

# AGENDA

Wednesday

February 3, 2016

**TOWN OF EASTHAM  
AGENDA  
BOARD OF SELECTMEN  
Wednesday, February 3, 2016  
3:00 p.m.**

**Location:**      Timothy Smith Room

**I. DISCUSSION**

- A. FY17 Operating and Capital Budget- schedule for appointments with staff. (Finance Committee has also posted this as a joint meeting.) (No votes will be taken)
- B. Final Draft of Water Regulations with preliminary discussion of water rates, Environmental Partners Group (No Votes will be taken)
- C. Tri Town budget figures (for review by the board for the joint meeting on 2/9/16 in Orleans)
- D. Board of Selectmen Policy Discussion: approval of contracts and contact with Town Counsel

**II. ADMINISTRATIVE MATTERS**

- A. Plan future agendas
- B. Review & Approve Minutes:
  - January 19, 2016 (Regular)
  - January 20, 2016 (Work Session)
  - January 25, 2016 (Notes from the Board of Water Commissioner's Informational Session— No Quorum)

**Upcoming Meetings**

<i>Tuesday, February 9, 2016</i>	<i>6:30 p.m.</i>	<i>Joint Meeting-Orleans &amp; Brewster</i>
<i>Wednesday, February 10, 2016</i>	<i>3:00 p.m.</i>	<i>Work Session</i>
<i>Wednesday, February 10, 2016</i>	<i>5:00 p.m.</i>	<i>Executive Session (Truro)</i>
<i>Tuesday, February 16, 2016</i>	<i>5:00 p.m.</i>	<i>Regular Session</i>
<i>Wednesday, February 17, 2016</i>	<i>3:00 p.m.</i>	<i>Work Session</i>

*The listing of matters includes those reasonable anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*This meeting will be recorded and written minutes prepared.*

**PART V: MUNICIPAL WATER REGULATIONS****EASTHAM MUNICIPAL WATER SYSTEM****RULES AND REGULATIONS****TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE</b>
	Preamble, Policy and Purpose
SECTION 1	Responsibility and Ownership
SECTION 2	Definitions and Abbreviations
SECTION 3	Responsibilities and Liabilities of the Customer
SECTION 4	General Responsibilities
SECTION 5	Town of Eastham Disclaimer of Liabilities
SECTION 6	Procedures for Service Installation & Use
SECTION 7	Billing for services
SECTION 8	Violations & Penalties
SECTION 9	Authentication
SECTION 10	Private Roads
APPENDIX A	Water Use Rates & Fee Schedule
APPENDIX B	Regulations for Installation
APPENDIX C	Schematic Diagram of Typical Connection

As adopted by the Board of Water Commissioners, \_\_\_\_\_, 2016.

## **PREAMBLE**

By virtue of statutory and other authority, and powers as described by General Laws, Chapter 40, Section 39A through Section 39G inclusive, and adopted by the May 4, 2014 and 2015 Town Meeting(s) in Article 8; to establish a municipal water supply and water distributing system, the Board of Water Commissioners (hereinafter called BWC) of Eastham, Massachusetts (hereinafter called Town) establishes the following rules and regulations, fees and charges related to providing potable water from the Eastham Municipal Water System (hereinafter called Water System).

The Water System as defined in Paragraph 2.21 will be operated and maintained by the Town of Eastham, through the Water System Operator under the direction of the BWC.

The Water System's approval of an application for service binds the Consumer to present and future rules and regulations and to present and future payment of all applicable fees, rates and charges.

The BWC may enact changes to the Policy, Rules, Regulations and Fees contained herein only after a Public Hearing.

## **POLICY & PURPOSE**

The BWC will guide and direct the future and present development and operation of the Water System with the following goals and vision:

- 1) **NEED:** Provide potable drinking water to Eastham properties that do not have a potable water source, and to allow property owners a choice to connect to the Water System unless otherwise required under Massachusetts regulatory requirements or Eastham Board of Health regulations to connect to the municipal water system.
- 2) **SELF SUSTAINING:** Establish and maintain a financially sound and self-sustaining management structure for the Water System.
- 3) **RESOURCE PRESERVATION:** Encourage conservation. Maintain and improve water resource protections.
- 4) **INFRASTRUCTURE:** Provide a Water System infrastructure such that the character of the town will be preserved as well as a means to encourage a vital local economy; of which current and future municipal, commercial, and residential uses of properties in Eastham will benefit.
- 5) **VISION:** Implement the Town's desire to provide water service to all properties in Eastham. Also to consider all possibilities that will improve service, reduce costs and increase revenue.
- 6) **REGULATION:** Comply with the requirements of the Massachusetts Water Management Act, Massachusetts Drinking Water Regulations (310 CMR 22.00, Town of Eastham Code and all other laws and regulations governing a

municipal Public Water Supply (PWS).

## **SECTION 1 - RESPONSIBILITY AND OWNERSHIP**

- 1.1 The BWC shall be responsible for overseeing the repairs, maintenance, construction, and reconstruction of the existing Town-owned capital facilities. For the purposes of this regulation, "capital facilities" shall mean water storage tanks, pump stations and appurtenances, water mains, gates, hydrants and appurtenances in public ways and private ways where system components are located.
- 1.2 The water service lines from the curb stop to the individual buildings are the responsibility of the property owners for new and existing water service installations including repairs, alterations and maintenance. (See Appendix B).
- 1.3 All Town-owned water mains that are in public or private streets are the responsibility of the Town.
- 1.4 All Consumers and users of the Water System will be charged for water consumption, according to one and the same fee schedule. (See Appendix A).
- 1.5 The BWC may declare a STATE OF WATER EMERGENCY if it finds there exists a water shortage or an impending water shortage; and/or a Declaration of Water Emergency has been made under Massachusetts General Laws, Chapter 21G as it is deemed essential to the protection of the public health, safety and welfare. In so doing, the BWC may establish priorities for the distribution of water or water use by a specified amount or to share water with other water systems. The BWC may also choose to develop a drought management or contingency plan and institute a conservation program for public and private use.

## **SECTION 2 - DEFINITIONS AND ABBREVIATIONS**

- 2.1 **BACK FLOW PREVENTER:** The Back Flow Preventer prevents the flow of water from the building into the Water System. See Appendix B.
- 2.2 **BASE SERVICE FEE:** The fee is assessed on every Water Use bill regardless of amount of water used or the use of the property. Fees are used to help offset costs of Water System operation.
- 2.3 **BOARD OF WATER COMMISSIONERS (BWC):** As defined in General Laws, Chapter 40, Section 39A through Section 39G inclusive, and adopted by the town, the Board of Water Commissioners is the Board of Selectmen, charged with overseeing the repairs, maintenance, construction, and reconstruction of the Eastham Municipal Water System.
- 2.4 **CONSUMER:** The word "Consumer" shall mean any person, partnership, firm, corporation, or organization of any type in which the owner(s) property is supplied with

water by the System. The Consumer shall customarily be the OWNER(S) of record or the duly authorized representative of the property being supplied with water.

