

TOWN OF MANSFIELD



WATER REGULATIONS AND FEE SCHEDULE POLICY

December 2005

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WATER REGULATIONS AND FEE SCHEDULE

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The following regulations are part of the contract with every person who takes water, and govern the relations between the Water Operations Division and its consumers. The Water Operations Division is operated within the American Water Works (AWWA) Standards and the Commonwealth of Massachusetts Department of Environmental Protection (DEP) regulations and guidelines, the more stringent shall apply.

Approved by the Town of Mansfield Water and Sewer Commissioners on
December 14, 2005.

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ARTICLE 1

DEFINITIONS

1. Consumer

The term “Consumer” shall mean the individual, firm or corporation listed as the owner of the property, whose name the Water Department has on its books as the party who has applied for water service or any individual, firm, or corporation who, in fact, uses the water service of the Town of Mansfield.

2. Main

The “main” is the supply pipe laid in the street, from which house connections are made.

3. Service

A “service” is the pipe running from the main in the street to include the shut off, usually inside the cellar wall.

4. Charges/Fees

Designated amounts charged for the services and/or materials rendered.

5. Division

The Town of Mansfield Department of Public Works, Water Operations Division.

ARTICLE 2

GENERAL PROVISIONS

1. Application for Water Service

All applications for introduction of town water to private premises shall be made at the office of the Department of Public Works (DPW) Office, 6 Park Row, Mansfield, MA by the owner of the property or by the person to be charged therefore, or by their authorized agent. A plan showing the proposed service, main and/or fire line must be filed with the application. The application must be made upon the blank form furnished by the DPW. All charges must be paid in full before final approval of the application. Tapping and installation charges for other service applications will be set by the Division after reviewing the specifications and layout of the service application.

A new application and plan must be submitted if any deviations from the plan occur. The revised plans must be approved by the Division.

Customers applying for new or additional services who have an outstanding or overdue balance will be required to make full payment of all outstanding balances prior to receiving any new or additional service.

Multiple parties applying for service and wishing to be on record as being mutually responsible for billing payments requires all parties to sign the application, together with unique identification numbers for each party.

2. Responsibility for Charges

Consumers of water will be charged with and held responsible for all water passing through their water meter until such time as they shall notify the Division at its office in writing that they no longer desire the use of water and in case of the sale of the property such notice shall give the name of the new owner. All outstanding balances shall be the responsibility of the new property owner.

Failure to pay water bills past the due date, may subject any and all property owners for the full amount of the charge and termination of service.

3. Status of New Owners

New owners of buildings shall have no right to the use of water until notification of change of ownership has been submitted to the DPW office.

4. Town to Have Free Access to Premises

Owners or occupants of any commercial, industrial or residential premises served by Mansfield's water system shall, upon presentation by Division personnel of their credentials, authorize entry to their premises without a warrant for the purpose of inspecting and surveying their water system for new installations or cross connections or to remove, repair or replace any water meter at any time the Division deems necessary. When such access is refused, the Water Division shall then notify the property owner by

certified mail the time and date when the water will be turned off and it will not be turned on until such access has been allowed and fees have been paid for shutting off and turning on the water.

5. No Alterations

No alterations shall be made in any of the pipes, fixtures, or meter reading devices inserted by the Town of Mansfield, except by its agents.

6. Conditions Under Which Service Is Furnished

The Town does not guarantee constant pressure nor uninterrupted service, nor does it assure the consumer either a full volume of water or the required pressure per square inch necessary to effectually operate hydraulic elevators, sprinkler systems or other appliances, the same being subject to all the variable conditions that may take place in the use of water from the Town mains.

7. No Liability for Interruption of Service

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

8. No Liability for Discolored Water

The Town will not be responsible for damages or staining of any fixture, appliance, clothes, etc. caused by discolored water resulting from the opening or closing of any gate valve, the use of any hydrant, or the breaking of any pipe, or any other situation that may result in a discoloration of the water.

9. No Liability for Consumer's Pipes

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

10. No Liability for Damaged Appliances, etc.

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

11. No Liability for Shutting Off Water Without Notice

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

12. Violations of Regulations

Any violations of these regulations may result in the shutting off of the water to the violator's premises. When the water has been shut off for violations of rules, nonpayment of charges or other offense, it will not be turned on again until the Division is satisfied that there will be no further cause of complaint and a service charge (See Fee Schedule) has been paid to cover the cost of shutting off and turning on the water.

