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NORTH BROOKFIELD WATER DEPARTMENT

RULES & REGULATIONS

Operated under Section 69B of Chapter 40 of Massachusetts General Laws

Adopted: February 20, 2006

Amended: November 8, 2010

Rules and Regulations for Consumers

The following rules and regulations and all subsequent changes in same or amendments and additions thereto shall constitute a part of the contract with every person, corporation and owner of property supplied with town water and every such person, corporation and property owner using such supply shall be considered as having expressed consent to be bound thereby.

A copy can be obtained upon application and all persons are requested to read the same careful, as failure to know the rules and regulations will not excuse anyone from consequences of neglect or infringement of such rules and regulations.

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Chapter 1

General Provisions

1. No person shall connect any service pipe to the mains or any distributing pipes of the Town except by order of the Water Commissioners or their representative.
2. The North Brookfield Water Department shall not, in any way nor under any circumstances, be held liable or responsible for any loss or damage from any excess or deficiency in the pressure of the system. The Water Department will undertake to use all reasonable care and diligence to avoid interruptions of service but cannot and does not guarantee that such may not occur.
3. The Water Department shall not be responsible for any damages caused by dirty water resulting from opening or closing of any gate valves, repairs or maintenance to the system or the use of hydrants.
4. The Water Department shall, when conditions allow, attempt to notify consumers, in areas to be affected, of any work or disruptions in service. Emergencies and breaks cannot be anticipated and therefore notice may not always be given.
5. The Water Department reserves the right to shut off water for the purpose of making alterations or repairs.
6. The Water Department will supply 20 psi for all existing services as required by Massachusetts State Law. This will be done by installing a booster system in the low-pressure location, all costs to be borne by the water department. All future repairs will be the responsibility of the owner of said location.
7. A water service may be shut off from any taker for non-compliance with Water Department Rules and Regulations or for non-payment of bills related to said service to violation of Massachusetts General Laws relating to water supply.
8. When water has been shut off because of disregard of the rules and regulations or non-payment of fees, it will not be turned on until the Board of Water Commissioners are satisfied that there will be no further cause of complaint and after payment of a turn-on fee. (See Fee Schedule) The Water Commissioners may amend this fee from time to time.
9. It is the belief of the Water Commissioners that these regulations comply with current Commonwealth of Massachusetts, Department of Environmental Protection guidelines for public water systems. However, should there be any conflict between said D.E.P. guidelines and these regulations; the more stringent regulation must be followed.

Chapter 2

Water Meters

1. All water services shall be metered
2. In all cases the owner of the property supplied shall be held responsible for the water rates and all other charges, including that of all tenants or occupants.
3. The property owner shall provide a suitable location for a water meter. This location shall provide for ready access to the water meter for installation and servicing.
4. Water meters shall be sized by the Water Department.
5. All residential water meters are the property of the Water Department.
6. **The Water Department will supply one water meter for residential customers up to 1".** Apartment houses shall be considered as residential users. It is the responsibility of the property owner to have the meter installed by a licensed plumber. The meter must be mounted horizontally. Ball valves must be located immediately before and after the meter. Meter installation must be inspected by the Water Department. Twenty-four (24) hours notice is required for meter inspections.
7. Water meters cannot be taken out without permission of the North Brookfield Water Department. A water meter removal fee will be charged for unauthorized removal of an active water meter. (See fee schedule)
8. The water meter must be installed and inspected prior to the water being turned on. Billing will start from the time the water is first turned on.
9. Wherever circumstances do not permit a suitable location for the meter within a building, the meter shall be placed in a vault of approved design and construction so as to prevent damage from freezing or vandalism. The vault shall be provided and maintained in a proper condition at the expense of the property owner.
10. The cost of repair or replacement of seals, meters, or transmitters damaged by freezing, neglect, tampering or vandalism shall be paid by the property owner. The Water Department will charge a minimum of 2 hours labor and for the parts needed to repair the meter.

Should the meter be damaged beyond repair the owner shall be responsible for the cost of a new meter and transmitter set up as well as the 2 hours of labor

11. Meters, transmitters and seals may not be removed except by or under supervision of the Water Department personnel. Only Water Department personnel may remove or replace seals, which if broken may indicate the meter has been tampered with. A Fee will be charged for removing meter, transmitter or seal without permission from the Water Department (see Fee Schedule).
12. The accuracy of the meter on any premise will be tested by the Water Department upon written request of the owner, who shall pay in advance a fee (see Fee Schedule) to cover the cost of the test. If on such a test the meter is found to register over 2% the meter will be replaced and 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 the person was charged or has paid for less water than he/she should have been charged with or should have paid for, they shall forthwith, be charged with the proper additional amount and shall pay the same, together with the expense of the test.
13. All Commercial Users are responsible for the purchase and installation of their water meters. All mixed-use users shall be considered as commercial users.
14. Based on AWWA Standard ANSI/AWWA C700-90, all meters must be tested and/or repaired by Agents or representatives of the Water Department.