- 2.5 CORPORATION STOP:** A water service shutoff valve located at a street water main. This valve cannot be operated from the ground surface because it is buried and there is no valve box. See Appendix B.
- 2.6 CURB BOX:** See **CURB STOP**.
- 2.7 CURB STOP:** The curb stop is inside an in-ground structure called a CURB BOX located at (or near) the property line, which contains a service valve. The service valve is the connecting point between the service line (from the water main) and the service line into the building receiving the water. The curb stop and service valve are the property of and maintenance responsibility of the Town. See Appendix B.
- 2.8 FULL FLOW CONTROL VALVE:** The Full Flow Control Valve is a water flow control valve located inside the foundation of a building, between the end of the service pipe and the water meter. See Appendix B.
- 2.9 LIEN:** The word lien shall mean the statutory claim a municipality may impose as defined in Massachusetts General Laws, Chapter 40 Section 42(A).
- 2.10 METER PIT, READER BOX:** If meters are not inside a heated building, they must be located 4 feet below ground to prevent freezing; a meter pit or vault must be constructed to house the meter for buildings without basements or that are located over 150' from curb stop.
- 2.11 OPERATOR:** See Water System Operator.
- 2.12 PUBLIC OR PRIVATE WAY:** A public or private way is the Town-owned or privately-owned road or street improved and open to the public as a throughway.
- 2.13 SERVICE LINE:** The service line is a pipe that connects the water supply main through the curb stop to inside the building receiving the water. The service line between the water main and the curb stop is the property and responsibility of the Town. The service line into the building from the curb stop is the responsibility of the Consumer. See Appendix B.
- SERVICE PIPE: See SERVICE LINE.**
- 2.14 SERVICE VALVE:** Water flow control valve located inside the Curb Stop.
- 2.15 SITE PLAN:** When applying for a new service connection or alteration, a drawing that is drawn to scale is required to show the a) location of the existing drinking water source (e.g., private well) b) building's location, c) location of the septic system d) location of all underground utility lines (electric, gas, etc.), e) proposed location of the water service pipes, water meter, valves, anti-backflow device and any other required components between the curb stop and into the building, and f) the current and future (if known) land use of the property. The **SITE PLAN** must be included with an application for a new



connection and approved by the Water System Operator. In most instances, a Plot Plan or the Septic Plan (on file at the Board of Health) is acceptable if modified to show all the required site plan items.

- 2.16 TIE SHEET:** A drawing showing the locations of the pipes, meter, meter pit (if applicable), with respect to the septic system, buildings, underground utilities and any other aspect of the water service going into a building from the water main. The tie sheet is usually prepared by the contractor who installs the new water service between the curb stop and the building. Sometimes it is called an “AS BUILT” drawing.
- 2.17 WATER METER:** The water meter is a device for measuring and recording the flow of water from the municipal water supply to the Consumer's building. In some cases the meter is located within the Consumer's building or structure and in other cases, in a box or vault elsewhere on the Consumer's property. Regardless of the location, the meter is provided and owned by the Water System. It may be repaired, tested, calibrated, improved or replaced by the Water System Operator, for which purpose the Consumer must permit entry with reasonable advance notice. The Consumer is responsible for reasonable care and use of the meter.
- 2.18 WATER SUPPLY MAIN:** The water supply main is the municipal water pipe (usually located in the street), to which a service line or pipe is connected to supply water to buildings.. See Appendix B.
- 2.19 WATER SYSTEM OPERATOR (otherwise known as OPERATOR):** The Operator is responsible for the day-to-day operation of the Water System, and reports to the Eastham BWC.
- 2.20 EASTHAM MUNICIPAL WATER SYSTEM (otherwise known as Water System or WMWS)** consists of capital facilities and is piped water distribution system drawing water from Town-owned wells located in Eastham. The Water System also includes water tower(s) to facilitate distribution and hydrants to provide fire protection for all properties in the service area.

**Additional definitions** as applicable are adopted as set forth in the Massachusetts Drinking Water Regulations 310 CMR 22.00, Massachusetts Plumbing Code, 248 CMR and in the Massachusetts Fire Prevention Regulations, 527 CMR.

#### **ABBREVIATIONS**

<b>CMR:</b>	Code of Massachusetts Regulations
<b>EPA:</b>	Environmental Protection Agency
<b>GPD:</b>	Gallons per day
<b>EMWS:</b>	Eastham Municipal Water System (otherwise called Water System)

### **SECTION 3 - RESPONSIBILITIES AND LIABILITIES OF THE CONSUMER**

- 3.1 DAMAGE TO THE WATER METER:** Consumers will be held responsible for damage to the Water Meter as a result of freezing, hot water, or other external causes. When damage occurs, the Operator will furnish and set another Meter or repair the

damaged one. The cost of such replacement or repairs shall be charged to the Consumer on the basis of cost of materials, labor, and current sales tax law.

- 3.2 TAMPERING WITH THE WATER METER:** It is illegal to tamper with a Water Meter. Written authorization must be obtained from the Operator to install, alter or remove a Meter. Violations are subject to a fine as set forth in the General Laws of the Commonwealth of Massachusetts (See Ch. 165, § 11 which specifies a maximum imprisonment of 1 year and a fine. See the Rate Schedule in Appendix A for the amount of the fine.)
- 3.3 OWNERSHIP OF PIPES, VALVES AND TAPS:** All pipes, valves, taps and other appurtenances between the Municipal Water Main and the outlet of the Curb Stop inclusive, are the property and responsibility of the Town. All piping, valves, equipment and any other appurtenances between the Curb Stop and the Consumer's building, are the property and responsibility of the Consumer; although such items are required to meet standards and specifications of the Water System. An EXCEPTION to the above is the water meter, which will always be the property of the Water System.
- 3.4 REQUIREMENT FOR CONTROL VALVES:** Requirements established by the BWC for "Consumer" owned portions of the system include (but are not limited to) one (1) Full Flow Control Valve located near the point of entry of the service pipe through the building or structure wall.
- 3.5 MASSACHUSETTS REGULATIONS:** Valves and other appurtenances shall conform to Massachusetts Plumbing Code Regulations and Water System specifications. All plumbing installations shall be performed by a licensed plumber in accordance with Massachusetts Plumbing Code and any other applicable regulations and to the satisfaction of the Operator. If any defects in workmanship or materials are found or if the Consumer's service has not been installed in accordance with the requirements defined in the Rule and Regulations and other Water System specifications, the water service will either not be turned on or will be discontinued if such defects are not remedied within a specific time set by the Operator and ratified by BWC. The Town will not be held liable for any defects in such workmanship or material. Consumer must apply to Office of BWC to alter in any way a previously installed and approved water service connection.
- 3.6 MAINTENANCE OF CONSUMER'S PLUMBING:** All Consumers shall maintain the plumbing and fixtures within their own building(s) in good repair and protected from freezing at their own expense. Consumers shall make any repairs that shall be necessary to prevent damage or leaking. All plumbing must conform to Massachusetts Plumbing Code and any other applicable regulations.
- 3.7 ANTI-BACKFLOW PREVENTION DEVICES:** As part of connecting the Consumer's property to the Water System and pursuant to Massachusetts Regulations 310 CMR 22.22, all water service Consumers are financially and legally responsible for the installation of an approved back-flow prevention device immediately "downstream" of the water meter or as specified by the Operator. See Appendix B. This device prevents water in the building from flowing back into the Water System.
- 3.8 LEAKS:** The Operator shall have the right to shut off water supplied to any property where a



leak EXISTS or is BELIEVED TO EXIST. The Operator will make a reasonable attempt to contact the property owner or authorized representative as soon as a leak is discovered. Any such leaks must be repaired and pass inspection by the Operator before water service will be restored. Operator will report any leaks in Operator's monthly report to the BWC. Consumer shall be responsible for the cost of any repairs from the curb stop into the building.

