

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: _____ Board of Public Works

FILED BY: _____ Dan Cabral

DATE OF MEETING: _____ December 4, 2018

TIME OF MEETING: _____ 7:00 PM

PLACE OF MEETING: _____ DPW Facility – 66 River Road

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

Board of Public Works - MEETING AGENDA

7:00 Announcements

7:01 Public Comment

7:05 Discussion of Annual Town Meeting Article(s)
- Re AMI: Discussion of desired AMI system attributes
- Re AMI: Update on Retained Earnings/Budget Analysis

7:35 Review and Potential Board Vote on Updated Water Regulations

8:00 Discuss Process/Policy for Handling Customer Not Granting Entry to Water Department

8:05 DPW Director's Financial Report

8:15 Board Members' Reports, Concerns, and Updates

8:40 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

8:45 Review and Approve the Minutes of the 11/20/2018 Meeting

8:50 Set or Confirm Future Meeting Dates

8:55 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate and the Agenda Items may not be discussed in the exact order listed

BoPW Meeting 12/4/2018

Discussion of Annual Town Meeting Article(s)

- Re AMI: Discussion of Desired AMI System Attributes
- Re AMI: Update on Retained Earnings/Budget Analysis

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

BOPW Member	Category
Project Goals	
	Ability to allow reduction in water meter reading staff / billing staff by at least 1.0 FTE and elimination of one vehicle from Water Dept.
Abdella	
Lowery	Reduce Operational Costs - Meter Reading
Lowery	Enable Quarterly and/or Monthly Billing
Lowery	Enable timely leak detection, reduce lost water
Lowery	Reduce & Simplify Abatements
Lowery	Improve Resident Service, Information Visibility
Billing and Billing Interface	
Note: Please noted that water rate structure will need to be modified based on billing frequency	
Abdella	Option for billing system management by third party.
Baston	Invoice frequency – Invoice at least quarterly.
Baston	Consider monthly or bi-monthly billing during the irrigation season.
Baston	Billing for individual customers. (Use gallons instead of cubic feet of water)
	a. Track water pumped.
	b. Track water billed.
	c. Track water lost.
Wegerbauer	Easy integration to billing s/w (allow for more frequent invoicing)
Wegerbauer	Online payment capability
Lowery	Enable Quarterly and/or Monthly Billing
Lowery	Reduce & Simplify Abatements
Lowery	Web based service
Lowery	How is data moved to billing?
Lowery	Custom flags in meter data?
	a. Irrigation Meter
	b. Meter Serves XX households
	c. Bill usage together with meter XXXXX
Lowery	Simple way to process abatements
Lowery	PDF bills delivered by email
Lowery	Automatic Payment methods
Lowery	Analysis Data Flexibility
Lowery	Usage Revenue Forecasting
Lowery	Ease of data extraction for analysis
Cost Analysis	
Abdella	Demonstrate Return on Investment to FinCom and Town Meeting.
Baston	Integration – Would there be a cost savings to have the new system integrate with the existing system?
Lowery	Reduce Operational Costs - Meter Reading
Lowery	Capital Cost - Transmission
Lowery	Capital Cost - Meters (per meter)
Lowery	Capital Cost - Software License
Lowery	System Service Cost/Month
Lowery	Per Meter Service Cost/Meter
Customer Accessibility	
Abdella	Customer on-line access to water usage (including automated exception reporting), accumulated statistics, and billing
Baston	Customer access – Is this necessary? What is the benefit of customer access?
Lowery	Cellphone and Web access
	a. Daily/weekly thresholds for alerting?

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

b. Projected usage/cost, and per-gallon cost?
c. Historical usage trending?
 Lowery Warning notices possible water bad violation
 Lowery Detect slowly increasing usage (leak)
 Lowery Selectable Email or text alerts
 Lowery Vacation

Reporting Capability

Baston Collect water usage daily
 Baston The report should show the water usage hour by hour.
 i. The hourly read will allow leak detection at night and identify unauthorized usage during water bans.
 Baston The report should show the account number.
 Baston Address would be helpful but might take up too much space.
 Wegerbauer Reporting (easy to configure reports - individual meters and summary reports)
 Lowery Enable timely leak detection, reduce lost water

Communications

Abdella Capability of using host location Wi-Fi to transmit meter usage data back to Water Dept.
 95+% percent of metered locations in Wayland most likely have Wi-Fi. Could we utilize this as our communications
 This would avoid the battle over (and cost of) additional RF transmitters / towers.
 Assumes data from meter would be encrypted and not subject to tampering. Also assumes that data transmission
 from the meter reading device would not materially impact the customers Wi-Fi bandwidth / performance.
 Participating users would be granted a discount on their bill.
 Non-participating users would incur a surcharge for alternative data collection.

Baston Network – Must cover or accommodate the whole town.
 Baston Address dead areas and determine the cost to cover the whole town.
 Baston Determine the equipment need to accomplish the town wide coverage.
 Baston Radio power – Enough to do the job but not excessive.
 Baston Remote connect/disconnect – Is this something that would be helpful? Why?
 Baston Migratable - Yes.
 Baston Would a tower on Reeves Hill be a solution to ensure town wide coverage?
 Baston Transmission frequency – Not less than once per day.
 Baston Fixed network – Two way
 Baston Data storage – In a cloud.

Wegerbauer Read frequency (ability to set the read frequency - ideally by meter as some were concerned about privacy)
 Wegerbauer Transmit frequency (ability to set the transmit frequency)
 Wegerbauer Fixed network (ideal in order to save on personnel and other meter reading costs)
 Wegerbauer Lower power transmissions, less frequent transmissions to address health concerns
 Lowery RF power for sending (milliwatts)
 Lowery How often sends
 Lowery # of readings/day
 Lowery Days storage in meter (backup)
 Lowery Encryption - end to end
 Lowery Cellular Technology used?
 Lowery Cloud Storage
 a. Whose cloud service?
 b. Redundancy Plan?
 c. Encryption?
 d. Allows regular backup to ToW server?
 Lowery SQL-based access for queries

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

Operational Features/Options	
Baston	Alarm warning – Needed to detect abnormal water usage or a problem with the system.
Baston	Battery life – 20 years.
Baston	Outage detection – Yes.
Baston	Tamper identification – Yes.
Baston	On demand read – Yes.
Baston	Leak detection and warning - Yes.
Baston	Backflow notification – Do we need this? Do we not have valves to stop back flow?
Baston	Option to opt out – The system needs to have an option for concerned residents to opt out.
Wegerbauer	Alerts (easily configurable to send alerts for possible leaks)
Lowery	Allows for a resident OPT-out
Lowery	Leak detection thresholds daily/weekly/billing
Lowery	Scanning for Water Ban possible violations
Lowery	Backflow, no-flow sensing
Software	
Baston	Analytic software – Yes.
Baston	Encryption - Yes.
Baston	The programs need to be upgradeable in the future.
Water Meter Infrastructure	
Baston	Meter type – TBD; brass vs. plastic.
Baston	Touchpad capabilities – preferable for those who opt out. Would our old system meet the need?
Lowery	Brass housing
Request for Proposal	
Abdella	Best value selection – minimize labor associated with service calls by specifying data collection / transmitting equipment life to match that of the longest service element (the meter).
Abdella	Establish pre-qualification process for system vendors through demonstrated performance with other towns, technical features, use of high quality materials, financial stability of firm, etc.
Wegerbauer	Total system cost comparisons would be ideal.
Lowery	Capital Cost - Transmission
Lowery	Capital Cost - Meters (per meter)
Lowery	Capital Cost - Software License
Lowery	System Service Cost/Month
Lowery	Per Meter Service Cost/Meter
Lowery	Single vendor: meter, transmission, data storage, billing service
Lowery	References for similar system
Lowery	Metering method
Lowery	Battery Life
Lowery	Warranty Period
Deployment	
Lowery	Can be rolled out over time?
Lowery	Allows for a resident OPT-out
Lowery	Can be installed by Water Dept Staff

BoPW Meeting 12/4/2018

**Review and Potential Board Vote on Updated Water
Regulations**

Rules and Regulations

1. Rules and Regulations Governing Rendering of Services:

- (a) The rules and regulation in their entirety as herein set forth, or as they may hereafter be altered or amended in a regular and legal manner, shall govern the rendering of water service, and every customer, upon signing of an application for water service, or upon taking of water service, will be bound thereby.

2. Definitions applicable to following sections:

The word " Customer " shall be taken to mean any person, firm, Corporation, government or governmental division who has applied for and received water service supplied by the Wayland Water Dept..

The words " main " or " main pipe " shall mean the supply pipe owned by the Wayland Water Dept. from which service connections are made to supply water to customers.

Street Service Connections (See rule #6).

Customer Service Pipe (See rule #7).

The words " public water system " refer to the water system owned and operated by the Wayland Water Dept..

The word " premises " as used herein shall be restricted to the following:

- (a) A building under one roof owned by one customer and occupied as one residence or one place of business.
- (b) A combination of buildings owned by one customer in one common enclosure, or occupied by one family, or one corporation or firm, as a residence or place of business.
- (c) Each unit of a multiple house or building or condominium or townhouse separated by a solid partition wall, occupied by one family, or one firm, as a residence or a place of business.
- (d) A building owned by one customer having a number of apartments, offices, or lofts which are rented to tenants, using in common one hall and one or more means of entrance.

3. Application for water service:

- (a) Application for a new street service connection or application for water service through an existing street service connection shall be made in writing by the owner or his authorized representative for the premises to be supplied.

- (b) No agreement will be entered into by the Wayland Water Dept. with an applicant until all arrears and charges due by the applicant at any premises now or heretofore occupied by him shall have been paid. A payment plan on overdue charges can be arranged if so desired.
- (c) Any change in the identity of the contracting Customer at any premises will require a new application and the Wayland Water Dept. may, after reasonable notice, discontinue the water service until such new application has been made and accepted.
- (d) The Wayland Water Dept. shall furnish and install the service tap, service pipe, corporation cock, curb box at the customer's expense and shall own and maintain all new service connections, meters and meter installations, provided the costs of excavation, backfill, removal, and replacement of paving, walks, curbs, etc., including the hiring of traffic control personnel, and obtaining the street opening permits, necessarily incurred in respect to new services, shall be borne and work performed by the customer (or his agent). For replacement of services, the Wayland Water Dept. shall bear all costs, except where the type of service is altered at the customer's request.

4. Special Applications for Water Service:

- (a) Water for transient, temporary or special purpose must be specially applied for.
- (b) Whenever a street service connection is made to the mains for temporary service, or for building or construction purposes, the applicant will bear the entire cost and expense of installing and maintaining such service, and shall bear the entire cost and expense of eliminating such.
- (c) If a customer requests or requires temporary water service by connection to a fire hydrant, the charges will be as follows;
 - (a) \$100.00 Set up Fee.
 - (b) \$50.00 Per Day Minimum Charge

The above charges will be collected in advance by the Wayland Water Dept. and all requests must be approved in writing as determined by the Wayland Water Dept.. If approved, a permit will be issued to the Customer stating in detail the conditions of use.

5. Customer's Liability for charges:

- (a) A Customer who has made an application for water service to any premises shall be held liable for water service furnished to such premises until such time as the Customer properly notifies the Wayland Dept. to discontinue the service for his account and a final meter reading is obtained. Premises with remote reading meters must have both inside meter and remote meter read.

6. Street Service connection:

- (a) Street service connection means the service pipe from the main to the outlet side of the Wayland's Water Dept. shut off stop or valve near the curb or property line of the premises to be serviced, including the corporation cock, curb cock, and curb box, and shall be laid at a right angle to the main and shall not cross intervening properties, and will be furnished and installed by, and shall remain the property of the Wayland Water Dept. and under its sole control and jurisdiction.
- (b) The Wayland Water Dept. will make all connections to its main and will specify the size, kind and quality of all materials entering into the street service connection.
- (c) All new street service connections will be installed in accordance with Rule #3 of these Regulations.
- (d) Where a street service connection is already installed, the customer shall connect with the street service connection as laid. Connections must be made in accordance with all other Wayland Water Dept. Rules and REGULATIONS UNDER "Meters and Meter Installations". The customer must contact the Wayland Water Dept. to inspect and approve said connection.
- (e) The curb box shall be set at or near the curb or property line and shall be kept accessible at all times.
- (f) New street service connections shall not be laid during the months of November, December, January, February and March except at the discretion of the Wayland Water Dept..
- (g) The street service connection owned by the Wayland Water Dept. will be maintained by the Wayland Water Dept. at its Expense.
- (h) The Wayland Water Dept. shall in no event be responsible for maintenance of or for damage done by the water escaping from the service pipe or any other pipe and fixtures from the outlet side of the curb cock or valve to the premises being served.

7. Customer's Service pipes:

- (a) The customer's service pipe means the service pipe beginning at the outlet side of the Wayland Water Dept. shut off stop or valve near the curb or the property line to the premises and shall be furnished and installed by the customer at his expense and risk. Also, see paragraph (L) of this Rule.
- (b) The Wayland Water Dept. will specify the size, kind and quality of the materials of the customer's service pipe and shall be equal to or greater than the street service connection.
- (c) The customer's service pipe and all connections and fixtures attached thereto shall be subject to the inspection and approval of the Wayland Water Dept. before the water will be turned on.

- (d) The service pipe shall be laid at all points at least four and one half feet below the surface of the ground and shall be placed on firm and continuous earth so as to give unyielding and permanent support, and shall be installed in a trench at least ten feet in a horizontal direction from sewer line, septic tank or leaching field and at least three feet from any other buried line or conduit. Any vertical crossings shall be at least two feet, and any sewer lines must be under the water line, unless otherwise approved by the Wayland Water Dept.. Existing or future crossing, public or private, must be made known to the Wayland Water Dept.. Exceptions may be granted in writing by the Wayland Water Dept. after approval of other agencies.
- (e) The customer shall make all changes in his portion of the service pipe required on account of changes of grade, relocation of mains or other cause at his expense and risk.
- (f) No fixture shall be attached to or any branch made in the service pipe between the meter and the street main.
- (g) Each premises shall be supplied through an independent service pipe from a separate curb cock and box, and all double houses, apartment houses, office buildings or business blocks shall have a separate service connection and curb box for each tenant unless otherwise specifically approved or ordered by the Wayland Water Dept. in which event the owner is to solely responsible for all water used on and in said buildings or premises.
- (h) When more than one building, apartment or premises is supplied through a single service pipe, any violation of the Rules and Regulations of the Wayland Water Dept. with reference to either or any of the said buildings or premises shall be deemed a violation as to all and the water service shall be discontinued after the property has been posted for at least 30 Days and reasonable opportunity allowed for each building or premises to attach their service pipes to separately controlled service connections which will be installed by the Wayland Water Dept. at the expense of the Customer and shall be in accordance with the new service agreement.
- (i) Any repairs, maintenance or replacement necessary on the Customer's service pipe or any pipe or fixture on or upon the Customer's premises shall be performed by the Customer at his expense and risk.
- (j) The Customer shall promptly notify the Wayland Water Dept. of any leak, defect or damage affecting the Customer's service pipe between the property line or curb shut off and the point where metered.
- (k) The Customer shall effect necessary repairs, maintenance or replacement of his service line, at his expense and risk, within five (5) working days after notification by the Wayland Water Dept., whether or not the leak, defect or damage is beyond the meter or not. In the case of waste, damage to property or hazard to any persons, as determined by the Wayland Water Dept., the leaking defected or damaged service will be shut off or discontinued immediately until repaired.
- (l) The Customer is responsible repairs, maintenance or replacement of exceptional or "long" service lines except that portion of the service line originally installed and owned by the Wayland Water Dept. according to the Wayland Water Dept. records. Changed conditions or circumstances do not cause a change in ownership unless agreed to in writing by the Wayland Water Dept. and the Customer.
- (m) Existing Customer owned service lines that are non-conforming with these Rules and Regulations may be repaired but not replaced until brought up to current standards at the Customer's expense.

8. Repair or Replacement must be Approved by Wayland Water Dept.

- (a) All repairs or replacement work in connection with the Wayland Water Dept. water mains or appurtenances shall be submitted for the inspection by the Wayland Water Dept., and no under-ground work shall be done covered up until inspected and approved by the Wayland Water Dept.. Whenever the Wayland Water Dept. determines that a job is obviously defective, although not in direct violation of these Rules and Regulations, The Wayland Water Dept. will insist upon its being corrected before the water will be turned on.

9. Cross-Connection not Allowed:

- (a) No pipe or fixtures connected with the mains of the Wayland Water Dept. shall be connected with pipes or fixtures supplied with water from any other source unless specifically approved by the Department of Environmental Quality Engineering (DEQE) of the Commonwealth of Massachusetts.
- (b) All piping systems in which water might become polluted, shall be so arranged as to preclude water from re-entering the water distribution system by siphonage or other means. These installations shall in each case be approved by the Wayland Water Dept.. The minimum requirements would consist of a back flow prevention device as approved by the Department of Environmental Engineering (DEQE) of the Commonwealth of Massachusetts.
- (c) The plumbing on all premises supplied from the Wayland Water Dept. water system shall conform to the Commonwealth of Massachusetts plumbing codes, the Sanitary Code of the Town's where political subdivision is located, regulations specified by the Department of Public Health and/or the Department of Environmental Quality Engineering (DEQE). Drinking Water Regulations Section 22 - Cross Connection (310 CMR 22.22).

10. Meters and Meter Installations

- (a) The Wayland Water Dept. shall specify the kind and size of meter to be installed at the expense of the Customer and in accordance with the sizing schedule.
- (b) Sizing Schedule:

Size:

	Average flow Rate *GPM*	Peak Flow Rate *GPM*
5/8" X 3/4"	15	20
3/4"	25	30
1"	35	50
1 1/2"	50	100
2"	100	160
4"	200	600

- GPM = Gallons Per Minute

Meter sizes for flow rates more than those shown on this chart will be reviewed on an individual basis and may result in a larger meter or any combination of the Meter sizes and flows listed above.

- (c) Meters relating to new construction will be furnished and installed at the Customer's expense by the Wayland Water Dept. and shall remain its property.
- (d) The Customer shall provide at his expense a readily accessible and protected location for the installation of a meter and a remote register at such a point as will control the entire supply to the premises, which location must be acceptable to the Wayland Water Dept. as most convenient for its service, so that the meter may be easily examined, read or removed; and the Customer shall also provide at his expense suitable pipe connections and the necessary valves, before and after each meter, backflow device, and other fittings as may be designated by the Wayland Water Dept. for the proper installation and protection of the meter.
- (e) When the Customer's meter or remote register is not installed in a building, it shall be placed in a meter box or vault as approved by the Wayland Water Dept., furnished at the expense of the Customer, which box or vault shall be placed just inside the Customer's property line or at such other location as may be ordered by the Wayland Water Dept.. When place of consumption is 100 Ft. or more beyond the shut off or when conditions exist that in the opinion of the Wayland Water Dept. require it, a meter box or vault is required.

The Customer shall provide and allow the Wayland Water Dept. reasonable access to its meter located inside the Customer's premises. The Wayland Water Dept. policy is to be read the inside water meter a minimum of once (or more times if deemed necessary) in a twelve (12) month period. If The Customer refuses or otherwise hampers the Wayland Water Dept. access to its meter, the Customer will be required to install at their expense and risk, an outside pit meter to the Wayland Water Dept. specifications and under its inspection.

- (f) Each dwelling unit built or converted for separate ownership shall be serviced by a separate meter. Apartment houses, offices or business premises, held in single ownership, may be ~~served through a single meter where the arrangement of the interior piping does not permit~~ individual meters. In such cases, the owner of the property shall be responsible for the payment of the bills.

Any request for a different metering system must be approved by the Wayland Water Dept. and may be approved only upon such terms and conditions as the Wayland Water Dept. may require. In approving any non-standard metering installation, the Wayland Water Dept. may require a compensatory system improvement contribution to defray the reasonably expected cost of the future administrative and collection problems which may be caused by the non-standard metering system.

- (g) Meters will be maintained by the Wayland Water Dept. at its expense insofar as ordinary wear is concerned, but damage due to hot water, freezing or other external causes shall be paid for by the Customer.
 - (h) The Customer shall promptly notify the Wayland Water Dept. of any damage to the meter or its connections. The Customer shall permit no one who is not an agent of the Wayland Water Dept. or otherwise lawfully authorized to do so to remove, inspect or tamper with the meter or other property of the Wayland Water Dept.
1. If the meter seal is found broken, it will be replaced. the second time a seal is broken, the Customer must allow two inside meter readings a year or the installation of a pit meter at the Customer's expense.

2. If the meter itself is found damaged, a new meter shall be installed at the Customer's expense. The Customer must allow two inside meter readings a year or the installation of a pit meter at the Customer's expense. If the meter is found to be damaged a second time, the Customer must install a pit meter at his own expense.
3. If a meter is found to be removed, The Customer shall be required to install a pit meter at his own expense.

Violations will be prosecuted to the fullest extent of the law and the Customer will be responsible to reimburse the Wayland Water Dept. for all costs for lost revenue, legal costs or other expense involved in said prosecution.

11. Multiple Meters:

- (a) The Wayland Water Dept. may install a series of smaller meters (a Battery setting) in lieu of a single large meter as it deems necessary for reasons of serviceability and continuance of service.
- (b) The Wayland Water dept. may require a service line meter (master meter) to be installed at a point near its connections with the Wayland Water Dept. distribution main and bill the property owner for the appropriate minimum charges and all water used through the service lines.

12. Meter Tests and Test Fees:

- (a) All meters are accurately tested before installation and are also subjected to periodical tests. The Wayland Water Dept. may at any time remove any meter for routine tests, repairs or replacement and may, at its option and expense, test any meter when the Wayland Water Dept. has reason to believe that it is registering inaccurately.
- (b) The Customer may request the Wayland Water Dept. to make a special test of accuracy of a meter. Such special tests shall be witnessed by the Customer or his authorized representative.
- (c) For such special test, the fee as established herein shall be paid in advance by the complainant but should the said meter be found upon said test to be more than two percent incorrect to the prejudice of the Customer, the fee so paid shall be returned to the complainant by the Wayland Water Dept. and the current bill corrected based on an agreement between the Wayland Water Dept. and the Customer for an appropriate adjustment of the prior billing period(s). This correction shall apply to both over and under registration and another meter which has been properly adjusted shall be installed.
- (d) For the test of meters made upon request of the Customer, The following fees shall be paid:

1" meter or smaller	\$25.00
Over 1" to 2"	\$75.00
Over 3"	Actual cost to Water Dept.