The Board of Water Commissioners has adopted the AWWA Guidelines for the testing of water meters 2" and larger. A licensed water meter tester shall conduct this testing and the water user shall pay the cost of this.

- a. 1 ½" & 2" – every 4 years
- b. 3" – every 3 years
- c. 4" – every 2 years
- d. 6" – every 1 year
- e. 8" – every 1 year

Any user failing to abide by this testing schedule shall be consider to be in violation and therefore shall be fined \$100.00 per month for every month that said meters remains un-tested.

15. Agents or representatives of the Water Department may enter the premise of the water taker at all times for the purpose of reading meters, inspecting or examining pipes, fixtures or attachments used by the owner, tenant or occupant.
16. If a meter fails to register or is determined to be out of order, the Consumer will be charged using an estimate based on the average daily consumption from past billing periods.
17. No water taker shall be allowed to supply water to any dwelling other than the one in which the meter has been located.
18. **Un-metered Water Service Lines:** For all un-metered water service lines which are discovered by the North Brookfield Water Department, the property owners will be required to **pay three (3) years back water charges** based on an average daily use after discovery and subsequent metering.

In addition, property owners who have un-metered service lines are responsible for the purchase and installation of the water meter within 14 days of discovery or the service will be shut off in the street.

The meter installation must be completed by a licensed plumber and meet all specifications of the North Brookfield Water Department Rules & Regulations.

The meter shall be purchased under the specifications of the North Brookfield Water Department. After installation of the meter, a Representative of the North Brookfield Water Department shall inspect said meter.

Note: The Board of Water Commissioners reserves the right to refer all matters of un-metered water service lines to the North Brookfield Police Department for unauthorized or unmeasured water use.

Chapter 3

Service Connection Tie In

1. All water tie in connections to the North Brookfield water system must submit a water service application and application fee (see fee schedule) to the Board of Water Commissioners for approval prior to any work commencing.

Any existing service (completed tie in from main to curb stop) that requires water lines from curb stop to the house will be charged a fee (see fee schedule) to cover the new meter and inspection services. In this situation a water service application must still be completed and submitted along with the fee to the Board of Water Commissioners prior to any work commencing.
2. An existing water main must directly abut some piece of the property. If not, the water main must be extended. All water services shall be a minimum of 1" size.
3. The service location must have a minimum 20-psi water pressure from the municipal system.
4. The applicant is responsible for all costs of installing the water service, including labor, materials and any Police and/or Highway personnel that may be needed. The applicant is to contact Dig Safe as well as the above named Departments; prior to work commencing to see if their assistance will be required for traffic detail or supervision of roads.
5. Applicant must contact the Highway Superintendent to obtain requirements for the opening and subsequent filling and repair of the road.
6. An approved contractor, under the supervision of North Brookfield Water Department Personnel, will tap all new services.
7. All contractors doing any work on town property must have a copy of their current liability insurance on file with the Water Department.
8. Contractors must fill out or have on file with the North Brookfield Water Department a Water Service Installers form before beginning any type of water line installation or repair.
9. Absolutely no water lines are to be installed in the same trench as sewer lines, gas lines, electric line or any other utility lines. Sewer lines and/or septic systems must be at least ten (10) feet away from water lines.

10. There will be no service connections between November 16 – April 1.
11. Fire sprinkler lines will be separate from domestic service lines for all non-residential customers.

11A. Residential fire sprinkler lines may be plumbed into the domestic service line. Hydraulic analysis is the responsibility of the homeowner.

The owner shall submit for approval a complete set of drawings and specifications for the fire service. The drawings shall show the property to be served, together with location of all valves, pipes, hydrants, tanks, sprinkler heads and other appurtenances. The plan must also show the total plumbing system so the determination of the proper backflow device can be made. Plans will remain the property of the Water Department.

Requirements for Residential Fire Sprinkler Systems

1. **Flow through Connections** - A single service connection to a house will supply the water for potable use and the residential sprinkler systems. The split for the sprinkler system will occur after the meter. The sprinkler system will be a flow through system that supplies a household item such as a toilet so there will be no stagnant water. The piping will be acceptable to the plumbing code for potable water and no backflow prevention device will be necessary.
2. **Closed system, no chemicals added** - A single service connection to a house will supply the water for potable use and the residential sprinkler systems. The split for the sprinkler system will occur after the meter. The line will only supply the sprinkler heads. This type of system will require a dual check backflow preventer. The dual check will need to be replaced at 10 year intervals or as conditions require. The dual check and the replacement of the dual check is the responsibility of the building owner.
3. **Closed system, chemicals or anti-freeze added** - A single service connection to a house will supply the water for potable use and the residential sprinkler systems. The split for the sprinkler system will occur after the meter. The line will only supply the sprinkler heads. Systems with food grade anti-freeze will be required to install a double check valve. All other types of chemicals or anti-freeze will require a reduced pressure principle backflow prevention device. **Testing of devices will be the responsibility of the homeowner. Testing results must be forwarded to the Water Department. Failure to follow the requirements of Massachusetts Department of Environmental Protection Policy 310 CMR 22.22 will result in termination of water service.**

