

TOWN OF HATFIELD
DEPARTMENT OF PUBLIC WORKS
RULES AND REGULATIONS

ADOPTED

BY THE BOARD OF SELECTMEN APRIL 25, 2000

AMENDED
September 10, 2010

CONTENTS

CHAPTER 1	APPLICATION OF REGULATIONS
CHAPTER 2	VALIDITY
CHAPTER 3	LIABILITY OF PROPERTY OWNER; CHANGE OF OWNERSHIP
CHAPTER 4	ADOPTION OF RATES
CHAPTER 5	RIGHT OF ENTRY
CHAPTER 6	ABATEMENTS
CHAPTER 7	PENALTIES
CHAPTER 8	WATER DEPARTMENT POLICIES
CHAPTER 9	SEWER DEPARTMENT POLICIES
CHAPTER 10	HIGHWAY DEPARTMENT POLICIES
CHAPTER 11	FEES

CHAPTER 1 APPLICATION OF REGULATIONS

- A. The following Rules and Regulations and all subsequent changes and additions thereto shall constitute a part of the contract with every person, corporation and owner of property in the Town of Hatfield. Every such person, corporation and property owner shall be considered as having expressed consent to be bound thereby.
- B. All residents are requested to read this document carefully, as failure to know the Rules and Regulations will not excuse anyone from the consequences of neglect or infringement of such Rules and Regulations.

CHAPTER 2 VALIDITY

- A. The invalidity of any section, clause, sentence, or provision of these Rules and Regulations shall not affect the validity of any other part of these Rules and Regulations which can be given effect without such invalid part or parts.

CHAPTER 3 LIABILITY OF PROPERTY OWNER; CHANGE OF OWNERSHIP

- A. The property owner will be charged fees for services as set by the Board of Selectmen and will be held liable for all charges on account of the same.
- B. When the ownership of the property changes, the full name and address of the new owner will be given to the Town of Hatfield at once in order that bills may be properly rendered. If the Town is not notified as to a change in ownership, the previous billing party will be held liable for all subsequent bills until notification. New owners shall have no right to Town services until such notification is given.

CHAPTER 4 ADOPTION OF RATES

- A. The Board of Selectmen will, prior to July 1st each year, revise and set all fees applicable as required to operate and maintain the Department of Public Works of the Town of Hatfield, and these rates will remain in effect until further notice.

CHAPTER 5 RIGHT OF ENTRY

- A. Employees of the Department of Public Works shall have free access at all reasonable times and hours to all parts of the buildings or premises for legitimate reasons as outlined in these Rules and Regulations.

CHAPTER 6 ABATEMENTS

- A. Abatements will only be authorized by the Board of Selectmen and shall be within the guidelines for abatements as set yearly by the Board. Abatement forms are available at Town Hall.
- B. A resident who files a false abatement shall be subject to a fine not to exceed three hundred dollars (\$300).
- C. All abatement requests must be filed within thirty (30) days of receipt of the bill.
- D. A property owner shall be entitled to sewer abatement when it is proven that a swimming pool has been installed or repaired. The abatement will be determined by the known size of the pool and amount of water it holds. It is the responsibility of the owner to provide this information. When a homeowner fills a pool from a water supply that is metered at their resident, he/she may request an abatement on the sewer use portion of his/her next bill if the pool size is larger than 2000 gallons or more and is completely filled because it is a new pool or the liner has been replaced. The homeowner must bring a copy of the invoice, showing the size of the pool or liner to the DPW Director. The abatement will be calculated based on the current sewer use fee. No abatement will be granted for topping off a pool or any other outdoor water use. All abatements must be approved or denied by the Board of Selectmen.

CHAPTER 7 PENALTIES

- A. Any person found to be violating any provisions of these Rules and Regulations shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period stated in such notice, permanently cease all violations. When a violation is suspected, the suspected violator will be given the opportunity to present his or her case before the Board of Selectmen. After the Hearing, the Board will decide what, if any, action is taken.
- B. Any person who shall continue any violations beyond the time limit provided for in Chapter 7.A above, shall be guilty of a misdemeanor, and on conviction thereof shall be fined an amount not exceeding three hundred dollars (\$300) for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.
- C. Any person violating any of the provisions of these Rules and Regulations shall become liable to the Town for any expense, loss, or damage occasioned the Town by reason of such violation.
- D. All bills are due and payable within thirty (30) days upon receipt by the billing party. Nonpayment of bills or neglect or refusal to comply with these Rules and Regulations shall be grounds for terminating the billed Town service after proper notification has been given.

CHAPTER 8 WATER DEPARTMENT POLICIES

SECTION 8.1 BILLING FOR WATER SERVICE; DISCONTINUANCE AND REINSTITUTION

- A. Billing will occur at a frequency determined by the Board of Selectmen, which is currently every 6 months.
- B. Charges may be discontinued during periods of non-usage of water, by request of the property owner or agent to have the supply shut off at the street valve or curb stop. If the property is metered, the meter must be removed at that time. The owner will remain liable for water bills even if the service is off but the meter has not been removed. Meter removal may only be done by Town of Hatfield authorized DPW personnel. A fixed fee as set by the Board of Selectmen is to be paid by the owner for shutting off and turning on the water prior to the work being done. Reasonable notice of intent and arrangement for service shut offs will be made to the Water Department.

