

# **BOYLSTON WATER DISTRICT RULES AND REGULATIONS**

## **INTRODUCTION;**

The Boylston Water District of Boylston in the Commonwealth of Massachusetts hereinafter referred to as the "District" was established by the acceptance of Chapter 421 of the Acts of 1951, and the Acts set forth the corporate powers and duties of the District. The following rules and regulations are supplementary to the Act and the by-laws of the District, and in accordance with Section 11 of the Act.

These Rules and Regulations and all subsequent amendments thereto shall be considered a part of the agreement with the property owner served, hereinafter referred to as "the customer" and are supplementary to the Act and the by-laws of the District.

## **APPLICATION FOR WATER**

**ARTICLE 1 (a)** All applications for the use of water shall be made to the Commissioners on forms provided for that purpose. The customer or his duly authorized agent shall sign such applications.

Application Fees for Water Installation will be as follows:

Single-Dwelling Residential	-	\$1,200.00
Multi-Dwelling Residential	-	\$1,200.00 for first unit plus \$250.00 per each additional dwelling unit
Others – Up to 6"	-	\$1,500.00*
6" or larger	-	\$3,000.00*

\*Fees are for single use, single customer installations. For multiple, retail, commercial, industrial or other installations to structures, installation fees will be increased by \$250.00 per additional unit in excess of one.

Revised March 6, 2006

**ARTICLE 1 (b).** Pipe sizes and types for any installation will be determined by the Water Commissioners or their agents. The Application Fees contained in Article 1 (a) shall be subject to a determination by the Water Commissioners that the Installation applied for can be made and water furnished in adequate quantities and pressure from existing water supply and pumping facilities serving the District. In the event that the Commissioners determine that water cannot be furnished in adequate quantities and pressure from existing facilities servicing the District, the Commissioners may, in addition to the Application Fee contained in Article 1 (a), impose a Demand Charge to be determined by vote of a majority of the Water Commissioners which shall be sufficient to offset the costs to be incurred by the District which are the direct result of said added demands for water. The aforesaid costs to be considered in determining the Demand Charge shall include but not be limited to costs of additional well sites, pumping, storage and filtration facilities, and replacement of exiting mains with larger pipes capable of carrying sufficient water to meet increasing loads.

## INSTALLATION OF SERVICE PIPES

ARTICLE 2. The customer shall, at his own expense, provide and install a service pipe of the type hereinafter specified from the main to the meter location and shall provide and install a ball valve before and after the meter.

The service trench shall be excavated to a depth, which after finish grading, will provide a minimum cover of five feet (5') over the pipe installed therein. Where service pipes cross public streets a protective sleeve shall be used. All service pipe trench, with pipe properly installed, shall remain open until inspected and approved by the District. If at any time of inspection finish grading has not been completed, the customer shall certify to the District, in writing, that upon completion, a minimum cover of five feet (5') will be provided over all pipes and that such cover will be provided on or before such dates as the District may specify.

No sewage drain, septic tank, leach field, cesspool or sewer pipe shall be laid nearer than ten feet (10') to the service pipe.

In no case will a main be tapped more than once for the same premises unless the additional connection is to be regarded as a separate service, the expense to be borne by the customer. In no case will the District allow a connection to a service pipe that has not been inspected and approved by the District.

If a new service is more than 100 feet from the curb stop to the foundation, the meter will be installed in a meter pit or a water tight sleeve, at the curb stop, said meter pit or sleeve to be approved by the Commissioners or their agent and the cost to be borne by the customer.

On existing services, the Commissioners reserve the right to install a meter pit at the curb stop at the District's expense, if it is deemed to be in the best interest of the District.

## SERVICE PIPE MAINTENANCE

ARTICLE 3. Whenever leaks occur between the curb stop and the meter, the customer shall immediately arrange for repairs at the customer's own expense. Failure to do so will be justification for shutting off the service until repairs are made, after which the payment of thirty-five dollars (\$35.00) will be required before service will be turned back on.

In the event of freeze-ups between the curb stop and the meter, the customer shall arrange for repairs at his own expense.

