

TOWN OF MANSFIELD

RULES AND REGULATIONS

FOR THE

EXTENSION OF PUBLIC

SEWERS

BOARD OF WATER &

SEWER COMMISSIONERS

Mansfield Board of Selectmen
Adopted April 3, 1996

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DEFINITIONS

1. **AFFECTED PROPERTY** - Shall mean any property which currently is not connected to the public sewer, does not have an existing public sewer on any side of the property and will now have accessibility to a public sewer as a result of the proposed sewer extension.
2. **COST** - Shall mean all costs associated with the sewer installation, which may include design, construction, inspection and permits.
3. **PROPERTY OWNER** - Shall mean the individual, firm, corporation or other entity whose name is listed as the owner of record for the property in the Town of Mansfield.
4. **PUBLIC SEWER** - Any portion of the Mansfield Municipal Sewer System which is located in a public or private way, in a sewer easement area shown on a definitive plan approved under the subdivision control law, in a Town owned easement; or on Town owned land.
5. **SEWAGE** - Shall mean a combination of the water carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwater, surface water and storm water as may be present.
6. **SEWER** - A pipe for carrying sewage and to which storm water, surface water and groundwater are not intentionally admitted.
7. **SEWER LATERAL** - A pipe for carrying sewage from the plumbing system of a single building to a common sewer or point of immediate disposal and which has no other sewer discharging into it.
8. **SEWER MAIN** - A pipe that is usually 8" diameter or larger and receives the discharge from a number of sewer laterals.
9. **SHALL** is mandatory; **MAY** is permissive.
10. **TOWN** - The Town of Mansfield Massachusetts.
11. **TOWN ENGINEER** - Shall mean the Town Engineer for the Town of Mansfield, or his duly authorized agent or representative.

POLICY OVERVIEW

Any person or entity who is a property owner in the Town of Mansfield can formally apply to the Board of Selectmen, acting as the Board of Water & Sewer Commissioners, for approval to extend the public sewer to serve their property. This policy is intended to provide procedural guidelines for those interested homeowners who are not currently connected to the Town's system and want to investigate their options.

APPLICATION PROCEDURES

The Board of Selectmen, acting as the Board of Water & Sewer Commissioners for the Town of Mansfield, requires that all property owners who want to extend a public sewer line submit a formal request to the Town. **All requests must be in writing and copies must be on file with both the Board of Water & Sewer Commissioners and the Town Engineer, before the project will be considered.**

The letter of request for sewer extensions should be addressed to Board of Water & Sewer Commissioners and include the following information

1. Name, address, and telephone number of property owner.
2. List of names, addresses and telephone numbers for neighbors or abutters who are also interested in connecting to the public sewer.

FINANCING FOR SEWER EXTENSION PROJECTS

Once the necessary letter of request is on file with the Board of Water & Sewer Commissioners and the Town Engineer, the interested party/ parties must decide on how they want to finance the project. Their three choices include:

OPTION A: Individual property owner will pay 100% of cost of sewer extension.

OR

OPTION B: Property owners and neighbors will pay 100% of cost of sewer extension.

Under both of these options, a property owner, or group of property owners, who wants to extend a sewer will pay 100% of the cost without any Town participation. Should these options be chosen, the following procedures will be followed:

1. The property owner(s) must submit professionally prepared sewer drawings for review and approval by the Town Engineer.

***Please note that all sewer extensions must include sewer laterals to all properties along the sewer line.**

2. The property owner(s) will hire their own contractor to install the new sewer.

***Please note that the Contractor is required to apply for all Town construction permits for the project**

3. The Town Engineer will inspect the installation of the sewer line.

OR

OPTION C: The property owner or group of owners want to extend the sewer and are seeking Town participation in the cost and installation of a sewer extension.

***Please note that the Town's participation is only applicable to areas of existing houses, extensions for new development must be filed under option A.**

Under this option, the Town of Mansfield will contribute to the cost and installation of the sewer extension project, contingent upon approval by the Board of Water & Sewer Commissioners and the availability of funds in the small sewer account. Should this option be chosen the following procedures will be followed:

1. The Town Engineer will review the application to determine the feasibility of the request and will provide a written response to the applicant.

***Please note that all sewer extensions must include sewer laterals to all properties along the sewer line.**

2. If the project is feasible and the property owners remain interested in the project the Town Engineer will prepare a preliminary cost estimate for the sewer extension.
3. A public hearing will be scheduled to answer any questions that the affected property owners or any other neighbors may have.
4. Following the public hearing ballots will be sent to all affected property owners via certified mail so they can indicate whether they want the project or not.
5. Ballots must be returned within (30) days.
6. If at least 2/3 of the property owners affected support the sewer extension the Town will continue to participate in the process.
7. If less than 2/3 support the project the Town will not participate and property owners must choose from options A or B.
8. Should the project receive the necessary support, it will be added to the list of requested sewer extension projects. While some sewer extension projects have been partially funded by the Town in the past at a participation level of up to 37.5 %, any future funding percentages up to 37.5% will be subject to Town Meeting approval of the required funding for the small sewer account and subsequent approval for the individual projects by the Board of Water & Sewer Commissioners.
9. The Board of Water & Sewer Commissioners, will prioritize requested projects based on the following criteria:
 - (A) Sewer extension projects, which are required because of failed septic systems, will be given first priority.
 - (B) If similar projects are competing for the same money, priority will be given to projects, which have the lowest per household cost because we can help more residents with the available funds.