12. All services will be K seamless coil copper from the main to the curb stop. From the curb stop to the house will be either K seamless coil copper or 200 psi PE. If the PE pipe is used, tracing wire must be installed from the curb stop to the house. The tracing wire must be 12 gauge stranded or solid copper wire. The ends must be stripped back with one end wrapped around the curb stop and the other end attached to the ball valve before the meter. Tracing tape will not be accepted.
13. There will be a minimum of 4'6" and a maximum of 5'6" of cover over the water line. The water pipe will be laid in a 2" bed of sand and will be covered with 6" of sand. This area is the zone around the pipe and must be thoroughly compacted. The remainder of the trench will be back filled with a material containing no stone or pieces of bituminous pavement larger than 6". Compaction of the rest of the trench shall be done in layers not exceeding 12" in depth and by use of power driven tamper not weighing less than 20 pounds. All road and sidewalk cuts must be finished with blacktop. Cold patch will not be accepted.
14. All pipe must be flushed to remove debris before the meter goes on
15. Ductile Iron pipe will be directly tapped. Cast Iron pipe requires a saddle when tapping. Saddles for Cast Iron shall have double 5/8" straps. Asbestos Cement pipe and PVC pipe requires a saddle with double or single wide stainless steel bands or a tapped stainless steel repair clamp. All corporations will be of the ball type. All fittings will be compression type unless otherwise specified by the Water Department.
16. A gate box will be installed over the corporation. It will consist of 4" HDPE SDR38 on the bottom and a standard top section. These boxes should be set 1" to 4" below existing road services.
17. All service lines will have a ball type curb stop set no more than 2" on the street side of the property line. An Erie type curb box with a rod will be used. Curb stops over 1" in size will have a Buffalo type curb box. The top of the curb box will be set flush with the final grade.
18. Water Department Personnel must inspect all service lines before being back filled. If not inspected the Water Department will require the line to be uncovered for this purpose.
19. The applicant will be responsible for the condition of any road affected by the water service installation for twelve (12) months. Failure to adhere to this rule will cause the Water Department to contract out for any repairs necessary. The cost of repairs will then be billed to the property owner.
20. The water meter must be installed and inspected prior to the water being turned on. Billing will start from the time the water is first turned on. Applicant is responsible for the bill.

21. If a pressure regulator is needed it should be installed after the first shutoff and before the meter.
22. The North Brookfield Water Department requires a twenty-four (24) hour notice before all services and inspections. The water will not be turned on until all the above has been completed to the satisfaction of the Water Department.
23. All taps shall be warranted by Contractor for 12 months after tap.
24. In no case shall a curb stop be set in a sidewalk or driveway.

Products:

Tapping Valve Mechanical Joint

1. Resilient-Seated Steel Tapping Sleeve: Open right, 200 PSI working pressure, bronze valve stem, wedge type, inside and outside of valve body will be epoxy coated surface, mechanical joint one side and a flanged type joint to attach to tapping sleeve, valve will meet or exceed AWWA C509 standard specifications.

Tapping Sleeve

1. Tapping Sleeve: Will be full body stainless steel with complete circle gasket sealing and outlet flange conforming to AWWA C-207, Class D, ANSI 150lb, and drilling recessed for tapping sleeve.
 - A. All tapping sleeves shall be hydrostatic tested after they are assembled in place and before tapping.

Chapter 4

Service Connections

1. Service connections shall be made under the direction of the Board of Water Commissioners or the Water Superintendent. No dwelling, house or other building or structure shall be connected by any service pipe or shall any person otherwise use water supplied by the town except with the consent of the Board of Water Commissioners. Any person violating this section is subject to prosecution under the provisions of Chapter 165, Section 11 of the Massachusetts General Laws.
2. The owner shall be responsible and bear all costs associated with maintaining the water service from the property line shut off to the facility to be served.
3. Service line owners must take significant action to fix any leak in their lines within fourteen (14) days. This includes hiring a contractor and calling the Water Superintendent with such information.
4. Any leaks must be repaired in twenty-one (21) days. Failure to follow either regulation will result in termination of water system service. Any action to be taken is at the discretion of the Water Superintendent.
5. The Water Department in no way assumes any responsibility for frozen service lines. Necessary thawing of line and/or repairs is the responsibility of the property owner.
6. The Owner, Tenant or occupant shall not permit unauthorized persons to have access to, or interfere with a water meter and shall provide for its safe-keeping. Failure to comply will result in discontinuance of water service. The owner shall maintain in good condition all outside service pipes and fitting from the curb stop through the meter and shall protect the same from freezing. Necessary repairs to outside lines from the curb stop, including complete service replacement, are the responsibility of the owner.
7. No other source of water shall be connected to any pipe of the Water Department.
 - a. No person shall maintain upon premises which they own or occupy, a physical cross-connection between distribution system of public water supply, the water of which is being used for drinking, domestic or culinary purposes, and the distribution system of any unapproved water supply, unless

the installation has been approved by the Water Department and permits have been issued in accordance with the Drinking Water Regulations of the Department of Environmental Protection.