SECTION 8.2 SHUTTING OFF WATER FOR REPAIRS; NONLIABILITY OF TOWN; LIMITING USE OF WATER

- A. The Department of Public Works reserves the right at all times to shut off the water temporarily and without prior notice for necessary repairs, extensions, alterations, or other work associated with the distribution system. However, the policy of the department shall be to provide advance notice whenever possible.
- B. Neither the Town of Hatfield, nor the Board of Selectmen, nor any of their duly authorized agents will be responsible for damages resulting from shutting off the water supply to any boilers not fitted with proper check valves or other safety devices or not supplied through tanks.
- C. The Board of Selectmen makes no guarantee regarding water pressure or water quality including color and taste. No person will be entitled to receive any abatement, compensation, or damages based on his or her dissatisfaction with water pressure or water quality.
- D. The Board of Selectmen reserves the right to limit or prohibit the use of Town water as public interest may require.
- E. Any omission or delay on the part of the Board of Selectmen or its agents in exercising the rights reserved under this Section shall not constitute or be construed as a waiver of such rights.

SECTION 8.3 SHUTTING OFF WATER FOR NONPAYMENT OR FAILURE TO ABIDE BY RULES AND REGULATIONS

- A. All bills shall be due and payable within thirty (30) days upon receipt. Nonpayment of bills or neglect or refusal to comply with the Town of Hatfield's Department of Public Works Rules and Regulations shall be grounds for terminating water service after proper notification has been given by certified letter or other means determined by the Board of Selectmen.
- B. Service terminated service due to nonpayment will not be restored until the full amount of the outstanding bill in addition to set fees for restoring water service have been paid.

SECTION 8.4 TAPPING PUBLIC WATER LINES: OPERATING TOWN OWNED VALVES AND CURB STOPS.

- A. No person shall tap any Town water main or private water main under the control of the Town of Hatfield without the authorization of the Water Superintendent. No person shall connect any service pipe nor tamper in any way with the water supply from service connected to such water mains where the curb stop or valve is not located on the premises of the owner. Violators of this regulation shall be subject to a fine not to exceed three hundred dollars (\$300). turn on or off the water supply
- B. Water taps in ductile iron and cast iron water mains will be direct taps. Service saddles may be allowed only in plastic and AC pipe.
- C. Water taps of larger than 2" will be allowed only at the discretion of the Water Superintendent. No tapping sleeves will be allowed on pipes of the same size as the tap, a Tee and valve must be cut in.

SECTION 8.5 ESTIMATING CHARGES WHEN A METER FAILS TO REGISTER OR WATER DEPARTMENT EMPLOYEES CANNOT GAIN ACCESS TO READ OR REPAIR SAID WATER METER

- A. When a water meter fails to register all water consumption, the Board of Selectmen reserves the right to estimate the quantity of water used based on previous water consumption for a comparable time period, and also to charge and collect such bills for estimated water.
- B. When a water meter fails to read from outside the building a minimum \$200.00 dollar initial estimated charge will be billed. A fee of \$500.00 will be assessed to property owners who fail to respond to correspondence requesting arrangements to inspect and repair malfunctioning water meters. In the event the property also utilizes Town Sewer services an initial charge of \$450.00 will be billed and if the property owner fails to respond to requests for arrangement to repair the meter, a fee of \$800.00 will be billed.
- C. Upon subsequent repairs to malfunctioning meters, no abatements of the previously stated assessed fees will be granted based upon actual meter readings obtained by Water Department personnel.

SECTION 8.6 USE OF HYDRANTS

- A. Only employees of the Hatfield Fire Department and the Department of Public Works are authorized to operate fire hydrants. No other person shall use Town water from any hydrant without the written consent of the Director of Public Works or Water Superintendant. Fire Department employees will only use hydrants for fighting fires and training employees. Department of Public Works employees will only use hydrants for system maintenance and Public Works projects as directed by the DPW Director.
- B. A person operating a hydrant without proper authorization shall be subject to a fine not to exceed three hundred dollars (\$300), termination of water service if applicable, and/or criminal prosecution. When unauthorized hydrant use is suspected, the suspected person will be given the opportunity to present his or her case before the Board of Selectmen. After a hearing, the Board will decide what, if any, action will be taken.
- C. Any person who covers a hydrant with snow shall be subject to a fine not to exceed three hundred dollars (\$300)

SECTION 8.7 RESPONSIBILITIES OF THE OWNER / DEPARTMENT OF PUBLIC WORKS

- A. Once service has been installed, the Department of Public Works is responsible for the portion of the water service infrastructure, i.e. pipes from the water main to the curb stop for 2" services and smaller and from the main to the branch valve for 4" services and larger. Beyond the curb stop or valve for water service piping sizes as above, the only item the DPW is responsible for is the water meter.
- B. The owner is responsible for keeping the pipes within his or her premises in good repair and protected from frost or other damage. The owner is liable for all damages resulting from failure to do so.

SECTION 8.8 METERS

- A. Meter pits will not be allowed on new construction.
- B. All new water services shall be metered. The property owner is responsible for purchasing Water Department specified water meters, radio reading unit, and for all meter installation costs. Only one meter will be allowed unless for agriculture livestock purposes to avoid sewer cost.
- C. The Department of Public Works shall have full right, for the purpose of metering the consumption of water, to place meters in any building or space thereof where necessary, and the property owner shall, at his own expense, furnish a suitable space for the meter setting and shall protect the same from frost or other injury and keep the meter accessible for reading and repairs.