13. Other Water Supplies Prohibited

No other water supplies shall be allowed to be connected to the Town of Mansfield water supply system at any time. Any violations of these conditions will result in the immediate termination from the Town of Mansfield's water supply system and will be fined in accordance with the Fee Schedule.

14. Licensed Water Installer

All work performed on the Town of Mansfield water supply system by someone other than a Division employee, shall be performed by a current Licensed Water Installer.

15. Placing of Lien

Failure to pay water bills within sixty (60) days of billing subjects any and all properties for the full amount of the charge.

ARTICLE 3

CHARGES

1. Date of Consumer's Liability to Pay

All applicants for a new water service will be charged the service charge from the date the water is turned on, whether the water is used or not.

All bills shall be payable upon receipt.

Any bill outstanding after the due date shall be subject to forfeiture of the discount and shall be responsible for accrued interest.

Any bill outstanding after the due date shall be considered to be "overdue," and subject to the following procedures:

- Any bill outstanding after one day shall receive a past due notice, except when the outstanding bill is less than five (5) dollars.
- Any bill outstanding after 60 days will receive a final notice and will be subject to termination of service.

Arrangement for paying delinquent bills will be done by the Billing Supervisor. The payment agreement shall be as follows:

- One third of the outstanding bill shall be paid up front.
- The remainder of the bill shall be apportioned over period not to exceed 12 months. Current bills must be paid when due during this period. The Consumer is also responsible for paying any interest accrued during this period.
- Anyone deviating from the payment plan will be subject to termination.

Unique circumstances will be reviewed by the Billing Supervisor, DPW Director and Water Operations Manager.

2. More Than One Party on a Service

In existing cases where two or more users are supplied with water from the same service pipe, if any one of the parties fails to pay water charges when due, or to comply with any rule of the Division, the Division has the right to turn off the water from the whole service until such charges are paid, or the rules strictly complied with.

3. Collections of Miscellaneous Water Charges

All bills for miscellaneous charges will be subject to the same conditions of payment as outlined above in Paragraph 1.

4. Charge for Turning On or Off Water

A charge will be made for turning on or shutting off water in accordance with the Fee Schedule.

5. No Business with Delinquents

No person who owes an overdue bill for water charges shall be entitled to the further use of water at the same or any other premises until such water charges are paid in full, together with any additional costs incurred. Such costs shall include incurred interest.

6. Adjustments on Bills

All claims for adjustment of water bills shall be made in writing to the Billing Supervisor within thirty days (30) after the billing date on monthly or quarterly bills. All adjustments will be based on the rates in effect for the period in question.

7. All Metered Water to Be Paid For

All water passing through the consumer's water meter must be paid for, whether used or wasted.

8. When Meter is Out of Order

If a meter is out of order or fails to register, the Consumer will be charged at the average daily consumption as shown by the meter when in order, for the corresponding period of two years preceding.

9. No Right to Furnish Water to Other Premises

A Consumer will not be permitted to supply the premises of another person with water, except in special emergencies, and then only with the approval of the Division.

10. Final Billings

Consumers must contact the Division to set up a meter reading for final billing for the property transfer. All customers requesting termination of service will be required to supply a forwarding address. A signature card must be completed by the new property owner and returned to the Department of Public Works Office. Final bills must be picked up in the Department of Public Works Office.

11. Capital Charges

Capital charges are assessed based on the size of the meter in accordance with the Fee Schedule. Each meter, except meters for fire sprinklers, will be assessed a capital charge. Capital charges will be assessed for any new customer, dwelling unit, or commercial/industrial connection.

A credit will be made for the capital charges previously assessed to the property.

12. Special Readings

Special water meter readings, such as readings taken for pool fillings, will be billed in accordance with the Fee Schedule.

13. Water Meter Readings

Water meter readings for the purpose of billing shall be performed by Division personnel. The inside meter reading shall govern any discrepancies between the inside meter reading and the outside reading.

ARTICLE 4

METERS

1. Meter Installation

The Town of Mansfield shall supply and maintain meters up to and including one (1) inch. All meters larger than one (1) inch shall be purchased and maintained by the customer. Approved stop valves shall be installed near the inlet and the outlet of the meter by the Consumer, at his expense, to permit removal of the meter. Prior to a meter being installed on a new service a copy of the plumbing permit must be submitted to the Division with the application for a new service.