13. Public Fire Hydrants:

- (a) A public fire hydrant shall be defined to be a fire hydrant located on municipal property, street or highway, right of way, maintained and accepted for public use as a public way and which is installed at the approval of the town, town Fire Chief and approved by the Wayland Water Dept..
- (b) Rental Fees for public fire hydrants shall be those in effect as shown on Schedule " B " of these Rules and Regulations.
- (c) If any Customer/Developer is required by the town Fire Chief to provide and install a new public fire hydrant an existing or new water mains and is approved by the Wayland Water Dept., the said installation(s) shall be at the expense and risk of the Customer/Developer.
- (d) New Fire Hydrants requested by the town or town Fire Chief and approved by the majority of the Wayland Water Dept. Commissioners, after review of sound engineering principals and as recommend by the Wayland Water Dept. engineering or management firm, will be installed by the Wayland Water Dept. for an installation charge of \$3000.00. Paid to the Wayland Water Dept. by the town for each new hydrant requested.
- (e) The Wayland Water Dept. will replace damaged or worn fire hydrants at its expense, or at the expense of the party who damages said hydrant as required.
- (f) All public fire hydrants shall be maintained by the Wayland Water Dept.
- (g) Any expense for repairs caused by the negligence of employees of the municipality or by members of the fire department will be paid for by the municipality.
- (f) The use of fire hydrants will be restricted to the taking of water for extinguishing of fires and water shall not be taken from any fire hydrant for construction purposes, *sprinkling streets*, flushing sewers or gutters or for any other use unless specially expressed in writing by the Wayland Water Dept. for the particular time and occasion.
- (i) Inspections and tests of public hydrants will be made by the Wayland Water Dept. at convenient times and reasonable intervals.
- (j) Whenever a change in location, size or type, or permanent removal of a fire hydrant is requested by a municipality and/or a Customer, such change will be made by the Wayland Water Dept. at the expense of the municipality and/or Customer.

14. Private Fire Service:

- (a) The entire cost of installing a private fire service from the main to the property line will be paid for by the Customer. The Wayland Water Dept. shall own and maintain all service connections. For replacement of services, the Customer shall be bear all costs. All work performed on the Customer's premises shall be done by the Customer at his expense.
- (b) A gate valve controlling the entire supply will be placed on the fire service at the main. Any valve pit or vault which may be required will be furnished at the expense of the Customer.
- (c) The private fire service shall be subject to the inspection, test and approval of the Wayland Water Dept. before the service is made effective.

- (d) A private fire service connection is furnished for the purpose of supplying water for the extinguishment of fires only, and no use of water from such connection for any other purpose shall be made. Each connection shall be made separately to the distribution main of the Wayland Water Dept. and shall not be combined with any domestic water service connection.
- (e) The Customer shall notify the Wayland Water Dept. within a period of seventy-two (72) hours after any usage of the sprinkler system.
- (f) A detector check valve with a by-pass, along with an approved backflow prevention device shall be furnished and installed by the Customer in accordance with the Wayland Water Dept. requirements, just inside the building wall or other convenient location on the Customer's premises as designed by the Wayland Water Dept.. Any meter pit or vault required by the Wayland Water Dept. shall be constructed and maintained by and at the expense of the Wayland Water Dept..
- (g) Hydrants and other fixtures connected with a private fire service connection may be sealed by the Wayland Water Dept. and such seals shall be broken on in case of fire or as specially permitted by the Wayland Water Dept., of any such seal.
- (h) No pipe or fixture connected with a private fire service connection served by the Wayland Water Dept. shall be connected with pipes or fixtures supplied with water from any other source.
- (i) The Wayland Water Dept. shall determine the size and location of any connection made to its mains for private fire service.
- (j) Fire pumps and booster pumps of any nature may be connected only after notification to the Wayland Water Dept. and shall be constructed in such a manner to prevent cross connection and vacuum. Owners and operators of such equipment are liable for any and all damages to the Wayland Water Dept. or other customers property during such operation. A low pressure cut-off device as approved by the Wayland Water Dept. will be installed at the expense and risk of the Customer.
- (k) The entire private service connection and all parts of it which are located outside of the property line of the Customer are and forever remain the property of and the complete jurisdiction of the Wayland Water Dept..
- (l) No test of Fire Service shall be permitted without approval of the Wayland Water Dept. (who may elect to have a representative present). They shall be scheduled to cause the least possible inconvenience to the Wayland Water Dept.(s) other customers.

15. Discontinuance of Water Service:

- (a) Service may be discontinued for any of the following reasons:
1. Violation of the Rules and Regulations of the Wayland Water Dept..
 2. Misrepresentation in application as to the premises or fixtures to be supplied, or the use of the water supply.
 3. Use of water for any premises or purpose not described in the application.
 4. Molesting any service pipe, meter, curb stop or seal, or any appliance of the Wayland Water Dept..
 5. Failure to maintain, in good order, connections, service lines, or fixtures for which the Customer or owner is responsible.
 6. Waste of water through improper or imperfect pipes, fixtures or otherwise.
 7. Vacancy of premises.
 8. Neglecting to make payments of charges for water service or any other charges against the owner of the premises.
 9. Refusal of access to premises to inspect, read, maintain or remove meters.
 10. Refusal to conserve water during periods of restricted supply.
 11. Failure to pay water bills or charges at a prior location.
 12. Any cross connection which would introduce water or any liquid other than that supplied by the Wayland Water Dept. into the service line of the Wayland Water Dept.
 13. The Wayland Water Dept. shall have the right to cut off the water without notice in case of breakdowns or for other unavoidable causes, or for the purpose of making necessary repairs, connections, etc.. When determined practicable by the Wayland Water Dept., reasonable notice will be given. In no case shall the Wayland Water Dept. be liable for any damage, or for inconvenience suffered.
- (b) Whenever the Customer desires to have his service contract terminated or his water service discontinued, he shall so notify the Wayland Water Dept.. Until such notice is received by the Wayland Water Dept. and the Wayland Water Dept. has access to remove the meter or obtain the final readings, the Customer shall be responsible for the payment for all service rendered by the Wayland Water Dept. , including charges for meter repairs caused by damage by hot water or freezing or other external causes. A reasonable time after receipt of such notice shall be allowed the Wayland Water Dept. to take a final reading of the meter or meters and to discontinue service.

- (c) Discontinuing the supply of water to any premise for any reason shall not prevent the Wayland Water Dept. from pursuing any lawful remedies by action of law or otherwise for the collection of Moines due from the Customer.

16. Renewal of Water Service after Discontinuance:

- (a) When water service to any premises has been terminated for any reason other than temporary vacancy, it will be renewed only after the acceptance of a new application and when the conditions, circumstance or practices which caused the water service to be discontinued are corrected to the satisfaction of the Wayland Water Dept., and upon the payment of all charges due and payable by the Customer in accordance with the rates, Rules and Regulations. A payment plan on overdue charges can be arranged if so desired.

17. Turn-On Charge/Service Fees:

- (a) After normal working Hours/Requests for Service: Fee = \$50.00 . Customers who request a service call before 7:00 a.m. and after 3:30 p.m. , Monday thru Friday, or on Saturday, Sunday, or Holidays as celebrated by the Wayland Water Dept. and operating Staff, will pay a service call fee of \$50.00 for such service. Payment for this service must be received at the Town Hall Office within 15 Days after requesting said service or requesting Customer will be deemed in violation of the Rules and Regulations of the Wayland Water Dept. which will result in discontinuation of water service . Non-Payment Shut Off's are addressed separately under Rule #17, Section B.
- (b) When it has been necessary to discontinue water service to any premises because of violation of the Rules and Regulations or on account of non-payment of any bill, a charge of Twenty Dollars (\$20.00) will be made to partly cover the expense of turning on the water and this charge together with any arrears that may be due the Wayland Water Dept. for charges against the Customer must be paid before the water will again be turned on providing, however, if request is made to the Wayland Water Dept. for restoring service after regularly scheduled working hours, then the charges for restoring such service shall be the Wayland Water Dept.'s actual costs of restoring said service.

If payment is not received by noon of the following business day, water will immediately be discontinued and not restored until all fees are paid in full.

- (c) If at the time of such discontinuance of service a non-residential Customer does not have a deposit with the Wayland Water Dept. , the Wayland Water Dept. may require a deposit as a guarantee of the payment of future bills before the water will be turn on.

18. Bills for Water Service:

- (a) In all cases, the property owner "Customer" shall be responsible for payment of all water bills. Customers are responsible for furnishing the Wayland Water Dept. with their correct billing Address. Failure to receive bills will not be considered an excuse for non-payment nor permit an extension of the date when the account would be considered delinquent. Resolution of potential billing conflicts between the tenant and the Customer (i.e. the property owner) is the sole responsibility of the Customer.
- (b) All Bills will be sent to the address entered in the application unless the Wayland Water Dept. is notified in writing by the Customer of any change of address.
- (c) Payments shall be made at the Wayland Town Hall Offices.

- (d) The Wayland Water Dept. will not be bound by bills rendered under mistake of fact as to the quantity of service rendered, except if that mistake is due to the Wayland Water Dept. negligence or omission.
- (e) The use of water by the same Customer in different premises or localities will not be combined, and each installation shall stand by itself.

19. Terms of Payment:

- (a) All bills shall be payable upon receipt. However, no residential bill shall be considered "due" under applicable law or these Rules and Regulations in less than forty-five (45) days from receipt. No disputed portion of a bill which related to the proper application of approved rates and charges, of the Wayland Water Dept. compliance with these Rules and Regulations, shall be considered "due" during the pendency of any hearing or appeal under these Rules and Regulations. Any non-disputed bills or any other bills must be paid.

DRAFT 9/10/18

Town of Wayland
Department of Public Works
Water Regulations

September 2018

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SECTION 1

GENERAL PROVISIONS

These Water Regulations shall apply to the Town of Wayland and to persons outside Wayland who are users of Wayland's water services. These Water Regulations provide for use of the public water systems, measurement of water usage, equitable distribution of costs, control of cross-connections, emergency restrictions, and issuance of approvals, specifications and practices for infrastructure construction, and penalties and other procedures in cases of violation of these Water Regulations.

Except as otherwise provided herein, the Board of Public Works, as the Water Commissioners through the Director, and/or designees, shall administer, implement, and enforce the provisions of these Water Regulations.

1.1 Reference to Regulations

These Water Regulations may also be referred to as the Town of Wayland's Water Use Regulations.

1.2 Authority

A set of Water Regulations regulating the use of the public and private water system; the installation and connection of water systems; and the use of water into the public water facilities and providing penalties for violations thereof:

WHEREAS: the Town of Wayland desires to ensure that the use of the public water system operated by it will conform to the best water resources engineering practices.

Pursuant to M.G.L. c.40 § 21(7); M.G.L. c. 111 § 160 *et. seq.*; M.G.L. c 40 §§ 31, 39A, 39E, 39I, and 42A, and, the Town of Wayland Board of Public Works Policies on Payments, Abatements, and Deferrals, these Water Regulations hereby establish the requirements for the use of public water systems, private water systems, the installation and connection of water systems, and the use of water from the public water system, and providing penalties for violations thereof, in the Town of Wayland, County of Middlesex, Commonwealth of Massachusetts.

These Water Regulations shall be consistent with all applicable state regulations.

1.3 Purpose

The purpose of these Water Regulations is to provide for the maximum possible beneficial public use of Wayland's water facilities through regulation of construction and water use; to provide for equitable distribution of the costs to operate, maintain, and improve Wayland's water facilities; and to provide procedures for complying with the requirements contained herein.

1.4 Severability

The provisions of these Water Regulations are severable. If any provision of these Water Regulations or any specific application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications which can be given effect in the absence of the invalid provision or application.

1.5 Applicable Regulations

Every user of the public water system or private water mains shall be subject to regulations of the Town as they apply, and to any charges, rates, fees and assessments which are or may be established by the Town. Any user of the public water system or private water mains shall also be subject to applicable State and Federal regulations. In instances where various regulations contain conflicting requirements, the most stringent requirements shall

be met. In addition to these Water Regulations, the most recent standards of the American Water Works Association shall be adhered to.

1.6 Right to Amend Regulations

The Town reserves the right to amend these Water Regulations in any manner and to establish more stringent limitations or requirements as is deemed necessary or appropriate.

1.7 DEP Regulations

No provision of these Water Regulations shall be deemed to contravene or render ineffective any valid Department of Environmental Protection (DEP) regulations pursuant to M.G.L. c. 111 §§ 159 through 174.

1.8 Applications and Approvals

These Water Regulations and other activities related to the implementation of these Water Regulations require the submission of applications, certifications, and other information. Applications are available through the DPW and all requirements shall be completed to the satisfaction of the Wayland Department of Public Works (DPW) prior to the commencement of the activity. DPW approvals and applications are in addition to applications and permits that may be required by other Federal, State, and local laws or regulations.

- (a) The DPW may refuse to issue an approval for any use of the public water system which it believes can reasonably be expected to result in significant harm to health, safety, the environment, the DPW's water system, or a tributary to the DPW's water system.
- (b) The DPW shall enforce, pursuant to Section 8 of these Water Regulations and other applicable local, state, and federal laws, the terms and conditions of an approval issued under these Water Regulations.
- (c) The DPW may modify an approval as deemed necessary or appropriate or as required by state or federal law.
- (d) An applicant may request reconsideration of the terms and conditions in an issuance, renewal, or modification of an approval issued by the DPW, and an applicant may request reconsideration of the denial of an approval by the DPW, pursuant to Section 8 of these Water Regulations.
- (e) An approval shall not be assigned or transferred without prior written consent of the DPW. After consent of an assignment or transfer of an approval, the applicant shall provide a copy of the approval documentation to the assignee or transferee.
- (f) These Water Regulations shall not be construed to require the DPW to permit itself or those in its employ for activities done to carry out the DPW's responsibilities under any federal or state laws, regulations, or requirements.
- (g) All construction activities shall be subject of a plan review by the DPW. Upon completion of the construction, as-built plans, sketches, drawings, and other information shall be submitted to the DPW.

1.9 Fees

All fees and charges payable under the provisions of these Water Regulations shall be computed in accordance with the schedule of rates on file with the Department. Such fees and charges shall be established by the Board of DPW and paid to the Town of Wayland.

SECTION 2

DEFINITIONS

Terms that are not defined herein shall be interpreted as defined in the most recent edition of the Glossary-Water and Wastewater Control Engineering, published by the Water Pollution Control Federation (WPCF) (now known as Water Environment Federation) (WEF), Washington, D.C. Throughout these Water Regulations, *shall* is mandatory, and *may* is permissive. Terms are intended to be consistent with applicable DEP regulations. Unless the content specifically indicates otherwise, the meaning of the terms used in these Water Regulations shall be as follows:

Applicant shall mean any person applying for water service or for the extension, alteration, replacement, relocation, or testing of a water main and/or water system appurtenances.

As-Builts shall mean a set of drawings prepared upon completion of a project or a construction contract that reflect all changes made in the specifications and working drawings during the construction process, and show the exact dimensions, geometry, and location of all elements of the work completed for the project or construction contract.

ASTM shall mean the American Society for Testing and Materials (now known as ASTM International)

Automated (or Automatic) Meter Reading Device shall mean a device(s) used for reading a water meter without having to enter a building or premises.

AWWA shall mean the American Water Works Association.

Backflow shall mean the flow of water or other fluids, mixtures or substances into the distribution pipes of a potable supply of water from any source or sources other than its intended source.

Backflow Prevention Device shall mean an approved mechanical device designed to prevent backflow as approved by the DEP for use in the Commonwealth of Massachusetts.

Bill shall mean a written statement issued by the DPW to a customer, that includes the actual or estimated amount of water used, all charges due for water service during such period, and additional information as may be required under these Water Regulations.

Building shall mean any structure used for human occupancy, employment, recreation, or other use classifications as defined by 780 CMR 302.0.

Charges shall mean all fees, rates, assessments and other charges for water or other services which are furnished or supplied by the DPW and which are authorized under these Water Regulations to charge and collect.

Combined Service shall mean a service pipe that is used to provide both water service and private fire protection service.

Condominium shall mean an independently owned unit of a residential or commercial building with at least two units separately owned.

Contaminant shall mean any physical, chemical, biological, or radiological substance or matter in water.

Control shall mean own, access, construct, install, repair, test, operate, and/or maintain.

Cross-connection shall mean any actual or potential connection between a distribution pipe of potable water supplied by the public water system and any waste pipe, soil pipe, sewer, drain or any other unapproved source. Without limiting the generality of the foregoing, the term "cross-connection" shall also include any bypass arrangement, jumper connection, removal section, swivel or changeover connection and any other temporary or permanent connection through which backflow can or may occur.

Customer shall mean the person listed on the records of the DPW as the party responsible for payment of bills for charges for water service to a building, whether or not the customer occupies the premises.

DEP shall mean the Massachusetts Department of Environmental Protection.

Design Criteria shall mean standards for design used by the Town of Wayland for construction, repair, and rehabilitation of public water mains, water service pipes, and fire pipes.

Director shall mean the Director of the Department of Public Works of the Town of Wayland. The Director may appoint an authorized representative to act on the Director's behalf.

Discontinuance shall mean a temporary cessation of water service for reasons other than ordinary repair and maintenance.

DPW shall mean the Wayland Department of Public Works.

Easement shall mean an acquired legal right for the specific use of land owned and maintained by others, whether recorded or by prescription.

Fee shall mean a charge established by the Town on a fixed or sliding scale basis which an applicant, owner, customer, or user is obligated to remit to the Town in accordance with the cost structure and payment schedule established by the Town for a granted service, condition, letter, document, or permit.

Licensed Drain Layer shall mean a person authorized in writing by the Town of Wayland to install, maintain, and repair water mains and water services within the Town of Wayland.

Lot shall mean a parcel of land, with definite boundaries ascertainable by recorded deed or recorded plan and used or set aside and available for use as the site of one or more buildings or for any other definite purpose, in one ownership and not divided by a street or public way.

Fire Protection/Suppression System Supply Line shall mean the private water piping, control valve, and appurtenances installed solely to furnish water for extinguishing fires (also referred to as a **Fire Pipe** in these Water Regulations).

Intermunicipal Agreement shall mean a cooperative or contractual arrangement between two or more municipalities made pursuant to M.G.L. c. 40 §4A.

Master Meter shall mean a water meter used for billing purposes serving a building or group of buildings.

Meter shall mean an instrument or device, including any appurtenances thereto for measuring and recording the flow of water and/or sewer usage at a location, installed by, or at the request of the DPW, and used for billing by the DPW.

Meter Pit shall mean an underground vault enclosing a meter.

Multi-family Dwelling shall mean a dwelling containing more than two dwelling units.

Owner shall mean a person who alone or jointly or severally with others has the legal title to any premises or has care, charge or control of any premises as agent, executor, administrator, trustee, lessee or guardian of the estate of the holder of legal title.

Permit shall mean an authorization issued pursuant to any applicable Federal, State, or Town regulations with conditions that require conformance by the applicant, owner, customer, or user.

Person shall mean any agency of the federal government, any agency or political subdivision of the Commonwealth, any state, public or Private Corporation or authority, individual, trust, firm, joint stock company, partnership, association, or other entity, or any group thereof, and any officer, employee, or agent of such person, and any group of persons.

Plumber shall mean a person licensed as a plumber by the Commonwealth of Massachusetts.

Potable Water shall mean water fit for human consumption in conformance with the regulations of the Massachusetts Department of Environmental Protection.

Premises/Property shall mean a parcel of real estate or portion thereof, including any improvement thereon, which is determined by the Town to be either a single user or a multiple user for purposes of receiving, using and paying for water service.

Private Fire Protection shall mean private water mains, fire pipes, and other appurtenances installed and maintained by the owner for the purpose of fire protection/suppression at a particular premises.

Private Hydrant shall mean a hydrant which, by determination of a governmental board, body, reviewing agency, or department of the Town of Wayland, is not accepted and/or owned by the Town and is installed and maintained by an owner for the purpose of private fire protection/suppression at a particular premises. See Chapter 145 of the Town of Wayland by-law.

Private Water Main shall mean a water main which, by determination of a governmental board, body, reviewing agency, or department of the Town of Wayland, is not accepted and/or owned by the Town and is installed and maintained by an owner for the purpose of distribution of water to one or more private premises.

Public Water Main shall mean the piping and associated valves, hydrants and appurtenances which, by determination of a governmental board, body, reviewing agency, or department of the Town of Wayland is accepted and owned by the Town installed in a public way, publicly-owned easements whether recorded or by prescription, or private way open to public travel, for the purpose of supplying water to one or more customers or for public fire protection.

Public Water System shall mean a system for the provision to the public of piped water for human consumption and fire protection. The Town is a public water system.

Public Water System Capacity shall mean the public water system's technical, financial, and managerial ability to operate in compliance with 310 CMR 22.00, the DEP's "Guidelines and Policies for Public Water System" and each National Primary Drinking Water Regulation in effect at the time of such approval and in the foreseeable future.

Roadway shall mean a street which is designed, constructed, and maintained for vehicular travel.

Shut Off / Curb Stop shall mean the closing of a control valve to temporarily stop water service or terminate water service.

Service Fee shall mean a charge established by the Town on a fixed or sliding scale basis which an applicant, owner, customer, or user is obligated to remit to the Town in accordance with the cost structure and payment schedule established by the Town for a service performed by the Town relative to the water system.

Termination shall mean the cessation of water service for a violation of these Water Regulations.

Turn On shall mean the opening of a control valve by authorized DPW personnel to initiate, resume, or restore water service.

Use Classification shall mean the classification of a building or portions of a building with respect to occupancy as defined by M.G.L. 780 CMR 302.0.