## SPECIFICATION FOR SERVICE PIPE

ARTICLE 4. In all cases the service pipe shall be a type and size approved by the Commissioners or their agents.

## METERS

ARTICLE 5. All water service shall be metered. All meters shall be supplied by and remain the property of the District.

Meters not in excess of 5/8" will be installed by and maintained at the expense of the District. Any meter damaged by frost or by the willful or negligent act of the customer shall be repaired at the customer's expense. If a meter larger than a 5/8" meter is required, or requested by the customer, the customer shall pay the difference in cost between the requested meter and the 5/8" meter. Such meter will be installed and maintained by the District at the expense of the customer.

No meter shall be changed, altered, disconnected, or in any manner disturbed, without the written consent of the District.

When it is necessary to set a water meter outside a building or where it is subject to freezing, the meter shall be placed in a vault of approved design and construction. The vault shall be provided and maintained in a proper condition at the expense of the customer.

If a complaint is made concerning the operation of a water meter, it will be removed and tested at a cost to the customer of thirty-five dollars (\$35.00).

Should the customer desire to meter each tenant in the same building separately, he must do so at his own expense. All water passing through a meter shall be charged whether used or wasted.

The District assumes no responsibility of notifying the customer in regards to waste of water, beyond rendering a bill for excess as stated in its rates.

All meters will be read quarterly or estimated if necessary.

## FIXTURES

ARTICLE 6. The customer must furnish internal pipe, connections and all fixtures beyond the meter and must keep them in good repair and protected from the frost and the District will not be liable for any damage, resulting from failure to do so.

Every customer using a hot water boiler or a hot water tank connected with the system is hereby warned to protect such fixtures against damage. Proper relief devices to safeguard against vacuum, excessive pressure and temperature should be installed in the house system, as the water may in emergency be shut off without notice to users. The District is not responsible for any damage within a home.

### ACCESS TO PREMISES

ARTICLE 7 The Board of Water Commissioners and their agents shall have access at any reasonable time to premises supplied with water to examine pipes and fixtures to ascertain the quantity of water used and to shut off the water for non-payment or for violation of these rules.

### SHUTTING OFF WATER

ARTICLE 8 The Board of Water Commissioners reserves the right to shut off water for the purpose of making alterations or repairs and they may shut it off from any customer for disregarding the rules and regulations or non-payment of water rates when due. When water has been shut off because of disregard of rules and regulations or non-payment of rates, it will be turned on again when the Commissioners are satisfied that there will be no further cause of complaint and on the payment of a thirty-five dollar (\$35.00) penalty.

When two or more parties take the water through one service pipe, the provisions in regard to shutting off the water shall apply to the whole supply though one or more parties using the line shall be innocent of any cause of offense.

No person shall be entitled to damage nor to have any portion of a payment refunded for any stoppage or leakage of supply occasioned by any accident to any portion of the works, nor for stoppage or leakage for purposes of additions or repairs, nor for non-use occasioned by absence, and the Water Commissioners shall have the right to shut off the water to make extensions, alterations, and repairs, or in case of fire or other emergency, without notice, and keep it shut off as long as may be necessary.

No customer or any other unauthorized person shall shut off or turn on the water at the curb stop.

The District shall have the right to restrict the use of water whenever public emergency so requires.

### CONTROL OF HYDRANTS

ARTICLE 9. The Fire Department will have control of the hydrant in case of fire and for necessary practice. In no other case will any person be allowed to handle hydrants or other water apparatus without the permission of the Board of Water Commissioners. The Fire Department shall notify the Water District before using water for training purposes. No person can take or carry away water from any hydrant, water trough or public fountain without the consent of the Commissioners.

Any water delivered from hydrants by permission of the Commissioners will be charged for at the following rate: Thirty-five dollars per day (\$35.00) per day for use of the hydrant plus Four Dollars (\$4.00) per thousand of gallons used. All arrangements for delivery of water shall be made by the user.