2. Consumers to Pay for Meter Repairs

All repairs or damages to meters from freezing, hot water, or external causes shall be charged to the Consumer in accordance with the Fee Schedule. No sale or other transfer of title of property in the Town of Mansfield shall prevent the Division in the collection of any balance due for meter repairs.

3. The Size of Meters Specified By Water Department

The proper size, type and kind of water meter required for any given service shall be specified by the Division.

4. Meter Not To Be Removed

All meters shall be set by an employee of the Division, and shall not be moved or disturbed except by the same. Anyone, other than an employee of the Division, tampering with a meter will be fined in accordance with the Fee Schedule.

5. Meter Pits

Meter pits are not allowed.

6. Town's Right to Change Meters

If, in the opinion of the Division, a meter does not fit the conditions of the service installation, the Division has the right to change such meter. Such change shall be made in accordance with the current regulations and paid for by the Consumer in accordance with the Fee Schedule.

7. Maintaining Meters

The Division will have the right to remove, repair, test for accuracy, or replace any meter at any time it deems necessary. For meters larger than one (1) inch, the Division will have the right to remove, repair, test for accuracy or replace any meter at any time it deems necessary. All costs associated with the meter replacement shall be the responsibility of the customer. All meter installations on services which cannot be shut

off for meter repairs shall be equipped with a metered by-pass at the expense of the Consumer.

8. Access To The Meter

It shall be the duty of all Consumers to see that meters on service connections wherever located shall be readily accessible at all time to the Division. Failure to remove any obstruction which prevents access to the meter within three (3) days after being notified by the Division will cause the water to be shut-off from the premises and it will not be turned on until all obstructions are removed, and all regulations complied with and all expense paid.

9. Testing Meters by Request

The accuracy of the meter on any premises will be tested by the Division, utilizing an outside firm, 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 test the meter is found to register over two (2) percent more water than actually passes through it, the meter will be replaced and the fee will be refunded and the water bill for only the current period will be adjusted in accordance with the result of the test; if, however, it appears that the person was charged or has paid for less water than he should have been charge with or should have paid for, he shall forthwith, be charged with the proper additional amount and shall pay the same, together with the expense of the examination and test, to the Town.

10. Notice of Excessive Use of Water

The Division will endeavor to notify consumers of excessive use of water at the periodic readings of meter, but failure to send such notification or inability to read the meter from any cause shall form no basis for allowance on an abnormal water bill.

11. Meters on Private Wells

Any property owner with a private well that discharges to the Town of Mansfield's sewer system must have a Division approved water meter with a remote radio reading device installed at the owner's expense on the private well system for the purposes of sewer use billing.

ARTICLE 5

SERVICE PIPES AND FIXTURES

1. Responsibility of Consumers

Consumers must keep their water pipes and fixtures in good repair and protected from frost at their own expense, and they will be held responsible for any damage resulting from their failure to do so. They shall prevent any waste of water. If a water service is frozen and if requested by the Consumer, the Division will thaw the frozen service and charge the Owner in accordance with the Fee Schedule. The Division assumes no liability for any damages that result from thawing the frozen service.

2. All Service Pipes To Be Inspected

All new service pipes must be inspected by the Division before covering the pipe. All pipe and trench shall meet the approval of the Division. Permit allows for one inspection. All additional inspections will be charged at the existing rates per the Fee Schedule.

3. Part of Service Pipe Furnished by the Water Department

Service pipes will be laid from the water main to and including the curb stop. The Division will not be held responsible for damage to private property.

4. Right to Repair Service Pipes

All service pipes between the street line and the cellar wall may be repaired or re-laid by the Division when it deems it necessary for the protection of the supply or the giving of satisfactory water service and the cost and fees of the same charged to the Consumer.

5. Charges for Repair

The pipe from the curb stop to the building, including the service connection, is the property of the consumer, and all repairs to the same must be made at his expense.

6. Materials On Private Premises

Unless an emergency exists, no materials shall be supplied to the consumer. All fitting supplied by the Division to the consumer shall be billed to the consumer.

7. Irregular Service

Services for other than permanent structures, or which are used only a part of the year may, at the option of the Division, be put in at the expense of the Consumer.