***Once a project is approved by The Board of Water & Sewer Commissioners and is assigned funding it will no longer be affected by new project requests for funds.**

OR

OPTION D: The property owner or group of property owners want to extend the sewer and are seeking the Town to fund the sewer installation and to assess the property owners for their share of the cost.

*** Please note that the Town's participation is only applicable to areas of existing houses, extensions for new development must be filed under option A.**

Under this option, the Town of Mansfield will provide borrowing authority for the cost of the installation of the sewer extension project, contingent upon Town Meeting. Any funds provided under this option will be assessed to the property owners. Should this option be chosen the following procedures will be followed:

1. The Town Engineer will review the application to determine the feasibility of the request and will provide a written response to the applicant.

***Please note that all sewer extensions must include sewer laterals to all properties along the sewer line.**

2. If the project is feasible and the property owners remain interested in the project the Town Engineer will prepare a preliminary cost estimate for the sewer extension.
3. A public hearing will be scheduled to answer any questions that the affected property owners or any other neighbors may have.
4. Following the public hearing ballots will be sent to all affected property owners via certified mail so they can indicate whether they want the project or not.
5. Ballots must be returned within (30) days.
6. If at least 2/3 of the property owners affected support the sewer extension the Town will continue to participate in the process.
7. If less than 2/3 support the project the Town will not participate and property owners must choose from options A or B.

TOWN MEETING

If the Town Meeting does not approve any funding or borrowing authorization for a given year, the property owners have the option to cancel the project or to continue under Option A or Option B.

If the Town Meeting approves the Town's share of funding, but does not approve the borrowing authorization for the property owners' share the projects will continue under Option C.

If the Town Meeting approves the borrowing authorization, but does not approve any Town funding for the small sewer account, the project will continue under Option D and the Town will build the sewer and assess the abutters. In this case, the property owners will be assessed based on 100% of the cost of the sewer extension.

If the Town Meeting approves the Town's share of funding and also provides borrowing authorization for the property owners' share, the property owners will be assessed for

their share of the cost of the sewer extension and the Town's percentage of the contribution, up to and not exceeding 37.5%, will be decided. The projects will continue under Options C and D.

TOWN CONSTRUCTION

Should the Town decide to completely approve the sewer project, all of the following guidelines will apply:

1. The Town will have sewer drawings and specifications prepared for the approved sewer extension projects.
2. The Town will go out to open competitive bidding for the construction of the sewers. If the final bid cost of any sewer extension exceeds the original estimate by more than 25%, then the project will go back to public hearing to give the property owners another opportunity to review and vote on the project.
3. The Town will award the bid for the construction of the approved sewer extension projects.
4. The Town Engineer will supervise the contractor and inspect the installation of the new sewer lines.

ASSESSMENTS

The total assessment for each sewer extension is based on the total cost of the sewer extension project minus the Town's share, if one was approved by Town Meeting.

All properties benefiting from the installation of a new sewer approved as per Option D will be assessed equally. Existing houses will be assessed based on the number of housing units. Existing nonresidential buildings will be assessed on an equivalent residential unit basis *. Vacant land will be assessed based on the maximum number of units, which can be built on frontage lots. Vacant parcels, which are restricted in perpetuity from residential, commercial or industrial use and are not buildable, shall not be assessed.

- **It will be assumed that one residential unit consists of three bedrooms. Flows for non-residential buildings will be based on historical water consumption for existing buildings and on Title V, 310 CMR15.203 for new buildings.**

FOR MORE INFORMATION...

Please contact the Town Engineer's Office at Town Hall, 6 Park Row, Mansfield, MA 02048, (508) 261-7377.

MANSFIELD SEWER EXTENSION APPLICATION

Applicant: _____

Address: _____

Telephone No: _____

Is sewer extension being requested to serve an existing house? yes ___ no ___

If the above was answered yes please explain status of the existing sewage disposal system.

Will this sewer extension also serve any other properties? yes ___ no ___

Are any other property owners interested in connecting to the sewer? yes ___ no ___

If the above was answered yes please attach a list of names, addresses and telephone numbers of all affected neighboring property owners and whether they are interested in connecting to the sewer at this time.

What type of financing method is requested for the sewer extension?

___ Option A: Applicant will pay 100% of cost of sewer extension.

___ Option B: Applicant and affected neighboring property owners will pay 100% of cost of sewer extension.

___ Option C: Applicant is seeking Town participation in the cost and installation of sewer extension as outlined in the Rules and Regulations for the Extension of Public sewers.

___ Option D: Applicant is seeking Town to fund sewer installation and assess property owners as outlined in the Rules and Regulations for the Extension of Public Sewers.

List all attachments included with application:

Please refer to Town of Mansfield Rules and Regulations for the Extension of Public Sewers for complete details about the application process.

Signature _____ Date _____