- b. That the Water Department shall have the authority to terminate any water service to any facility where cross connections are maintained without required backflow prevention devices, which have been approved by the Water Department.
- c. That the Board of Water Commissioners shall enact such Cross Connection Program and Regulations as are necessary to protect public potable water supply served by the Water Department from the possibility of contamination or pollution by isolating within it's customer's internal distribution system, such contaminants or pollutants which could back flow or back siphon into the public water system; and to promote the elimination or control of existing cross connections between its customers; and to provide for maintenance of a continuing program of cross connection control which will effectively prevent contamination or pollutants of all potable water systems by cross connection.

Chapter 5

Water Main Extensions

1. The Board of Water Commissioners must approve all requests for water main extensions.
2. Applicants must contact the Conservation Committee and determine whether a Notice of Intent or Determination of Applicability is required. Decisions of the Conservation Committee must be provided, in writing, to the Water Department prior to any application for water main extension is considered.
3. A contractor must submit two sets of plans to the Water Department drawn up by a Civil Engineer before any water extensions are approved.
4. No extensions will be permitted between November 16th and April 1st.
5. An application for water service must be completed. All requirements must be fulfilled.
6. All water main extensions require 8" or larger Class 52 cement lined ductile iron pipe.
7. For tapping extensions into a water main, a stainless steel tapping sleeve and valve shall be used to make the connection to the water main. A contractor approved by the Water Superintendent will do the tapping.
8. No pipe joint shall have more than a five-degree deflection. If necessary, bends will be used as needed to achieve all larger deflections. All bends and fittings will be restrained from sliding off the pipe by means of retainer glands and thrust blocks.
9. All extensions must be looped wherever possible, determination by the Water Department.
10. A minimum of one fire hydrant will be required. The location of the first hydrant will be no further than 500' from the nearest hydrant. For longer line extensions hydrants will be required every 500'. The hydrant style will be of the Water Departments choosing. A 6" gate valve must be installed on the tee for the hydrant. On dead end extensions a hydrant is required at the end. A 2" flushing hydrant may be installed at ends of short extensions if there is a hydrant within 500'. The type of flushing hydrant will be at ground level and must be approved by Water Superintendent

11. Line extensions will have a gate valve at the end, mega lugs on both sides of the gate valve, a whole section of pipe attached to the gate valve, with a plug at the end to keep the dirt out of the pipe.
12. Gate boxes will be placed on all gate valves. Boxes will be set one half inch below finished paved surface or flush with finished grade in all other areas.
13. A pressure test must be completed on all lines and performed under the supervision of the North Brookfield Water Department. This test shall be conducted at a pressure of one and a half times the working pressure at the point of testing or as specified by the Water Department. The test pressure shall never exceed the rated working pressure of the pipe or appurtenances. The test shall be conducted in accordance to AWWA C660-77 standards or the latest revisions and conform to the allowable leakage in this standard.
14. All lines shall be disinfected in accordance with the procedures outlined in AWWA C601-GS standards for disinfection of water mains or the latest revision thereof. The dosage of chlorine shall be such as to produce a free residual of not less than 10 mg/l after a contact time of 24 hours. The line shall then be flushed with clean water until a chlorine residual of not less than 0.2 mg/l or more than 2.0 mg/l is reached. All flush water will be dechlorinated. After completion of disinfection, a laboratory certified by the State of Massachusetts for this purpose shall collect a sample of water for the purpose of analysis for coliform bacteria. This line cannot be put in service until the results of this test are zero and the North Brookfield Water Department receives a copy of the results from the certified laboratory.
15. If the extension is for a subdivision the Developer of the subdivision shall file concurrently with the Water Department when submitting subdivision layout plan to the Planning Board, a plan showing in detail the proposed water service mains. In addition, a detailed water utility impact study will be required that will review the following:
 - a. Study of the water system within the subdivision, involving analysis of flows, pressures and other applicable hydraulic data.
 - b. Study of the subdivision impact on the existing water facilities. This work is to be prepared by a qualified professional engineer, registered under the laws of the Commonwealth of Massachusetts.
 - c. The Board of Water Commissioners will review this report, aided if necessary by a consultant it may elect to employ. The applicant shall pay this cost. The Board of Water Commissioners will make a final decision based on its review of the above as to whether or not to grant permission for the proposed connection.

- d. A consultant may also be hired by the Water Department to inspect all water pipe installation for correct installation, to be paid for by the Developer.
- e. A rough grade of new roads in new subdivision is required before laying water pipes.
- f. When a water main is extended to service new lots for a subdivision, the developer is responsible to install service connections from the water main to the property line for all existing and future homes, lots, etc.
- g. The developer or contractor is responsible for the maintenance and cost of the repair to the water main and appurtenances until such time as the road and all building activities have been completed and approved and the project has been accepted by the Town of North Brookfield as a public way.
- h. The developer shall be responsible for the total installation and testing costs. All testing must be completed, and all charges must be paid before water service is delivered. All mains and appurtenances shall be fully guaranteed against defects in materials and workmanship for a period of one year after the acceptance by the Planning Board and the Highway Department.