8. One Service to Each Premise

Multifamily/condominiums with a single service must have separate meters for each dwelling unit, except for duplexes, which require separate services and meters for each dwelling unit. Capital charges shall be paid for each meter.

9. Requests for Turning On or Shutting Off Water

Requests for turning on or shutting off a water service shall be made 24 hours in advance, except in case of an emergency. Consumers shall be charged for each such service. Only Division personnel shall open or close curb stops. Requests for turning on or shutting off water, other than at normal working hours, shall be billed at the overtime rate. Anyone who opens or closes a curb stop will be fined in accordance with the Fee Schedule for each occurrence.

10. Winter Installations

No new services and mains can be installed between December 1st and March 30th without the permission of the Division.

11. Service Pipe Trenches

Service pipes shall not be placed within five (5) feet of other utilities except under special conditions and with the approval of the Division. The Division will not be responsible for damage to other utilities laid within five (5) feet of a water service pipe.

12. Standby Fire Protection

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

13. Testing Fire System

No water shall be taken or used through private fire systems for the purpose of testing, unless the Division issues a permit. Such test must be conducted under the supervision of the Division and will be assessed a fee in accordance with the Fee Schedule. Unauthorized testing will be subject to a fine in accordance with the Fee Schedule.

14. Right to Restrict the Use Of Water

The Division has the right to restrict the use of water.

15. Operation of Fire Hydrants

The operation of fire hydrants, town and private, is restricted only to members of the Fire Department and to employees of the Division. All hydrant use, except for Fire Department or Division purposes shall be metered and fitted with an approved backflow prevention device. All meters and backflow prevention devices shall be installed and removed by the Division. A rental fee will be charge in accordance with the Fee Schedule. Persons who use the fire hydrant without written permission shall be fined as per the Fee Schedule.

Persons renting hydrant meters shall be responsible for paying for any damages to the meter or for any property damage.

16. Backflow Preventers

If the installation of an approved backflow preventor(s) on the property side of a meter of any Consumer is considered necessary by the plumbing code such approved device(s) shall be immediately installed by and at the expense of the Consumer. Said preventor(s) shall be installed, surveyed and tested in accordance with the Drinking Water Regulations of Massachusetts, 310 CMR 22.22. All tests and surveys performed by the Division shall be charged as set forth in Fee Schedule.

Failure to install an approved backflow preventor will result in the termination of the service and all charges to terminate the service will be in accordance with the Fee Schedule.

17. Installation of New Mains By Developer or Subdivider

The size of all mains installed by a subdivider or developer shall be determined by the Division and installed by a Licensed Water Installer under the supervision of the Division. The contractor shall reimburse the Town for the cost of the supervision in accordance with the Fee Schedule. All mains installed in subdivisions shall be maintained by the subdivider until the road(s) is accepted by the Town.

18. Razed Buildings

The property owner must obtain a permit prior to terminating service. If a building is being razed and if the existing building service does not meet the current water regulations, it is the responsibility of the property owner to terminate the service at the connection to the water main by closing the corporation stop, disconnecting no less than 2 feet of pipe and capping the corporation stop prior to the building being razed. Work must be inspected by the Division and all costs must be paid for by the property owner in accordance with the Fee Schedule. The water meter must also be replaced and the cost of the new meter will be charged to the new property owner.

19. Frozen Services

If a service needs to be thawed out on the property side, the Consumer must take the necessary corrective actions to increase the depth of bury and/or provide insulation to prevent future frozen services.

20. Looped Mains

All water mains longer than 300 feet are required to be looped. The diameter of the looped main shall be equal to the size of the main and the pipe it is connected to or as determined by the Division. Any water main less than 300 feet must have a fire hydrant installed at the end of the main.

21. Fire Hydrants

Location of fire hydrants shall be in accordance with AWWA standards and DEP guidelines and as approved by the Division. If for any reason the original location of the fire hydrant changes a new plan must be submitted to and approved by the Division.

22. Hydrant Flow Testing

Hydrant flow testing shall only be performed between the hours of 9:00 AM and 12 Noon, or as approved by the Division. The tester must supply all test results to the Division within 30 days. The tester is responsible for any property damage which occurs as a result of the testing. Hydrant flow testing equipment shall be supplied by the tester. Fees will be assessed for hydrant flow testing in accordance with the Fee Schedule.