- D. The owner is responsible for purchasing the meter. In all cases, the owner is responsible for paying all costs associated with the meter installation. The meter shall be installed by a Licensed Plumber in accordance with the Plumbing Code and the following regulations; The meter will be installed horizontally in the piping as far upstream in the homeowner's piping as possible (generally, about 18" from the cellar wall). Once installed, inspected by the licensed representative of the Town of Hatfield, and tested, the meter shall remain the property of the Hatfield Department of Public Works.
- E. All meters shall be Schlumberger / Neptune T-10 meters with Neptune R900 Radio Head Read for cubic feet readings
- F. The Department of Public Works will maintain all meters subject to normal wear due to the ordinary conditions of service. The property owner shall pay for repairs made necessary due to mechanical injury, fire, frost, or any other causes preventable by the owner.
- G. Only Town of Hatfield Department of Public Works employees are authorized to remove, test, repair, and/or maintain water meters. In the event of tampering with or interfering with the correct and proper registration of the water meter, the property owner shall be subject to a fine not to exceed three hundred dollars (\$300), termination of water service, and/or criminal prosecution. When tampering is suspected, the property owner will be given the opportunity to present his or her case before the Board of Selectmen. After a hearing, the Board will decide what, if any, action will be taken.
- H. In cases where the Department of Public Works becomes aware that town water service is provided to a property but does not register on a meter the property owner will be notified and will, at his or her expense, have a meter installed next to the curb stop or be made to discontinue un-metered sources by means of disconnecting and capping any connections. The cost of all restorative modifications to the town water service will be the responsibility of the property owner.
- I. An owner who suspects that a meter is registering high may have the Department of Public Works test the meter. If the meter does test high, based on the manufacturer's specifications, there will be no charge for the test. If the meter tests low or within specifications, there will be a \$50 charge to the owner. All requests for abatement after such a test will be brought before the Board of Selectmen.

SECTION 8.9 NEW SERVICES - GENERAL

- A. All applications for service connections and the use of Town water must be made at the Hatfield Town Hall in the form prescribed and signed by the property owner or by his duly authorized agent. The applicable charge will be paid at the time of application.
- B. An employee of the Department of Public Works will inspect all new service prior to backfilling. If the employee deems the service improperly installed, the necessary corrections will be made at the owner's expense. Water service will not be turned on until all corrections are made, inspected by a licensed representative of the Town of Hatfield, and approved. Water service will not be turned on if meter and/or radio head reader are not installed correctly or working properly.

1. The costs for the installation of all services will be the responsibility of the property owner or his authorized contractor. These costs will include tapping, road crossings, curb stop installation, and any associated repairs to roadways which may be necessary.
 2. No water service will be connected during seasonal times when blacktop plants are not in operations (i.e. winter months) unless an emergency for new service is deemed by the Water Superintendant. In the event of such an emergency service connection, the property owner or his authorized contractor will be responsible for all roadway repairs until permanent ones can be made at their (the property owner or his authorized contractor) expense.
- C. All excavations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Director of Public Works or his designee.
- D. The Department of Public Works shall monitor the amount of gravel put in the trench at the time of backfilling as well as proper compaction (12" lifts maximum). Gravel is to be of the same consistency and depth as the road base in compliance with Town of Hatfield Department of Public Works Highway Specifications. A temporary patch will be installed when asphalt plants are seasonally closed. Hot patch will be installed when asphalt plants reopen. Final patches shall be installed after a straight cut is made on the trench line.
- E. The Board of Selectmen reserves the right to require plans (stamped by a licensed engineer or not), specifications, and any other documentation deemed pertinent to clarify a proposed service installation. All such required plans, specifications or documentation will be provided at the expense of the property owner.
- F. A separate and independent water service shall be provided for every building; except where impractical to do so as determined by the Director of Public Works.
- G. Old water services may be used for new buildings only when they are found, upon examination and testing by the Department of Public Works, to meet all requirements of these Rules and Regulations.

SECTION 8.10 NEW SERVICES - CONSTRUCTION

- A. All new services must have an approved curb stop (services 2" and smaller) or valve (services 4" or larger). The shut-off must be easily accessible and fully protected from freezing.
- B. The kind, size, character and strength of all service pipes, curb stops, valves, meters and other appurtenances used in supplying consumers with Town water; the laying, installing, maintaining, changing, or replacing of same; and the general arrangement of the work in reference to security and safety and the necessary accessibility of same shall be in accordance with the directions, either special or general, given by the Director of Public Works or his duly authorized agents.
- C. In order to maintain a standard of quality and uniformity in the existing water system the following materials shall be used unless specified otherwise by the Director of Public Works Water Superintendant

D. All Parts will be MADE IN THE USA

1. All new water mains shall be class 52, cement lined, and ductile iron pipe. Pipe will be manufactured by US Pipe, Griffen, or an equivalent approved by the Director of Public Works or Water Superintendent.
2. All main line fittings shall be compact, ductile iron, mechanical joint fittings that comply with the latest version of AWWA standard C-153. Fittings will be manufactured by Tyler, US Pipe, or an equivalent approved by the Director of Public Works Water Superintendent. All mechanical joints will be restrained with mega lugs or approved equals.
3. All main line valves shall have mechanical joints and open left. All gate valves will be mechanical joint resilient seat gate valves that comply with AWWA standard C-509. Valves will be manufactured by Mueller, Kennedy, or an equivalent approved by the Director of Public Works or Water Superintendent.
4. All hydrants shall have mechanical joints and open left. Hydrants will have two 2 ½ inch butts and one 4 ½ inch steamer butt. Hydrants will be AP Smith Model H-205, US Pipe, Mueller, Kennedy, or an equivalent approved by the Director of Public Works or Water Superintendent. If not specified, pipe bury will be 5' 6".
5. All service pipe 2 inch and smaller will be Type K copper from the main to the curb stop.
6. All corporations shall be compression type, Mueller, Ford, or equivalent approved by the Director of Public Works Water Superintendent.
7. All curb stops shall be compression type, Mueller Ford, or equivalent approved by the Director of Public Works Water Superintendent.
8. Service boxes shall be Buffalo Type Curb Box 95-E with a 24-inch long top section and a 47-inch long bottom section. Service rods shall not be used. All services of 1 ½" or larger will have a main line style valve box.

SECTION 8.11 WATER MAIN EXTENSIONS

- A. Requests for water main extensions to supply existing residences or buildings shall be processed as follows:
1. The person requesting the water main extension shall file an application at Town Hall. The application shall include a plan showing the proposed length, location, and size of the new main, and any other relevant information.
 2. If a water main is to be extended to supply a new housing development, or a business, the main will only be installed with the approval of the Board of Selectmen and the Water Superintendent.
 3. All costs associated with Water Main extensions will be the expense of the property owner/developer.