- 3.9 SAFEGUARDING OF HOT WATER TANKS:** All Consumers having direct pressure hot water tanks are responsible for the installation of appropriate vacuum breakers and relief valves in the piping system. This is necessary to prevent any damage to such tanks and to protect against damage from other sources, if it becomes necessary to shut off the water at the water main in the street. The Water System will not supply water to buildings where direct pressure hot water tanks or appliances are used without these protective devices in accordance with Massachusetts Drinking Water Regulations 310 CMR 22.22.
- 3.10 LIABILITY FOR INTERRUPTION OF WATER:** Neither the Town, nor the BWC, including contractors and employees shall be held liable or responsible to Consumers for loss or damage from any excess or deficiency in water pressure and any circumstances beyond the control of the Water System. Prior to the interruption of service to allow repairs, modifications or maintenance to the water distribution system, the Operator will endeavor to notify affected water service Consumers, whenever practical. HOWEVER, nothing in this section shall be construed that such notice is required.
- 3.11 LIABILITY FOR WATER RUST:** Neither the Town, nor the BWC, including contractors and employees shall be held liable or responsible for loss or damage from dirty water resulting from repairs, modifications, hydrant flushing or maintenance to the water distribution system, or any other reason.
- 3.12 LIABILITY FOR FROZEN WATER SERVICE COMPONENTS:** It is the responsibility of all water service Consumers to ensure that all plumbing, fixtures, water meters and appliances are protected from freezing. Neither the Town, nor the BWC, including contractors and employees shall be held liable or responsible for loss or damage to any plumbing, fixtures, water meters or appliances due to freezing. The Consumer is financially responsible for any repairs that may be necessary to prevent leaks and damage.

#### **SECTION 4 - GENERAL RESPONSIBILITIES**

- 4.1 CURB BOX:** The curb box shall contain a service valve which must be readily available to the Operator should it be necessary to turn off the water supply.
- 4.2 SALE OR USE OF WATER:** The Consumer will not be permitted to supply or directly offer the water for sale or use to the property or parcel of another person, except in special emergencies and then only with the approval of the BWC; which approval, if given, will be for a specified and limited time.
- 4.3 METERS:** The meter is provided and owned by the Water System. Meters that are 5/8" diameter will be provided to property owners at no charge. The cost of meters greater than 5/8" will be the responsibility of the Consumer. It may be repaired, tested, calibrated, improved or replaced by the Water System Operator, for which purpose the

Consumer must permit entry with reasonable advance notice. In some cases the meter is located within the Consumer's building or structure and, in other cases, in a meter pit or vault elsewhere on the Consumer's property. Regardless of the location, the Consumer is responsible for the reasonable care and use of the meter. No meter shall be moved or disturbed without prior permission of the Operator.

- 4.4 METER REPAIR:** The Water System Operator will have the right to remove, repair or replace any meter. The cost of meter repairs or replacements due to defects will be paid by the Town. The costs of repairs, maintenance and/or replacement caused by freezing, hot water, or unknown causes, whether internal or external, will be charged to the Consumer.
- 4.5 SHUT-OFF OR TURN ON SERVICE:** Except in the case of emergencies, all water shut-offs and start-ups require two weeks advance notice and billed according to fee schedule in Appendix A.

## **SECTION 5 - WATER SYSTEM DISCLAIMER OF LIABILITIES**

- 5.1 GUARANTEES:** Constant water pressure and uninterrupted service are not guaranteed. Further, the Consumer is not assured a full volume of water or the required pressure per square inch necessary to effectively operate any appliances and/or fixture. The same rule holds true of all variable conditions that may take place in the use of water from the water supply mains. The Operator will use all reasonable care and diligence to avoid interruptions and fluctuations in the service, but neither the Town, nor the BWC, including contractors and employees shall be held liable or responsible to Consumers for any loss or damage from any excess or deficiency in the pressure or volume or supply of water.
- 5.2 REPAIRS:** The Town, BWC, as well as water system contractors and employees will not assume any liability for conditions in the Consumer's plumbing or appliances associated with or following installation, repairs or flushing to any part of the system and shall not be responsible for damages caused by dirty water resulting from the opening or closing of any gates for repairs or any other reasons, or the breaking of any supply lines.
- 5.3 DUE NOTICE:** The Operator will endeavor to give due notice to as many of the Consumers affected whenever it may become necessary to shut off the water supply to any section of the system, to make repairs or changes or because of a broken main or service, and will, as far as practical, use every effort to prevent damage or inconvenience. Failure to give such notice will not involve the Town, the BWC, nor water system contractors and employees in any responsibility or liability for damage arising from the shutting off the water supply.
- 5.4 SHUT OFFS:** The Operator reserves the right at any time, without notice, to shut off the water supply for the purpose of making repairs, extensions or other reasons. Consumers having boilers or other appliances on their premises are hereby warned against the danger of collapse or damage from the shutoff, and are urged to provide safety devices

as described in the Massachusetts Plumbing code, for their protection. The Town, the BWC, water system contractors and employees shall not be liable for damages resulting from the shutoff.

## **SECTION 6 - PROCEDURES FOR SERVICE INSTALLATION AND USE**

- 6.1 CONTRACTUAL AGREEMENT:** Acceptance of service shall bind the Consumer to the laws, rules, regulations and policies of the Commonwealth of Massachusetts, the Town of Eastham, and the Rules and Regulations as written by the BWC. Acceptance of service shall form a part of the contract with every Water System Consumer and shall govern their relations.
- 6.2 APPLICATIONS FOR WATER SERVICE:** All applications for any new installations, alterations, replacements or change of ownership of a water service shall be submitted to the Office of the BWC by the owner of the property or their duly authorized representative. When applying for a new service connection or alteration a Site Plan is required as defined in Section 2 of these Regulations. The application and Site Plan must be approved by the Water System Operator. The water system connection will not be turned on until the connection has been inspected and approved by the Operator, and a record drawing of the service connection has been submitted to the Town.
- 6.3 MATERIALS AND INSTALLATIONS:** All materials to be used in conjunction with any and all water mains and installations of the same shall be in strict accordance with the "Specifications for Water Mains and Service Installation" of these Regulations found in Appendix B. All water mains and all water mains and appurtenances shall be installed by a Contractor who has been approved by the Town of Eastham.
- 6.4 METERS:** Meters are the property of the Town of Eastham. The meter size for each property will be determined by the Operator. Fees for meters that are ¾" in size or less will be waived (e.g., there is no charge for these meters). Fees for water meters greater than ¾" will be charged to the Consumer for the first installation, and waived thereafter as meters are replaced for maintenance purposes. The water meter fees are shown in Appendix A.
- 6.5 RESPONSIBILITY FOR CHARGES:** Consumers of water shall be charged with and held responsible for all water passing through their water meter. Exceptions may be granted only by the BWC.
- 6.6 EXTENDING MAINS:** Applications for new service will be accepted for review subject to the existence of a municipal water main in a street or right-of-way abutting the property to be served AND the existence of sufficient water capacity. Approval of an application shall in no way obligate the BWC or the Town to extend water mains.
- 6.7 CONSTRUCTION:** Owner of a property that is already connected with the Water System and desiring construction, alterations or attachments shall submit plans and specifications for the proposed work to the office of the BWC for inspection, approval

and for a determination as to whether the same is permissible. The BWC or its designated representatives shall determine the terms, charges and conditions under which the proposed water use shall be permitted.