23. Service Pipe Size

The minimum service pipe size shall be 1 inches in diameter for services up to 200 feet in length and 2 inches in diameter for services up to 400 feet in length. For services over 400 feet in length the minimum diameter shall be 8 inches with a fire hydrant installed at the end of the service.

ARTICLE 6

REQUIREMENTS AND SPECIFICATIONS FOR WATER MAINS

1. General

All materials shall be North American made.

All materials and procedures shall conform to AWWA standards, DEP guidelines and Town of Mansfield regulations. The most stringent of the three shall apply.

2. Pipe and fittings.

All pipe shall conform in design and manufactured to the latest issue of AWWA Standard C151, "Ductile-Iron Pipe, Centrifugally Cast, For Water or Other Liquids." Pipe shall have a pressure class of 350.

All fittings shall be ductile iron and conform in design and manufactured to the latest issue of AWWA Standard C110, "Ductile-Iron and Gray-Iron Fittings," 3-Inch Through 48-Inch For Water and Other Liquids.

All pipe and fittings shall have a double cement-mortar lining inside and a bituminous seal coat applied both inside and outside to conform to AWWA C104, "Cement-Mortar Lining For Ductile-Iron Pipe and Fittings For Water."

Push-on and mechanical joints are permitted and shall conform in design and manufactured to the latest issue of AWWA Standard C111, "Rubber-Gasket Joint For Ductile-Iron Pressure Pipe and Fittings."

3. Valves

All valves shall conform in design and manufactured to the latest issue of AWWA Standard C509, "Resilient-Seated Gate Valves For Water Supply." Acceptable valves are Mueller or approved equal.

All valves shall have a two-inch operating nut, mechanical joint hubs (except for wet taps), and open in a counter clockwise direction. If shallow depth of bury or other conditions of service require that the valve be installed in a horizontal position, a nut-operated bevel gear shall be fitted to the valve for service operation through a valve box.

4. Hydrants

Hydrants shall conform in design and manufacture to the latest issue of AWWA Standard C502, "Dry Barrel Fire Hydrants." Acceptable hydrants are Kennedy K81 and Mueller A423.

Hydrants shall be compression type, i.e., the main valve shall open against and close with water pressure. Hydrants shall be of the dry top design with "O" ring seals to ensure that the operating threads will be protected from water entry. Dry top design is to include a

factory-lubricated operating mechanism that allows supplemental lubricant to be added in the field without the removal of the top section. The downward travel of the main rod and valve assembly to the full open position shall be controlled by a travel stop device located in the upper stem section of the rod or have a positive stop in the base of the hydrant shoe. The drain mechanism shall be an integral part of the valve assembly. All internal parts shall be removable through the top of the hydrant when the bonnet has been removed.

Hydrants shall comply with the following:

- (1) Main valve opening: 5.25 inches.
- (2) Outlets:
 - (a) Hose connections: two to 2.50 inches.
 - (b) Steamer connection: one to 4.50 inches.
- (3) Shoe: six-inch mechanical joint (range 6.90 to 7.10 outside diameter).
- (4) Direction of opening: counterclockwise (open left).
- (5) Height (bury line to operating nut): 28.75 inches minimum.
- (6) Model: traffic (breakaway design).
- (7) Color: Safety red body, Safety yellow bonnet and caps.

All hydrants shall have a permanently mounted marking device approved by the Division.

4. Cover over pipe

Pipe shall have five feet of cover measured to finish grade of the street. Pipe to be hand-covered one foot with sand or stone free gravel and compacted and tamped around pipe to give good support and protection.

In case of any excavations in swamp or when unsuitable material is encountered, the Contractor shall replace the same with a good material to provide proper support and alignment of the pipe line. In some cases, the contractor shall use crushed stone for good bedding. Trench backfill shall be suitable material taken from the excavation, approved common borrow or gravel hauled in. No mud, frozen earth, stones larger than eight inches or other objectionable material is to be used for refilling.

5. Ledge

All ledge shall be removed to a width two feet greater than the diameter of the pipe and one foot below the underside of the pipe. A bed of sand shall be placed in the trench prior to laying pipe.

6. Blasting

All blasting shall be completed within a distance of 50 feet from any water service or water main.

7. Excavation within public ways

A street opening permit shall be obtained from the Department of Public Works before any excavation can begin within any town-accepted street. The work shall be performed in accordance with permit.

8. Service pipes

The service pipe shall be at least one-inch in diameter.