4. Fire Hydrants are to be installed approximately every 500' and main line valves every 1500' feet next to a fire hydrant branch.
5. Where a tie in or cut in for a new main is made there will be 3 valves installed for isolation purposes.
6. Prior to turning on the water, the contractor must provide a clean bacteria sample and pass a pressure test performed by the contractor or a competent company. Said test will be for duration of 2 hours at 175 PSI. Town of Hatfield Department of Public Works Water Department personnel must witness the test and suitable arrangements for their attendance at this test must be made prior.
7. A Fire Flow testing fee of \$ 50.00 will be charged and is the responsibility of the property owner or his designated contractor and must be paid in advance of the test. Suitable prior arrangements will be made for the test.

SECTION 8.12 CROSS-CONNECTION CONTROL

A. PURPOSE

1. To protect the public potable water supply from the possibility of contamination or pollution by isolating, within its customers internal distribution system, such contaminants or pollutants which could backflow or back-siphon into the public water system.
2. To promote the elimination or control of existing cross-connections, actual or potential, between water service customers' in-plant potable water system and non-potable systems.
3. To provide for the maintenance of a continuing program of cross-connection control which will effectively prevent the contamination or pollution of all potable water systems by cross-connection.

B. AUTHORITY

1. Under Public Law 99-339, the Safe Drinking Water Act Amendments of 1986, and Massachusetts Regulation 310 CMR, Section 22.22, the water purveyor has the primary responsibility for preventing water from unapproved sources, or any other substances from entering the public potable water system.
2. In accordance with 310 CMR, Section 22.22, no person shall maintain upon premises which they own or occupy, a cross-connection between the Town of Hatfield water distribution system and the distribution system of any unapproved water source, unless the installation has been reviewed and approved by the appropriate reviewing authority and the required permits have been issued.

C. RESPONSIBILITY

1. The Board of Selectmen is responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the water service connection. If, in the judgment of the Board, an approved backflow prevention device is required (at the customer's water service connection or within the customer's private water system), the Board or its designated agent shall give notice in writing to said customer to install an approved backflow prevention device at each service connection to the premises. The customer shall, within ninety (90) days, install such approved device or devices at his own expense, and failure or refusal or inability on the part of the customer to install said device or devices within ninety (90) days shall constitute grounds for discontinuing water service to the premises until such device or devices have been properly installed. It is the responsibility of the customer to pay for all expenses incurred in the survey, testing, and/or maintenance of backflow prevention devices deemed necessary by the Board of Selectmen or its agent.

D. DEFINITIONS –

1. Approved: accepted by the Board of Selectmen or its designated agent as meeting an applicable specification stated or cited in this Regulation, or as suitable for the proposed use.
2. Auxiliary Water Supply: any water supply, on or available to the premises other than the purveyor's approved public potable water supply.
3. Backflow: the flow of water or other liquids, mixtures, or substances under positive or reduced pressure in the distribution pipes of a potable water supply from any source other than its intended source.
4. Backflow Preventer: A device or means designed to prevent backflow or back-siphonage; most commonly categorized as air gap, reduced pressure principle device, double check valve assembly, pressure vacuum breaker, atmospheric vacuum breaker, hose bib vacuum breaker, residential dual check and double check with intermediate atmospheric vent.
 - a. Air Gap: a physical separation sufficient to prevent backflow between the free-flowing discharge end of the potable water system and any other system; physically defined as a distance equal to twice the diameter of the supply side pipe diameter but never less than one (1) inch.
 - B. Atmospheric Vacuum Breaker: a device which prevents back-siphonage by creating an atmospheric vent when there is either a negative pressure or sub-atmospheric pressure in a water system.
 - c. Double Check Valve Assembly: an assembly of two (2) independently operating, spring-loaded check valves with tightly closing shutoff valves on each side of the check valves plus properly located test cocks for the testing of each check valve.
 - d. Double Check Valve with Intermediate Atmospheric Vent: a device having two (2) spring-loaded check valves separated by an atmospheric vent chamber.

- e. Hose Bibb Vacuum Breaker: a device which is permanently attached to a hose bib and which acts as an atmospheric vacuum breaker.
 - f. Pressure Vacuum Breaker: a device containing one or two independently operated spring-loaded check valves and an independently operated spring-loaded air inlet valve. Located on the discharge side of the check or checks; device includes tightly closing shutoff valves on each side of the check valves and properly located test cocks for the testing of the check valve(s).
 - g. Reduced Pressure Principle Backflow Preventer: an assembly consisting of two (2) independently operating approved check valves with an automatically operating differential relief valve located between the two (2) check valves, tightly closing shutoff valves on each side of the check valves, plus properly located test cocks for the testing of the check valves and the relief valve.
 - h. Residential Dual Check: an assembly of two (2) spring-loaded independently operating check valves without a tightly closing shutoff valves and test cocks; generally employed immediately downstream of the water meter to act as a containment device.
- 5. Backpressure: a condition in which the owner's system pressure is greater than the supplier's system pressure.
 - 6. Back-siphonage: the flow of water or other liquids, mixtures, or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by a sudden reduction of pressure in the potable water supply system.
 - 7. Board of Selectmen: the Hatfield Board of Selectmen, acting on its own behalf or through its designated agent, is invested with the authority and responsibility for the implementation of a cross connection control program and for the enforcement of the provisions of the Ordinance.
 - 8. Containment: a method of backflow prevention which requires a backflow preventer at the water service entrance.
 - 9. Contaminant: a substance which will impair the quality of the water to a degree that it creates a serious health hazard to the public leading to poisoning or the spread of disease.
 - 10. Cross-connection: any actual or potential connection between the public water supply and a source of contamination or pollution.
 - 11. Department: this shall mean the Massachusetts Department of Environmental Protection (DEP).
 - 12. Fixture Isolation: a method of backflow prevention in which a backflow preventer is located to correct a cross-connection at an in-plant location rather than at a water service entrance.
 - 13. Hazard, Degree of: the term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.