- 6.8 WATER SERVICE INSPECTIONS:** The Consumer or Consumer's authorized representative shall notify the Operator prior to commencing work once plans and specifications have been approved. Upon said notification, the Operator will designate the requirements for inspections during construction as approval is required at different stages of work. No work shall be covered or enclosed until inspected and approved. Water System inspections will be scheduled during normal working hours. If by mutual agreement inspections are scheduled for other than normal working hours, the Consumer will be responsible for paying any and all extra costs. (Usually, the Contractor, hired by the Consumer, will handle all inspections as well as provide a "TIE SHEET" or "AS BUILT" diagram).
- 6.9 PRIVATE WELL:** The Operator has the responsibility to control all cross connections for the safety of the Water System. Except where denied by the Eastham Board of Health regulations, a property that is connected to the Water System may retain a private well for non-potable uses, under the following conditions:
- 6.9.1 Private wells must meet all the requirements of the Eastham Board of Health regulations.
  - 6.9.2 Cross connections between a public water system (PWS) and a private well or individual water source serving residential properties and dwellings used for potable or non-potable purposes are prohibited.
  - 6.9.3 The BWC has the authority to terminate any water service connection to any facility or structure in which cross connections are found to be in non-compliance with 310 CMR 22.22. If necessary, the water service shall be disconnected for failure to test or maintain backflow prevention devices, as determined by the Operator.
  - 6.9.4 If backflow prevention device has been removed, by-passed or otherwise rendered ineffective, water service shall be discontinued unless corrections are made immediately. All expenses are the responsibility of the Consumer.
  - 6.9.5 All backflow prevention devices must be installed and repaired by a Massachusetts licensed plumber.
  - 6.9.6 A thorough cross connection inspection must be made by the Operator (at no additional cost to Consumer) to prevent any possible cross contamination between the private well and the Water System.
  - 6.9.7 Continuing use of a private well on the same property that is serviced by the Water System must be approved by the Eastham Health Agent. Inspections can be made without notice. Violations are subject to fines as set forth in Section 9.1 and possibly other consequences such as shut off of water service.
  - 6.9.8 The Operator or Office of BWC will keep a record of all private wells that are being used for non-potable uses on file.
- 6.10 RIGHT OF ENTRY:** Owner or occupants of any premises served by the Water System shall, upon presentation by Water System personnel of their credentials, authorize entry to their building (s) without a warrant for the purpose of inspecting and surveying their water system for new installation, cross connection, leak detection

or to remove, repair, read or replace any water meter at any time the Operator deems necessary. When such access is refused, the water may be shut off and may not be turned on until such access has been allowed and fees have been paid for shutting off and turning on the water.

- 6.11 FULL FLOW CONTROL VALVE AND ANTI-BACKFLOW PREVENTION DEVICES:** Full Flow Control Valve at the meter inlet shall be the first fitting inside of a serviced building and shall be inspected and approved by the Operator. There must also be an Anti-backflow prevention device installed to permit removal of the meter without backflow from the internal water systems. (SEE APPENDIX B) The meter shall be located in a clean, dry, warm and accessible location. Upon completion of the installation of a water meter, the Operator shall be notified to inspect the installation and install a remote reader before the service is activated. The Operator, in cooperation with a licensed plumber, must complete the meter installation and it must be approved.
- 6.12 METER PITS AND VAULTS:** When it is necessary or expedient to locate the meter in an underground pit or vault, it must be approved by the Operator and the Consumer shall bear the expense of same and shall bear the responsibility of reasonable care and maintenance of said box or vault such as keeping it clean and dry. In those instances where the service line from the curb stop to the dwelling or structure is more than 150 feet, a meter pit or vault is required. The Consumer shall not cover the pit or hinder access to the water meter in any way. Covers must remain exposed at all times. Pits shall be furnished with inlet and outlet connections.
- 6.13 RIGHT TO CHANGE METERS:** If, in the opinion of the Operator, a meter does not fit the conditions of the service installation, the Operator has the right to change such meter. Such a change shall be made in accordance with current regulations and its costs are the responsibility of the Consumer. There is no charge to the Consumer if the Water System Operator replaces a meter (with no change in size) as part of maintenance to the Water System.
- 6.14 REPAIRING OR REPLACING OR REMOVING METERS:** The Water System Operator shall have the right to remove, repair or replace any meter at any time it so determines. No meters shall be removed by the Consumer or their Plumber without prior written permission from the Operator.

## **SECTION 7 - BILLING FOR SERVICES**

- 7.1 METER READING & BASE SERVICE FEE:** Meters will be read a minimum of every six months (semi-annually). Water use charges will be billed in accordance with the current fee schedule (Appendix A). In addition to any water use charges, a Base Service Fee (BSF) will be added to each bill after the initial application for connection to the Water System is received. The BSF Fee ceases only when a house or building is demolished, removed from its site, declared uninhabitable by a legal authority, or the Consumer elects to “disconnect” from the Water System according to Section 7.9.

- 7.2 BILLS PAYABLE:** Bills are payable to the “**Town of Eastham**” and will be sent to the Consumer of Record (or duly appointed representative), to the address provided on the Application for Service or provided by the Consumer. Tenants will not be billed. Consumer shall notify the office of the BWC promptly of any change of mailing address. If a bill is not paid in full within 90 day of the billing date, the account will be considered delinquent.
- 7.3 FAILURE TO RECEIVE A BILL:** Failure of the Consumer (or duly appointed representative) to receive a bill does not relieve the Consumer of the obligation of payment, nor from the consequences of non- payment.
- 7.4 DELINQUENCY NOTICE:** When bills are not paid in full on or before the due date specified on the Consumer’s invoice, reminder notices shall be sent. Notices shall be sent to the Consumer after 30, 60 and 90 days have elapsed from the due date and full payment has not been received. Failure to pay the delinquent amount specified, after a final notice has been sent to the Consumer via certified mail, will subject the property to municipal water lien processing. The delinquent amount shall be certified by the BWC and delivered to the Assessors for commitment to the Collector to be added to the property tax to which it relates, as provided under Mass. General Laws Chapter 40, Sections 42A – 42F. For bills which are already delinquent beyond these time periods, certification proceedings shall begin immediately with or without such notice.
- 7.5 CHANGE OF OWNERSHIP:** The BWC must be notified prior to any transfer or any change in ownership of property currently serviced by the Water System. A final meter reading and a water service turn off must be scheduled with the Operator, coincident with the transfer. The Office of BWC will provide to the previous owner (or legal representative) the resulting water usage in gallons within the current billing cycle. The new owner must complete an Application for Water Service and follow the process of transferring the ownership of the connection to the new owner and the reinstatement of service. Any outstanding water use or any other charges, and the pro-rating of the Base Service Fee, must be adjusted between the buyer and the seller at the time of property transfer. Changes in owner address & billing will become effective at the next regular billing date following the date of notice. Failure of the seller to notify the Office of the BWC of a change of ownership does not alleviate the buyer of any charges due. All charges for any billing period are against the property and whoever the new owner is at the end of the billing period is liable.
- 7.6 METER MALFUNCTION:** All water passing through a Meter must be paid for. If a Meter malfunctions or fails to register, the Consumer will be charged at the average daily consumption as shown by the Meter when it was in working order, for the corresponding period of two years preceding (or for whatever the preceding service time is, if less).
- 7.7 “MAIN” WATER METER:** For each property (parcel) connected to the Water System, there is a single (or main) water meter. This Water Meter is the property of the Town. It provides the water use in gallons for billing the Consumer (or duly appointed