User shall mean any person who obtains water service from a public water main or a private water main supplied from a public water main.

WEF shall mean the Water Environment Federation.

Water Service shall mean the readiness to supply or actual supplying of water to a premises in which water service pipe or fire pipe has been installed. Water service may also mean a water service pipe.

Water Service Pipe shall mean the connection, piping, and associated valves and appurtenances that extend from a public water main to a building or property for the purpose of supplying water, other than for fire protection/suppression systems.

Well shall mean any dug, driven, or drilled hole, with a depth greater than its largest surface diameter, developed to supply water intended and/or used for human consumption, irrigation, or industry and not subject to regulation by 310 CMR 22.00.

SECTION 3

USE OF WATER AND WATER FACILITIES

3.1 Jurisdiction

All property situated within the Town of Wayland shall be eligible to receive water service from the Town upon compliance with these Water Regulations. The timing and methods for extending or providing service shall be at the Town's sole discretion.

3.2 Ownership

The Town shall control the use of all public water mains, hydrants, valves, and associated appurtenances located within public ways and Town-owned easements within the Town unless otherwise specified in writing by the Town (with a copy provided to the owner) and except certain water mains of adjacent cities and towns. The Town owns the water meters, meter valves, remote readers, and associated metering equipment as described herein. The Town also controls all water service pipes from public water mains located within public ways and Town easements, whether recorded or by prescription, within the Town to an owner's property line, except where a building, foundation wall, retaining wall, stairs, areaways or other subterranean structures are located on the property line, the Town owns the water service pipe to the curb stop.

3.3 Public Water Mains

No person shall, without prior written authorization from the Town, uncover, make any connections with or opening into, alter, or disturb a public water main. No person shall maliciously, willfully or negligently break damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the Town's water distribution system.

3.4 Private Water Mains

All private water mains in the Town that are supplied with and convey water from public water mains owned by the Town shall be subject to these Water Regulations, but shall be constructed, installed, repaired, operated, and maintained by their owners at the owner's expense. The Town may direct the owner to repair or replace a private water main, if in the judgment of the Town such action will reduce the quantity of water lost through leaks from that main or where such leaks may jeopardize the operation of the public water system. Repairs to private water mains shall be made by and at the expense of the owner. The Town shall inspect and approve the connection of the private water main to the Town's public water main. The Town shall have the right to operate, maintain, and/or repair a private water main and its appurtenances in the event of an emergency or at the discretion of the DPW as necessary for the continued operation and maintenance of the public water system. The Town shall have the right to recover its associated costs from the owner in the performance of the aforementioned activities.

3.5 Water Conservation and Emergencies

The DPW shall have the right to restrict the use of all water for secondary purposes in the Town during periods of drought or emergency in order to maintain pressure in accordance with the provisions of Chapter 191 of the Town of Wayland by-law.

No user shall knowingly allow water to leak or run to unnecessary waste. Water customers shall not waste water. Customers are responsible for the maintenance and repairs of their plumbing and appurtenances necessary to prevent any waste of water. The Town may adopt water use restrictions in accordance with the provisions of Chapter 191 of the Town of Wayland by-law upon its determination that conditions exist which limit the water supply and may endanger the public health, safety and welfare. Water use restrictions shall remain in full force and effect until the Town determines that the condition requiring their imposition no longer exist.

The Town may shut off water service to any premises during a drought, hurricane, conflagration or other disaster upon notification to the owner in accordance with Chapter 191 of the Town of Wayland by-law. The DPW reserves the right to temporarily interrupt service without first giving notice of such action, if in the DPW's opinion, it is necessary to do so due to emergency or urgent conditions in order to facilitate making of repairs or alterations to the public water system. Therefore, no person shall be entitled to receive damages or refunds or payments as a result of any such interruption.

3.6 Water Main Extensions, Replacement, and Relocations

The DPW shall not issue an approval for connection to Wayland's public water supply unless there is public water system capacity not legally committed to other existing and future users in the water supply and distribution system to adequately supply the quantity, quality and pressure of water and fire protection service that the requested connection will demand of the system.

An applicant may propose an extension, replacement, or relocation of a public or private water main to serve a new or rehabilitated building(s). All proposed extensions, replacements or relocations, including any tests, studies, investigations and inspections required for design, shall be designed and constructed in accordance with the Town's construction standards, and subject to the approval of the DPW (or designee). In the absence of specific code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of ASTM International, AWWA, and WEF shall apply. All connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved in writing by the Director before installation. All expenses, including all engineering, legal, permitting, construction, and inspection expenses, involved in applying for and constructing an extension, replacement, or relocation shall be borne by the applicant.

Water main extensions and relocations intended to provide water service to one or more lots shall extend to the full extent of the frontage(s) of the lot(s) to be served unless otherwise approved by the DPW.

After approval of a proposed extension, replacement, or relocation of a water main and after the attendant construction has been approved by the Town, the applicant may transfer ownership of the extended, replaced, or relocated water main to the Town through a form prescribed by the Town. The form shall be accompanied with as-built plans for the extended, replaced, or relocated water main and any other information required by the Town. Until such time as the form is signed by the Town, the extended, replaced, or relocated water main shall be considered to be a private water main owned by the applicant and shall be subject to the requirements pertaining to private water mains contained in these Water Regulations. The Board of Public Works may deny acceptance if it is determined that the area in question does not meet the specifications outlined in this document.

If an applicant requests new water service pipe or fire pipe which, in the judgment of the Town, will impose a demand in excess of the capacity of the existing main, it may be necessary to replace the existing main with one of appropriate size. The applicant shall pay the full cost thereof including any tests, studies, investigations and inspections required for design and construction. When the Town must perform professional engineering and legal reviews for development projects, the applicant shall pay for such reviews.

3.6.1 Bonding

Contractors must post a bond in a form satisfactory to the Town and in an amount and for a period of time that the Town deems sufficient to guarantee construction quality and operating performance. The Town may establish a minimum bonding amount. Bonding is required before work commences on any public water main extension, replacement or relocation by contractors working for the Town or by an owner on Town-owned property or easements.

3.6.2 Licensed Drain Layer

All water installations, repair or maintenance work shall be performed by a drain layer who possesses a valid Drain Layers License issued by the DPW. A drain layer's bond, using the DPW's standard bond form, as then in effect, must be submitted and approved to the DPW in advance of installation, repair or maintenance.

3.7 Hydrants

All hydrants located in public ways and Town-owned easements shall be owned and maintained by the Town. Hydrants shall be placed at locations designated by the Town to facilitate public fire protection or for Town maintenance. As a condition of an approved new or extended water service, the Town may require an owner to pay for the cost of hydrant installation if the Town determines that such new extended water service creates fire protection requirements or enhanced Town maintenance.

Any use of water from an un-metered hydrant for purposes other than extinguishing fires is strictly prohibited. Hydrant use for any other purpose shall only occur pursuant to an approval for use obtained from the Town. After approval, a hydrant meter and a backflow preventer for the proper operation of the hydrant shall be provided upon payment of a deposit in an amount established by the Town. A copy of the approval shall be available for inspection at the site of the work at all times during use. The failure to comply with the terms as set forth on the hydrant approval for use or the unauthorized use of water from a hydrant are violations of these Water Regulations which can result in the imposition of a fine in accordance with Section 8 of these Water Regulations. The owner of a private hydrant must obtain an approval for use of the hydrant and meter from the DPW unless the hydrant is master metered. All hydrant flow tests shall be approved and overseen by the DPW or its approved agent.

3.8 Private Hydrant By-Law

The purpose of this article is to set requirements for the testing, inspection, and maintenance of privately owned fire hydrants and underground and exposed piping. It is the responsibility of the property owner to have all the hydrants and piping located on his/her property maintained, inspected, and tested in accordance with this regulation. This procedure is necessary in order to assure proper function of the fire hydrants located on the property. See Chapter 145 of the Town of Wayland By-Law

3.9 Hydrant Flow Tests

All hydrant flow tests shall be subject to approval of, and overseen by, the DPW or its designated agents. A hydrant flow test is the measurement of flow from a hydrant performed in accordance with generally accepted engineering practices. A copy of the hydrant flow test results shall be submitted by the applicant to the DPW within 14 days of completion of the test. Hydrant flow tests will not be conducted during the winter months.

3.10 Water-Cooled Air Conditioning and Refrigeration

An air conditioning or refrigeration unit or units requiring water for cooling cannot be used without provision for water recycling. A device enabling the reuse of water supplied in the system shall be in operation whenever such system is in operation. Such systems shall be subject to the Cross-Connection provisions of these Water Regulations.

3.11 Irrigation Systems

All irrigation systems must comply with Chapter 191 of the Town of Wayland By-law. Systems must be approved by the Board of Public Works prior to installation. The Town, pursuant to Section 3.5, may restrict or prohibit the use of irrigation systems and outside watering in accordance with the provisions of Chapter 191 of the Town of Wayland by-law.

SECTION 4

WATER SERVICE

4.1 Application for Water Service

No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public water main or appurtenance thereof without first obtaining written approval from the DPW. Any person proposing a new water connection to a public or private water main or any person proposing a substantial change in the quantity or use of an existing water connection shall file a written application for the connection or change with the DPW prior to making the proposed change or connection. Water use is authorized only for the use and quantity described in the application.

In order to obtain approval to construct or change the size or location of a water service pipe connecting to a public water main, the owner shall submit an application. An application shall be supplemented by permits, plans, specifications or such other information as the Town may require, including but not limited to, building site plans approved by the DPW. Approval of an application shall be subject to the public water system capacity in the public water main as determined by the DPW. Any application issued shall be void and invalid unless the work authorized by it shall have been commenced within 180 days after issuance; however, for cause shown and upon written request by the owner, an extension may be granted by the DPW. The duration of a time extension shall be determined by DPW on a case by case basis.

No work of installing or repairing water connections or any customer plumbing and appurtenances that are under the jurisdiction of the DPW, shall commence unless the approval to do so is issued by the DPW and is at the site of the work, in the hands of the plumber or contractor doing the work. All work shall be completed within the time limitations stated in the approval, which shall be established by the DPW at the time that the approval is issued. If not so completed, a new approval shall be obtained by the owner to validate continuance of the work. One copy of the approval shall be available for inspection at all times at the site of the work.

The owner shall be responsible, at its expense, for fulfilling all Town requirements for licensing, bonding, permitting, submitting applications, installing the water service pipe and appurtenances, tapping and making connection to the public water main designated by the Town, and cutting and capping any water service pipe and appurtenances to be discontinued. Only the Town shall turn on the water service. The service will not be turned on until the installation has been inspected and a water meter has been installed in accordance with these Water Regulations. Water service installations will not be allowed until there is a foundation in place.

4.2 Unauthorized Use

No person supplied with water shall use the water for purposes other than those stated in their application. No person supplied with water shall supply another building with water without authorization from the DPW. No person shall take water from a service line prior to the water meter. No person shall supply water to a pool or other facility not directly connected to the customer's plumbing without the written authorization of the DPW. No unauthorized person shall operate or use water from a fire hydrant.

4.3 Connection Costs

All costs, fees, and expenses incident to submission of an application and work authorized pursuant to such application, including but not limited to design, legal, construction, connection, and inspection of a water service pipe shall be borne by the owner. The owner shall indemnify the Town of Wayland from any loss or damage that directly or indirectly may result from the installation of the building service connection. Flat fees for all new service connections to the public water system will be established by the Director and must be paid prior to installation. An approval and inspection fee shall be paid to the Town at the time the application for approval under this section is filed.

4.4 Reusing Existing Services

Existing water services may be reused at the sole discretion of the Water Superintendent for connection of new buildings to the Wayland Water System. Each request for reuse will be taken on a case by case basis. The reuse of iron pipe, thin walled plastic well pipe, lead pipe are prohibited.

4.5 Construction Standards

The size, alignment, construction materials, trench excavation and backfill methods, pipe placement, jointing, and testing methods used in the construction and installation of a building water service or water extension shall conform to the current Town of Wayland construction standards, to the building code and the plumbing code, and to all other applicable requirements of the Town of Wayland and the Commonwealth of Massachusetts. In the absence of specific code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM International, AWWA, and WEF shall apply. All connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved in writing by the Director before installation.

4.6 Notice of Construction

Prior to construction, the applicant shall obtain any necessary Town permits; comply with Dig-Safe, and local, state, and federal trench excavation safety requirements. The applicant for the approval or the contractor engaged in the construction work shall notify the DPW a minimum of forty-eight hours in advance of when work is to be performed. The installation of water connections shall be made under the observation of the DPW or the DPW's duly authorized representative. No work shall be backfilled by the contractor without the authorization of the DPW.

4.7 Excavation Safety

All excavations for water construction shall conform to applicable local, state, and federal codes and regulations and be adequately guarded with barricades, lights, and by other means as necessary to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner consistent with applicable regulations and to the satisfaction of the DPW.

4.8 Activation and Shut Off of Water

No person, except an authorized employee of the DPW, shall turn on or shut off water from any main or service pipe owned by the Town.

4.9 Repair of Private Water Services

The repair of the water service line shall be the responsibility of the owner and all costs of the repairs will be borne by the owner. The total cost of the repair or replacement of the service line shall be borne by the owner, including all necessary permit and application fees.

Whenever, in the opinion of the DPW, the age, condition or size of a service pipe is such as to make it impracticable to maintain service through the pipe, the owner shall be advised that they must repair or replace the service pipe. The Director may limit the methods of repairs to privately owned building services within five years of the date of reparation to the public way. The owner may be required to select repair methods that will not disturb or otherwise modify the public way surface.

4.10 Abandonment of Service, Demolition of Building and Partial Demolition of Buildings

When water service has been discontinued for a period of one year or more and no commitment has been provided by the owner as to possible future use, the DPW may, at its sole discretion, consider the water service to be abandoned and may disconnect the water service pipe from the public water main at the owner's expense. If any building is razed, the owner, at their expense, must disconnect the water service from the public water main and all work must be done in accordance with these Water Regulations.

Before a building or structure is demolished, the owner shall obtain approval from the DPW for the removal or cutting and capping all water and fire pipes. The Town at its sole discretion may require the owner to submit a site plan. The owner shall perform the removal or cutting and capping of all water and fire pipes and the Town shall inspect the work to ensure that the services are removed or properly cut and capped in accordance with Town specifications prior to backfilling. The owner is responsible for all costs incurred in this process.

In the case of a Demolition or Partial Demolition of an existing structure, the DPW will require the renewal of the existing water service main to curb stop and curb stop to house in accordance with Section 4.4 of this document.

4.11 Water Service Pipes

The property owner shall own that portion of a water service pipe located on the owner's property with the exception of Town owned meters and couplings. Where a building, foundation wall, retaining wall, stairs, areaway or other subterranean structure is located on the property line, such ownership shall continue to a distance of 18 inches beyond the property line. For services greater than 2-inch diameter, the property owner shall own the service extending from the property to the public water main up to and including the control valve at the main.

Water service pipes within a public way or a private way open to public travel shall be constructed in accordance with the Town's construction standards and applicable local, state, and federal codes and regulations.

4.12 Separate Services

The Town requires a single water service pipe and a master meter for multiple unit premises. A separate service and meter shall be required for each premises of different address or ownership. When water is supplied to more than one dwelling unit through a single service, a single meter shall be installed to record water usage for the whole supply furnished through the service. If secondary or auxiliary meters are desired by the owner for showing sub-division of the water supply, they shall be furnished, installed, maintained and read by the owner. Separate billing will not be provided by the DPW.

No singularly owned dwelling unit or building shall have more than one water service without the approval of the DPW.

4.12.1 Services to Multi-family Dwellings and Condominiums

Each unit of a multi-family dwelling or condominium whose individual units share common sidewalls but are singularly owned throughout the material extents from foundation to roof shall be provided with a separate water service. Units of multi-family dwellings or condominiums that are singularly owned but share a common foundation/footprint may share a common water service.

4.13 Meters and Meter Testing

For residential and non-residential buildings, the Town shall furnish and install, at the property owners expense, meters, automated meters, automated reading devices or other appurtenances, up to and including two inches in size, along with the necessary bushings and couplings to attach to the plumbing. All new meters and isolation valves over 2 inches diameter shall be furnished and installed by the property owner at their expense. The size of the meter required shall be subject to the approval of the Town. All water meters shall remain the property of the DPW, and the DPW shall have access to and control over the water meters. No unauthorized person shall remove, repair, or replace the water meter. The DPW shall determine the type of meter to be used.

The property owner shall provide and maintain a clean, dry, warm and readily accessible environment for the water meter. The property owner shall provide valves on both sides of the meter, to facilitate removal of the meter by the DPW for testing without requiring the buried exterior valve to be operated, and without draining the property owner's interior water piping system. Water meters shall be set where the water service pipe enters the building.

The primary purpose of meter installation is to provide a method for determination of water system usage. Meters shall be installed in a manner, which best reflects the demands placed on the system by the user in combination with limits of property rights and ownership. In general a single meter will reflect a single building and/or property unless the water system configuration or limitations on the site require installation of more than one meter.

At any normal rate of flow, as specified by AWWA standards, a new meter shall register not less than 98.5% and not more than 101.5% of the water that actually passes through it. A used meter shall register not less than 97% and not more than 103% of the water that actually passes through it.

All meters furnished and installed by the Town and all existing meters shall be the property of the Town. The Town may refuse to take ownership of a meter which is improperly installed by others or which is the wrong type or size for the premises in question. Where a meter is improperly installed by others or is the wrong type or size, the property owner shall be required to furnish a meter approved by the Town prior to the commencement or resumption of water service. The Town has the right to change the size of the meter without charge to the property owner. However, all costs and expenses associated with the installation of a meter outside of normal business hours shall be borne by the property owner.

4.14 Installation of Meters

Prior to installation of the meter, the property owner shall at its expense complete the plumbing so that the premises is ready for meter installation. The plumbing shall be completed by the property owner in a manner that permits installation of the meter closest to the point of entry of the water service pipe. All meters over 2 inches and automatic reading devices shall originally be installed by the property owner at its expense and inspected by the Town. At the DPW's discretion, the DPW may, at its expense, replace such meters and automatic reading devices. All meters and meter installations shall conform to the Town's construction standards and all applicable local, state, and federal codes and regulations and comply with these Water Regulations.

Meters three inches in size and larger shall be the turbine or compound type as determined by the Town and shall be installed with a strainer of the same manufacturer and with a 1-inch tap for meter testing by the Town. All meters shall be installed horizontally.

All meters shall be installed within a property owner's building as close to the public water supply main as possible in an ample and suitable space free from exposure to freezing unless otherwise directed by the Town. This space shall at all times be unobstructed and accessible to the Town for reading, testing,

Inspection and maintenance purposes. The installation of a meter in a pit shall be at the sole discretion of the Town.

4.15 Meter Tampering

No person shall repair, remove, replace, bypass, tamper with or prevent a meter or reading device from registering water usage, and such acts shall be subject to the penalties stated in Massachusetts General Laws Chapter 165 Section 11 and to such other penalties as the Town may adopt under these Water Regulations.

4.16 Master Meters

The Town, at its sole discretion, may require the master metering of more than one water service. In such case, the property owner(s) of the premises served shall be responsible for payment of all water charges, all costs and expenses incident to the installation of the master meter and the acceptance of all related notices.

4.17 Meter Replacement and Testing

The Town maintains an annual meter installation and maintenance program. Upon notification that a meter is broken or missing, the Town will install a new meter, provided that the premises is meter-ready. The replacement of a frozen meter, a meter that is lost in service, or any appurtenant meter reading devices damaged or lost in service, shall be at the owner's expense. If plumbing work is necessary to make the premises meter-ready, the Town will provide plumbing specifications to enable the owner to prepare the premises for meter installation.

The Town may subject all meters to periodic tests. The Town may at any time test, repair or replace any meter at its option and expense. An owner may request that the Town test his or her meter. Such tests shall be performed at the expense of the owner.

4.18 Temporary Hydrant Meters

Any use of water from an unmetered hydrant for purposes other than extinguishing fires is strictly prohibited. Hydrant use for any other purpose shall only occur pursuant to an approval obtained from the DPW. After issuance of the approval, a hydrant meter and a backflow preventer for the proper operation of the hydrant shall be provided upon payment of a deposit in an amount established by the DPW. The approval must be attached to the meter at all times during use. The failure to comply with the terms as set forth on the hydrant approval or the unauthorized use of water from a hydrant are violations of these Water Regulations which can result in the imposition of a fine in accordance with Section 8 of these Water Regulations.

Prior to use, the owner of a private hydrant must obtain an approval to use the hydrant and meter from the DPW unless the hydrant is master metered.

4.19 Repairs, Maintenance, and Thawing

The portion of a water service pipe on private property, or the portion not owned by the Town, shall at all times be kept by the owner in good repair, free of leaks and protected from frost and corrosion. If the Town determines that any private piping does not conform to applicable state and federal law, codes and regulations, the Town may require an owner, at its expense, to expose the piping for inspection by the Town. The Town may require the owner, at its expense, to replace or repair the piping in accordance with applicable regulations. In the case where the portion of the water service pipe owned by the Town is damaged by neglect or carelessness of the owner of the premises served, or any plumber, contractor, occupant or other person acting on behalf of the owner of the premises, all necessary repairs shall be made by the Town at the owner's expense. Such costs will be assessed to the owner.

If the Town determines that there is a leak in the owner's portion of the water service pipe, the Town shall so notify the owner with a written Notice, and the owner shall be responsible for obtaining all applicable local, state, and federal permits and having the leak repaired within 14 days, unless otherwise directed by the DPW, and the work inspected by the Town to ensure compliance with these Water Regulations. The Town, in accordance with these Water Regulations, may shut off such a leaking water service pipe.

The owner is responsible for thawing, at its expense, a frozen water service pipe on the owner's portion of the water service pipe.

4.20 Shut Off, Resumption, Discontinuance, and Termination of Water Service

4.20.1 Shut Off and Resumption

The Town may shut off water service without notice in order to perform urgent or emergency work on a public water main or a water service pipe. At the owner's request, the Town may shut off water service to a premises in order for the owner to make repairs, or for temporary vacancy.