- a. Hazard - Health (high hazard): any condition, device, or practice in the water supply system and its operation which could create, or in the judgment of the Board of Selectmen may create, a danger to the health and well being of the water consumer.
 - b. Hazard - Plumbing (high hazard): a plumbing type cross-connection in a consumer's potable water system which has not been properly protected by an approved backflow prevention device.
 - c. Hazard - Pollution (low hazard): an actual or potential threat to the physical properties of the water system or to the potability of the public's or the consumer's potable water system which would constitute a nuisance or be aesthetically objectionable or could cause damage to the system or its appurtenances, but would not be dangerous to the health and well being of the water consumer.
14. Owner: any person who has legal title to or license to operate or habitat in a property upon which a cross-connection inspection is to be made or upon which a cross-connection is present.
15. Person: any individual, partnership, company, public or private corporation, political subdivision or agency of the State Department, agency or instrumentality, or the United States or any other legal entity.
16. Permit: a document issued by the Department of Environmental Protection which allows the use of a backflow preventer.
17. Pollutant: a foreign substance that if permitted to get into the public water system will degrade its quality so as to constitute a moderate hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such water for domestic use.
18. Water Service Entrance: that point in the owner's water system beyond the sanitary control of the Board; generally considered to be the outlet end of the water meter and always before any unprotected branch.

E. ADMINISTRATION

- 1. The Board of Selectmen will operate a Cross-Connection Control Program to include the keeping of necessary records which fulfill the requirements of the Department of Environmental Protection's Cross-Connection Regulations.
- 2. The owner shall allow his property to be inspected for possible cross-connections and shall follow the provisions of the Board's program if a cross-connection is permitted.

F. REQUIREMENTS

1. Board of Selectmen:

- a. On new installations the Board or its designated agent will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, which will be required; will issue the permit; and will perform inspection and testing.
- b. For premises existing prior to the start of this program the Board or its designated agent will perform evaluations and inspections of plans and/or premises and inform the owner by letter of any corrective action deemed necessary, the method of achieving the correction, and the time allowed for the correction to be made. Ordinarily, ninety (90) days will be allowed; however, this time period may be shortened depending upon the degree of hazard involved and the history of the device(s) in question.
- c. The Board will not allow any cross-connection to remain unless it is protected by an approved backflow preventer. Depending upon the type of backflow preventer and degree of hazard, a permit may or may not be required.
- d. The Board or its agent shall inform the owner by letter of any failure to comply by the time of the first re-inspection. The Board will allow an additional fifteen (15) days for the correction. In the event the owner fails to comply with the necessary correction by the time of the second re-inspection, the Board will inform the owner by letter that the water service to the owner's premises will be terminated within a period not to exceed five (5) days. In the event that the owner informs the Board of extenuating circumstances as to why the correction has not been made, a time extension may be granted by the Board but in no case will it exceed an additional thirty (30) days.
- e. If the Board determines at any time that a serious threat to the public health exists the water service will be terminated immediately.

2. Owner:

- a. The owner shall be responsible for the elimination or protection of all cross-connections on his or her premises.
- b. The owner, after having been informed by a letter from the Board, shall, at his or her expense, install, maintain and test or have tested any and all backflow preventers on his premises.
- c. The owner shall correct any malfunction of the backflow preventer which is revealed by periodic testing within 14 days of notice.
- d. The owner shall inform the Board of any proposed or modified cross-connections and also, of any existing cross-connections of which the owner is aware but which have not been found by the Board.

- e. The owner shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type on the by-pass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
- f. The owner shall install backflow preventers in a manner approved by the Board. Each installed reduced pressure backflow prevention device or double check valve assembly shall have a threaded capped adaptor on each test cock which will fit a standard test kit.
- g. The Owner shall install only backflow preventers approved by the Massachusetts Department of Environmental Protection.
- h. Any owner having a private well or other private water source must have a permit if the well or source is cross-connected to the Board's system. Permission to cross-connect may be denied by the Board. The owner may be required to install a backflow preventer at the service entrance if a private water source is maintained, even if it is not cross-connected to the Board's system.
- I. The owner shall be responsible for the payment of all fees for permits, annual or semi-annual device testing, re-testing in the case that the device fails to operate correctly, and second re-inspections for noncompliance with Board requirements.

G. APPROVALS AND PERMITS

- 1. The Board of Selectmen shall not permit a cross-connection within the public water supply system unless it is considered necessary, it cannot be eliminated, and an appropriate backflow prevention device or air gap is installed.
- 2. The owner shall not install a reduced pressure backflow device or double check valve assembly unless a design data sheet with plans showing the method of protection of the public water supply has been approved by the Board or its designated agent.
- 3. Only types and models of reduced pressure backflow preventers, double check valve assemblies, and manufactured air gap separation devices included on the list of approved backflow prevention devices maintained by the Department of Environmental Protection may be used.
- 4. The owner shall apply annually to the Town for a permit for each reduced pressure backflow device or double check valve assembly installed on the premises. Applications for the annual permit must be made on the proper application form on or before January 1st of each year. Applications must be accompanied by the appropriate permit fee.
- 5. Prior to the installation of any pressure or atmospheric vacuum breaker or backflow preventer with intermediate atmospheric vent, the plans and specifications for the plumbing work must receive a permit issued pursuant to 248 CMR 2.04(3) by the local Plumbing Inspector. For these devices a plumbing permit issued under 248 CMR 2.04(3) shall constitute installation approval.

