools is prohibited.
- Automatic Sprinkler Use: The use of automatic sprinkler systems is prohibited.

### Section 3: **PUBLIC NOTIFICATION OF STATE OF WATER SUPPLY CONSERVATION, NOTIFICATION TO D.E.P.**

Notification of any provision, restriction, requirement, or condition imposed by the Water Department as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the town or by such other means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under section 2 shall not be effective until such notification is provided. Notification of the State of Supply of Water Conservation shall also be simultaneously provided to the Massachusetts Department of Environmental Protection.

Section 4: **TERMINATION OF A STATE OF WATER SUPPLY CONSERVATION NOTICE**

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners upon a determination that the water supply shortage no longer exists. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner required by Section 3.

Section 5: **STATE OF WATER SUPPLY EMERGENCY; COMPLIANCE WITH D.E.P. ORDERS**

Upon notification to the public that a declaration of a State of Water Supply Emergency has been issued by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement, or condition of any order approved or issued by the Water Department intended to bring about an end to the State of Emergency.

Section 6: **PENALTIES**

Any person violating this bylaw shall be liable to the Water Department in the amount of \$50.00 for the first violation and \$100.00 for each subsequent violation.

## **ARTICLE VIII APPEAL PROCEDURES**

Section 1: **APPEALS FOR SHUT-OFFS, TERMINATIONS, FINES AND HIGH USAGE DISPUTES**

Appeals for shut-offs, terminations, fines, and high usage disputes affected under these regulations shall be governed by the Board of Water Commissioners.

Section 2: **APPEALS PROCESS**

Any and all appeals shall be made in the order of the following steps:

1. Informal conference with the Water Department Superintendent to determine what the issue/dispute is.
2. A representative of the Water Department shall be sent to the consumer's home if necessary to determine if in fact there is an issue.
3. If a meter needs to be tested it shall be done by an outside third party of the Water Department's choosing. All costs associated with the testing shall be

done at the consumer's expense. If the meter test comes back that the meter was faulty in the benefit of the Water Department, the consumer shall not have to incur the cost of testing. If the meter is tested and found to be working within the allowable standards set forth by the AWWA, or the meter is tested and found to be benefitting the consumer, the consumer shall incur the cost of testing the meter, all labor costs associated with said testing, including the time to remove the meter in question, install a temporary meter, bring the meter to be tested, and reinstalling the tested meter, or new meter, and the estimated amount of water that was not registering on the meter if a reasonably accurate estimation can be made.

4. If the consumer is not satisfied with the findings at this time they can request to be placed on the agenda for the upcoming Board of Water Commissioners meeting to state their case in front of the Board of Water Commissioners.
5. The Board of Water Commissioners shall at this time assess the situation and make their final determinations to be carried out.

## APPENDICES

# **PAXTON WATER DEPARTMENT** **GUIDELINES AND SPECIFICATIONS FOR WATER** **SERVICES AND MAINS**

Note: All references to Water Department/Superintendent shall include: or authorized designee

### **1. Application for Water Service**

- a. Obtain and submit application to the DPW office located at 107 Holden Rd. Paxton, Ma. 01612.
- b. Obtain DIG SAFE permit number and present plan or print of proposed project. DIG SAFE: (888)344-7233
- c. Obtain trenching permit at DPW office located at 107 Holden Rd. Paxton, Ma. 01612
- d. Arrangements for installation are to be made a minimum of 72 hours in advance to any installation with the Water Department Superintendent. No installation will be allowed without water personnel on site. Inspections shall be made in accordance with ARTICLE V Section 15.

### **2. Prior to Water Main Approval**

- a. Prior to approval of any water main upgrade, and/or water main extension added onto the system, all necessary flow testing, and/or hydraulic studies shall be done by an engineering company (approved by the Town Paxton Water Department), at the expense of the owner and/or contractor looking to do said work. The Town of Paxton Water Department shall not be responsible for any costs associated with upgrading the existing distribution system in order to proceed with said projects.

### **3. Actual Installation**

- a. Proper excavation and safety procedures will be followed regarding trenching for pipe installation. Applicable State and Federal regulations apply.
- b. Any material excavated from the trench which is deemed unsuitable by the Water Department or DPW Superintendent, will be removed and replaced with material approved by the Water Department and the DPW Superintendent.