No sweat fittings or unions shall be allowed between the curb stop and the meter regardless of the meter location. Where the service length is 100 feet or greater, the size of the service pipe shall be subject to approval by the Division. One union shall be allowed for 2 inch diameter service pipe.

Plastic service pipes shall be copper tubing size with a 200 psi working pressure. The pipe shall be grounded at both ends with 12 gauge solid copper wire and with stainless steel inserts at all connections.

9. AWWA Brass

Preferred manufacturer shall be Mueller, Ford or Red Hed

Connection style – Compression

Corporations shall be ball type with CC threads.

Curb stops must have a drain and shall be Open Left

10. Curb and Gate Boxes

Curb boxes shall be 94 E Buffalo style slide type.

Gate Boxes shall be 3 piece slide type with “Water” stamped on top.

11. Testing

Before acceptance by the Division, the pipe shall be pressure-tested and chlorinated in accordance with "Installation of Ductile-Iron Water Mains and Appurtenances," AWWA Designation C651, latest edition.

No one shall pressure-test or chlorinate an installation without notifying the Division at least 48 hours prior. An employee of the Division must be present for the duration of the pressure test and chlorination to witness and sign the results. All pressure-test reports shall consist of the actual distance of pipe by size, number of valves and hydrants shall be sent to the Division. The water for disinfection and flushing shall be furnished by the town.

Samples of water taken after the disinfection of the water pipes shall be delivered by Division to a testing laboratory approved by the Commonwealth of Massachusetts. All costs associated with the pressure testing, chlorination and sampling shall be in accordance with the Fee Schedule.

ARTICLE 7

RATES

1. Water Rates

Water rates shall be as noted in the current Rate Sheet.

2. Senior Citizen Special Provision

Customers who reside at a single family home and are older than 62 years of age and owner of record shall never forfeit their 10% discount, irrespective of the date they submit payment to the Town.

3. Discount

All water and sewer bills shall be credited with a 10% discount if paid by the due date. Each consumer is entitled to one past due consideration before losing their 10% discount.

4. Interest

All water and sewer bills shall be charge 14% interest per annum 30 days from the bill date.

APPENDIX A
FEE SCHEDULE

1. SERVICES

Install new service - Complete cost of new service based on labor and materials expended. Will vary depending upon length and location of service and if controlled density fill (CDF), bituminous pavement, police details, etc are required.

The applicant shall be responsible for obtaining a street cut permit and payment of a police detail. Installations within a State Highway layout may require additional work and materials, where the costs shall be paid for by the applicant.

2. METERS

Install new 5/8" x 3/4" meter, existing service -	\$195.00
Install new 1" meter, existing service -	\$245.00
Radio reading devices, supplied and installed -	\$105.00

3. INSPECTIONS & TESTING

BACKFLOW DEVICES

Property survey, per property -	\$60.00
Device testing, per test -	\$60.00
Application fee per new device added to the system	\$80.00

4. OTHER SERVICES

Hydrant flow testing per test	\$75.00
Flushing new main (per 1000 linear feet of main)	\$85.00
Water flushed to waste shall be metered and billed at current rates	
Pressure testing/chlorination	\$130.00
Sample new main including transportation & Lab fee, per sample	\$100.00
Service inspection, per visit	\$50.00
Main pipe inspection per 100 feet, per visit	\$50.00
Meter testing (including removal & reinstallation)	\$65.00
Meter test below accuracy standards	N/C
Thawing frozen service at anytime	
1 st call: Cost of labor plus equipment charges	
2 nd call: \$100.00 plus labor and equipment charges	
3 rd call: \$300.00 plus labor and equipment charges	
Opening and closing water main valves	\$250.00
If the Division is required to use any police details except for Division use, the charges will be billed directly to the party the detail is required for.	
LABOR	

Straight time per hour, per man	\$40.00
Overtime per hours, per man, min 4 hours, except Sundays and Holidays	\$60.00
Overtime per hour, per man min 4 hours Sundays and Holidays	\$75.00
Backhoe w/Operator, straight time, per hour	\$100.00
Backhoe w/Operator, overtime, per hour	\$175.00
Turn on water service regular hours, per visit	\$50.00
Turn off water service regular hours, per visit	\$50.00
Meter reading (finals-property transfer, pool fillings, other special readings)	\$50.00