H. EXISTING IN-USE BACKFLOW PREVENTION DEVICE

1. Any existing backflow preventer shall be allowed by the Board to continue in service unless the degree of hazard is such as to supersede the effectiveness of the present backflow preventer or result in an unreasonable risk to the public health. Where the degree of hazard has increased, any existing backflow preventer must be upgraded to a reduced pressure principle device, or a reduced pressure principle device must be installed in the event that no backflow device is present.

I. PERIODIC TESTING

1. Testing of each reduced pressure backflow preventer shall be performed by the Board or its designated agent twice annually. Double Check Valve Assemblies will be tested by the Board or its designated agent once per year. The testing will be done at a fee to be set by the Board. The Board reserves the right to test devices more than twice a year to ensure public safety (i.e. history of failed tests, high hazard, etc.). Tests beyond the amount required by law and required by the Board will be at no expense to the owner.
2. The testing by the Board or its designated agent shall be conducted during regular business hours. Exceptions to this, when at the request of the owner, may require additional charges to cover the increased costs to the Board.
3. Any backflow preventer which fails during a periodic test will be repaired or replaced and re-tested within fourteen (14) days. When repairs are necessary, upon completion of the repair the device will be re-tested at the owner's expense to ensure correct operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. The owner is responsible for spare parts, repair tools, or a replacement device. Parallel installation of two (2) devices is an effective means of the owner ensuring uninterrupted water service during testing or repair of devices and is strongly recommended when the owner desires such continuity.

J. FEES AND CHARGES

1. The owner shall pay to the Board the following fees for the services listed below:
 - a. For each test performed during normal business hours the fee will be \$50.00.
 - b. For each test performed outside of normal business hours the fee will be \$75.00.
 - c. For each re-test of a failed device there will be a fee of \$15.00 if the tester does not have to leave the premises. For re-tests requiring return visits the fees in 1.a and 1.b shall apply.

K. FINES

1. Owners in violation of these backflow regulations may be subject to a fine of not more than \$25,000 for each day such violation occurs or continues, or by imprisonment for not more than a year, or both such fine and imprisonment as stated in CMR 310.

CHAPTER 9
SEWER DEPARTMENT POLICIES

SECTION 9.1 AUTHORITY

- A. The Board of Selectmen of the Town of Hatfield, Hampshire County, Massachusetts, acting in accordance with the provisions of Chapter 83, Section 10, of the Massachusetts General Laws, as amended, hereby adopts the following rules and regulations governing connection to and use of the Town's public sewer system.

SECTION 9.2 DEFINITIONS

- A. Unless specifically indicated in these Rules and Regulations, the meaning of terms used shall be as follows:

“BOARD OF SELECTMEN” - This shall be the duly elected Board of Selectmen of the Town of Hatfield, or its authorized deputy, agent, or representative.

“BOD” (denoting Biochemical Oxygen Demand) - the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed in milligrams per liter.

“BUILDING SEWER” – the sewer pipe beginning at the lateral connection to the common, public sewer (generally located in the public street) and terminating inside the building.

“EXCESSIVE” – amounts or concentration of a constituent of wastewater which in the judgment of the Board of Selectmen:

- (a) will cause damage to any facility,
- (b) will be harmful to a wastewater treatment process,
- (c) cannot be removed in the treatment works to the degree required in the limiting stream classification standards of the Connecticut River and/or its tributaries,
- (d) can otherwise endanger life or property, or
- (e) can constitute a nuisance.

“GARBAGE” – solid waste from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.

“INDUSTRIAL WASTES” - the liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.

“NATURAL OUTLET” – any outlet into a watercourse, pond, ditch, lake, or other body of surface or ground water.

“OWNER” – any person legally and lawfully possessing the land across which a particular building sewer lays or will lay.

“PERSON” – any individual, firm, company, association, society, corporation, or group.

“pH” – the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

“PLANT OPERATOR” – a person legally hired by the Town to operate the Wastewater Treatment Facilities, including pumping stations, in accordance with all applicable Federal and State Regulations.

“PROPERLY SHREDDED GARBAGE” – the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

“PUBLIC SEWER” – a sewer in which all owners of abutting properties have equal rights, and is controlled by public authority.

“SANITARY SEWER” – a sewer which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.

“SEWAGE” – a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments.

“SEWAGE TREATMENT PLANT” – any arrangement of devices and structures used for treating sewage.

“SEWAGE WORKS” – all facilities for collecting, pumping, treating, and disposing of sewage.

“SEWER” – a pipe or conduit for carrying sewage.

“SLUG” – any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operations.

“STORM DRAIN” - a pipe or conduit which carries storm and surface waters and drainage, but excludes sewage and industrial wastes.

“SUSPENDED SOLIDS” – solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

“WATERCOURSE” – a channel in which a flow of water occurs, either continuously or intermittently.

- B. The basis for all laboratory testing required hereunder and the definition of all laboratory or chemical terms used herein shall be the current edition of “Standard Methods for the Examination of Water and Wastewater” as published by the American Public Health Association.