- c.** Proper back filling procedures will be used in refilling the trenches both to ensure proper protection of the pipeline and for the compaction of the trench. Care will be taken to protect existing utilities and any damage to existing facilities will be paid for by the party responsible.
- d.** All water services, domestic, commercial, industrial, or institutional shall be installed in a straight line between the water main and the dwelling/building to be served. Any variations presented by on-site conditions shall be at the discretion of the Water Department. Such conditions shall include driveways, on-site septic design, or natural geology, i.e. ledge, boulders, etc.
- e.** All pipes and fittings will be to Water Department Specifications and to AWWA specifications for water systems. No piping will be buried without inspection per ARTICLE V Section 15. Any piping buried without inspection will not be acceptable to the Water Department and will have to be uncovered for inspection.
- f.** All service connections will have compression type connections unless otherwise approved by the Water Department. Compression type connections will be required on all joints where the pipe is jointed to the fitting. Mueller CC thread is required on all taps two (2) inches or less. Pipe threads will be required on all other fittings be adapted to compression fittings or to meter connections. Ball valves are required in the cellar both before and after the meter (cellar valve before). Pressure reducers may be required after the meter (see Plumbing Inspector). All water service pipes will be Type K copper on all services up to 150 feet in length. PE Thick wall plastic ( minimum of 200PSI) pipe will be allowed for services over 150 feet in length with the stipulations that a meter pit be installed at the curb stop valve (at Consumers cost), tracing wire is adequately mounted to the piping, and water tape is laid two (2) feet above the pipe. All pipes will meet AWWA specifications for water service pipe. Only stainless steel inserts will be allowed. The approved contractor will provide all materials from the house to the curb stop valve (including tubing, adapters, inserts, etc.).
- g.** All installations including tapping of water mains shall be performed only by the Water Department or authorized contractors who are listed and approved by the Water Department. All costs of the service installation including required system fees will be at the expense of the customer, contractor, or builder.
- h.** Charges for services rendered will include all materials and labor supplied by the Water Department, including the meter and connections, plus appropriate overhead charges and billed to the owner.
- i.** All subdivisions, condominium projects, and multiple family housing, or other type projects will supply everything needed to provide adequate domestic water supply and to meet the fire protection requirements to said projects. They will apply to the Board of Water Commissioners for a water connection permit (Fees may vary dependent upon the project). A complete set of engineered plans (engineering the project) must be

submitted to the Water Department and approved by the Water Superintendent.

- j.** These plans will include the layout of the water main, complete with all hydrants, valves, service connections, and other details necessary to construct the water main. A locus map showing the location of the project must be provided. The Construction detail plan must show hydrant details (side view and top view); pipe laying and trench details; details for fitting and thrust blocks/rods, and any other detail the water department deems necessary. A complete set of technical specification details will be printed on the plans, so as there is no question in the field concerning requirements. The Water Department reserves the right to require additional details and make changes to any plan which the Water Department feels necessary. Knowing that all plans do not account for field changes, the Water Department reserves the right to approve any changes necessary because of field conditions.
- k.** All meters for the above named projects will be supplied to the project by the developers, contractors, and/or builder at their expense, and according to Water Department specifications. All meters will have Radio Read remote devices that can be read from outside in accordance to the Water Department specifications. All pipes and fittings must be approved in advance of use by the Water Department and meet all Water Department requirements.
- l.** The service pipe in a public way may be installed by the Town, the Water Department, or a private contractor under the direction of the Water Department. This shall be at the discretion of the Water Department. Any service line installed by a private contractor in a public way must be guaranteed for one (1) year from the date of acceptance by the Water Department.
- m.** Any water line installed in a public way must be inspected and approved by the DPW Superintendent, or his designee before it is backfilled. All work performed in a public way by the Paxton DPW personnel including labor, equipment and materials will be billed to the applicant at the current going rates of the DPW. Water Department personnel shall inspect all water installations before any backfilling will be allowed (both on public and private property).

#### **4. Cancelling of Scheduled Installations**

- a.** If all necessary paperwork is not completed by the date of installation including street opening.
- b.** If any charges owed to the Town of Paxton or the Water Department are outstanding.
- c.** If safety equipment is not on-site as required.
- d.** If proper equipment to do the job is not on-site (jack hammer, compressor, Shoring, trench boxes, etc.)
- e.** If inclement weather conditions prevail.

**5. After Service Installation - Rules and Regulations**

**No Water Will Be Turned on Unless:**

- a.** Any and all construction bills owed to the Town of Paxton or the Paxton Water Department are paid in full.
- b.** No water will be turned on without the completion of all necessary permits, inspections, and payment of fees.
- c.** No Water will be turned on until all proper pressure and bacteria tests have been done and all results are satisfactory.
- d.** No other source of water supply (either potable or non-potable) will be allowed to be attached to any plumbing system by the public water supply.
- e.** Cross connection prevention devices have been installed where deemed necessary or required by law.

*These specifications and guidelines have been set up to help the Town of Paxton Water Department control projects and to assist project engineers, contractors, developers, and builders in what is required for water services, and water main installations. They are not meant to supersede street opening permits, plumbing code regulations, or water regulations established by the EPA or the State of Massachusetts regulation, that would supersede local regulations.*

## **Technical Specifications** **Paxton Water Department**

### **Services:**

Corporation stops, curb stops, and fittings shall be No Lead brass conforming to the requirements set forth by the AWWA. Copper Tube Size (CTS) or Polyethylene (PE) tubing shall conform to AWWA C-901 requirements.