16. In addition to the other powers vested in the North Brookfield Water Department as herein stated, said Department shall have the authority, by majority vote, to impose a moratorium on water extension permits when it is determined by said Board that it is in the public interest to do so. Said moratorium vote shall set forth the reason for the moratorium, its objective and an expiration date within which the Board expects to accomplish its objective. In the event the objective is clearly achieved prior to the expiration of the moratorium, the board shall vote to terminate the moratorium.

17. Products

Gate Valves Mechanical Joint

- a. Resilient-Seated Gate Valve – Open right, 200 PSI working pressure, bronze valve stem, wedge type, inside and outside of valve body will be epoxy coated surface, valve will meet or exceed AWWA C509 standard specifications.
 - 1. Gate valves buried below the required five (5) feet depth are to have approved operating nut extension to allow for proper operation of gate valve with five (5) foot long gate key having a minimum of two (2) foot clearance between key handle and the finish grade.

Chapter 6

Tenant Sub-metering

An Act Authorizing Water Sub-Metering in Residential Tenancies (House 5001) was signed into law by Governor Romney on December 16, 2004. **This law goes into effect March 16, 2005.**

This law allows landlords to install sub-meters for residential tenants and to bill tenants for water and sewer use.

1. Plumbers licensed by the State of Massachusetts must install all sub-meters.
2. Sub-meters can only be used in apartments that have had low flow toilets, showerheads and faucets installed and certified by the property owner to the North Brookfield Building Inspector and North Brookfield Board of Health.
3. Property owners are responsible for having plumbers install and maintain meters; reading meters and billing tenants.
4. The North Brookfield Water Department will not supply, install, maintain or read sub-meters nor will it bill tenants.
5. The property owner will remain the customer of record of the North Brookfield Water Department and will be responsible for payment of water bills as is currently the case.
6. The North Brookfield Water Department retain all rights to take action against a Property Owner for failure to pay their water bill in a timely manner. These rights include property liens and termination of water service.
7. The master water meter for any building remains under the jurisdiction of the North Brookfield Water Department and shall not be tampered with by any property owner or tenant.
8. The master water meter readings shall be used for purposes of billing by the North Brookfield Water Department. Discrepancies between the master meter and tenant sub-meters will not be cause to abate or adjust a bill issued by this department.

Chapter 7

Water Use Restriction/Regulations

Section 1 Authority

This restriction/regulation is adopted by the Town of North Brookfield under its home rule powers, its police powers to protect public health and welfare and its powers under M.G.L. c. 40, s. 21 et seq. This restriction/regulation implements the Town of North Brookfield's authority to regulate water use pursuant to c. 41, s. 69B. This restriction/regulation also implements the Town's authority under M.G.L. c. 40, s. 41A, conditioned upon a declaration of water supply emergency issued by the Department of Environmental Protection.

Section 2 Purpose

The purpose of this restriction/regulation is to protect, preserve and maintain the public health, safety and welfare whenever there is in force, by vote of the Board of Water Commissioners or otherwise lawfully imposed by an authorized state or federal agency, a State of Water Supply Conservation or State of Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town of North Brookfield or by the Department of Environmental Protection.

Section 3 Definitions

State of Water Supply Conservation shall mean a State of Conservation declared by the Town pursuant to section 4 of restriction/regulation.

Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of Environmental Protection under M.G.L. c. 21G, s. 15-17.

Water Users or Water Consumers shall mean all public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

Enforcement Authority shall mean the North Brookfield Board of Water Commissioners, the Board of Health, the Town Police, Special Police and any other locally designated body having police powers. The Superintendent of the Water Department shall also have authority to

issue penalties for the violations of this restriction/regulation and any regulations adopted hereunder pursuant to M.G.L. c. 40, s. 21D.

Section 4 Declaration of a State of Water Supply Conservation

The Town through its Board of Water Commissioners may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that a shortage of water exists, and that conservation of water is necessary to ensure adequate supply to all consumers under all conditions.

Public notice of State of Water Supply Conservation shall be given under section 6 of this restriction/regulation before it may be enforced.

Section 5 Restricted Water Uses

A declaration of a State of Water Supply Conservation issued by the Board of Water Commissioners may include one or more of the following restrictions, conditions, or requirements restraining the use of water for non-essential purpose as necessary to protect the water supply, which shall be included in the public notice required under section 6.

- Stage I. Voluntary conservation
- Stage II Outdoor watering will be limited to between the hours of 6:00 P.M. and 8:00 A.M.
- Stage III Outside water use will be restricted to hand held hose for flower or vegetable garden watering only. No lawn watering, car washing (excluding commercial car washing), or pool filling allowed.
- Stage IV. Mandatory ban on outside water use. All outside use of water is prohibited and subject to penalties in accordance with law for violation of this restriction.