SECTION 9.3 DISCHARGES TO SEWERS

- A. No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.
- B. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
 - 1. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
 - 2. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either simply or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant; including but not limited to cyanides in excess of two (2) mg/l as CN in the wastes as discharged to the public sewer, or by one (1) ppm as CN after dilution by the minimum flow in the common sewer.
 - 3. Any waters or wastes having a pH lower than 5.5 or higher than 9.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel of the sewage works.
 - 4. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewer works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders, without prior approval of the Board of Selectmen.
- C. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Board of Selectmen that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming their opinion as to the acceptability of these wastes, the Board of Selectmen will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances which shall not be discharged to the common sewers without prior approval of the Board of Selectmen are:

1. Any liquid or vapor having a temperature higher than one hundred fifty degrees (150) F at the point of discharge,
2. Any water or waste combining fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l of containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees F (O and 65 degrees C).
3. Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 pH metric) or greater shall be subject to the review and approval of the Board of Selectmen.
4. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
5. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment plant exceeds the limits established by the Board of Selectmen for such materials.
6. Any waters or wastes containing phenols, or other taste or odor-producing substances, in such concentrations exceeding limits which may be established by the Board of Selectmen as necessary, after treatment of the composite sewage, to meet the requirements of the State Division of Water Pollution Control and the Federal Environmental Protection Agency.
7. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Board of Selectmen in compliance with applicable State and Federal regulations.
8. Any waters or wastes having a pH less than 5.5 or more than 9.5 in the building sewer.
9. Materials which exert or cause:
 - a. Unusual concentrations of inert suspended solids.
 - b. Excessive discoloration.
 - c. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.
 - d. Unusual volume of flow or concentration of wastes constituting “slugs” as defined herein.
10. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

- D. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 3 of this Chapter, and which in the judgement of the Board of Selectmen, may have a deleterious effect upon the sewage works, process, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Board of Selectmen may:
1. Reject the wastes.
 2. Require pretreatment to an acceptable condition for discharge to the public sewers.
 3. Require control over the quantities and rates of discharge, and/or
 4. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges.
- E. If the Board of Selectmen permit the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Board of Selectmen, and subject to the requirements of all applicable codes, ordinances, and laws.
- F. Industries discharging to the public sewers shall perform such flow monitoring of their discharges as the Board of Selectmen may require, including installation, use, and maintenance of of what???, keeping records and reporting the results to the Board of Selectmen. Such records shall be made available upon request by the Board of Selectmen to other agencies having jurisdiction over discharges to receiving waters. The design and installation of these facilities shall be subject to the review and approval of the Board of Selectmen.
- G. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Board of Selectmen, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Board of Selectmen and shall be located so as to be readily and easily accessible for cleaning and inspection.
- H. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his or her expense.
- I. When required by the Board of Selectmen, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the Board of Selectmen. The manhole shall be installed by the owner at his or her expense, and shall be maintained by him or her so as to be safe and accessible at all times.

- J. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.
- K. Sampling shall be carried out by customarily accepted methods as determined by the Director of Public Works to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. (The particular analysis involved will determine whether a 24-hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids, analysis are obtained from 24-hour composites of all outfalls whereas pH's are determined from periodic grab samples.)
- L. No statement contained in this Chapter shall be construed as preventing special agreement or arrangement between the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefore, by the industrial concern.

SECTION 9.4 PROTECTION FROM DAMAGE

- A. No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of the sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

SECTION 9.5 AUTHORITY OF INSPECTORS

- A. The Board of Selectmen and its duly authorized representatives shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of these Rules and Regulations. The Board of Selectmen and its representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.
- B. Department of Public Works employees shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purpose of, but not limited to, inspection, observations, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

SECTION 9.6 RESPONSIBILITIES OF THE OWNER / DEPARTMENT OF PUBLIC WORKS

- A. All sewer problems that occur within the sewer service, from the connection at the main to the premises, are the responsibility of the owner. The Town is responsible for all problems that occur within sewer mains.
- B. If an existing sewer service must be replaced, the Town will replace the portion of the service from the main to the tree belt. The owner is responsible for the portion of the service from the tree belt into the building.

SECTION 9.7 NEW SEWER SERVICES, GENERAL

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Department of Public Works. All applications for service connections and the use of Town sewers must be made at the Hatfield Town Hall in the form prescribed and signed by the property owner or by his duly authorized agent. The applicable charge will be paid at the time of application.
- B. An employee of the Department of Public Works will inspect all new services prior to backfilling. If the employee deems the service improperly installed, the necessary corrections will be made at the owner's expense. The service will not be used until all corrections are made.
- C. The Board of Selectmen reserves the right to require plans (stamped by a licensed engineer or not), specifications, and any other documentation required to clarify the proposed service installation. All of this will be provided at the expense of the owner.
- D. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the sewer shall notify the Department of Public Works at least forty-five (45) days prior to the proposed addition or change.
- E. All costs associated with the installation of the owner's portion of the building sewer shall be the responsibility of the applicant or property owner. The Town shall be indemnified from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.
- F. A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. If the DPW Director determines that it is not feasible to install a separate sewer, then the building sewer from the front building may be extended to the rear building.
- G. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Department of Public Works, to meet all requirements of these Rules and Regulations.

- H. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any fixture is too low to permit gravity flow to the public sewer, sanitary sewage carried from the fixture shall be lifted by an approved means and discharged to the building sewer.

SECTION 9.8 NEW SEWER SERVICES, CONSTRUCTION

- A. The property owner shall construct the building sewer to within five (5) feet on the building. This construction shall be in accordance with the requirements of the Department of Public Works and as herein noted. No portion of this construction shall be backfilled until inspected by the authorized agent of the Director of Public Works. The portion of the sewer from 5 feet outside the building to the inside of the building is the jurisdiction of the Plumbing Inspector.
- B. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the State Plumbing Code, as applicable, and the requirements of the Board of Selectmen. The following are the basic requirements:
1. Pipe shall be a minimum of 4-inch.
 2. Pipe material shall be ductile iron or plastic and subject to the approval of the Director of Public Works; all material to be of sufficient strength for the particular installation.
 3. Pipe joints shall be rubber gasket, push-on type.
 4. All building sewers shall be laid straight to line and grade with a minimum pitch of $\frac{1}{4}$ " per foot.
 5. All building sewers shall be carefully bedded in sand and backfilled to prevent damage.
 6. All pipe, joints, and connections shall be water-tight and gas-tight.
 7. All hook-ups to the main shall be done with an approved saddle type connection in compliance with the Department of Public Work's guidelines.
 8. Grades of pipe, size of pipe, types of saddle connections, and angles of entry to the sewer main shall be in accordance with state and local guideline and procedures.
- C. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a matter satisfactory to the Director of Public Works or his designee.
- D. The Department of Public Works shall monitor the amount of gravel put in the trench at the time of backfilling as well as proper compaction (12" lifts maximum). Gravel is to be of the same consistency and depth as the road base in compliance with town highway specifications. A temporary patch will be installed when asphalt plants are closed. Hot patch will be installed when plants are open. Final patches shall be installed after a straight cut is made on the trench line.