Corporation Stop: 1" Mueller or Ford fittings with CC thread and compression connection outlet

Curb Stop: 1" Mueller or Ford fittings with Compression Connections

Meters: 5/8" Hersey meters with radio read device or other approved meter brand or size. This is at the discretion of the Superintendent. (Meter type, style, and size must be approved by the Water Department Superintendent before installation).

Ball Valves and Cellar Valves: 1" Mueller or Ford accepted.

Tubing: 1" Type K CTS; PE tubing. (PE allowed on services greater in length the 150 feet but must be approved by the Water Department Superintendent before installation (minimum 200PSI, Meter pit will be required.)

Curb Boxes: Cast Iron, adjustable slide type, with cast Iron cover to match Paxton's specifications.

Tracing wire: If allowed to install PE, a tracing wire will be required which will be attached to the tubing and attached to metal on each side so the PE will be able to be located using pipe tracing equipment. Wire should be coated and of sufficient gauge as not to rot or deteriorate over time.

Grounding Wire: No electrical grounding wires shall be connected to any water service or pipe.

Water Tape: A metallic water tape is required for each water service. It shall be laid two (2) feet above and directly over every service pipe. It must state water line buried below.

## **Testing and Disinfection**

### *Testing:*

New water mains shall be filled and flushed under the direct supervision of the Water Department. All air shall be expelled from the line prior to testing. Testing shall be in accordance with AWWA C-600. The test pressure shall be 150 PSI or 1.5 times the working pressure, whichever is greater. The test duration shall be two (2) hours. Allowable leaking shall be based on section 4.1 of AWWA C-600.

### *Disinfection:*

After an acceptable pressure test, the new water mains shall be chlorinated in accordance with AWWA C-601 and 651. Chlorine shall be introduced through a tap at one end of the pipeline while water is withdrawn from the opposite end. Chlorine dosage must be sufficient to produce a minimum in the pipeline of 50MG/L. Following a 24 hour contact time period, the treated water shall be flushed from the mains and samples (as determined by the Water Department) taken for coliform and background Bacteria. A set of repeat samples (a minimum of 24 hours apart) must also be taken. Mains will not be accepted or approved for service connections until all required samples show zero bacteria counts. The contractor shall again disinfect and resample until mains are acceptable and has met the zero Bacteria requirements.

## **Pipe:**

Water mains shall be cement lined Ductile Iron Water Mains, with Bitumen coating inside and out, and with a minimum nominal diameter of 8". Pipe shall conform to the requirements of ANSI A21-50, A21.51, and AWWA C-150, C-151. All pipes shall be class 52 with push-on joints.

## **Fittings:**

Fittings shall be cement lined Ductile Iron with Bitumen coating inside and out. Fittings shall conform to the requirements of ANSI A21.53 and AWWA C-153. Fittings shall be mechanical joint conforming to ANSI 21.11 and AWWA C-111. All fittings shall have concrete thrust blocks or be thrust rodded back to the next fitting or section of pipe as is detailed in the drawings.

## **Valves:**

Gate valves shall be iron body, bronze mounted, double disc, side wedge type, and non-rising stem with "o" ring seals. Valves shall be New York pattern, Metropolitan type, conforming to the requirements of AWWA C-500. Resilient seat gate valves conforming to AWWA C-509 are acceptable. All valves shall have mechanical joint ends and shall open right, or clockwise. Valves shall be approved by the Water Department prior to installation and be of a manufacturer approved by the Water Department.

All gates shall be accompanied by gate boxes made of a heavy cast iron, adjustable slide type box, with a minimum 5" diameter barrel, cast iron cover with the word "Water" cast in the top. Boxes shall be designed and installed such that no pressure shall be exerted by the valve box on the water main or valve itself.

**Hydrants:**

Hydrants shall be Kennedy Guardian model K-81D or like model conforming to the Requirements of AWWA C-502. Hydrants will have a minimum 5 ¼ inch diameter valve opening and a 7" diameter barrel. Hydrants shall open right or clockwise and have a 5' 6" depth of bury. Hydrants shall have two (2) 2 ½ inch nozzles and a 5" steamer port nozzle.

**Granular Fill Materials**

Materials shall conform to the Commonwealth of Massachusetts "Standard Specifications for Highway and Bridges" latest edition.

*Washed Sand:* Only washed sand will be used around any water pipe installed throughout the distribution system. The sand shall be free of frost, loam, clay, and other deleterious materials. The washed sand shall not have stones greater in size than ½" in order to properly protect all water pipes installed in the system. All water services shall have a minimum of 6" of washed sand under the pipe and a minimum of 1' of washed sand covering the pipe. During the inspection, if any section of the pipe is found to have an insufficient amount of sand either below or above the pipe then the Water Department reserves the right to not accept the service until which time they determine it has been properly bedded with sand.