representative). If a Consumer with multiple units wants water meters for each unit, the additional water meters (and any additional plumbing charges) is the sole responsibility of the parcel owner and must be installed downstream of the Main Water Meter by a licensed plumber. Disclaimer: the additional water meter(s) will not be read or maintained by the Water System Operator. Exceptions to this policy can be made by the Board of Water Commissioners.

**7.8 ABATEMENT & ADJUSTMENTS:** Abatements will be made for clerical errors, misreads or failure of Water System equipment. Abatements will not be issued for water leaks, unless otherwise allowed by the BWC. The Abatement Procedure for Water Bills is:

- 7.8.1 All claims for adjustments of water bills shall be made within thirty (30) days of the billing date.
- 7.8.2 The BWC shall, upon written request, consider an abatement of a previously paid water bill.
- 7.8.3 The BWC shall hold a hearing with Consumer within forty five (45) days of receipt of a request for abatement and shall render a decision within forty five (45) days of the hearing.

**7.9 DISCONNECT FROM WATER SYSTEM:** Any Consumer currently connected to the Water System that wishes to disconnect must do so at their own expense. A written request must be submitted to the Office of the BWC. Upon review & approval of this request by BWC and the Eastham Board of Health, the Consumer must hire an approved contractor to disconnect their water service at the water main, as witnessed by the Operator. This work is subject to approval and inspection of the Operator. Once inspected and approved, the water meter must be returned to the Office of the BWC or Operator. A final bill for water use must be paid before the account will be closed. The Consumer is not entitled to a refund of the connection fee. If the property owner wishes to connect at a later time the costs, terms and procedures described in these Regulations in effect at that future time will apply.

## **SECTION 8 – VIOLATIONS & PENALTIES**

**8.1 VIOLATIONS OF REGULATIONS:** Any violations of these regulations may result in the BWC or Operator ordering the shutting off of water to the violator's premises. When water has been shut off due to violations, it shall not be turned on again until the BWC or Operator is satisfied that the violations have been corrected and there is no further cause for complaint, and charges have been paid to cover the costs associated with the violation and the discontinuing and reconnecting to service.

**8.2 DISCONTINUANCE OF SERVICE:** A water service may be discontinued for reasons such as non-payment of water bills, charges, and liens for violations of rules and regulations contained herein, and in accordance with MGL Chapter 40 Section 42. A water service may be terminated without notice for fraudulent use. Reconnection of terminated service will be done only during normal working hours of the Operator, and a

reconnection fee will be applied. Water service will not be reconnected until all charges are paid in full. If a request is made by the Eastham Health Department, water may be shut off if there is a health or safety reason at the property.

- 8.3 INACTIVE SERVICE:** If an account does not have a meter and has been inactive for more than 24 months, the Operator may disconnect and cap the service from the distribution system.
- 8.4 CROSS CONNECTIONS:** Any consumer found to be in noncompliance with the drinking water regulation of Massachusetts, 310 CMR 22.22 shall be subject to a fine by the Commonwealth of Massachusetts Department of Environmental Protection for each day that the violation occurs or continues. Water will be turned off immediately until violation has been corrected. There will be a Turn on and Turn off fee assessed per violation. There is also a testing fee per device, see non water related fees.
- 8.5 TREATMENT:** No treatment by any unauthorized personnel shall be permitted. If anyone is found adding any treatment to Town's water they will be subject to fines established by the Board of Commissioners for each individual offense.
- 8.6 MANDATORY RESTRICTIONS ON WATER USE:** Any consumer found in violation of a water ban subject to fines by the Town, at a rate set by the Water Commissioners.
- 8.7 UNAUTHORIZED WATER USE:** Whoever unlawfully and intentionally injures a water meter or prevents such meter from registering the quantity of water supplied through it or use or causes to be used water without consent of the BWC shall be fined at a rate set by the Water Commissioners and will be responsible for its repair or replacement.
- 8.8 DEFACING AND LITTERING ON TOWN PROPERTY:** Any person or persons willfully defacing and or littering upon Town owned property located within its watershed shall be fined.
- 8.9 NO TAMPERING WITH TOWN PROPERTY:** All gates, valves, hydrants, shutoffs, water meters and standpipes and any other portion of the municipal system are the sole property of the Eastham Municipal Water System. They are not to be opened, closed, removed or in any way tampered with. Only personnel authorized by the Operator may use this equipment. Violators will be subject to charges or penalties as stated herein or by Massachusetts General Law Chapter 165.
- 8.10 MARK OUTS:** No excavator shall, except in an emergency, make an excavation where town water exists unless notice is given to the Operator at least **72 business hours** before excavation. If an excavation is made without the request of a water mark out, the excavator shall be held solely responsible for any and all damages and injuries caused, and any penalties or legal action that may be brought against excavator,

## **SECTION 9 - PRIVATE ROADS**

- 9.1** Pursuant to the “POLICY & PURPOSE” of the Water System and based upon reasonable engineering, economic, and water need considerations the BWC in its reasonable discretion may cause water supply mains to be installed on private roads as defined in Section 2.12.

Sections 1 through 8 of the Eastham Municipal Water System Rules and Regulations and all Amendments thereto are specifically applicable to water supply mains installed on such private roads and service lines, valves and meters connected thereto.

- 9.1.2** Appropriate water easements, granting the right to install, inspect, operate, maintain, repair and replace water supply mains and appurtenances, must be granted to the Town, acting by and through the BWC, or waivers of appraisal and damages obtained for the taking of such easements by the BWC, from all property owners who abut the portion of the private way on which the work is to be done or who otherwise have an ownership interest in each such portion.
- 9.1.3** The installation of a water supply main on a private road shall not cause or render the Town of Eastham or the BWC to be responsible for or liable for the maintenance, repair, or plowing of any such private road on which a water main is installed. The private road after water supply main construction will be returned to a condition equivalent to its pre- construction state.
- 9.1.4** Any decision to introduce water supply mains in private roads is limited to private roads in existence as of 2014. Anyone creating a new private way must bear the burden of introducing all necessary utilities pursuant to the current or future requirements of the Eastham Planning Board’s subdivision rules and regulations and the rules and regulations of the Eastham Board of Health where applicable.