CHAPTER 10 HIGHWAY DEPARTMENT POLICIES

SECTION 10.1 DRIVEWAY APRONS

- A. Driveway Aprons are defined as the portion of a driveway from the edge of the road to the property line.
- B. The apron shall be maintained by the property owner.
- C. During road reconstruction projects, the Department of Public Works will replace that portion of the apron necessary to create a proper transition from the road to the driveway, as determined by the Director of Public Works or his representative.

SECTION 10.2 TREES, EXISTING

- A. The property owner is responsible for all trees not planted by the Town and on private property. The Town is responsible for all trees located on Town property (to include public ways) and trees planted by the Town on private property within 10 feet of the property line. The State of Massachusetts Department of Public Works is responsible for all trees located on State-owned property and public ways (Rte 91, 5/10).
- B. Town trees will only be removed by the Department of Public Works if the Director of Public Works or his representative determines that the tree is dead. The Department of Public Works will not remove trees that are alive.
- C. Property owners may remove a tree in a public way only with the approval of the Director of Public Works or his designee and only at their own expense. The property owner will pay all costs associated with the removal of the tree to include advertising for a public hearing, lawyer's fees if necessary, costs for the hearing, labor and materials to remove the tree, etc.

SECTION 10.3 TREES, NEW

- A. Property owners wishing to have a tree planted in the tree belt in front of their property will fill out an application at Town Hall. Applications must be by the property owner. Tree plantings will not be considered by applicants who do not own the land just opposite the street line of Town owned public ways.
- B. Periodically, as determined by the Board of Selectmen, the Department of Public Works will create a tree planting list from the applications received. Generally, applications will be addressed on a first-come, first-served basis. The Board does reserve the right to add or delete trees to the tree planting list in the interest of fairness or benefit to the public.
- C. The contractor will warranty newly planted trees for one year. No person will be entitled to recover any compensation or damages from the Town relating to the dissatisfaction of the property owner with the newly planted tree or trees

CHAPTER 11 FEES

SECTION 11.1 WATER FEES

A. NEW WATER SERVICES

1. The contractor and or homeowner is responsible for all work related to the installation (tapping by an approved contractor, excavating, backfilling, patching, loaming, seeding, etc.).
2. The owner is responsible for the costs to have a Licensed Plumber install the meter.
3.

1" service Fee \$ 500.00	1 1/4" service Fee \$ 600.00	1 1/2" service fee \$ 700.00
2" service fee \$ 800.00	4" service \$ 2,000.00	6" service Fee \$ 3,000.00
8" service Fee \$ 4,000.00	12" Service Fee \$ 5,000.00	

B. TURN ON / OFF

1. The charge to turn a water service on or off is \$15 per visit if done during the normal work day. If the water is turned off and then soon after, back on, so that the employee does not need to make two trips, the charge is \$15. If the water is turned on or off during off-hours, the charge is \$50.

C. METER TEST

1. The charge for a meter test is \$50. If the owner requests the test and the meter tests high according to the manufacturer's specifications, there is no charge for the test.

D. BACKFLOW PREVENTER TEST

1. For each test performed during normal business hours, the charge is \$50.00.
2. For each test performed during off-hours, the charge is \$75.00.
3. For each re-test of a failed device there will be a fee of \$15.00 if the tester does not have to leave the premises. For re-tests requiring a return visit the fees in D.1 and D.2 above shall apply.

E. WATER USAGE CHARGES

1. Residential flat rate customers shall be charged \$230 per dwelling unit as recorded at the Assessor's Office per billing cycle.
2. Metered customers shall be charged \$3.48 per hundred cubic feet of water used (approximately 750 gallons).

F. SPECIAL METER READING

1. House Closing meter reading \$ 25.00

G. Fire Flow Test Fee \$ 50.00

SECTION 11.2 SEWER CHARGES

A. NEW SERVICES

1. If the contractor installs the sewer service from an existing stub, the charge is \$1000 due at application. The owner is responsible for all installation costs (tapping, excavation, backfilling, patching, etc.).
2. If there is not an existing sewer stub for the contractor to tie into, the contractor will install the service from the sewer main in the street to the building. The owner is responsible for all installation costs (tapping, excavation, backfilling, patching, etc.). In this case, the owner will be charged \$500.

B. SEWER USAGE CHARGES

1. All residential sewer users will be charged a flat rate of \$290 per year per dwelling unit as recorded in the Assessor's Office.

ADDENDUM TO DPW POLICIES – SEWER BILLING CHANGE POLICIES

Before Town sewer service is provided for any building, a water meter must be installed (at the owner's expense) on the water service for that building.

APPROVED BY THE BOARD OF SELECTMEN 1/6/04

ADDENDUM TO DPW POLICIES – RTE 5/10 SEWER EXTENSION CONNECTIONS

Before any commercial property owner is allowed to connect to the Route 5/10 Sewer Extension Project (Dwight Street, Church Avenue, and West Street – from the Northampton Town line to Church Avenue), he or she must create one low to moderate income job.

APPROVED BY THE BOARD OF SELECTMEN 8/25/03