*Screened Gravel:* Screened gravel shall be hard, durable, rounded particles, free from sand, loam, clay, excess fines, and deleterious material. It shall be uniformly graded such that not less than 95% will pass a ½" sieve and not more than 5% pass a No. 4 sieve.

*Bank Run Gravel:* Bank run gravel shall be hard, durable, stone, and coarse sand free from frost, loam, clay, and other deleterious materials.

**Concrete:**

Materials shall conform to the Commonwealth of Massachusetts "Standard Specifications for Highway and Bridges" latest edition.

*Cement:* Shall be Type 11 Portland cement conforming to ASTM C-150.

**Inspections and Acceptance**

All materials and construction are subject to the approval of the Paxton Water Department and/or its designated inspector. The contractor shall not cover any work

prior to said approval. The contractor is responsible for correction of all deficiencies to the satisfaction of the Water Department and/or its designated inspector. Approval shall in no way affect the obligation of the contractor to repair or renew subsequent deficiencies.

### **Construction**

Prior to approval of any water main upgrade, and/or water main extension added onto the system, all necessary flow testing, and/or hydraulic studies shall be performed by an engineering company (approved by the Water Department), at the expense of the owner and/or contractor looking to do said work. The Water Department shall not be responsible for any costs associated with upgrading the existing distribution system in order to proceed with said projects. The Water Department shall determine whether the recommendations of the hydraulic study of said project should be fully implemented.

Trenches shall be excavated to the depth indicated on the drawings or as directed by the Water Department or its designated inspector and in widths sufficient for laying of the mains, services, and all appurtenances. All pipes shall have a minimum depth of 4' with a maximum of 5'6" of cover over the pipe.

If used, wood sheeting/blocking shall not be withdrawn if driven below the midpoint of the pipe. Sheeting/blocking shall be cut off no lower than 1' above the top of the pipe.

Blasting, if required, shall be conducted in full compliance with all state laws and local ordinances. The contractor is responsible for obtaining all permits and ensuring public safety.

All valves and hydrants shall be set plumb in true vertical alignment and all valve boxes shall be installed vertically, centered over the operating nut. The elevation of the top shall be set to finished grade and secured in a fashion as to not allow it to rise out of the ground; by means of cement, or other like substance. If valve boxes rise above finish grade, it is the responsibility of the contractor to reset the box to finished grade and resolve the issue so it does not happen again in the future.

The Water Department reserves the right to give additional instruction that it deems necessary above and beyond what has been previously stated to any contractor in order to properly protect the distribution system so we can continue to provide drinking that is safe, clean, and free from color and odor.

# Paxton Water Dept. Service Charges

Updated 1/26/17

SERVICE PERFORMED	SERVICE RATE	Rate/hr.	NOTES
Residential water service hook-up fee for single family home	\$5,000.00		Subject to the approval of the Board of Water Commissioners
Residential water service hook-up fee other than single family	\$5,000.00 with an additional \$1,250.00 per bedroom/unit		Subject to the approval of the Board of Water Commissioners
Water service hook ups fee for properties other than residential	\$5,000.00 up to one inch domestic feed line.		Greater than one inch domestic feed will be an additional \$1,250/inch For example: 1" to 2" \$6,250.00 2" to 3" \$7,500.00 3" to 4" \$8,750.00
Turn on/off at the curb		\$50.00	Minimum of 1 hour
Seasonal turn off/on & meter pulled		\$50.00	Minimum of 1 hour
Test/Re-Test of Backflow Device	\$50.00		Rates may be reduced if multiple devices are located on premises
Cross Connection Survey	\$35.00		Per Survey
Hydrant Flow Test		\$50.00	Plus water usage
Meter Test (at customers request)	\$60.00		For up to 1" meters. No cost if meter fails, fee only applies if meter passes
Temporary water hookup		\$50.00	Plus water usage
Replacement of Cellar Valve		\$50.00	Plus cost of materials
New Meter Setup		\$50.00	Plus cost of materials (when the replacement is due to the customer's negligence)
Backhoe with Operator		\$50.00	If applicable
Dump truck with operator		\$50.00	If applicable
Laborer		\$50.00	<b>4 Hour Minimum</b> at O.T. RATES apply after regular business hours
Meter Pit			(If required) cost of materials
Water Main Tap	\$225.00		
Meter Testing (meters larger than 1")	\$160.00		Additional labor rates may apply. Meters will be tested in accordance with state and federal recommendations.)

**Notes:**

A residential property is any property where people are residing. Any meter greater than one inch will be at the expense of the consumer. Other fees may apply at the discretion of the Superintendent of the Department of Public Works, or the Board of Water Commissioners.