Only the Town may turn on the water service. If necessary, the Town may turn on a water service without notice after performing work on a public water main or a water service pipe. If an owner requests the Town to shut off water service, then the Town will turn on the water service only after a subsequent request by the owner. After inspection of a newly installed metered water service pipe, and upon request by the owner, the Town shall turn on the water service. The resumption of a water service by anyone other than the Town is a violation of these Water Regulations and can result in the imposition of fines in accordance with these Water Regulations.

4.20.2 Discontinuance

(a) An owner may discontinue the owner's water service to a building by notifying the Town in writing at least three working days in advance of the date on which water service is to be discontinued. Upon notification by the Town to the owner that the service is to be discontinued, the Town shall shut-off the water service. When water service has been discontinued for a period of one year or more, the Town may, at its sole discretion, require the owner to cut and cap, at the owner's expense, the water service pipe(s) from the public water main.

(b) If water service has been discontinued for less than one year, the service shall be resumed only by the Town at the request of the owner. Where water service has been discontinued for one year, the water service will be resumed only after the owner submits an Application for Water Service pursuant to Section 4.1 of these Water Regulations.

(c) Pursuant to all applicable state laws, water service may be discontinued by the Town for nonpayment of any bill, including late payment charges, based on one or more of the following conditions:

- 1) The customer has not paid his bill in full within 60 days from the date the bill was due.
- 2) Not less than 60 days from the date the bill is due, the Town has provided the customer with written notice by certified mail of its intention to discontinue water service including the reason for the proposed discontinuance, the facts on which the decision was based, and the proposed date of discontinuance. The notice shall be postmarked at least 14 days in advance of the proposed discontinuation date for residential customers or, in the case of nonresidential customers, at least 7 days in advance of the proposed discontinuation date.

- 3) Prior to the date notice of discontinuation is mailed by the Town, it has not received payment in full or been advised by the customer's physician that a medical emergency exists at the location or would result from the discontinuation.

(d) If service has been discontinued, the DPW shall restore service promptly upon the customer's request when the cause of discontinuation has been removed, or if notice of a medical emergency is provided as noted in 4.21.2. The customer will be required to pay the Special Service Fee for water turn on as required by the DPW

4.20.3 Termination

The DPW shall not terminate any water service without first giving advance written notice by certified mail to the customer of the basis for the proposed termination, the facts on which the decision was based, the proposed date of termination which shall not be sooner than 30 days from the date of the notice, and the right of the customer to request a conference with the Director to present evidence in opposition of the termination. The request for a conference shall be made in writing by the customer within seven days of receipt of the notice.

If a conference is requested by the customer, the Director shall provide written notice of the date, time and location of the conference and shall review the evidence submitted by the customer and shall reverse, annul, uphold or modify the decision of the DPW. The decision of the Director shall be in writing, shall explain the reasons for the decision, shall set forth the date and time when water supply will be terminated and shall clearly set forth what the customer can do to prevent termination. This decision shall be final.

The Director shall inform the Board of Health, Building Department and the Fire Chief of any final decision to terminate service. If in the opinion of either, the termination of service would cause an unreasonable risk to the public health or safety; either may order any modification or reversal of the Director's final order to protect the public health and safety.

Before terminating the water service to a building, the Director shall inquire of the Building Department or Board of Health whether the building is residential and if so whether it is occupied by persons other than the customer.

Before termination of water service, the Director shall provide notice by certified mail to the customer and to the occupants who are not the customer of record. The notice shall include the following:

- 1) The basis for the termination of water service.
- 2) If payment for water service has not been received by the Town, the amount then due and payable for water service.
- 3) The date on which water service will terminate.
- 4) The right of the occupants of the building to pay the amount due or such reasonable portion thereof in installments as may be determined and thereby avoid termination of water service.
- 5) Notice concerning the rights of occupants under applicable law including MGL c. 186, § 14, and the State Sanitary Code.

A copy of the notice shall be given to the Board of Health who shall take all reasonable steps to enforce the provisions of law applicable to the customer of record.

When water service to any premises has been terminated for any reason, it will be resumed by the Town only after the conditions, circumstances or practices that caused the water service termination are corrected and upon full payment. If water service has been off for one year the water service will be resumed only after the owner submits an Application for Water Service pursuant to Section 4.1 of these Water Regulations.

4.21 Liability

Pursuant to M.G.L. c. 258 § 10, the Town shall not be responsible for any damage resulting from the shut-off or subsequent resumption of water, including but not limited to bursting or collapse of boilers supplied by direct pressure; damage by debris in dirty water; the breaking of any pipes, fixtures, control valves or fire pipe gates; stoppage or interruption of water supply. The Town shall also have no responsibility for any consequential damages (including, but not limited to, food or housing costs) incurred by an owner, customer, or user as a result of the shut-off or subsequent resumption of water.

No user shall utilize any apparatus or device or use water in such a way that could or does adversely affect a public water main, appurtenance, or water service pipe. The user shall be liable for any damage to public water mains, appurtenances or water service pipes or property resulting from a violation of these Water Regulations.

4.22 Indemnification

Pursuant to M.G.L. c. 258 § 10, an owner or user shall indemnify and hold harmless the Town for any damages or civil liabilities the Town may sustain or be required to pay in consequence of an injury or property damage resulting from the owner's or user's violation of these Water Regulations. The owner shall indemnify the Town from and shall reimburse the Town for any loss or damage directly or indirectly caused to the Town's water facilities by the installation of any privately owned portion of a water service pipe, combined service, fire pipe or other plumbing.

4.23 Public Function

In acting under these Water Regulations, the Town shall be deemed to be performing an essential public function. The Town shall not be liable for any loss or damage as a result of the performance of such public function as provided by M.G.L. c. 258 .§ 10.

SECTION 5

PRIVATE FIRE PROTECTION

5.1 Application for Fire Protection/Suppression System Supply Line (Fire Pipe)

In order to obtain approval to construct or change the size or location of a fire pipe connecting to a public water main, the owner shall submit an application. The application shall be supplemented by a building site plan approved by the Town, and by such other permits, plans, specifications, and information as the Town may require. Approval of the application shall be subject to the public water system capacity in the public water main as determined by the DPW (or designee). Any application issued shall be void and invalid unless the work authorized by it shall have been commenced within 180 days after issuance; however for cause shown and upon written request by the property owner, an extension may be granted by the DPW (or designee).

All costs and expenses incident to the completion of an application and the work authorized pursuant to such application, including but not limited to design, construction, connection, and inspection of a fire pipe shall be borne by the owner.

Water supplied through a fire pipe shall be for fire protection only, except for annual fire pump tests. Only prior written authorization from the Town shall permit any other use of water from a fire pipe. No water used for fire protection/suppression systems shall be taken from a water service pipe.

5.2 Fire Pipes

The property owner shall own the entire fire pipe, extending from the property to the public water main including the control valve at the main. Water mains designated as transmission mains shall not be tapped for a fire pipe, except when approved by the DPW (or designee).

5.3 Design and Construction Standards

Fire pipes shall be constructed in accordance with the Town's construction standards and the latest versions of the State Plumbing Code, Wayland Fire Prevention Code, and National Fire Code.

5.4 Location of Fire Pipe

No fire pipe shall be laid in the same trench with any other public or private facilities, except a water service pipe, nor within ten feet of a sewer. Any connection of a fire pipe to a public main shall be made in a public way, a Town-owned easement, whether recorded or by prescription, or in a private way open to public travel. The Town at its sole discretion shall determine the point of connection of the owner's fire pipe to the Town's water main.

5.5 Installation of Fire Pipe

The owner shall be responsible, at its expense, for installing, pressure testing, disinfecting, dechlorination and sampling the fire pipe and appurtenances including an approved backflow prevention device as provided in Section 5.6 below, tapping and making connection to the public water main designated by the Town, and the cutting and capping of existing services and appurtenances to be discontinued. The owner or owner's contractor shall arrange at least twenty four (24) hours in advance for an inspection by the Town before backfilling the installed fire pipe and appurtenances. The owner or owner's contractor shall not backfill the installation until it is inspected by the Town. Only the Town shall resume water service after inspection and approval of the fire pipe installation. The owner shall provide access to the property for the inspection by the Town and shall not conceal the purpose for which the fire pipe is used or to be used.

5.6 Installation of Backflow Device

All fire pipe supply lines shall be equipped with an approved backflow prevention device. A design data sheet including schematics shall be submitted to DPW for review and approval prior to installation.

Owners installing new fire pipes shall be responsible, at their expense, for equipping new fire pipes with an approved backflow prevention device. Owners of existing fire pipes without backflow prevention devices shall be responsible, at their expense, for installing approved backflow prevention devices.

5.7 Metering

The Town may require that an owner install a detector meter on a fire pipe for the purpose of monitoring leakage and water use. If metering is required, all expenses for furnishing and installation of the meter shall be borne by the owner. The provisions of Section 4 with respect to meter location, right to enter premises, meter testing, meter tampering, and meter replacement or repair shall apply to fire pipe meters.

5.8 Repairs, Maintenance and Thawing

The fire pipe shall at all times be kept by the owner of the premises and at its expense in good repair, free of leaks and protected from frost and corrosion. The owner shall be responsible for having a leak in a fire pipe repaired at the owner's expense. Such a leaking fire pipe may be shut off by the Town in accordance with the provisions of Section 5.6. The owner is responsible, at its expense, for thawing a frozen fire pipe.

5.9 Shut -Off, Termination, Abandonment, and Resumption

No shut-offs of a fire pipe shall occur except in accordance with Massachusetts General Laws Chapter 148, Section 27A. After compliance therewith, the Town may shut off a fire pipe without notice in order to prevent the loss of water, to prevent or stop damage to property, or to perform work on a public water main. At the owner's request, the Town may shut off water service to a premises in order for the owner to make repairs.

No discontinuance of a fire pipe shall occur except in accordance with Massachusetts General Law Chapter 148, Section 27A. An owner may discontinue the owner's fire pipe service to specific premises by notifying the Town in writing at least three working days before the date on which the fire pipe is to be discontinued. If a fire pipe has been discontinued for a period of one year or more, the Town may, at its sole discretion, require the owner to cut and cap, at the owner's expense, the fire pipe(s) from the public water main.

Only the Town shall turn on a fire pipe. After inspection and approval of a newly installed fire pipe and proper installation and testing of approved backflow prevention device, and upon written request by the owner, the Town shall turn on the water service. The Town may turn on fire service without notice to the owner after performing work on a public water main. When water service to the fire pipe of any premises has been terminated for any reason, it will be turned on by the Town only after the conditions, circumstances or practices that caused the fire service termination are corrected.

If a fire pipe has been discontinued for one year or longer, the service will be turned on by the Town at the request of the owner only after the owner submits an application. The application shall be supplemented by building site plans approved by the Town and any other such permits, plans, specifications and information as the Town may require.

The owner shall be responsible for obtaining the necessary approvals or permits from other Town departments when the fire pipe is shut off, discontinued or resumed for any reason.

5.10 Private Fire Hydrant

Private Fire Hydrants shall be tested in accordance with Chapter 145 of the Town of Wayland By-laws.

SECTION 6

CROSS-CONNECTIONS

6.1 Cross-Connections

Cross-connections must be suitably protected to prevent the occurrence of water supply contaminations. The DPW operates a cross-connection control program to promote the elimination or control of cross-connections between customers' plumbing and the public water supply of the town. The DPW cross connection control program fulfills the responsibilities of the DEP's cross-connection regulations, 310 CMR 22.22 and is conducted in compliance with DEP regulations.

The DPW has the authority to terminate any water service connection to any building where cross-connections exist without the required backflow prevention devices that are required by the reviewing authority. If the DPW determines at any time that a serious threat to the public health exists due to a cross-connection, the water service will be terminated immediately.

6.2 Containment

All commercial, industrial, and institutional premises shall have a reduced pressure backflow preventer installed immediately downstream of the water meter. Water users are required to notify the DPW of any existing cross-connections that the owner is aware of.

6.3 Cross-Connection Elimination

The backflow of non-potable water, other fluids, gases or foreign materials into the Town's water distribution system or plumbing systems of properties served by the public water system is prohibited. Public and private water mains, plumbing systems and fire protection/suppressions systems supplied by the Town's water distribution system shall be protected against cross-connection and backflow from any plumbing fixture or other equipment or appliance capable of affecting the quality of the water supply. The Town shall approve the installation of backflow prevention devices utilized to protect a cross-connection.

6.4 Location and Type of Device

The location and type of each approved backflow prevention device with respect to the customer's plumbing and the service connection to the premises shall be based on the degree of existing or potentially existing health hazard.

Types of backflow prevention devices can include:

- (a) Double check valve assemblies;
- (b) Reduced pressure backflow preventer;
- (c) Backflow preventer with intermediate atmospheric vent;
- (d) Pressure vacuum breaker;
- (e) Atmospheric vacuum breaker;
- (f) Barometric loop; and
- (g) Air gap.

6.5 Backflow Preventers

No person shall maintain a cross connection without an approved backflow prevention device. Backflow prevention devices shall comply with the provisions of the Massachusetts Department of Environmental Protection (MA DEP) Drinking Water Regulations 310 CMR Section 22.22 Cross Connection Distribution System Protection.

No person shall construct or install any air gap separation with tank and pump arrangement, reduced pressure backflow preventer, or double check valve assembly required for control of a cross-connection unless approval of installation of such device is obtained from the DPW. A Device Data Sheet shall be submitted to DPW with the application for approval. Prior to the installation of such a device, a permit must be obtained from the plumbing inspector. Additionally, the owner shall apply annually to the DEP for a permit for each reduced pressure backflow preventer and double check valve assembly installed on the premises. The Town shall perform the initial inspection and test of the backflow prevention devices.

The owner, at its expense, shall install backflow prevention devices. If continuous water service is necessary, two approved backflow prevention devices shall be installed in a parallel installation, so that water service will not be interrupted during testing and maintenance operations. The owner shall not install a by-pass around any backflow prevention device. Installation of backflow prevention devices shall be performed by licensed plumbers. Backflow prevention devices shall be installed in a horizontal position, three (3) to four (4) feet above the floor, twelve (12) inches from any wall, tightly closing shut off valves on either end, protected from freezing, flooding, mechanical damage, and vandalism and shall be easily accessible for testing, inspection and maintenance purposes. A repair kit shall be provided with the backflow preventer and located and stored within 20 feet of the installed backflow preventer. The Town under certain circumstances shall allow vertical installation of a backflow prevention device. Installation of a backflow prevention device below grade in a pit or chamber is prohibited.

6.6 Modification and Removal of Systems

The owner shall inform the DPW in advance of any proposed modifications to cross-connections. Removal of an approved backflow prevention device is prohibited without prior notification to the Town by the property owner and subsequent approval by the Town.

6.7 Testing

The Town shall conduct annual and/or semi-annual tests and inspections, as applicable, of all approved backflow prevention devices at the owner's expense, to insure proper operating condition. Any approved backflow prevention device failing a Town test and inspection shall be repaired by a licensed plumber or licensed sprinkler fitter and shall be subsequently retested and re-inspected within fourteen (14) days of failure at the owner's expense to insure proper operating condition. Failure, refusal, or inability on the part of the owner to install and maintain the required device(s) shall constitute grounds for termination of water service to the premises.

The Town shall not be responsible for any damage resulting from the shut-off of water or the subsequent resumption of water in conducting required tests and inspections of approved backflow prevention device installations.

6.8 Owner's Liability

The owner shall be liable to the Town, and shall reimburse the Town, for all penalties, fines and monetary judgments levied against or imposed upon the Town as a result of the owner's violation of any provision of this Section.

SECTION 7

PRIVATE WELLS

7.1 Registration/Permit Requirements

All private wells within the Town of Wayland shall be registered with the Board of Health. No person shall dig, drive, or otherwise establish or install a private well without receiving necessary approvals from the Town.

7.2 Prevention of Cross-Connection

Water piping and appurtenances from a private well shall not be connected to any piping, appurtenance, equipment, or system supplied by the Town's water distribution system. Water supplied to any premises from the Town of Wayland's Public Drinking Water Supply shall be the only source of water within premises. Any other source of water, (e.g.; Private Well), shall not enter within the walls of the premises served. In the event a secondary source of water is found to enter premises, water service from the Wayland Public Drinking Water System shall be immediately terminated at the curb stop. Water Service shall not be restored until the secondary supply no longer exists. In the event that a customer decides to utilize a private water system the water service to the property shall be terminated at the water main at the expense of the property owner.

7.3 Decommissioning

When a private well is decommissioned, the decommissioning must be done in compliance with Town of Wayland regulations and DEP Well Regulations. Notification of the decommissioning of a private well shall be filed with the Town and other regulatory agencies within thirty (30) days after completion of the plugging procedure.

SECTION 8

ENFORCEMENT

8.1 Inspection and Right of Access to Premises and Property

Owners and users shall provide reasonable access to duly authorized representatives of the Town to premises and properties, including those under construction, served by the public water system to ascertain compliance with these Water Regulations. Owners or users of the public water system shall allow properly identified Town representatives access to areas in which water service pipes, fire protection/suppressions system supply lines, and all appurtenances are located within the premises to inspect, observe, measure, sample, and test:

- (a) Water use;
- (b) Buildings;
- (c) Water quality;
- (d) Meters;
- (e) Water service pipes and appurtenances;
- (f) Fire pipes;
- (g) Cross connections and backflow prevention devices; and
- (h) Other facilities that the Town reasonably believes may be contributing to a violation of these Water Regulations.

Inspections conducted pursuant to routine periodic surveys or on a report of a complaint shall be performed at all reasonable times during normal business hours. When the Town reasonably suspects that a violation of these Water Regulations is or may be occurring or an emergency exists that requires immediate action on the part of the Town access shall be permitted at such other times as is necessary for the correction of said violation or abatement of such emergency.

8.2 Right of Access to Easements

Duly authorized representatives of the Town shall be permitted to enter all Town-owned easements for the purpose of inspection, observation, measurement, sampling, testing, maintenance, repair, or reconstruction of any portion of a public water main lying within said easement. Inspections conducted pursuant to routine periodic surveys or on a report of a complaint shall be performed at all reasonable times during normal business hours. When the Town reasonably suspects that a violation of these Water Regulations is or may be occurring or an emergency exists that requires immediate action on the part of the Town, access shall be permitted at such other times as is necessary for the correction of said violation or abatement of such emergency. All entry and subsequent work, if any, shall be done in full accordance with the terms of said easement.

Where a user has security measures in force that would require clearance before entry to the premises, the user shall make necessary arrangements to permit Town personnel to enter without undue delay for the purpose of carrying out their specific responsibilities.

The Town shall forthwith give written notice by certified mail of its intent to terminate water service where an owner or user having received reasonable notice refuses to permit properly identified Town personnel to enter or have access to premises in accordance with the terms of this section. Notwithstanding any other

course of action available to it, the Town has the right in accordance with applicable Federal and State law to apply for entry to premises served by the public water system for the purposes as set forth in this Section.

8.3 Violations, Penalties, and Enforcement Actions

Whenever, on the basis of any available information ascertained or received by the Town, the Town determines that a person:

- (a) Violated or is violating these Water Regulations;
- (b) Violated or is violating any approval issued pursuant to these Water Regulations;
- (c) Made a false representation in an application, record, or report to the Town or failed to provide relevant information;
- (d) Manipulated, falsified, tampered with, or rendered inaccurate a meter, meter reading device or appurtenance thereto;
- (e) Failed to comply with an order or ruling issued by the Town or a court after having reasonable opportunity to comply;
- (f) Failed to pay a penalty or fee due to the Town; and,
- (g) Caused damage to the Town's water distribution system,

The Town may take any one or more of the following actions, in any sequence or simultaneously:

- (a) The Town may issue a Notice of Non-compliance or an order to cease and desist for any such violation or any actions that cause a violation.
- (b) The Town may require the owner or user to submit a plan for compliance and time schedule setting forth specific plans and actions to be taken and specific dates upon which such actions will be taken in order to comply with these Water Regulations and to prevent or correct a violation. The Town may issue an implementation schedule containing or modifying such specific actions and time schedule, or requiring such other actions within such times as the Town deems appropriate and as allowed by law.
- (c) The Town may issue an order directing the owner or user to pay to the Town penalties and costs in accordance with these Water Regulations and as allowed by law.
- (d) The Town may revoke, modify, deny, suspend or refuse to renew an approval issued under these Water Regulations.
- (e) The Town may take direct enforcement action by filing suit in any court of competent jurisdiction for civil or criminal fines and reimbursement of costs or damages and for collection of costs and/or fees unpaid by the owner resulting from the violation or threatened violation.
- (f) The Town may discontinue or terminate water service as authorized in these Water Regulations.
- (g) The Town may take any other action available to it under any applicable law, statute, or regulation.

8.3.1 Notice of Non-compliance

The purpose of a Notice of Non-compliance is to provide a formal notice of one or more violations and to set a compliance date or require the submission of a compliance plan and schedule. A Notice of Non-compliance shall not be construed as an authorization or approval to violate any law, regulation, or requirement prior to achieving compliance. A Notice of Non-compliance shall identify the violation(s) and shall require the person to comply by a certain date or to submit a written report to the DPW by a certain date that describes the measures the person will take to correct the violation and the date by which such measures will be taken. A Notice of Non-compliance shall also notify a person of the right to request reconsideration of the Notice of Non-compliance.

8.3.2 Cease and Desist Order

The DPW may issue a cease and desist order to require a person to:

- (a) Cease and desist a violation and/or any actions that cause or threaten to cause a violation;
- (b) Submit written reports to the DPW that describe the measures the person will take to correct the violation and the dates by which the measures will be taken;
- (c) Take specific measures to correct or eliminate a violation;
- (d) Follow an implementation schedule that requires specific actions according to a time schedule;
- (e) Follow a schedule of sampling, analysis, and reporting to the DPW; and/or,
- (f) Take any other action authorized by law.

A cease and desist order shall identify the violation(s), shall require the person to comply with these Water Regulations by a certain date, and shall notify the person of their right to request reconsideration of the cease and desist order.