Section 6 Public Notification of a State of Water Supply Conservation

Notification of any provision, restriction, requirement or condition imposed by the Town as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by a posting in the Town Hall and local cable access channel, of a State of Water Supply Conservation. Any restriction imposed under Section 5 shall not be effective until such notification is provided.

Section 7 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 determination that the water supply shortage no longer exists. Notification of the termination of a State of Water Supply Conservation shall be given in the same manner as notice of the State of Water Supply Conservation is given.

Section 8 State of Water Emergency; Compliance with DEP Orders

Upon notification to the public that a declaration of a State of Water Emergency has been declared by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement, condition or order approved or issued by the Department intended to bring about an end to the emergency. Any such violations shall be punishable under the terms of this restriction/regulation and/or under any other applicable federal, state or local laws.

Section 9 Penalties

The Board of Water Commissioners shall enforce the above-mentioned restrictions as follows:

- A. First Offense Written warning
- B. Second Offense \$100.00 fine
- C. Third Offense Termination of water service

Fines shall be recovered by indictment, or on complaint before the District Court, or by non-criminal disposition in accordance with section 21d of chapter 40 of the general laws.

Section 10 Hardship Exemptions or Special Use Allowance

The Board of Water Commissioners may exempt any person from restrictions set forth above, or may impose a special use allowance, upon finding that the person would otherwise suffer undue hardship. A person seeking such an exemption or special use allowance must petition the Commissioners in writing, stating the grounds on which said relief is sought

In case of emergency the Commissioners empower the Superintendent to grant temporary relief pending final decision of the Commissioners on the issue of hardship.

Section 11 Severability

The invalidity of any portion or provision of this restriction/regulation shall not invalidate any other portion or provision thereof.

Chapter 8

Fire Hydrants

1. The Fire Department shall have control of hydrants during a working fire or training and shall immediately notify the Water Department of hydrant use.
2. In no other case will any person be allowed to handle hydrants without permission of the Board of Water Commissioners. Requests will be reviewed on an individual basis.
3. The Water Department shall not be held responsible for damages caused by dirty water resulting from hydrant flushing. Notification will be made prior to commencement of flushing on the Local Cable Access Channel and publication in Wickabaug Weekly/New Leader.
4. No person other than an employee in the service of the commonwealth or any political subdivision thereof or in the service of an independent contractor acting for the commonwealth or any such subdivision shall pile, push or plow snow or ice on or against any fire hydrant or other similar device used for fire protection which is located in any public or private way so as to conceal such hydrant or device or cover any outlet thereof. A fine of not more than one hundred dollars shall punish whoever violates this section. (MGL Chapter 148 Section 27B)
5. Hydrants located on private property and supplied with water by the North Brookfield Water Department shall be opened only with the approval and under the direction of the Superintendent of the Water Department or a representative.
6. No hydrant shall be located within 20 feet of a driveway curb cut.
7. No person shall operate fire hydrants or use water from fire hydrants except firemen at fires, authorized employees of the Water Department or by authorization of the Water Department. Violators will be fined one hundred dollars for each violation and will be charged for an estimate amount of water used at the meter rate.

Products

Hydrants: Break flange type, steamer 4 1/2" side, side hose outlets 2 1/2" national standard, positive drain, open right, inlet six (6) inches, rodded back to main, thrust block behind hydrant, 3/4" stone over drain hole, valve open 5 1/4". All hydrants shall be set with steamer facing street or parking lot with a minimum of fifteen (15) inches from finish grade to bottom of steamer connection. An independent 6" gate valve must control each hydrant. No portion of the hydrant or nozzle cap shall be within 6" of a sidewalk. All hydrants will be painted as follows after installation: white nozzle caps, white bonnet and red body.

Hydrants shall be M&H Model 929.

Chapter 9

Water Billing Information

1. Water bills will be issued bi-annually, based on the previous six-months water usage.
2. Payments not made by the due date are subject to interest at a rate of 14% per annum.
3. The Water Commissioners and their personnel will undertake to deliver to property owners the original bills for water and other charges against them, as committed by the Water Commissioners and the sending of such original bills may be deemed to constitute a sufficient notification of same and a demand for their prompt payment.
4. The failure of the property owner to receive his bill does not relieve him from the obligation of its payment or from the consequences of its non-payment as required.
5. Water bills not paid when due are subject to penalties of \$5.00 Demand, together with charges, fees and interest as accrued.
6. Water bills remaining unpaid are subject to water shut off in accordance with Massachusetts General Law Chapter 40, Sections 42A to 42F, inclusive and with our regulations pertaining to the payments of water bills. Any services shut off for non-payment will be charged a fee to have this service reinstated (see fee schedule).
7. Anyone found to have tampered with a shut off due to non-payment will be charged an additional fee that will be due prior to the service being turned back on.
8. After the issue of a shut off notice there will be no partial payments or personal checks accepted.
9. When water has been turned off for non-payment of usage fees or for purposes of repairs or construction or for any other reasons, no person is permitted to turn it on who is not authorized to do so by the Superintendent and will be subject a fine and termination of water service. (See fee schedule). This fee must be paid prior to the water being turned back on. Continual disregard of this regulation will result in the disconnection of the water service line from the North Brookfield Water Distribution System. Reconnection will follow all rules and regulations for connecting a new service line.