**SECTION 10 - AUTHENTICATION**

Upon due notice and hearing, we the undersigned, Water Commissioners of the Town of Eastham, Massachusetts, do this \_\_\_\_ day of \_\_\_\_\_ 2016, adopt the foregoing "Rules and Regulations" of the Eastham Municipal Water System.

TOWN OF EASTHAM  
BOARD OF WATER COMMISSIONERS:

\_\_\_\_\_  
John Knight, Chair Date

\_\_\_\_\_  
Elizabeth Gawron Date

\_\_\_\_\_  
Wallace Adams Date

\_\_\_\_\_  
Linda Burt Date

\_\_\_\_\_  
Bill O'Shea Date

## APPENDIX A WATER USE RATES AND FEE SCHEDULE

As adopted by the Board of Water commissioners, \_\_\_\_\_, 2016

Pursuant to the authority given by MGL c. 41, §69B, the Eastham Board of Water Commissioners has established the following schedule of prices and rates which must be paid by every customer as follows:

### **WATER USE RATES: SEMI-ANNUAL BILLING PERIOD**

On \_\_\_\_\_ the Board of Water Commissioners held a Public Hearing and adopted a 2.5% annual increase of water usage rates and service fee effective on \_\_\_\_\_ and each consecutive year thereafter.

#### **Current Water Rates, effective for the Billing Period:**

(Note: Water Commissions to select block structure)

Base Service Fee: \$ \_\_\_\_\_ (See Section 7.1 - does not include water usage)

\$ \_\_\_\_\_ per thousand gallons from 1000 to 20,000 gallons

\$ \_\_\_\_\_ per thousand gallons from 20,000 to 35,000

\$ \_\_\_\_\_ per thousand gallons from 35,000 to 60,000

\$ \_\_\_\_\_ per thousand gallons from 60,000 to 85,000

\$ \_\_\_\_\_ per thousand gallons from 85,000 up

### **SEMI-ANNUAL WATER USE BILLING PERIODS:**

**November 1 through April 30; May 1 through October 31: (to be confirmed)**

Early November and May: Water meters read

November and May: Bills mailed to Consumers

December and June: Payment due.

### **ADDITIONAL FEES:**

Water meter test (1st customer requested test in billing period)-----	No charge
Additional Water meter test requests in same billing period ----- (Refundable if meter is more than 2% inaccurate)	\$50 up to actual cost
Water meter test (initiated by Water System operator) -----	No charge
Turn on or Turn off, or plumbing test -----	\$60 each occurrence
Cross Connection testing -----	No charge
Final Meter Reading (e.g. Ownership transfer) -----	\$50
Cut off water service & cap (System permission required) -----	Actual cost
Research Request -----	\$50/hour (no chg first ½ hr.)
Hydrant Use Setup (large volume purchase directly from System) -----	\$80 & includes 1000 gallons.
Hydrant Use Consumption -----	\$20/1000 gal after 1 <sup>st</sup> 1000
Return Check Fee (Collected by Town Treasurer) -----	\$25
Late payment fee or Delinquent Account Interest-----	See Section 7
Meter Tampering charge-(each occurrence) -See Section 3.2 -----	\$500
Unauthorized use of fire hydrant (each occurrence) -----	\$1000
Replacement of frozen water meter (each occurrence) -----	Cost of meter plus \$150
Upgrade/Downgrade in meter size) -----	Cost of meter plus \$150

### **METER PRICES: (Subject to Market Pricing)**

5/8" meter*	\$TBA* (or current market price if higher)
1" meter	\$TBA (or current market price if higher)
1 ½" meter	\$TBA (or current market price if higher)
2" meter	\$TBA (or current market price if higher)
2" compound Meters	Subject to quote
Any other	Subject to quote

\*No charge for 5/8" meter upon initial connection or replacement due to malfunction.

### **FIRST TIME CONNECTION TO WATER SYSTEM**

Note: Most connections will have service sizes less than or equal to 2". The town will supply, at no cost to the property owner, meters for residential hookups requiring a 5/8" meter. All others service connections requiring a larger meter size, as determined by the BWC or the Operator, will need to purchase meters at the time of installation. Large multi- unit residential & commercial uses need to contact the Office of BWC.



**CONSUMER COST COMPONENTS:**

The total cost to a consumer to connect to the Water System is the SUM of the following:

	What	Make Payment to	Financial Terms
1.	SYSTEM CONNECTION FEE	N/A	No FEE
2.	METER PRICE	Town of Eastham	Upon Approval Notification No charge for 5/8" meter for 1 <sup>st</sup> time connection. For larger meters, see table of Meter Prices above.
3.	PIPE INSTALLATION FROM curb stop (shut off close to property line) TO YOUR BUILDING.	Contractor who is "approved" by the System for service installations. (Meets competency & licensing requirements as established by System). (List available)	Contractor is hired by and works directly for Consumer. Cost includes all associated expense items such as parts & permits and inspection fees.
4.	INTERNAL PLUMBING WORK to connect to the Water System and disconnect your building's old water source, if applicable.	MA Licensed Plumber	Plumber is hired by and works directly for Consumer. This cost includes all associated parts such as expansion tanks, connection to water meter, permit & inspection fees.

### **OTHER TERMS:**

1. Meter size and Service Size determination: Final decision rests with the Water System Operator, who will consider customer's current use of property and any expectations of the property owner.
2. Water Meter is the property of Town.
3. Service installation from Curb Stop to within Consumer's building: Must use a Contractor approved by the BWC (List available from Office of BWC).
4. Plumber for internal plumbing work: Must be Massachusetts licensed plumber.
5. These rates & charges apply to all parcels within the service area.
6. Fire protection taps (Residential & Commercial) require approval of the Eastham Fire Department
7. All service connections must be inspected by Operator prior to the first-time water turn-on.
8. Connection Application can be withdrawn and all monies refunded if the Office of BWC is notified in writing within 90 days of connection application approval notice and the water meter has not yet been installed.
9. "First billing period" starts upon approval of Consumer's application and ends when the current billing period ends. This means that the first billing period is at the very least, 1 month in duration and at the greatest, it is 6 months in duration.

## **APPENDIX B**

### **Specifications for Water Mains and Service Installation**

All materials to be used in conjunction with any and all water mains and installations of the same shall be in strict accordance with the "Specifications for Water Mains and Service Installation" of these regulations. All water mains and appurtenances shall be installed by the Water Department employees or a Contractor who has been approved by the Water Department.

#### **B1. Pipe Size**

All water mains shall be sized by the BWC or their engineer consistent with the design plans of the distribution system, or as calculated by the BWC or its engineer. All new water mains shall have the minimum diameter of eight (8) inches unless otherwise approved by the BWC. Piping for hydrant services shall have the minimum diameter of six (6) inches.

#### **B2. Fire Hydrant Spacing**

Fire hydrants shall be spaced at a distance of approximately 500 feet in residential zoned areas, and 250 feet in commercial, business, and industrial zoned areas. The Fire Chief can request a different spacing standard depending on the situation. The applicant must show proof that the Fire Chief has approved all proposed fire hydrant locations. Measurements shall be taken along traveled way, whether public or private. Space and additional fire hydrants shall begin at the closest existing hydrant. An additional fire hydrant shall be placed at the dead end of all water mains.