8.3.3 Penalties

- (a) Any person who continues to violate these Water Regulations after notice and/or a cease and desist order; or who knowingly makes false representation in an application, record or report to the Town; or who has falsified, tampered with or knowingly renders inaccurate any meter, monitoring device or method required under these Water Regulations shall be subject to civil monetary penalties established:
 - 1) By applicable Massachusetts law;
 - 2) By applicable rules and regulations of the Department of Environmental Protection; and,
 - 3) By such penalty schedules as may from time to time be adopted by the Town and appended to these Water Regulations.
- (b) For purposes of the computation of penalties, each day of a continuing violation of these Water Regulations shall be deemed to be a separate violation. If a violation is intermittent, each occurrence shall be deemed to be a separate violation.

- (c) If the Town elects to file an enforcement action in a court of competent jurisdiction, the damages then recoverable by the Town shall be as allowed under M.G.L. c. 40 § 39G.
- (d) Failure to comply with any portion of these Water Regulations, or with any approval or order issued hereunder, shall be sufficient cause for the Board to levy on and collect from each violator any additional cost for expense, loss, or damage occasioned by such violation, including the cost of remedial or preventive actions and related legal costs taken by the Board and/or the Director pursuant to correcting the violation and all other related costs such as, but not limited to, those described in these Water Regulations.

8.3.4 Approval Action

The DPW may revoke, suspend, modify, deny, or refuse to renew an approval issued under these Water Regulations whenever, on the basis of available information, the DPW finds that the applicant:

- (a) Provided false or misleading information to the DPW, or failed to provide relevant information to the DPW, as part of the approval process;
- (b) Intentionally falsified or misrepresented, rendered inaccurate or tampered with any meter, monitoring device or method used or required by the DPW;
- (c) Manipulated sampling data, testing results, inspection data, or monitoring data to hide actual or potential violations of these Water Regulations;
- (d) Has a history of non-compliance that has not abated after receiving a Notice of Non-compliance, cease and desist order, or penalty from the DPW;
- (e) Has failed to comply with a Notice of Non-compliance, cease and desist order, notification, or ruling issued by the DPW or a court after having a reasonable opportunity to comply;
- (f) Intentionally violated a Notice of Non-compliance, order or ruling issued by the DPW or a court;
- (g) Does not have the ability to comply with DPW requirement within a reasonable period of time;
- (h) Maintains a condition which can reasonably be expected to result in significant harm to health, safety, the environment, the public water system; or,
- (i) Has failed to pay a penalty or fee due the DPW after receiving notice to do so.

An approval action shall be initiated by a notification by certified mail to the applicant that:

- (a) Identifies the basis for the DPW action and the facts and circumstances upon which the DPW relies;
- (b) Indicates whether such action is of limited, indefinite, or permanent duration;
- (c) Informs the applicant of its right to request a conference with the Director to reconsider the approval action and that timely filing of such request will stay the approval action pending the resolution of such request.

An approval action may be taken to prevent further violations, as a means to help insure compliance, as part of a process escalating enforcement to gain compliance, and/or as a deterrent to future violations by the applicant subject to the action.

8.3.5 Termination of Service

Notwithstanding any other provision of these Water Regulations, and as referenced in Section 4.21.3, whenever the DPW finds that a condition presents or reasonably appears to present an imminent endangerment to the health or welfare of persons or to the environment, or threatens to interfere with the operation of the public water system, the DPW may take steps immediately and effectively to halt or prevent such a condition. Steps may include disconnecting the person from the public water system.

8.4 Vandalism

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment that is part of Wayland's water facilities. Any person who violates this section will be subject to fines imposed under these Water Regulations, in addition to the repayment of all associated repair costs.

SECTION 9

ADOPTION

9.1 Effective Date

These Water Regulations shall be in full force and effect from and after their adoption by the Board of Public Works as the Water Commissioners and publication by the Town as provided in M.G.L. c. 83 .§ 10 and shall be filed with the Town Clerk as required by M.G.L. c. 40 .§ 33.

9.2 History

Adopted and approved by the Board Public Works, Town of Wayland, the.

9.3 Amendments

These Water Regulations may be amended and reissued by the Town as is deemed necessary or appropriate from time to time pursuant to M.G.L. c. 41 §69 (b).

This document is a guideline of the updates that were made to the Wayland Water Department Rules and Regulations (1995). Changes were made to the format of the document to make it easier to understand and to bring it in line with a Construction Standards Document that will be presented to the Board at a later date. The wording of some sections was updated with DEP Regulations, American Water Works Association Standards and current best management practices.

The following is a Section by Section list of changes.

- **Added a Table of Contents**
- **Section 1 - General Provisions**
 - This section was added to define the document
 - 1.8 Applications and Approvals
 - This section replaces Section 3 of the 1995 Rules and Regulations
 - 1.9 Fees
 - This section replaces Section 18 of the 1995 Rules and Regulations
- **Section 2 – Definitions**
 - The definitions were updated to meet current standards
- **Section 3 – Use of Water and Water Facilities**
 - Section 3 was added to address changes in standard practices in the water industry
 - Section 3.4 was added to define what a Private Water Main is.
 - Section 3.5 was added to address Water Conservation and Emergencies
 - Section 3.6.2 was added to formalize a drain layer license for the DPW
 - Section 3.10 was added to specifically address a cross connection related issue
 - Section 3.11 was added to update our regulations for irrigation system permitting
- **Section 4 – Water Service**
 - Sections 3, 4, 5, 6, 7, 8, 10, 11, 12, 15, 16 and 17 of the 1995 Rules and Regulations were combined into this section due to the fact that they are all related to the water service
- **Section 5 – Private Fire Protection**
 - Section 5 replaces section 14 of the 1995 Rules and Regulations
- **Section 6 – Cross Connections**
 - Cross Connection regulations have changed immensely since 1995. Section 6 replaces Section 9 of the 1995 Rules and Regulations
- **Section 7 – Private Wells**
 - Section 7 is a new addition that addresses Private Wells and Cross Connections
- **Section 8 – Enforcement**
 - Section 8 addresses Right of Access to Premises and Property, Water Easements, Violations and Penalties, Notice of Non Compliance, Cease and Desist, Penalties, Approvals, Termination of Service and Vandalism.
- **Section 9 – Adoption**
 - Self explanatory

Fee Schedule

	FEES
Water Service NEW Connection Fee	\$1500 per inch
Fire Flow Test	\$200
Water Turn on Fee	\$50
Water Turn off Fee	\$50
Final Water Meter reading	\$50
Emergency Final Reading	\$100.00 (any day other than Mon & Thurs)
Water service inspection fees/NORMAL HOURS	\$100.00
Water Service Inspection Fee/WKEND,HOLIDAY,AFTER HOURS	\$100 (plus cost of Employee Overtime)
Cross Connection Backflow Test	\$75
Residential Irrigation / Fire prot. Sys	\$50
TEMPORARY OR HYDRANT METER RENTAL	\$500 deposit for water meter and backflow device
	\$50 per 30 days + Water Used (will be billed at commercial rate)
Unauthorized use of Fire Hydrant	\$200 fine plus estimated water used
Meter Test at Owners Request	No Cost if Defective
	\$75 if Not Defective
Fire Service Fees	Commercial or Residential \$100 Annually
Re-sealing tampered meter	Fine - \$100 Plus Estimated Water Used + Labor and Parts
New Construction & Major Renovation	\$50 Labor
Water Drain Layer License	*\$100 per Year Drain Layer Fee. Contractor Must Provide 3 References and Proof of Insurance
NO SHOW / SCHEDULED APPOINTMENT	\$50

* see attached drain layer fee page

Approved by the Board of Public Works September 13, 2011



DEPARTMENT OF PUBLIC WORKS TOWN OF WAYLAND

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

DRAFT Water Division Fee Schedule

New Water Main / Water Service Connection Fee	\$1500 Per Inch
Fire Flow Test	\$200
Water Turn on Fee	\$50
Water Turn off Fee	\$50
Final Water Meter Reading	\$50
Emergency Final Water Meter Reading	\$100.00
Water Service Inspection Fee (Normal Business Hours)	\$100.00
Water Service Inspection Fee (Weekend, After Hours)	\$100.00 plus the cost of Employee Overtime
Backflow Device Testing Fee	\$75
Temporary Hydrant Meter & Backflow Rental	\$500 deposit for Meter and Backflow Device
	\$50 per 30 days plus the cost of water used (billed at commercial rate)
Unauthorized use of Fire Hydrant	\$1,000 fine plus estimated water use
Meter Test at Owners Request	No cost if outside AWWA Specifications
	Billed for cost of test if operating within AWWA Specifications
Unmetered Fire Service Line Fee	\$100 Annually (Commercial / Residential)
Meter Tampering / Water Theft	\$1,200 Fine plus estimated water
Scheduled Appointment No Show	\$50
Water Drain layers License	\$100 annually

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - WASTEWATER - ENGINEERING

DPW FACILITY | 66 RIVER ROAD | WAYLAND, MASSACHUSETTS 01778 | TEL 508-358-3672



DEPARTMENT OF PUBLIC WORKS TOWN OF WAYLAND

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

DRAINLAYER LICENSE APPLICATION

NAME OF COMPANY: _____

OWNER / OPERATOR: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Does hereby request a license to install water, wastewater and drain utilities in the Town of Wayland, Massachusetts.

NUMBER OF PEOPLE ON FULL-TIME EMPLOYMENT _____

HOISTING LICENSE INFO:

Operator: _____
(name) (hoisting license number) (expiration date)

EXPERIENCE:

REFERENCES: (Must attach 3 letters of reference from Water Departments)

1. _____ phone: _____
2. _____ phone: _____
3. _____ phone: _____

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - ENGINEERING

In consideration of the granting of this license, the undersigned agrees:

1. I have received and reviewed a copy of the Wayland DPW Water Rules and Regulations. _____
(initial)
2. To accept and abide by all provisions of the Rules and Regulations of the Department of Public Works of the Town of Wayland, MA and all other pertinent rules and regulations, that may be adopted in the future. All material used in connection with this License will meet all Town of Wayland specifications.
3. To submit a copy of a Certificate of Insurance (\$500,000) in accordance with the provisions in the rules and regulations.
4. To post a Performance Bond (minimum \$10,000) in accordance with the provisions in the rules and regulations.
5. To notify the Department of Public Works of any changes or additions to this application and cooperate at all times with the Director and his representatives.
6. To be held liable for all work done for a period of one year from date of completion.
7. License shall expire at the end of each calendar year.
8. Have the INDEMNIFICATION form signed and notarized and submitted to the DPW.

Print: _____ (Applicant)

Signature: _____ (Applicant)

Application approved and LICENSE granted:

Number: _____

Date: _____

Signed: _____
DPW Director

HIGHWAY – WATER – PARKS – CEMETERIES – TRANSFER STATION – ENGINEERING

DPW FACILITY | 66 RIVER ROAD | WAYLAND, MASSACHUSETTS 01778 | TEL 508-358-3672

INDEMNIFICATION

The CONTRACTOR will indemnify and hold harmless the Town of Wayland, Massachusetts and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the WORK which is described or otherwise addressed in the attaches permit provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property; including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the CONTRACTOR, and/or sub-CONTRACTOR, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

CONTRACTOR

The CONTRACTOR's signature is to be witnessed by a Notary Public who shall duly notarize this form.

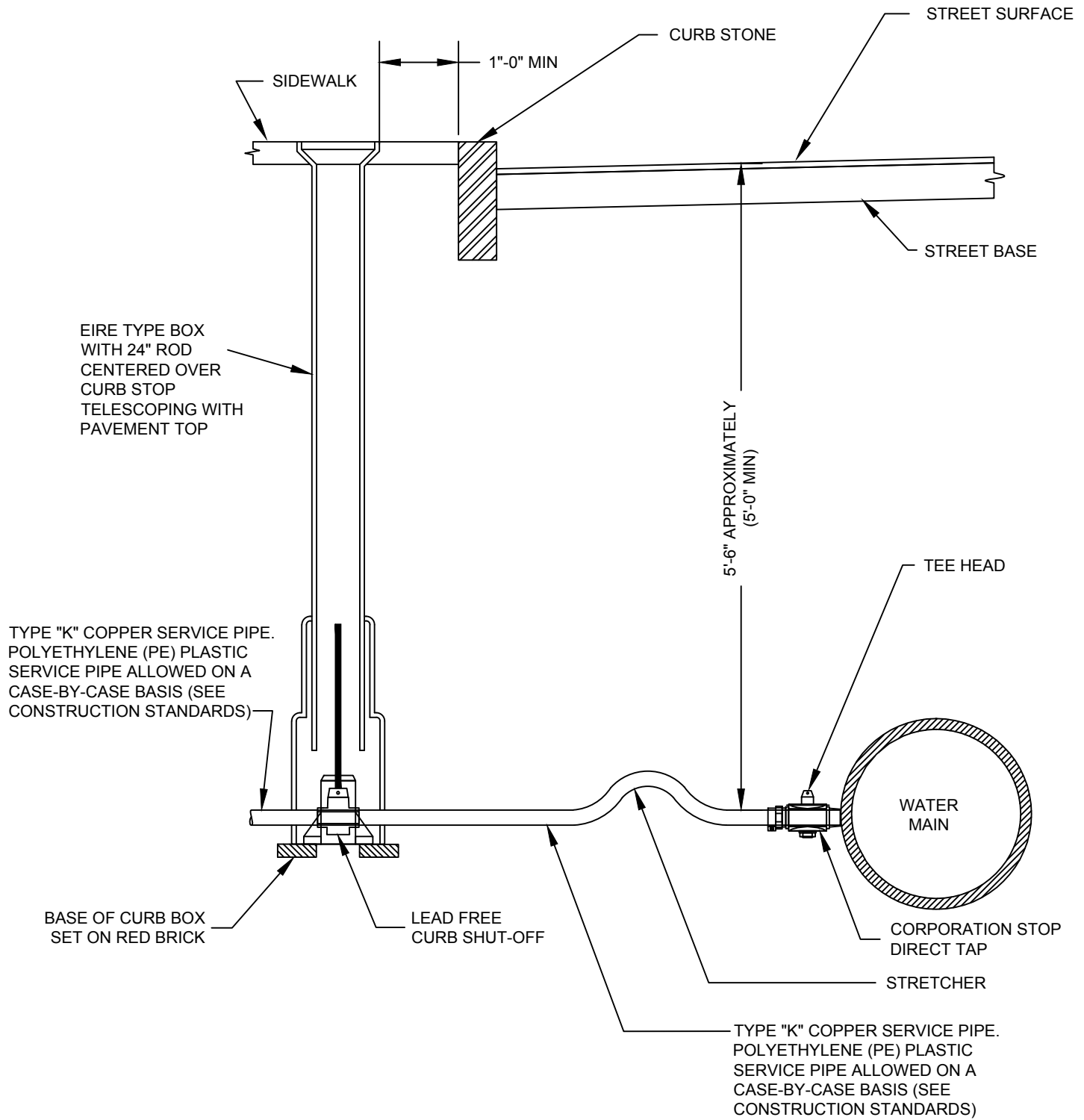
DATE

By – Signature of Notary Public

Notary Public - Print

HIGHWAY – WATER – PARKS – CEMETERIES – TRANSFER STATION – ENGINEERING

DPW FACILITY | 66 RIVER ROAD | WAYLAND, MASSACHUSETTS 01778 | TEL 508-358-3672



NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

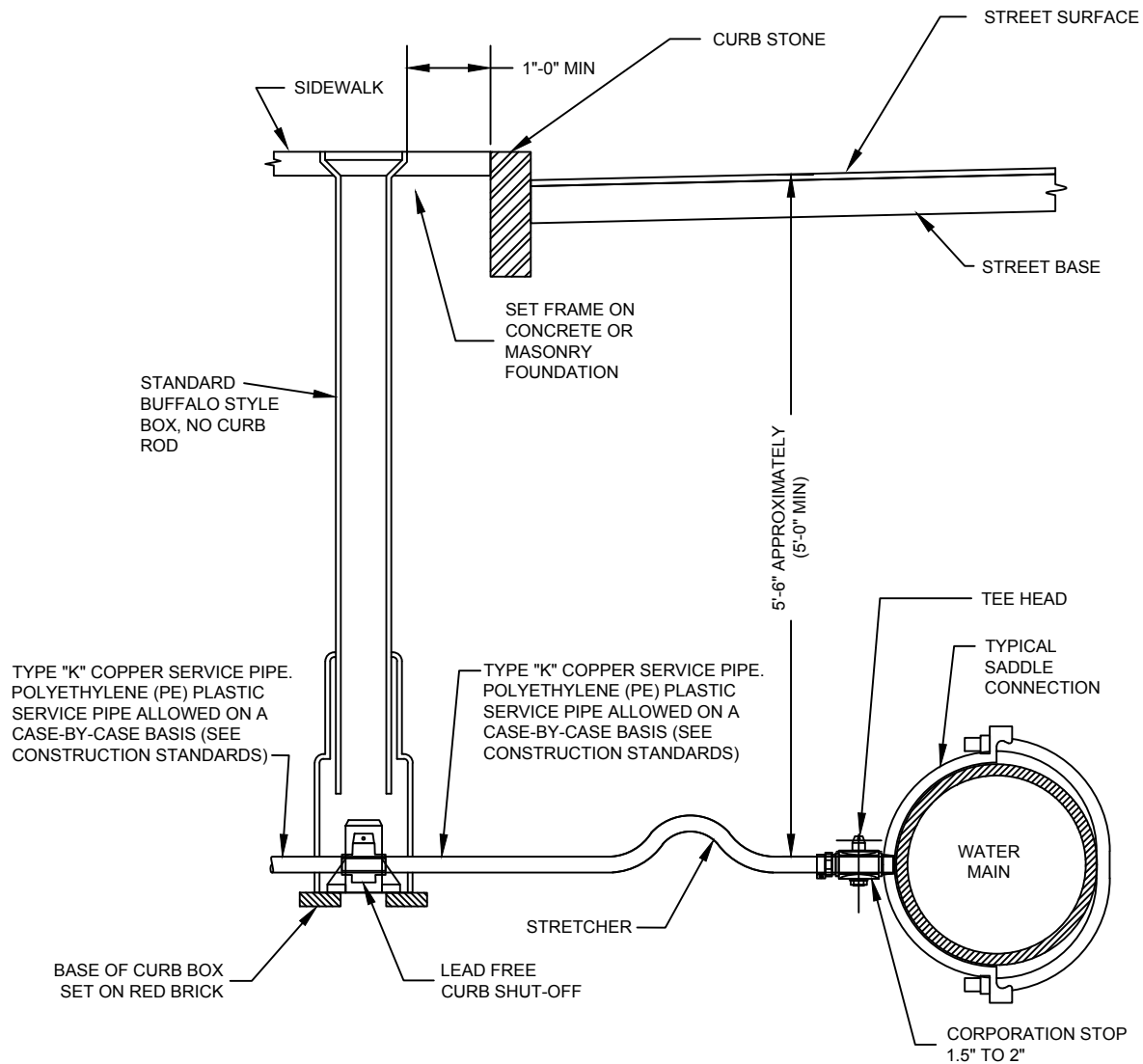
TYPICAL WATER CONNECTION FOR 1" SERVICE

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-1.0



NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

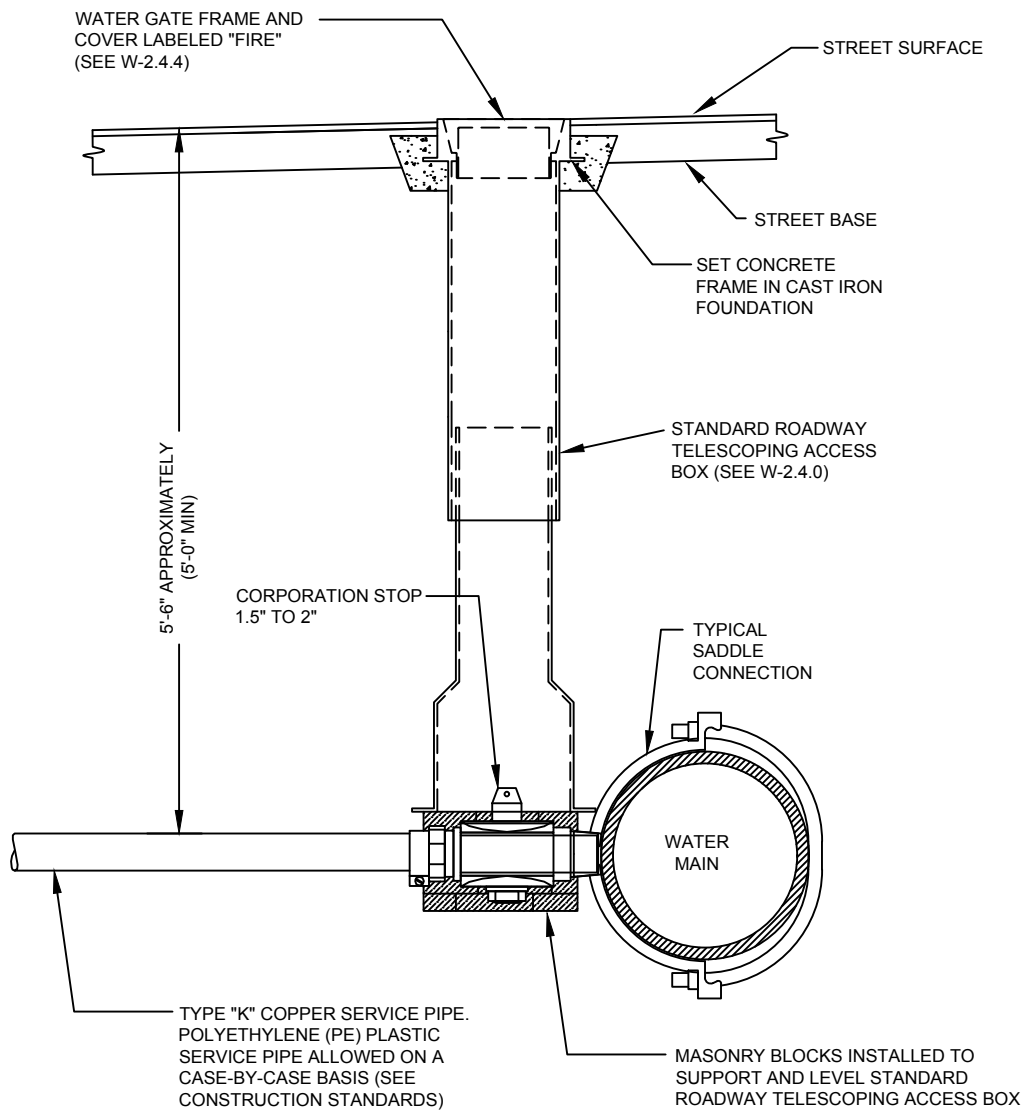
TYPICAL WATER CONNECTION FOR 1-1/2" TO 2" SERVICE