5. MISCELLANEOUS

CAPITAL CHARGES - As approved by the Water and Sewer Commissioners

OTHER

Hydrant meter rental (per day)	\$50.00
Hydrant meter rental (per week) (not including consumption, billed separately)	\$150.00
Persons renting hydrant meters shall be responsible to pay for any damages to the meter	
Private fire system testing, per test	\$75.00

FINES

Unauthorized use of hydrants, valves, illegal connections, or any other violation of these Water Regulations, per violation	\$500.00
plus any costs incurred by the Division pertaining to the violations	
Unauthorized testing of fire system per violation	\$250.00

APPENDIX B

LICENSED WATER INSTALLER REGULATIONS

1.0 Applicability

- 1.1 **The Town of Mansfield Board of Selectmen requires all contractors in the business of installing water lines to be licensed with the Town. The Board of Selectmen has designated the DPW Director to administer the licensing program as described by the following regulations.**

2.0 Water Installer's License

2.1 Issuance of a Water Installer's License

Anyone installing a water line or appurtenance on land in the Town of Mansfield shall be licensed pursuant to these regulations. Licenses shall be obtained from the Board of Selectmen through the DPW Director or his designee at the Mansfield Town Hall, Six Park Row, Mansfield, Massachusetts, 02048, telephone number (508) 261-7330. The license shall be in the name of the entity or an individual. A Water Installer's license application is included in Attachment A, Page 4.

2.2 Application

A license application shall not be considered complete unless a valid State of Massachusetts Heavy Equipment Operators License, Certificate(s) of Insurance, Performance Bond, references, and the appropriate fee accompany it. The entity or individual shall complete the license application and submit it to the DPW Director, who will present the completed application to the Board of Selectmen for approval within twenty-one (21) days. The Town shall maintain an up-to-date list of Licensed Water Installers, which shall be provided to residents and others requesting the same.

2.2.1 Insurance

The licensed Water Installer shall file an insurance certificate(s) listing the Town as the additionally insured and stating that the Town shall be notified thirty (30) days prior to cancellation annually with the Town of Mansfield for the appropriate insurance coverage shown below:

- a. Worker's Compensation Insurance for the protection of all employees in accordance with applicable state law.
- b. Contractor's Liability with limits of \$1,000,000.00.
- c. Automotive liability on and off public highways, owned vehicles, hired vehicles, and non-ownership liability with a limit of \$1,000,000.00.

Liability insurance shall cover property damage insurance, blasting and explosion, underground damage to utilities, and collapse.

2.2.2 License Term

Beginning July 1, 2005, the license term for a Water Installer shall be July 1, 2005 to December 31, 2006. Beginning January 1, 2007 the license term for a Water Installer shall be January 1st to December 31st.

2.2.3 License Fees

Licensed Water Installers shall pay an annual license fee of \$250.00 to the Town of Mansfield at the time of application or renewal. All licenses regardless of the date of application date shall expire on December 31st of that year (except for licenses granter between July 1, 2005 and December 31, 2005, which shall expire December 31, 2006.)

2.2.4 Performance Bond

A performance bond in the sum of \$5,000 that shall remain in full effect for a period of three years from the effective date of the license and shall be required each year of licensure. The performance bond shall be prepared on the attached form included in Attachment B of these regulations.

Upon renewal of a license, or in subsequent years application the Water Installer shall either submit a new bond which shall remain in full force for a period of three years from the date of application or renewal, or extend the length of the current bond on file, by means of a certificate of rider so that the expiration date of the current bond will be changed to be in full effect for a period of three years from the date of application or renewal.

2.2.5 References

The Water Installer shall submit a list of at least three references that are familiar with the past work and experience of the Water Installer. The list shall include the name, organization, contact number(s), and brief description of the type of work performed for each reference. Other municipal references are preferred.

2.3 Notice of Violation

The Town will issue a "Notice of Violation" whenever it determines that:

- A contractor is performing work without proper licensure.
- A contractor is in non-compliance with the Rules and Regulations set forth by the Department of Public Safety.
- Construction is proceeding in a manner that jeopardizes public safety.
- Construction is occurring in violation of these Standards and/or any other applicable approved specification or details.

- Water construction is proceeding without a valid permit.
- There is evidence of any cross-connection with a sewer line.
- Work is taking place in a right-of-way without a proper police detail, subject to the Town of Mansfield Police Chief's approval.
- Work is taking place in the right-of-way without proper permits and/or notifications.
- There is damage to the roadway, public property, or utilities resulting from the work.
- There are debris and/or soils in the roadway resulting from the work.
- Work is not complete, including necessary testing and as-built documentation.