#### **B3. Fire Hydrant Access**

No person shall obstruct access to a fire hydrant. Fire hydrants shall have a three foot clear radius measured from the center of the stem of the top of the hydrant. No foliage, fencing, parking space, or other object shall obstruct the clear area. No person may landscape to change the grade around the base of the hydrant so as to prevent the use of a four inch cap. Location where existing objects such as, but not limited to, buildings, walls, fences, trees, on sloping grades that does not permit a three (3) foot clearance radius, may be granted a waiver by the Water Department. Before any waiver of this Regulation is granted, all other possible locations must be considered.

#### **B4. Cost of Water Mains**

In private division of lands, commercial, business or industrial complexes, and all other areas not presently serviced by Town water, the developer or owner shall be responsible for all costs with regard to water main installation(s) and connection(s) to existing system and or maintenance of already installed water mains. All water mains shall be installed to the furthest property line.

#### **B5. Need for Water Mains**

The developer or owner of a division of land where water is available within 500 feet will be required to serve and supply the development with water in accordance with these regulations. Any property that has existing public water service and is a division of land, the developer or owner will be required to upgrade the water mains and services to comply with these rules and regulations before the transfer of any parcel. Industrial, commercial, condominiums or multi-family residential, and like buildings that are not a division of land shall be reviewed by the Water Superintendent and the Fire Chief on an individual basis. They shall still be governed by these Rules and Regulations and be required to install and maintain water mains and fire hydrants.

## **B6. Application for Water Main Installations**

An application for water main installation shall be completed by the developer or owner and submitted to the BWC for review and approval before any work can proceed. All applications must contain the complete information requested and an engineer construction plan prepared by Massachusetts Registered Professional Engineer with a scale of 1 inch equal 40 feet (1"=40'). Payment of all required tapping fees, and installation fees including the service availability charge and any other fees established by the Board of Water Commissioners shall be made at the time of application.

## **B7. Pipe and Fittings**

All water main pipes shall conform in design and manufactured to the latest issue ANSI/AWWA standard C151-91 Class 50 "Ductile-Iron pipe, Centrifugal cast, for water or other liquids". The pipes shall be supplied in lengths not to exceed 20 feet. Pipe shall have a pressure class of 300.

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 ins. through 48 in. for water and other liquids".

All pipe and fittings shall have a 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".

## **B8. Valves**

All valves shall conform in design and manufactured to the latest issue of AWWA standard C500 "Resilient-Seated gate valves for water supply", rated at 150-psi working pressure and a minimum 300-psi pressure test.

All valves shall have a 2-inch operating nut, mechanical joint hubs (except for wet taps), and open in a counter clockwise direction. If shallow depth of burial or other conditions of service requires 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.

## **B9 Hydrants**

Hydrants shall conform in design and manufacture to the latest issue of AWWA standard C502 "Dry Barrel Fire Hydrants". Acceptable hydrants are the U.S. Pipe Metropolitan 250 Model 94, the Darling B62B and the A423 Mueller 200 Super Centurion and Clow. Hydrants shall be manufactured to highest quality and design. Hydrants shall be compression types; 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:

- A. Main Valve Openings – 5.25 inches,
- B. Outlets – 2 – 2.50 inch hose Connections
- C. Operating Nut Size – Pentagon 1.50 inch point to flat,
- D. Thread type – National Standard
- E. Shoe – 6 inch Mechanical Joint (Range 6.90 – 7.10 OD
- F. Direction of Opening – Right Open
- G. Bury Length – 5.5 feet
- H. Height (bury Line to Opening Nut) – 28.75 inches minimum,
- I. Sub-Seat Material – Bronze
- J. Model – Traffic (Breakaway Design),
- K. Color – RED Body
- L. All chains must be removed.

All Hydrants shall have a permanently mounted marking device approved by the BWC or its Operator.

#### **B10. Cover Over Pipe**

Pipe shall have five (5) feet of cover measured to finish grade of the street. Pipe to be hand covered one (1) foot with sand or stone free gravel and compacted and tamped around pipe to give good support and protection.

In case of any excavation, ground water swamps or when any unsuitable materials are encountered, the Contractor shall replace it with good material to provide proper support and alignment of the pipeline. In some cases, the Contractor shall use crushed stone for bedding covered with sand. Trench backfill shall be suitable material taken from excavation, approved common borrow or gravel hauled in. No mud, frozen earth, stones larger than 3/4" or other objectionable materials is to be used for refilling.

#### **B11. Ledge**

All ledge shall be removed to width of two (2) feet or greater than the diameter of the pipe and one (1) foot below the underside of the pipe. A bed of sand shall be placed in the trench prior to laying pipe.

#### **B12. Blasting Precautions**

All blasting shall be discussed with the Operator and or the Engineer's and the decision shall be made on individual bases.

#### **B12. Survey Markers**

Survey markers (line and grade) shall be required on all newly proposed streets. Pipes shall be laid within the roadway layout (easement in certain cases) as shown on plans approved by the Eastham Planning / Zoning Board.

#### **B13. Excavation Within the Limits Of Public Ways**

Permission shall be obtained from the BWC and the Department of Public Works before any excavation can begin within any Town accepted street. The work shall be performed in accordance with Town of Eastham requirements. A street opening permit shall be obtained for all work on

State-owned roads from the Massachusetts Department of Public Works before any excavation can begin on any State Highway. This work shall be performed in accordance with permit.

#### **B14. Service Pipes**

Each unit shall have its own separate service, consisting of a corporation stop, curb stop, curb box, ball valve as soon as service enters building, meter and remote reader. From curb stop into building shall be the owners responsibility to maintain, they shall only use CTS fittings with CTS pipe, tubing size to meet appropriate size service with a minimum of 200psi bursting pressure and include tracing wire the full length of the service.

#### **B15. Testing of Water Mains**

Before acceptance by the Department, the pipe shall be pressure tested and chlorinated in accordance with "Installation of Ductile-Iron Water Mains and Appurtenances" AWWA Designation C600 latest edition. No one shall pressure test or chlorinate an installation without notifying the Department at least 48 hours prior. An Operator must be present for the duration of the pressure test and chlorination to witness and sign the chain of custody forms. All pressure test reports shall consist of actual distance of pipe and size, and the number of valves and hydrants. The Town shall furnish a water meter to measure water usage for disinfection and flushing. A sample of water taken after the disinfection of water pipes shall be delivered to a testing laboratory approved by the Commonwealth of Massachusetts. The contractor must then deliver two consecutive copies of the test results with zero background to the Operator. Before final approval is given, the contractor must submit an as-built drawing to the Department. It is at this time the Superintendent shall then determine whether the pipes (project) may be accepted into the Town's water system.

#### **B16. Tapping Sleeves & Valves: Gate & Butterfly Valves**

Tapping sleeves & valves, gate and butterfly valves shall be furnished in accordance with the requirements of the latest revised AWWA Standards C509-94 and C504-94. Tapping sleeves and valves shall be of the same manufacturer. Gate valves 6" through 12" shall be mechanical joint, bronze mounted, resilient seat wedge type, open left (counterclockwise) with 2" operating nut. Valves over 12" shall be butterfly type only. For the purpose of standardization, tapping sleeves and valves, gate and butterfly valves shall be Mueller.