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-1.1



NOTES:

1. SEPARATE DOMESTIC AND FIRE SERVICES SHALL BE INSTALLED FROM THE BUILDING SERVICED TO THE PUBLIC WATER MAIN.
2. THE PROPERTY OWNER IS RESPONSIBLE FOR MAINTENANCE OF THE FIRE SERVICE FROM THE BUILDING SERVICED TO THE PUBLIC WATER MAIN.
3. SADDLE AND CORPORATION STOPS SHALL BE AWWA TAPER THREADS (MUELLER "CC") AS DESCRIBED IN AWWA STANDARD C800

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

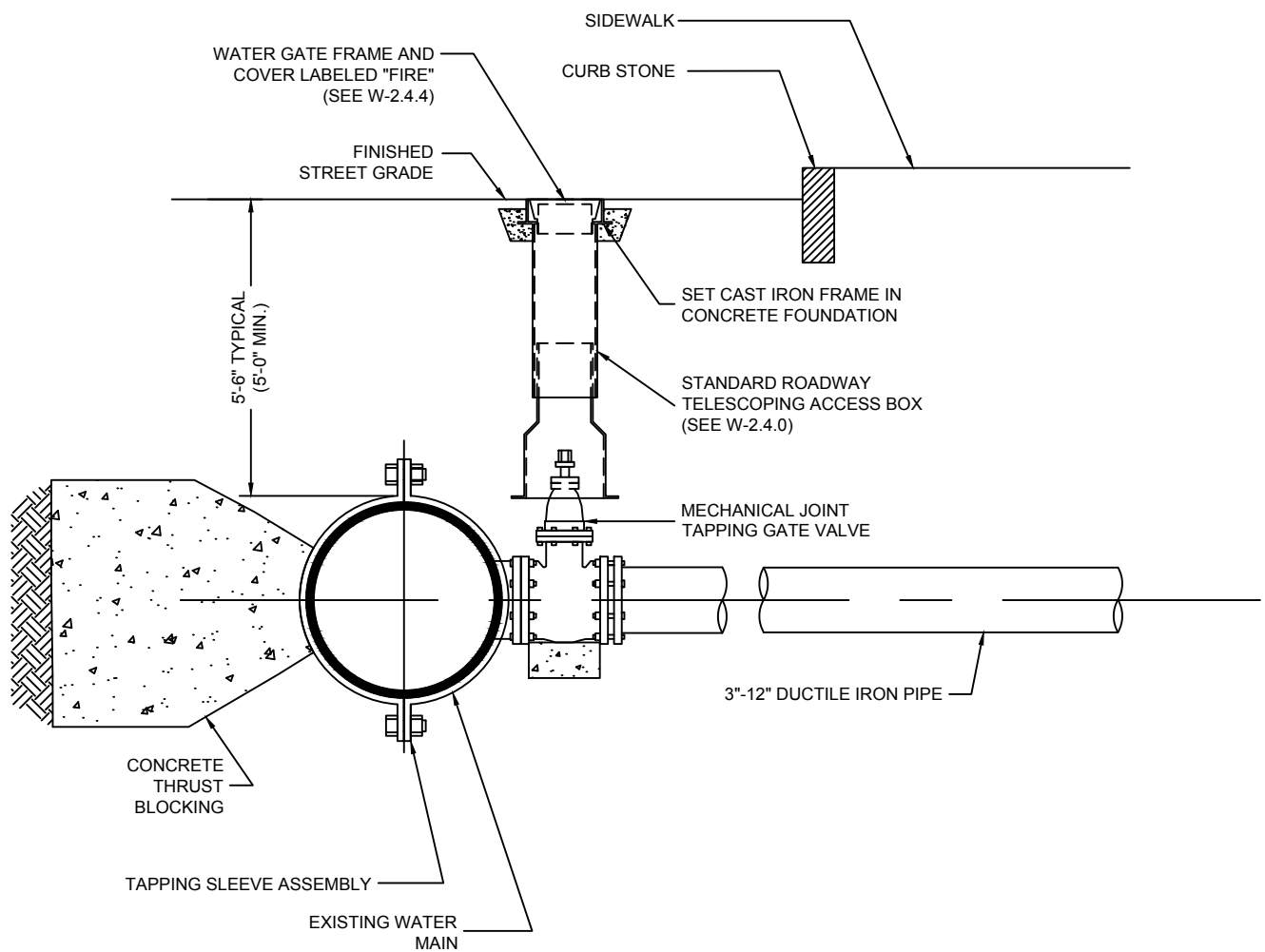
**TYPICAL FIRE SERVICE
FOR 1- $\frac{1}{2}$ " TO 2"**

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-1.2



NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

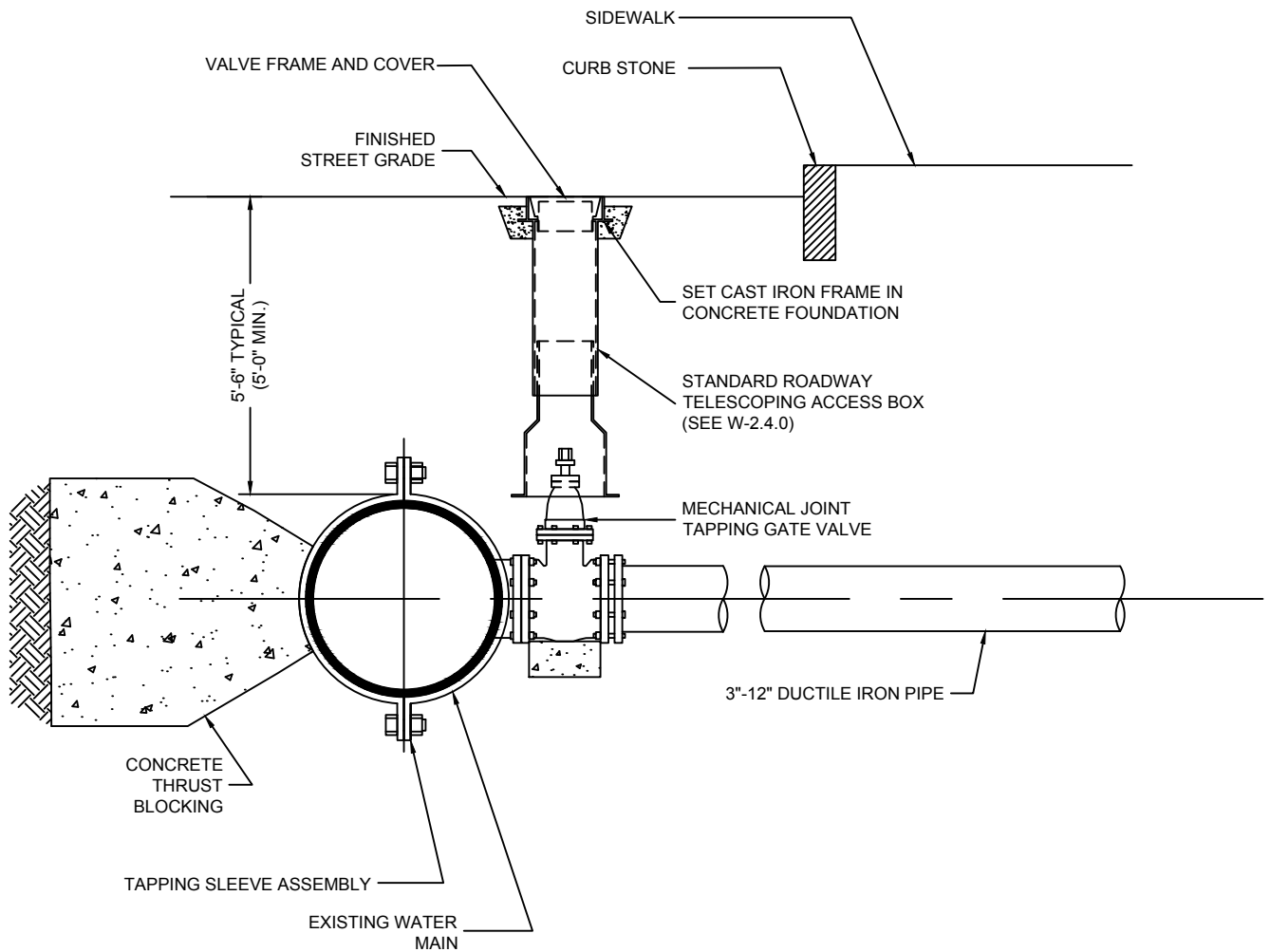
TYPICAL FIRE SERVICE (TAPPING SLEEVE)

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-1.3



NOTES:

1. MAXIMUM TAPPING SLEEVE SHALL NOT BE GREATER THAN $\frac{1}{2}$ DIAMETER OF CONNECTING MAIN.
2. MEGA LUG RESTRAINTS ON ALL MECHANICAL JOINTS.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

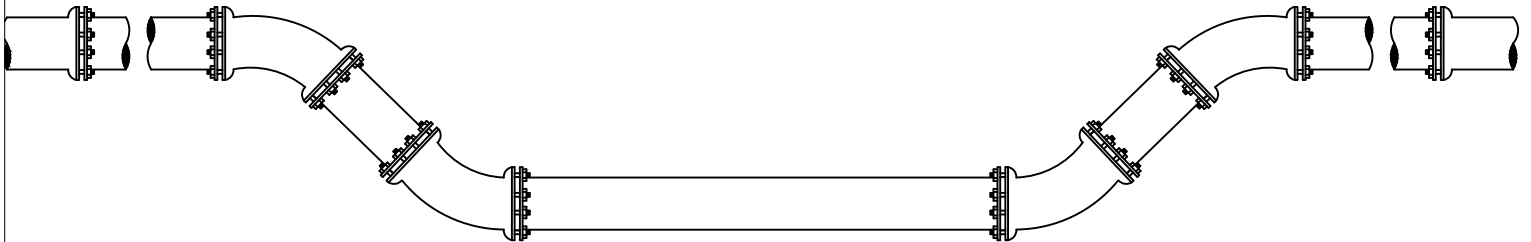
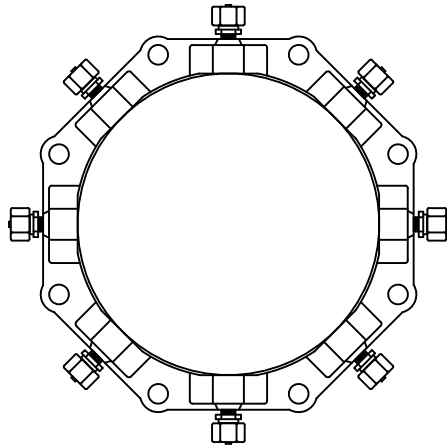
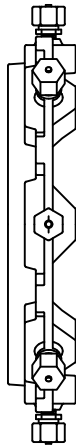
TYPICAL CONNECTION (TAPPING SLEEVE)

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-1.4



NOTES:

- 1. DEVICES NEED TO BE PLACED BEYOND THE AREA OF RESTRAINTS IN ACCORDANCE WITH MANUFACTURES RECOMMENDATIONS.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

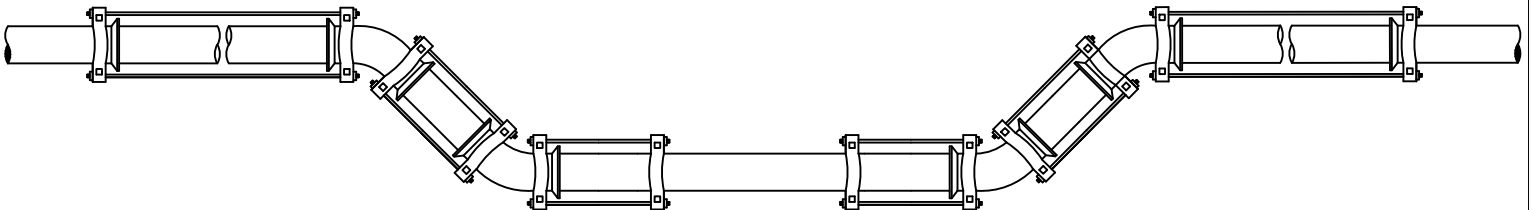
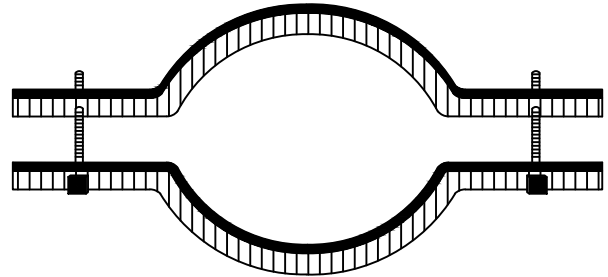
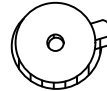
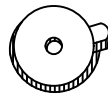
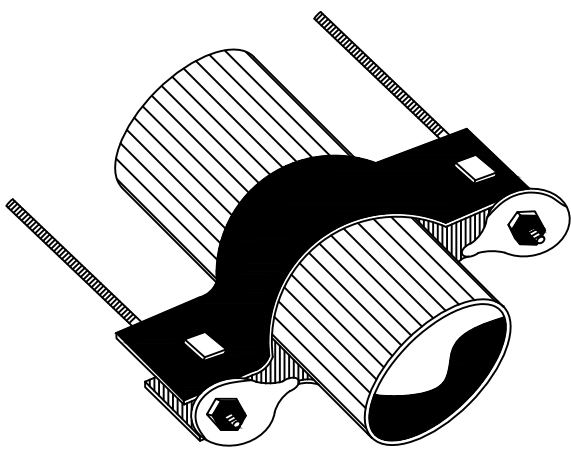
TYPICAL THRUST RESTRAINT
WEDGE ACTION TYPE JOINTS

DATE:
JAN. 2018
REV:
0

DETAIL NO.
W-2.0

SCHEDULE OF TIE RODS

PIPE SIZE	NUMBER OF RODS PER FITTING	DIAMETER OF RODS
4" - 12"	2	3/4"
16"	4	3/4"
20" - 24"	4	1 1/2"



NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

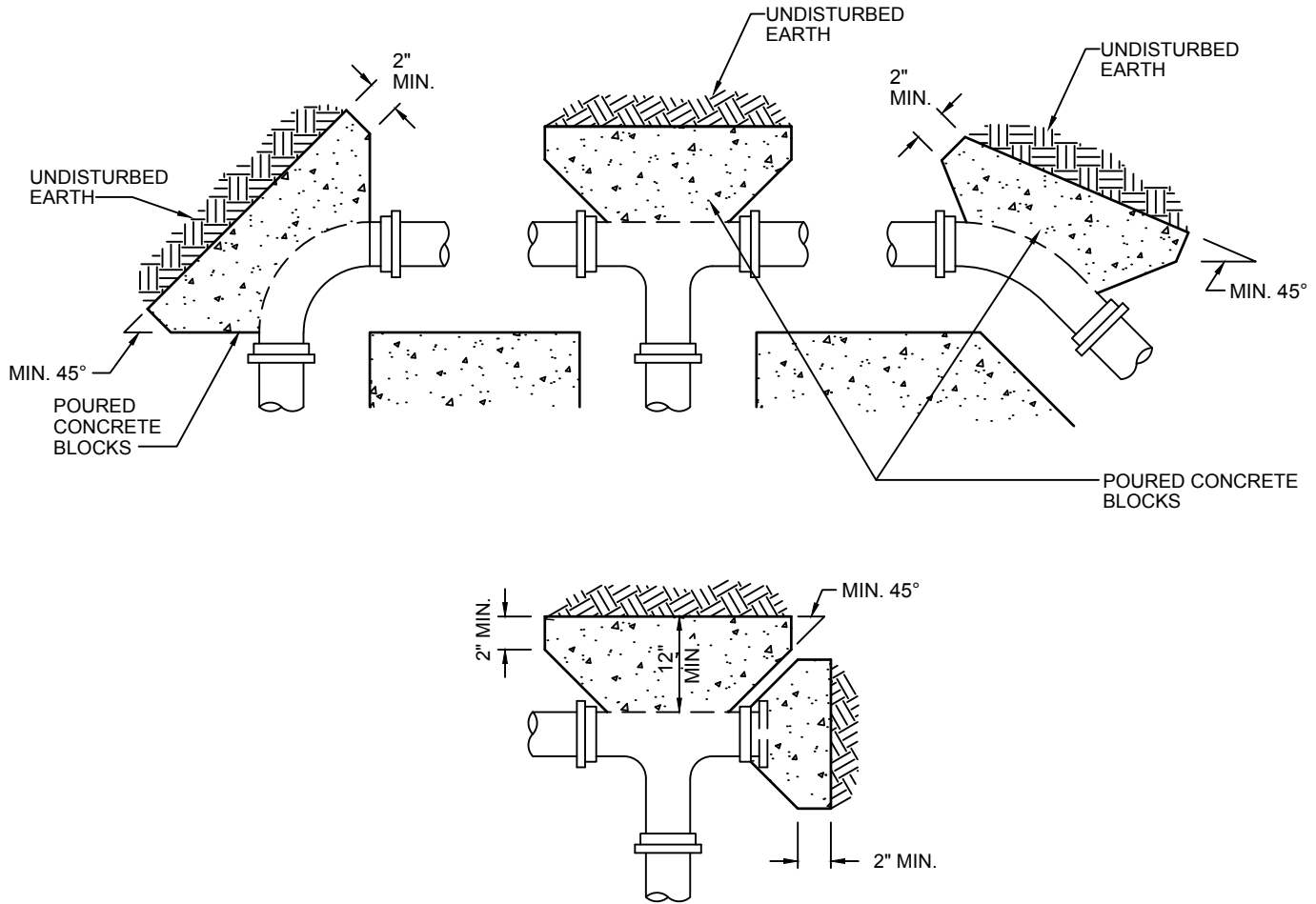
**TYPICAL THRUST RESTRAINTS USING
TIE RODS AND FRICTION CLAMPS**

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-2.1



PLAN VIEWS

NOTES:

1. SPECIFIC THRUST BLOCK DESIGN SHALL CONFORM TO AWWA GUIDELINES.
2. PLACE 4 mil. POLYETHYLENE BETWEEN CONCRETE AND FITTING (CONCRETE SHALL NOT INTERFERE WITH JOINT).
3. MINIMUM CONCRETE THICKNESS SHALL BE 12 INCHES.
4. THRUST BLOCK ORIENTATION SHALL BE SUCH THAT THE CENTER OF THE FITTING CORRESPONDS WITH THE CENTER OF THE THRUST BLOCK.
5. THE MINIMUM ALLOWABLE ANGLE (EITHER VERTICAL OR HORIZONTAL) SHALL BE 45 DEGREES.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

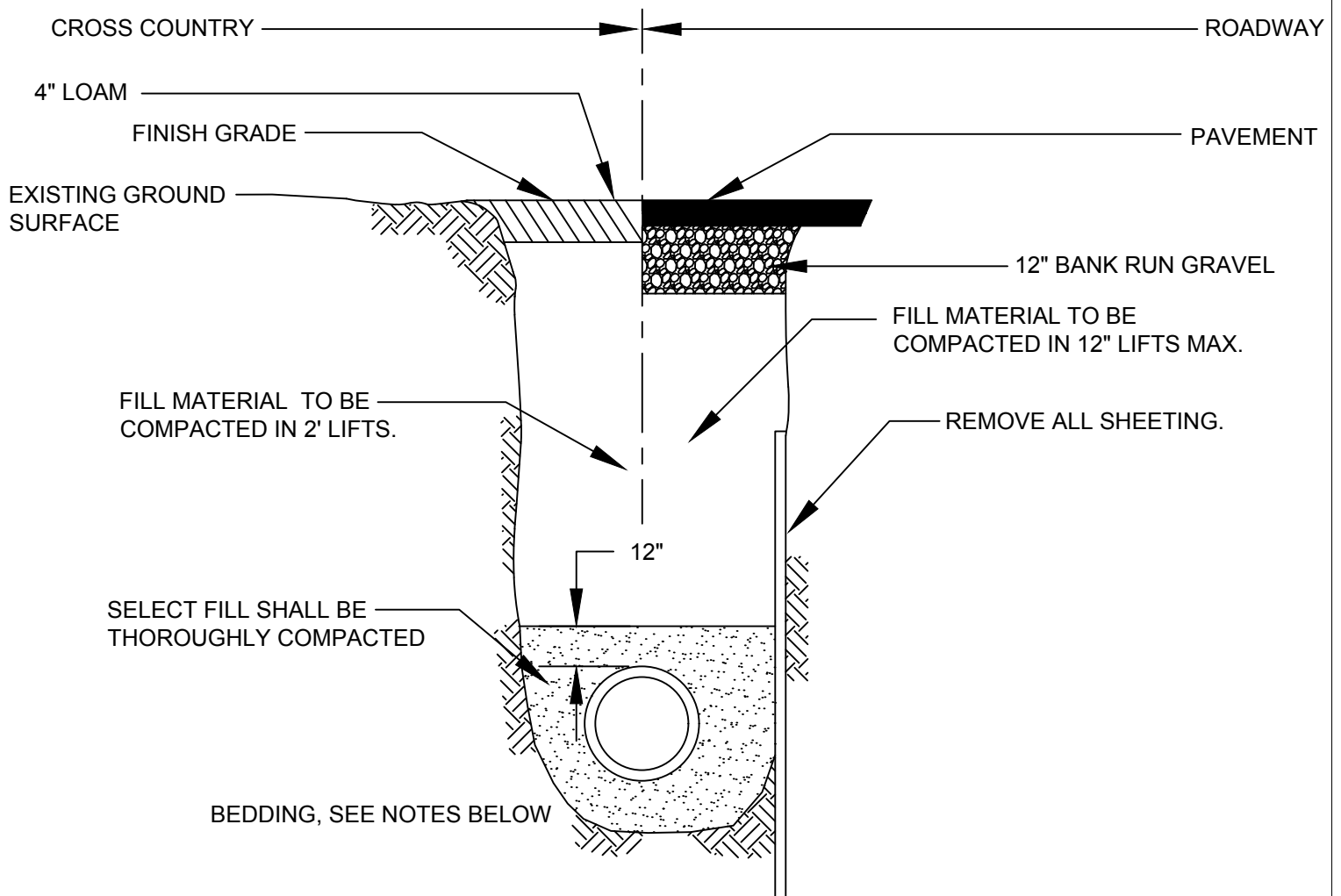
TYPICAL THRUST BLOCK DETAIL

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-2.2



NOTE: 5'-0" MIN. COVER

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

WATER MAIN TRENCH DETAIL

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-3.1

MEG-A-LUG RETAINER
GLANDS AT MECHANICAL
JOINTS

THRUST BLOCK (TYP)