10. Abatements - A reduction of a residential water bill will be considered if a customer can convince the Water Board by a majority vote that he was unaware of a leak or of how much water he was using.

Abatement amounts will be calculated according to the current estimated daily usage of water. The abatement amount will not bring the bill below \$450.00/ per living unit. (Twice the former flat rate)

The Board would also entertain any water user who has legitimate leak and has verification of such.

Abatements will only be considered for the current bill period where the charge occurred. Requests must be made to the Board of Water Commissioners prior to the due date of the bill in question.

Requests for abatements of previously billed water fees will not be accepted unless under special consideration of the Board of Water Commissioners. Said bill must have been paid by the original due date and with supporting facts and/or documentation regarding the erroneous bill amount.

Water fees that have been committed as Water Liens on Tax Bills are not eligible for special consideration.

Any abatement request for previous charges resulting from clerical error must be submitted to the Commissioner of the Massachusetts Department of Revenue for approval.

There will be no abatements on charges of previous owners or beyond three years prior to the date of request.

(Amended November 8, 2010)

11. All estimated water bills will be based on the previous twelve (12) months usage. (Amended March 17, 2008)
12. ALL PAYMENTS must be made to the Town Collector, 215 North Main Street, North Brookfield, MA 01535.

Chapter 10

Condo Requirements

1. Each unit shall have a separate service line
2. Each unit shall have a separate curb stop
3. Each unit shall have a water meter that will be used for water billing purposes.
4. Should the condominium ever be converted back or to rental apartments then a master meter must be installed, at the cost of the homeowner, which would register the water usage of the entire building.

Note: Contractors may tap the main only once but the line must be manifolded to accommodate the regulations noted above.

Chapter 11

Stand By Fire Protection

The Water Department will furnish water for standby fire protection service in accordance with rates and charges specified. All equipment for this purpose shall be installed entirely at the expense of the consumer and with the approval of the Water Department. Such pipes must not be used for the supplying of water for any other purposes and must be so arranged that easy inspection can be made by the Water Department. Whenever it is considered necessary for the protection of the water supply and in the interest of the Town of North Brookfield, the Water Department shall have the right to require the installation of meters, alarms, or other accessories, and the installation and upkeep of such equipment to be at the consumer's expense.

Fee Schedule

Water Rate:	Determined per billing period
Water Tie In Fee:	\$2,000.00 up to 1" service For any service larger is an Additional \$1,000.00 per inch
Existing Tie Fee:	\$500.00 to cover meter and inspections.
Water Meter Testing Fee:	\$75.00
Water Turn On Fee:	\$100.00 (Non-payment)
Water Meter Testing Violation	\$100.00 (monthly until proof of testing is submitted)
Water Turn On Fee:	\$100.00 (Non-work hours)
Water Meter Removal Fee:	\$100.00 – 1 st Offense Shut Off – 2 nd Offense
Tampering Fee:	\$100.00 – 1 st Offense Shut Off – 2 nd Offense
Water Meter Replacement Fee:	\$216.00 5/8" meter \$258.00 3/4" meter TBD 1" meter
Hourly Rate:	\$40.00 (minimum 2 hours)
Overtime Rate:	\$65.00

Appendix (1)
Disinfecting Waterlines

(A) Scope

This section describes the disinfecting of all portions of the potable water system, including buried piping, valves, hydrants, and any portion of the existing connecting system that might have become contaminated during construction activities, and also any temporary water service piping used during construction.

(B) Materials

(1) Chlorinating Material: The chlorinating material shall be a hypochlorite solution, tablets or granules.

(2) Tablet Attachment: The hypochlorite tablets shall be fastened to the top of the pipe using Permatex No. 1

(C) Execution

(1) Disinfection

- (a) Care shall be taken to prevent contaminating materials from entering the water mains during construction or repair. Such materials that may accidentally enter the main shall be removed by flushing. This flushing shall be done prior to disinfection unless the tablet method of disinfection is used. If, in the opinion of the Water Superintendent, the contaminated material that has entered cannot be removed by flushing, the interior of the pipe shall be cleaned by mechanical means and then swabbed with a 1 percent hypochlorite solution.