Any person found to be in violation of any provision of these Regulations, shall be served by the Town with written notice stating the nature of the violation, and provided with a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease and correct all violations.

The Board of Selectmen shall enforce these regulations.

2.4 Fines

The Board of Selectmen may impose a **\$250.00** fine per day against any Water Installer who violates the requirements contained herein until the violation is rectified following the acceptance of the DPW Director. The licensed Water Installer may appeal the fine to the Board of Selectmen. The appeal must be made in writing within 10 business days of issuance.

Any person violating any of the provisions of these Regulations shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such violations.

2.5 Terminations and Suspension of License

The Board of Selectmen may terminate or suspend any Water Installer's license upon due notice and after a public hearing for violating any of the specifications contained herein including the expiration of bonds and/or insurance. There shall not be any rebate on the annual fee upon termination. Termination will be for just cause including shoddy workmanship, performing work without a permit, incomplete work, any violation of this regulation, not completing proper as-built plans, and other just causes. The contractor may apply for reinstatement, but the Town retains the right to not reissue the license or only reissue it in the future at its discretion.

2.6 License Application/Renewal Forms

The Application for Water Installer's License can be found in Attachment A Page 4 of these regulations. The DPW Director may issue a negative recommendation to the Board of Selectmen for previous violations, negative references, or lack of relevant experience.

Also, the Town of Mansfield may withhold approval of any licenses and/or permits for outstanding taxes or fees.



**APPLICATION FOR
WATER INSTALLER'S LICENSE
TOWN OF MANSFIELD
SIX PARK ROW, MANSFIELD, MA 02048**

OFFICE USE ONLY:	
LICENSE NUMBER:	_____
APPLICATION RECEIVED:	_____
DPW APPROVAL:	_____
BY:	_____
SELECTMEN APPROVAL:	_____

Application Type: New License License Renewal If Renewal, list previous License # _____

Name of Corporation: _____

Contact Person: _____

Mailing Address: _____

Street Address: _____

Phone: _____

FAX: _____

24-Hour Phone: _____

The Following items must be attached:

- A copy of Valid Heavy Equipment Operators License
- Insurance Certificate (Town must be listed as additionally insured)
- Performance Bond (USE ATTACHED FORM)
- Three (3) references who are familiar with your work with telephone numbers (NOT REQUIRED FOR RENEWALS)
- Application fee (\$250 – full year, \$125 – half year)

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE WATER INSTALLER'S REGULATIONS, AND THAT HE/SHE HAS READ THE ENTIRE DOCUMENT.

Signature: _____ Date: _____

Bond Number: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (an individual, partnership, corporation or company) duly organized under the Laws of the State of Massachusetts, and having a usual place of business at:

_____ as Principal, and

_____ a corporation duly organized under the Laws of

the State of _____ and duly authorized to do business in the Commonwealth of Massachusetts, and

having a usual place of business at _____ as Surety, are holden and stand firmly bond and obligated unto the Town of Mansfield, Massachusetts, as obligee, in the sum of **Five Thousand Dollars and no/cents (\$5,000.00)** lawful money of the United States of America, to and for the true payments whereof we bind ourselves and, each of us, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal, by means of a written AGREEMENT (Water Installer’s License and Water Regulations, adopted, MM/DD/YYYY) shall install water work in the Town of Mansfield in accordance with the regulations.

Whenever the Company shall be, and declared by the Town to be in default under the Water Regulations or Water Installer’s License Regulations shall promptly remedy the default or complete the water work.

No right of action shall accrue on the Bond to or for the use of any persons other than the Town named herein or the heirs, executors, administrators, successors and assigns of the Town.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this day _____ of _____.

Principal: _____
(SEAL) By: _____
Title: _____

Surety: _____
(SEAL) By: _____
Title: _____

IMPORTANT

Surety Companies executing BONDS must appear on the U.S. Treasury Department’s most current list of “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies” as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts and be authorized to transact business in the State of Massachusetts.

The attention of the Surety Companies and Company executing this Performance Bond is directed to the fact that said Bond shall remain in full effect for a period of three (3) years from the effective date of the issuance of a Water Installer’s License.