#### **B17. Gate Boxes**

Buffalo #5663 slide type 24" top with flange at top of box with 30" bottom. Boxes to be cast iron, bituminous coated with cast iron covers for heavy traffic use. Covers shall be identified with legend "WATER".

#### **B18. Water Mains on Private Roads**

It is the sole responsibility of the residents or owner(s) of private roads to repair and maintain all water mains and appurtenances, ECT: valves and hydrants. It is also the responsibility of residents and or owner(s) to maintain sufficient amount of soil coverage over any water main. All water mains are required to maintain a minimum of a 5' depth below finish grade at all times.

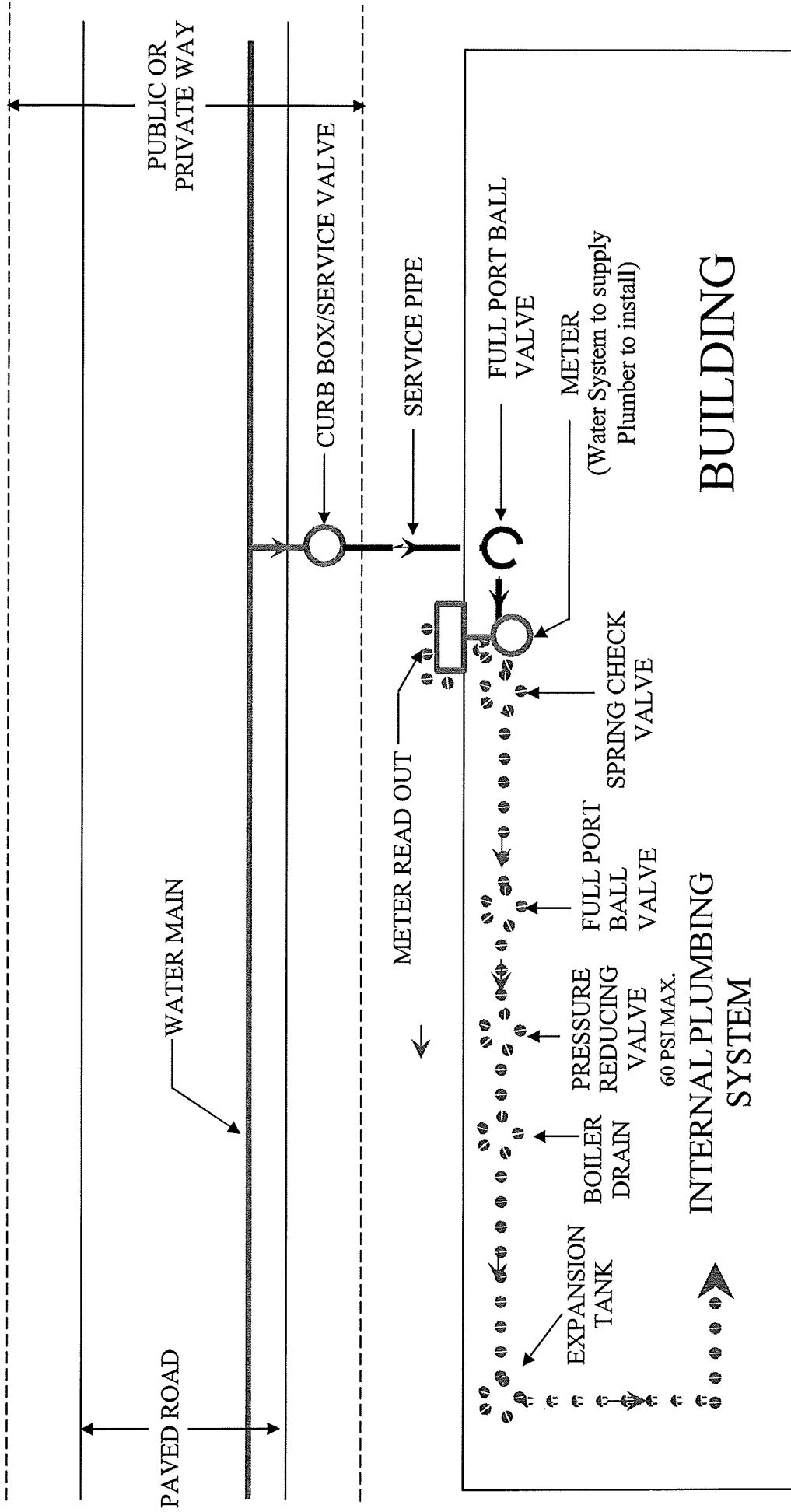
#### **B19 Road Layout**

Any privately owned pipes and or wires in the Town's road layout are not the responsibility of the town. Any items in the road layout that are damaged will not be paid for by the Town of Eastham.



APPENDIX C

TYPICAL WATER SUPPLY INSTALLATION DIAGRAM



WATER SYSTEM OPERATOR RESPONSIBILITY  
PROPERTY OWNER CONTRACTOR RESPONSIBILITY  
MASSACHUSETTS LICENSED PLUMBER RESPONSIBILITY

**Jacqueline Beebe**

I C.

**From:** Michael Embury [membury@brewster-ma.gov]  
**Sent:** Monday, February 01, 2016 11:31 AM  
**To:** John Kelly  
**Cc:** Sheila Vanderhoef; Jacqueline Beebe; Gillespie-Lee, Laurie; Marge Astles  
**Subject:** Re: Tri-Town BOS Meeting

Ty

Sent from my iPhone

On Feb 1, 2016, at 11:30 AM, John Kelly  
<jkelly@town.orleans.ma.us<mailto:jkelly@town.orleans.ma.us>> wrote:

Mike and Sheila,  
Attached is a copy of the agenda for next Tuesday's joint meeting. I will be distributing additional information for the BOS meeting packets on Thursday afternoon. Please let me know if you have any questions.  
Thanks.  
John

John F. Kelly  
Town Administrator

19 School Road  
Orleans, MA 02653  
508-240-3700 x 415  
[jkelly@town.orleans.ma.us](mailto:jkelly@town.orleans.ma.us)<mailto:jkelly@town.orleans.ma.us>

<020916 Agenda.pdf>



# TOWN OF ORLEANS

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BOARD OF  
SELECTMEN  
  
TOWN  
ADMINISTRATOR

## BOARD OF SELECTMEN MEETING

Tuesday, February 9, 2016  
Nauset Room, Orleans Town Hall

ORLEANS TOWN CLERK

*K. Daly, Asst*  
'16 JAN 29 9:21AM

## AGENDA

Joint meeting of the Orleans, Brewster and Eastham Boards of Selectmen to discuss the final disposition of the Tri-Town Septage Treatment Plant Facilities.

- 6:30 p.m. 1. Call to Order
2. Review timeline for ceasing operations; decommissioning and demolition design funding requirements; and warrant article(s) to be considered at each of our town meetings in May 2016
  3. Discussion, Questions, and/or Comments and next steps
  4. Adjourn

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."