- (b) Upon completion of the water pipelines, all new pipe, valves, hydrants, etc. shall be thoroughly flushed and disinfected, using a continuous-feed method of hypochlorite and water mixture or hypochlorite tablets or granules in accordance with AWWA Standard C-651, latest revision.
- (c) The chlorinating material shall be introduced into the water lines and distribution systems in a manner approved by the Water Superintendent. After a contact period of not less than 24 hours, the treated water in the lines shall contain not less than 10 mg per liter chlorine using the continuous-feed method or 25 mg per 1 chlorine using the tablet or granular method throughout the length of the line. The system shall be flushed after successful completion of disinfection with clean water until residual chlorine content is no more than 1.0 mg per liter. All valves in lines being disinfected, except those being used as bulkheads, shall be opened and closed several times during the contact period. During flushing and disinfection the contractor shall make sure that none of the disinfection solution enters any existing water main.
- (d) Flushing shall be done with a flushing velocity of at least 2 ½ feet per second. The contractor shall provide all fittings required to flush the line. Flushing will be accomplished in such manner that no erosion will occur and there will be no damage to street, fish, animals, plants or other property.

(2) Bacteriological Examination: After the system has been thoroughly flushed and before the new water line is connected to the distribution system, samples shall be taken from representative points in the system, at intervals of 1200 feet, in sterile bottles treated with sodium thiosulfate. Labeled samples shall be submitted to the designated certified laboratory for bacterial examination. Submitted samples shall meet all town and state bacteriological standards, showing the absence of both coliform and heterotrophic bacterial growths. If the initial disinfection fails to produce satisfactory bacteriological results, the new main shall be reflushed and resampled. If check samples also fail to produce acceptable results, the main shall be rechlorinated by the continuous feed or slug method until satisfactory results are obtained.

(3) Disposal of Solution: Following testing, the solution and flushing water shall be disposed of by the contractor into the nearest sanitary sewer line. The solution and flushing water shall not be dumped into any lakes, streams waterways, irrigation ditches or storm water drainage systems. If wasted water cannot be safely discharged into a sanitary sewer system, then a reducing agent shall be applied to the wasted water to thoroughly neutralize the chlorine residual remaining in the water.

9.12 Testing of Water Pipes

(A) General

This section describes the testing of all water pipes including water mains, fire lines and services.

(B) Materials

The contractor shall provide all necessary test equipment including test pumps, pipe, connectors, meters, gauges, instruments, and other equipment required. Pressure gauges used shall be graduated in increments no more than 5 psi and shall have a range of approximately twice the test pressure. Gauges, meters and other instruments shall be calibrated prior to testing.

(C) Execution

(1) Notification and Witness

- (a) The contractor shall notify the North Brookfield Water Department of all tests at least 48 hours prior to testing so that the Water Superintendent can witness the tests.
- (b) The pipe may be subject to hydrostatic pressure and inspected and tested for leakage at any convenient time after the trench has been partially backfilled, except at the joints, or backfilled as permitted by the North Brookfield Water Department. Where any section is provided with concrete thrust blocks, the pressure test shall not be made until at least 2 days have elapsed after the concrete was installed.

(C) Pressure Test

- (a) All new pipes shall be pressure tested prior to connection to the existing system. All pipes shall be tested at a pressure of 150 psi at the lowest point in each section or 1 ½ times the working pressure, whichever is greater.
- (b) Prior to testing, all equipment that would be damaged by the test pressure shall be removed. This equipment shall be replaced in the system after testing is complete. All pipe and appurtenances shall be backfilled except joints unless otherwise permitted by the Water Superintendent.
- (c) The contractor shall slowly fill the pipe with water prior to testing and remove all air from the piping system. Each valved section, unless otherwise directed by the Water Superintendent, shall be tested prior to connection to the existing system. The duration of each pressure test shall be at least 2 continuous hours. Test time will be accrued only while full test pressure is on the system. The contractor from a potable water source shall provide all water used in testing the pipelines.
- (d) The specified test pressure shall be applied by means of a pump connected to the pipe in a manner satisfactory to the Water Superintendent. The contractor shall furnish all necessary labor, equipment, and connection corporation stops to the pipeline to perform the test.
- (e) No testing shall be permitted against valves or fittings that are part of the existing system unless specifically approved by the Water Superintendent. All exposed pipe, fittings, valves, hydrants and joints will be carefully examined during the test. Any cracked or defective pipe, fittings, valves or hydrants discovered during the pressure test shall be removed and replaced by the contractor with sound material. The test shall be repeated until the test is satisfactory to the Water Superintendent.

(3) Leakage Test

- (a) A leakage test shall be conducted after the pressure test has been completed; unless the pressure tests indicate that there are no leaks. The contractor shall furnish the pump, pipe, connections, meters and all other necessary apparatus, and shall furnish all necessary assistance to conduct the test. The duration of each leakage test shall be two hours, and during the test, the main shall be subjected to a hydrostatic pressure specified.
- (b) No pipeline installation will be accepted until the leakage is less than the amount computed by the following formula:

$$L = \frac{SD(PX^{0.5})}{133,200}$$

133,200

- Where:**
- L = Allowable Leakage (Gallons Per Hour)
 - S = Tested Length of Pipe (Feet)
 - D = Nominal Diameter of Pipe (Inches)
 - P = Average Test Pressure During Test (psi)

- (c) The contractor shall, at their own expense, locate and repair the point of leakage until the leakage is within the specified allowance.