UNDISTURBED EARTH

ANCHOR TEE

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

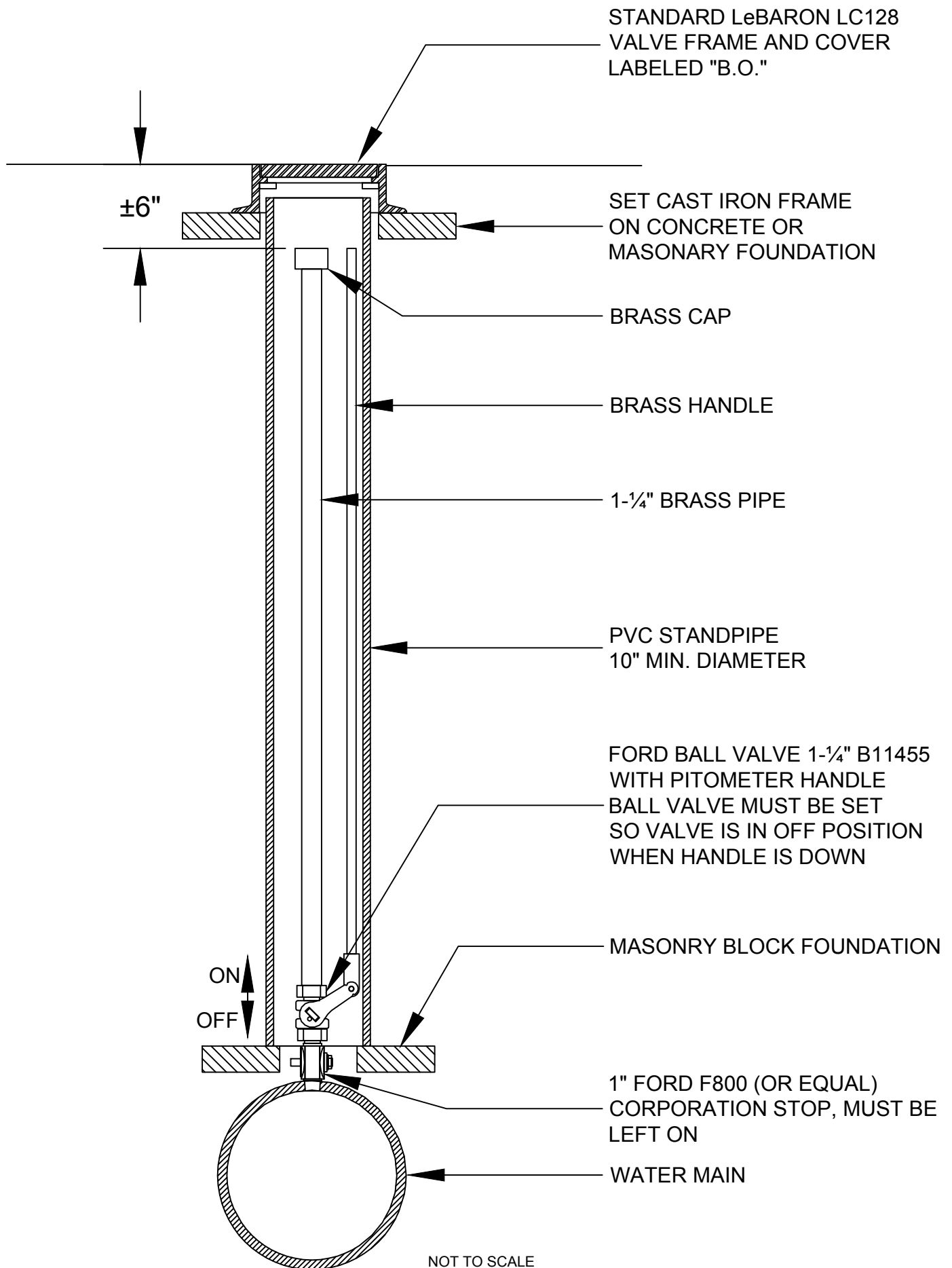
TYPICAL ANCHOR TEE INSTALLATION

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-4.1



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

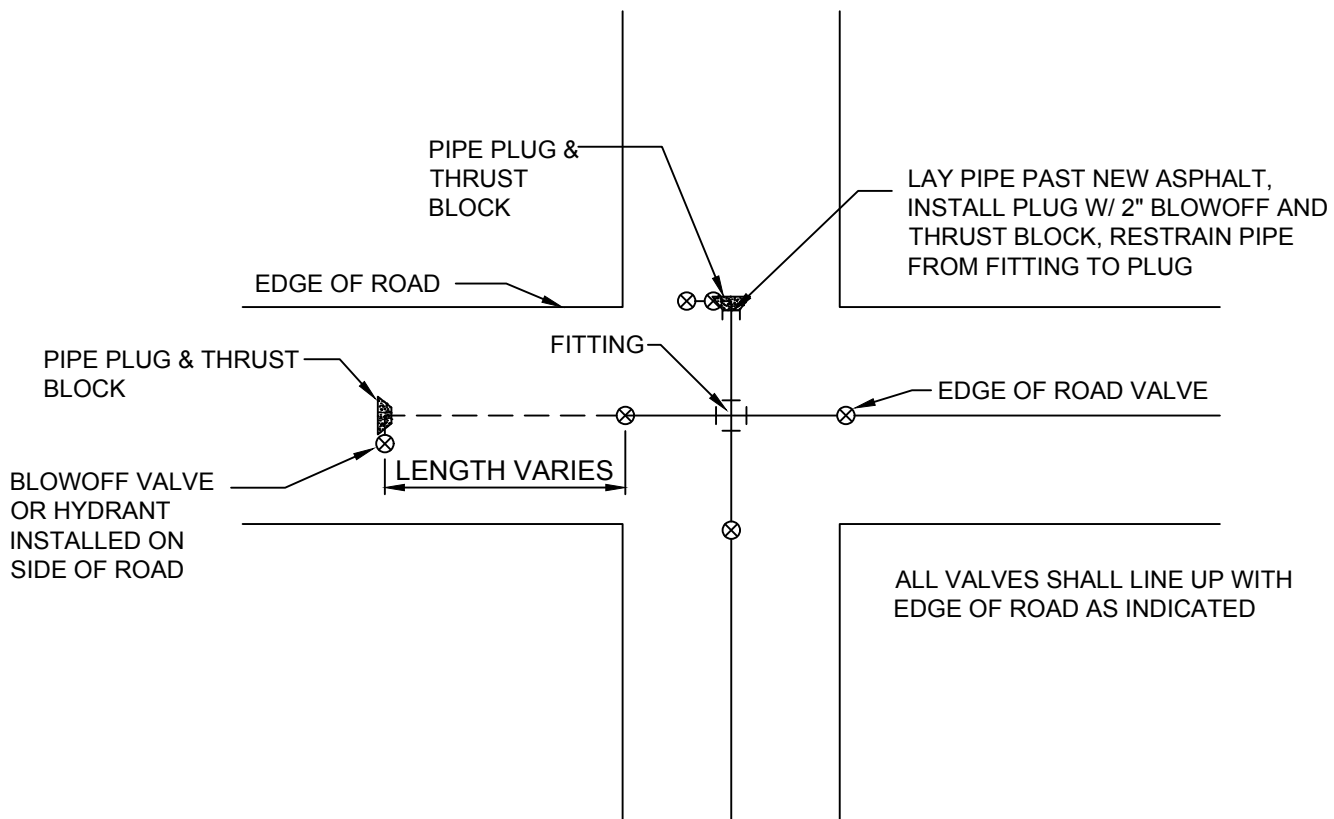
AIR RELEASE VALVE/BLOW-OFF

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-4.2



NOTES:

1. AT THE END OF A NEW INSTALLATION WHERE ROAD RESTORATION HAS BEEN PROVIDED, LAY PIPE PAST NEW ASPHALT AND PROVIDE BLOW OFF OR HYDRANT.
2. WHERE A BLOW OFF IS PROPOSED, BLOW OFF MUST BE A MINIMUM 2" AND CAPPED MAIN SHALL HAVE THRUST SUPPORT OF RESTRAIN PIPE FROM FITTING TO PLUG.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

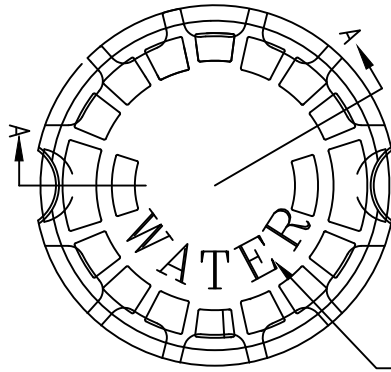
**VALVE LOCATION
AT INTERSECTION**

DATE:
JAN. 2018

REV:
0

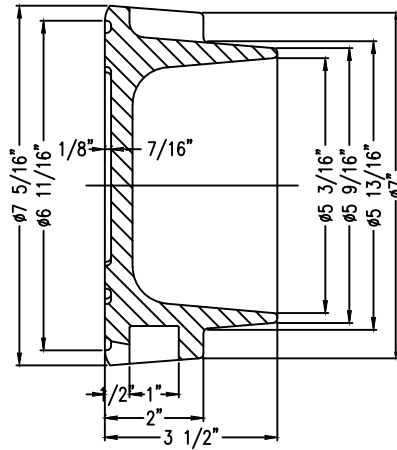
DETAIL NO.

W-4.3

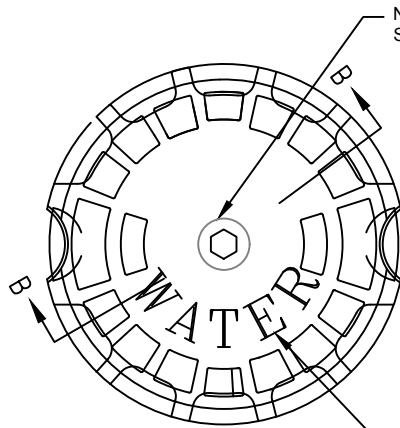


NOTE: COVER READS:
"WATER" IN 1 1/4"
LETTERS

GATE COVER



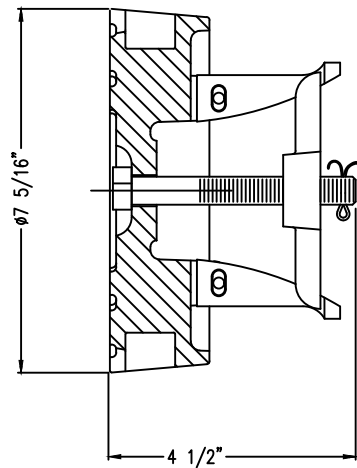
SECTION A-A



NOTE: LOCKING COVER.
STAINLESS STEEL BOLT

NOTE: COVER READS:
"WATER" IN 1 1/4"
LETTERS

DIVISION GATE COVER



SECTION B-B

NOTE:

1. WATER GATE COVER SHALL HAVE A MINIMUM HEIGHT OF 3.5 INCHES AND MINIMUM WEIGHT OF 13 POUNDS, BRAND NAME BIBBY-STE-CROIX OR EQUAL.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

WATER GATE COVERS

DATE:
JAN. 2018

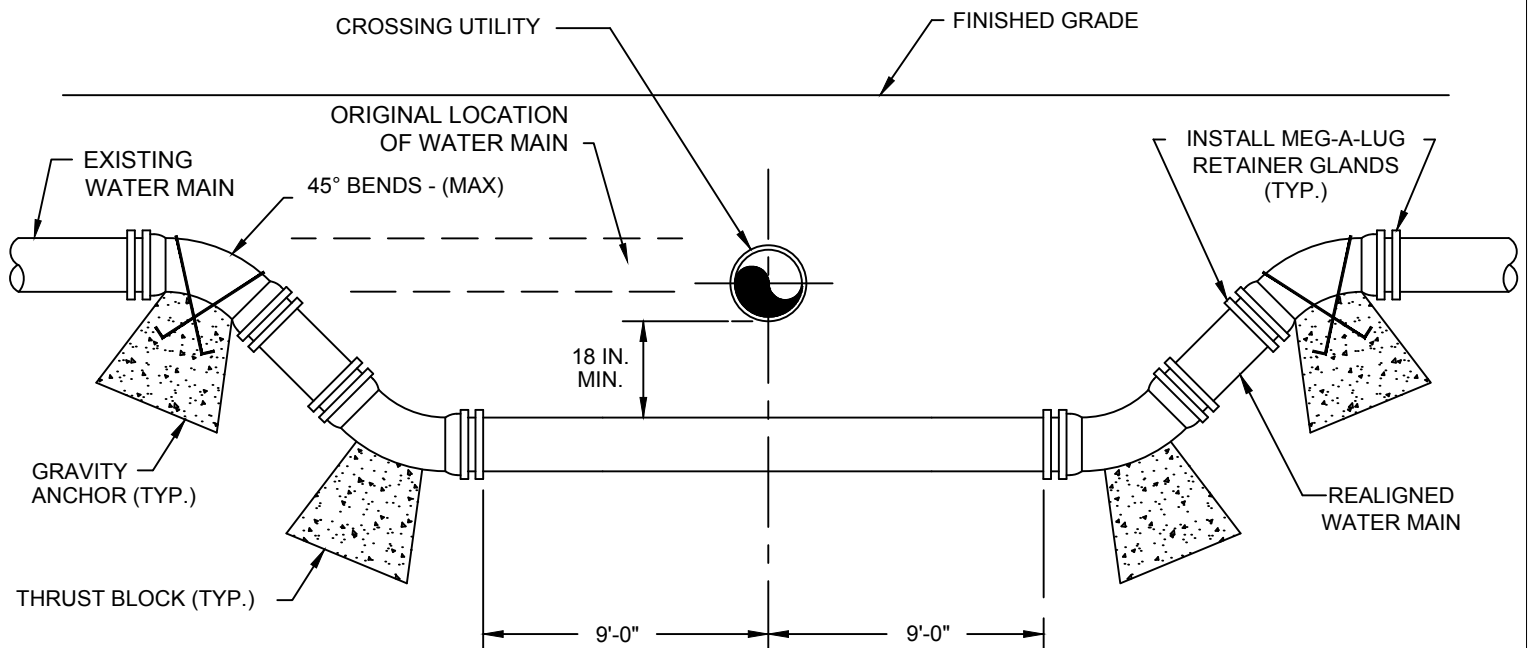
REV:
0

DETAIL NO.

W-4.4



W-5.0



NOTES:

1. ALL FITTINGS AND JOINTS IN LOWERING AREA TO BE RESTRAINED.
2. WHEN IT IS IMPOSSIBLE TO OBTAIN HORIZONTAL OR VERTICAL SEPARATION AS INDICATED IN THE DETAIL ABOVE, BOTH THE WATER AND THE SEWER SHOULD BE ENCASED IN CONTROL DENSITY FILL FOR A DISTANCE OF 10 FEET ON EITHER SIDE OF THE CROSSING.
3. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE WRAPPED WITH POLYETHYLENE ENCASEMENT WHEN CONTACTING CONTROL DENSITY FILL.



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

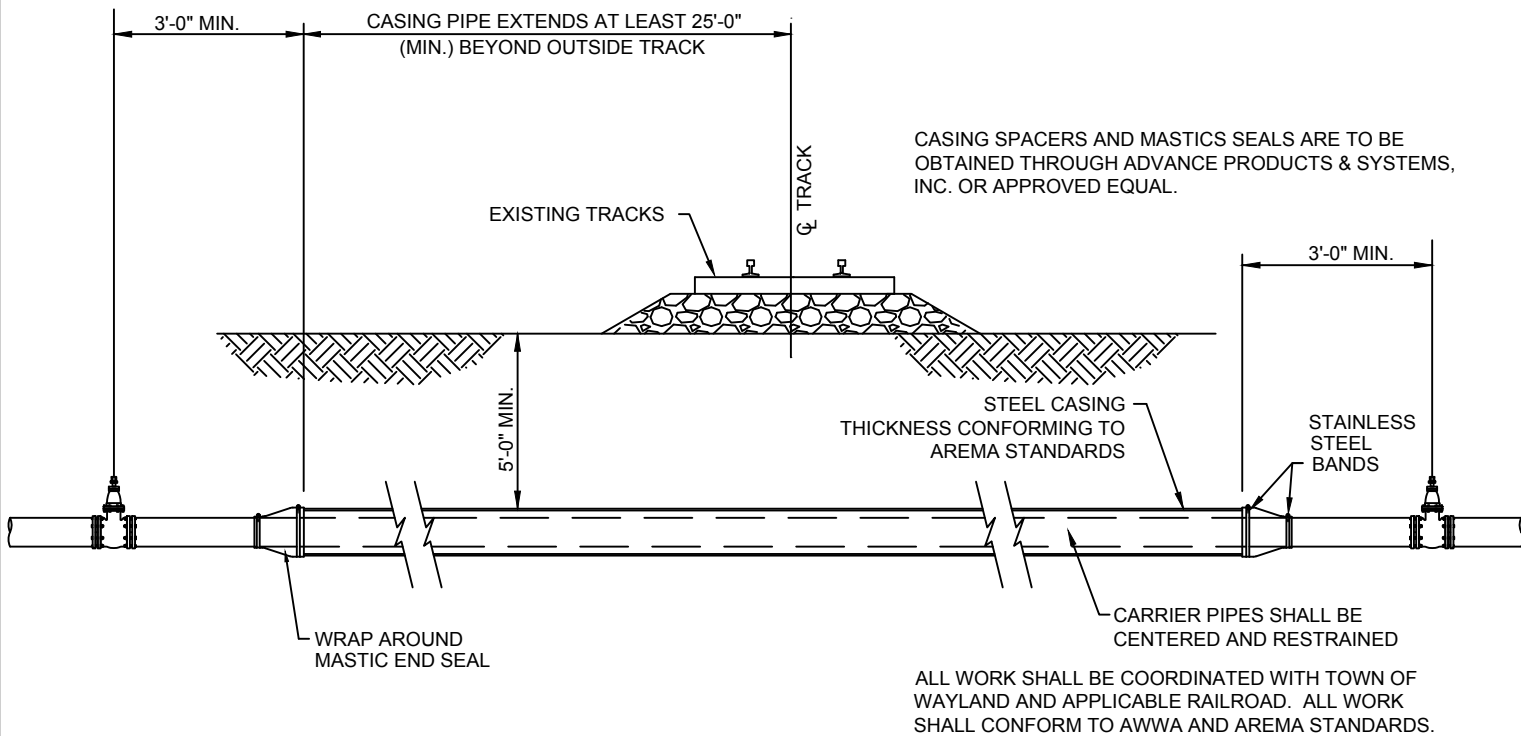
WATER MAIN LOWERING DETAIL

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-6.0



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

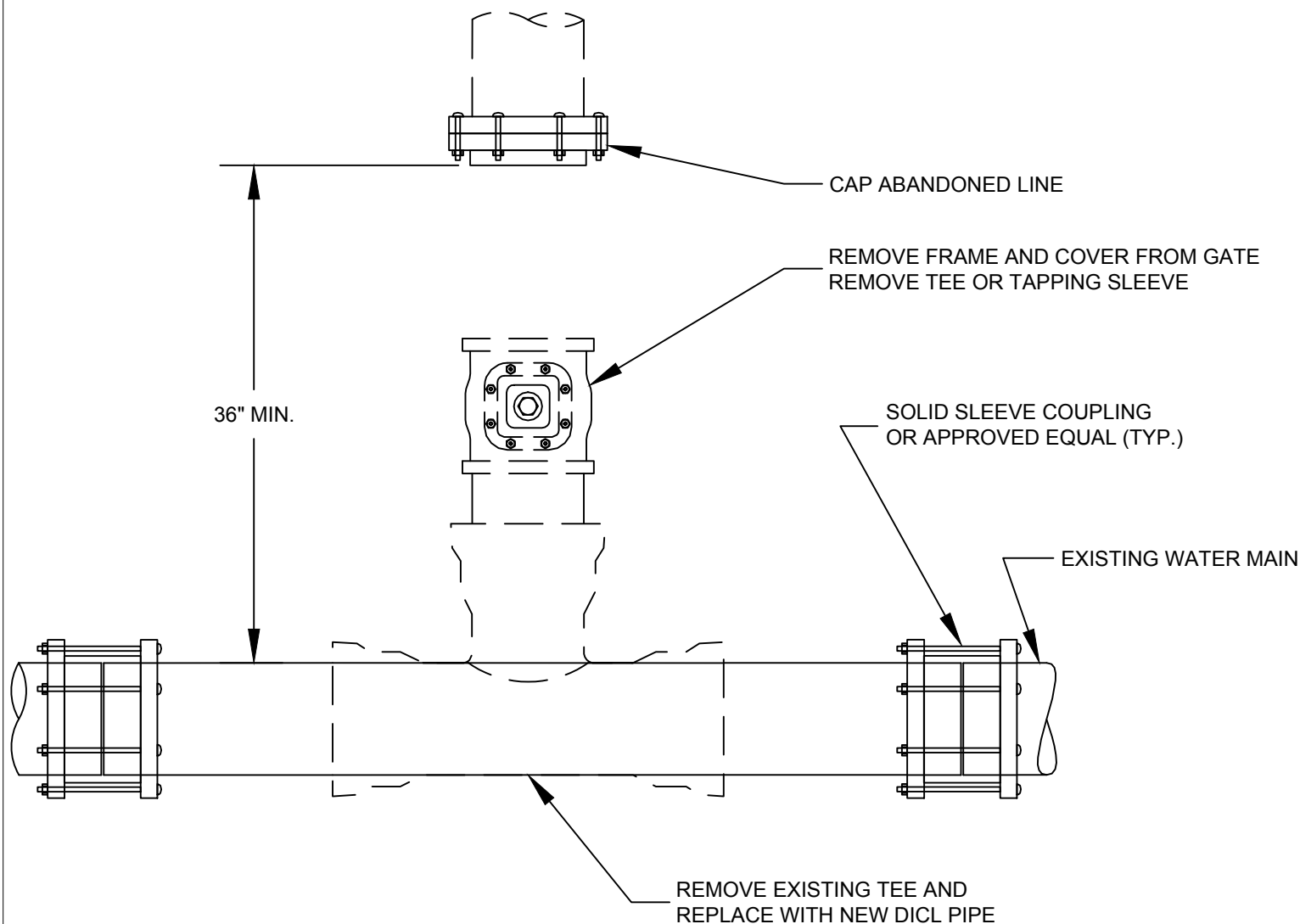
WATER CROSSING UNDER RAILROAD

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-6.1



NOTES:

1. ALL WORK MUST BE PERFORMED BY A WAYLAND LICENSED AND BONDED CONTRACTOR.
2. THIS PROCEDURE WILL INVOLVE A MAIN LINE SHUT DOWN THAT THE CONTRACTOR WILL COORDINATE WITH WAYLAND'S D.P.W. WATER OPERATIONS DIVISION.
3. 48-HOUR PRIOR WRITTEN NOTIFICATION OF ALL AFFECTED CUSTOMERS MUST BE PERFORMED BY THE CONTRACTOR.
4. ALL WORK MUST BE PERMITTED BY WAYLAND AND ALL OTHER APPROPRIATE AGENCIES.
5. ALL WORK MUST BE INSPECTED BY WAYLAND INSPECTOR OR DESIGNEE PRIOR TO BACKFILLING.

NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

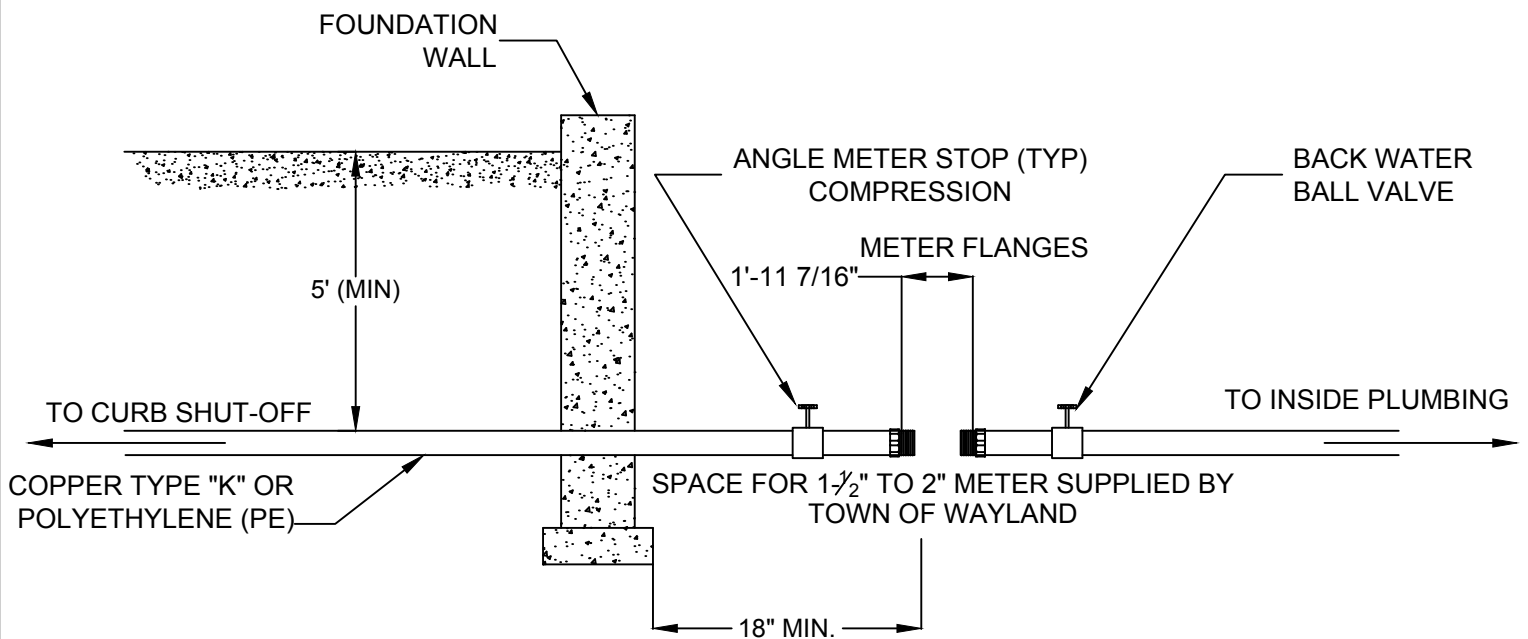
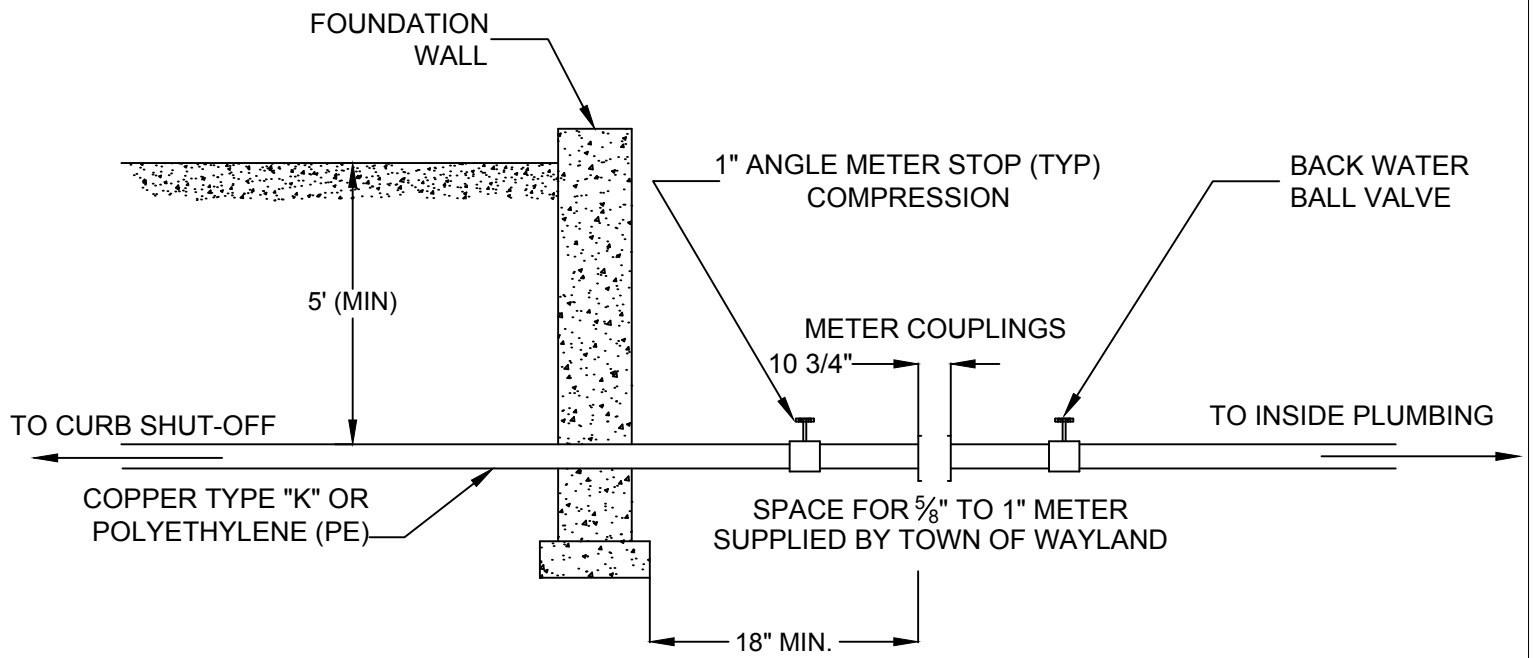
**DETAIL OF CUT AND REMOVE OF
WATER CONNECTION 4" AND OVER**

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-7.0



NOT TO SCALE



TOWN OF WAYLAND
DEPARTMENT OF PUBLIC WORKS

METER INSTALLATION

DATE:
JAN. 2018

REV:
0

DETAIL NO.

W-8.0

BoPW Meeting 12/4/2018

**Discuss Process/Policy for Handling Customer Not Granting
Entry to Water Department**

BoPW Meeting 12/4/2018

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY19-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 11/23/2018

Week 21 of 52 Program percentage - 42%										
		BUDGET	YEAR-TO-DATE	%	FY2018	ACTUAL EXPENSES				
						FY2017	FY2016			
HIGHWAY										
SALARIES	\$	1,048,497.00	\$	428,789.33	40.90%	\$993,042.81	\$939,665.56	\$851,281.48		
SERVICE EXPENSES	\$	463,368.63	\$	244,521.26	52.77%	\$462,611.14	\$228,709.27	\$254,814.72		
GOODS EXPENSES	\$	176,272.41	\$	62,221.81	35.30%	\$92,252.51	\$81,463.56	\$73,263.51		
FY19 TOTAL	\$	1,688,138.04	\$	735,532.40	43.57%	\$1,547,906.46	\$1,249,838.39	\$1,179,359.71		
HIGHWAY-SNOW										
OVERTIME	\$	125,000.00	\$	-	0.00%	\$207,581.41	\$176,405.70	\$96,602.26		
EXPENSES	\$	325,000.00	\$	214,438.47	65.98%	\$522,549.00	\$585,000.00	\$331,104.92		
FY19 TOTAL	\$	450,000.00	\$	214,438.47	47.65%	\$730,130.41	\$761,405.70	\$427,707.18		
TRANSFER STATION										
SALARIES	\$	161,741.08	\$	82,182.80		\$151,835.45	\$141,035.65	\$144,899.88		
EXPENSES	\$	276,436.00	\$	116,299.67		\$456,161.95	\$406,701.63	\$361,603.29		
FY19 TOTAL	\$	438,177.08	\$	198,482.47	45.30%	\$607,997.40	\$547,737.28	\$506,503.17		
YTD Actual Revenue	\$	206,352.10			96.19%	\$289,831.58	\$359,072.54	\$409,071.43		
LANDFILL EXPENSES	\$	56,059.61	\$	52,208.41	93.13%	\$53,150.20	\$42,231.64	\$23,316.56		
PARK										
TOTAL SALARIES	\$	637,566.00	\$	271,265.17	42.55%	\$564,038.91	\$550,555.51	\$497,669.11		
SERVICE EXPENSES	\$	339,026.00	\$	99,189.01	29.26%	\$211,203.07	\$187,726.09	\$216,729.22		
GOODS EXPENSES	\$	123,049.83	\$	47,697.00	38.76%	\$122,535.91	\$114,327.03	\$107,032.63		
FY19 TOTAL	\$	1,099,641.83	\$	418,151.18	38.03%	\$897,777.89	\$852,608.63	\$821,430.96		
ENGINEERING										
TOTAL SALARIES	\$	391,193.00	\$	101,804.84	26.02%	\$134,075.19	\$169,040.76	\$165,319.10		
GOODS & SERVICE EXPENSES	\$	44,510.00	\$	6,539.74	14.69%	\$25,169.99	\$1,634.49	\$2,030.19		
FY19 TOTAL	\$	435,703.00	\$	108,344.58	24.87%	\$159,245.18	\$170,675.25	\$167,349.29		
WATER										
SALARIES	\$	762,296.00	\$	311,473.19	40.86%	\$675,988.22	\$624,068.06	\$675,805.03		
EXPENSES	\$	1,686,741.74	\$	656,456.76	38.92%	\$1,834,032.00	\$1,756,287.00	\$1,732,749.00		
DEBT SERVICE	\$	1,307,263.00	\$	381,978.75	29.22%	\$1,322,861.00	\$1,093,106.00	\$1,064,627.00		
FY19 TOTAL	\$	3,756,300.74	\$	1,349,908.70	35.94%	\$3,832,881.22	\$3,473,461.06	\$3,473,181.03		
Revenue	\$	4,030,272.00	\$	1,353,774.47	33.59%	\$3,724,858.74	\$3,825,827.51	\$3,684,596.80		
TOTAL DPW FUNDING FOR FY19					\$ 7,474,020.30	\$ 2,862,627.74	38.30%	\$7,829,088.76	\$7,097,957.95	\$6,598,847.90

BoPW Meeting 12/4/2018

Board Members' Reports, Concerns, and Updates

BoPW Meeting 12/4/2018

**Topics Not Reasonably Anticipated by the Chair 48 Hours Prior
to Posting**

BoPW Meeting 12/4/2018

Review and Approve the Minutes of the 11/20/2018 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
November 20, 2018

MEETING MINUTES DRAFT

Present: M. Lowery (Chair), T. Abdella, C. Lewis, J. Mishara, M. Wegerbauer, T. Holder (DPW Director)

DPW Staff in Attendance: Daniel Cabral (DPW Business Manager), Joe Doucette (Highway and Park Division Superintendent), Don Millette (Water Superintendent)

In Attendance: Louise Miller (Town Administrator), Lea Anderson (Chair, Board of Selectmen), Doug Levine (Board of Selectmen), George Uveges (Finance Committee)

Meeting opened at 7:00 PM

Lewis announced the meeting will be recorded by WayCam for later broadcast.

Lewis reviewed the agenda.

Lewis asked for public comment – there was none.

Discussion of AMI Article at Spring Town Meeting (Town Administrator Louise Miller in attendance)

Town Administrator Louise Miller appeared before the Board to discuss the status of the proposed Advanced Metering Infrastructure (AMI) article.

Miller described the Request for Proposal (RFP) process for selecting an AMI system.

Lewis asked if there if a timeline for the RFP process has been established.

Miller replied that she anticipates the process will be completed and a vendor selected by early April.

Miller discussed the proposed composition of the selection committee, including a representative of the IT Department, DPW Director, Water Superintendent, Assistant Town Administrator, and one or two Board of Public Works members.

Wegerbauer compared the RFP process to what was done with River's Edge, and asked why it is being conducted differently.

Lea Anderson, Chairperson of the Board of Selectmen, noted that this project differs from River's Edge in that it is for the purchase of a technical product.

[Lowery arrived at 7:13PM]

Lewis ceded the Chair to Lowery.

Miller discussed the implementation of Munis as the Water Division's financial package, noting that the change is part of a town-wide initiative.

Lowery asked for references of communities utilizing AMI systems with Munis.

Lowery noted he felt it would be best to have two Board members on the selection committee, and understands the role of the other selection committee members.

Abdella noted that the Board would need to produce a general philosophy of the requirements of the system, which will be turned into specifications to be included in the RFP.

Lowery asked about the status of developing a financial model for the Water Enterprise Fund.

Miller noted that they have not created the model yet, but a forecasting spreadsheet has been drafted.

The Board discussed revenue shortfalls experienced in recent years.

Miller discussed the desired level of the Water Enterprise Fund retained earnings balance, noting that she was concerned about a retained earnings balance of only \$800,000.

Lowery noted that in his research of peer towns, the majority only retain 10% of their operating budget.

Lewis noted that he feels guidance from Town officials for determining the desired retained earnings balance would be beneficial.

Miller noted that interest has not been credited to the Enterprise Fund since its inception, and discussed methods for calculating what portion of the Town's interest is owed.

Lowery noted that he has requested information concerning this issue from the Treasurer.

Holder described a capital account for which funds were borrowed, the project was never executed, and remaining funds were then placed in retained earnings in error. This error was subsequently corrected and the funds were removed from retained earnings.

Lewis noted that the Board needs to put together a philosophy for the RFP and reach an agreement on who will sit on the review committee.

Wegerbauer made a motion to endorse the composition of the selection committee, composing of the DPW Director, Water Superintendent, Assistant Town Administrator, an IT representative, and two Board of Public Works members.

Lewis 2nd, all in favor.

Lowery requested Abdella and Wegerbauer serve on the selection committee.

Miller added that arrangements can be made for remote participation if necessary.

Abdella and Wegerbauer agreed to participate in the AMI selection committee.

Finance Committee member George Uveges suggested that the Board send a note to the Audit Committee to ask why the auditors did not note that the interest was not applied to the Water Enterprise Fund.

Miller added that she and Keveny are scheduled to meet with the Audit Committee in December and will discuss the issue with them.

Items Included in the Packet for Discussion:

- 11/9/18 Emails from Louise Miller and Mike Lowery re: Discussion re AMI

Review and Board Vote on Water Accounts to be Liened

Holder discussed the letter to be sent to the Board of Assessors concerning properties to be liened for outstanding water accounts.

Lowery asked what the outstanding lien balance is.

Wegerbauer made a motion to allow Lowery and Holder to sign the lien letter as presented.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- 11/20/18 Letter from BOPW/DPW to Assessor's Office re: Water Accounts – Lien Recommendation

Discussion on Process for the Potential Discontinuance of Water Service

Holder noted that some properties have been inaccessible to Water Division personnel, and described a particular residence that has not allowed access to repair a malfunctioning meter.

Wegerbauer suggested that a meter be installed in the right-of-way at the expense of the homeowner.

Lowery suggested that a policy be established that, if there is a presumption of fraud, it be addressed by the Police Department.

Abdella suggested that a fine structure be established.

Wegerbauer made a motion to send an estimated bill to the property in question for the period of time that was not invoiced, using an average of the prior three years' consumption.

Abdella 2nd, all in favor.

Wegerbauer made a motion that denial of access over a minimum of three attempts will be fineable in the amount of \$250, with the fine to be waived if the resident contacts the department within five business days.

Abdella 2nd, all in favor.

Items Distributed for Review:

- 11/16/18 Letter from Fire Chief David Houghton to Louise Miller re: potential policy change for shutting off domestic water service.

Discussion and Potential Board Vote on Dudley Pond Boat Launch CPC Proposal

Lowery ceded the Chair to Lewis.

Mike Lowery, 20 Lakeshore Drive, speaking on his own behalf, appeared before the Board to discuss the potential construction of a boat launch on Dudley Pond utilizing CPC funding.

Lowery discussed a proposed location for the construction of a ramp on town-owned parcel 269-271.

Lowery noted that the proposed access point would generally be restricted to official use only, with limited days being designated during the year to allow residents access to deposit and retrieve their boats from the pond.

Lewis made a motion to authorize Lowery to take the proposal for the construction of a boat ramp to the CPC as a Board request, and that the Board authorize the use of the land for this purpose.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- Funded CPC projects for Board Ramps
- 11/7/18 draft: Dudley Pond – Proposed Boat Ramp Project
- Wayland Community Preservation Committee Project Application

DPW Director's Operational Report

Lewis ceded the Chair to Lowery.

Holder noted that the construction on the Transfer Station access road is on schedule, and the contractor on site will also be conducting work on the triangular laydown area as a part of a change-order.

Holder noted that work continues on the Route 20 water main, but is likely to stop for the winter shortly.

Holder noted that the South 20 landfill project requires a formal NOI with Conservation Commission before work can continue.

Holder noted that Wayland Energize, formerly known as Transition Wayland, is interested in performing public outreach concerning recycling initiatives involving the Transfer Station.

Holder noted that he attended a meeting of the Charles River Watershed Stormwater Consortium and anticipates Wayland becoming a member of the group.

Items Included in the Packet for Discussion:

- 11/20/2018 DPW Director's Operational Report

Board Members' Reports, Concerns, and Updates

Wegerbauer asked if a crosswalk will be painted at the intersection of Claypit Hill and Route 126 and a stop line at Adams lane.

Highway and Park Superintendent Joe Doucette noted that a crosswalk and stopline will be painted at the locations in the spring.

Wegerbauer asked if Cochituate Field will be ready for the spring.

Doucette replied that it will be ready in the spring.

Lowery noted that he received an email from a resident on Glezen Lane concerning the status of a wet well.

Holder replied that the area in question was Vactored, and the DPW will seek a permanent solution to the issue.

Lowery noted that the Board received a letter commending the DPW in their cooperation with the Historical Commission.

Items Included in the Packet for Discussion:

- 11/8/18 Memo from Planning Department re: Site Approval Application – 264 Old Conn Wayland High School

- 11/8/18 Memo from Planning Department re: Site Approval Application – 412 Commonwealth Loker Conservation and Recreation Area

Review and Approve the Minutes of the 11/6/2018 Meeting

Mishara noted a clarification to a comment made on page three.

Mishara made a motion to approve the minutes of the 11/6/2018 meeting as amended.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion
- 11/6/2018 BOPW Meeting Minutes Draft

Set or Confirm Future Meeting Dates

Lowery confirmed the next meetings will occur on 12/4 and 12/18.

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:12 PM.

Respectfully submitted,
Daniel Cabral
Business Manager

BoPW Meeting 12/4/2018

Set or Confirm Future Meeting Dates

BoPW Meeting 12/4/2018

Action Items

FOR FUTURE DISCUSSION

Discussion and Potential Vote on Cemetery Regulations, Rates, and Fees (1/8/19)

Discussion of Proposed Subsidy for Moving Septic Leaching Fields Outside Zone I Areas (Future Mtg)

Review of Access Control and Login Security of Web GIS – DPW Related Data (Future Mtg)

Discussion and Potential Vote Concerning Irrigation Application Approval Process (Future Mtg)