## WATER RATES

August 1, 2006

ARTICLE 10. Rates for water have been fixed as follows:

A minimum charge to each customer of \$100.00 annually or \$25.00 per quarter, payable in March, June, September and December. This entitles the customer to 5,000 gallons per quarter. The meter rate charge shall be \$25.00 for the first 5,000 gallons. Between 5,000 and 30,000 gallons, the charge will be \$1.75 per 1,000 gallons. Any usage over 30,000 gallons will be charged \$2.00 per 1,000 gallons.

All bills are due when rendered. A 4.5% finance charge will be levied on unpaid balances two months after the billing date.

Whenever a meter becomes deficient or fails to register, the customer will be charged at the average daily consumption as shown by the meter when in order. Meters are read on or before the first day in March, June, September and December.

Revised: June 2006

## PAYMENT OF BILLS

ARTICLE 11. Bills for the use of water will be made out and sent to the customer where water is used and not to the tenant unless special arrangements are made. However, in all cases the customer will be held liable for payment of water charges.

All bills due the District for water and service may be paid to the Boylston Water District, P.O. Box 791, Boylston, Ma. 01505, or at the Municipal Light Department, Paul X. Tivnan Road, Boylston, Ma.

Checks must be made payable to the Boylston Water District. There may be a returned check fee of Twenty-five Dollars (\$25.00).

The District voted to accept the Provisions of General Laws, Chapter 40, Section 42A TO 42F inclusive and any amendment thereto, relative to Collection of Water Rates and Charges.

## NOTICE OF DISCONTINUE

ARTICLE 12. Any customer wishing to discontinue the use of water must give written notice thereof at the office of the Water Commissioners previous to the expiration of the time for the payment has been made, otherwise, he will be liable for the rate for the ensuing quarter.

For water turned off or by request of the customer, a fee of Ten Dollars (\$10.00) may be charged.

NEW MAIN INSTALLATIONS IN SUB-DIVISIONS,  
PRIVATE OR PUBLIC STREETS

ARTICLE 13. For all contemplated new main installations within the District, a plot plan approved by the Planning Board and recorded with Worcester District Registry of Deeds, and a complete engineering plan with specifications shall be furnished to the Commissioners. The engineering plan shall include a pressure and flow study for the intended installation. No water main work shall commence until such plans and specifications are approved by said Commissioners. All work and materials shall be in accordance with requirements of the District as determined by the District Consulting Engineer. All work must be executed by a qualified contractor as approved by the District Consulting Engineer.

The customer (developer) is responsible for the maintenance and repair of the water main and appurtenances until such time as the road and all building activities have been completed and approved and the project has been accepted by the Town of Boylston and the Boylston Water District Commissioners. Lack of approval by the District Commissioners will result in curtailment of water service to the project.

The customer (developer) shall be responsible for the total installation and testing costs plus all District consulting engineering fees. All testing must be completed and all District charges must be paid before water service is delivered. All mains and appurtenances shall be fully guaranteed against defects in materials and workmanship for a period of one year after acceptance by the District Commissioners.

To assure the conveyance of water throughout the District, the District assumes ownership of all such mains and appurtenances immediately upon acceptance of the project by both the Town of Boylston and the Boylston Water District.

TAX AREA OF THE DISTRICT

ARTICLE 14. All estates within the District which are takers of water are taxable. Subject to the provisions of Section 7 of Chapter 421 of the Acts of 1951, all estates within the District which have or could have buildings within 500 feet of a water main, whether or not they are takes of water, are taxable.

BOYLSTON WATER COMMISSIONERS

ARTICLE 15. The Water Commissioners reserve all rights to make decisions pertaining to the water system within the District on matters not covered by any previous article in these Rules and Regulations at any time without notice thereof.

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BY-LAWS OF THE BOYLSTON WATER DISTRICT

1. Every District meeting shall be called in pursuance of a warrant under the hands of the Water Commissioners which warrant shall be directed to the clerk who shall forthwith give notice of such meeting by posting attested copies of the warrant in two or more public places in the District at least seven (7) days before the time of such proposed meeting and every District meeting shall be held in the Boylston Municipal Light Department Building (Paul Tivnan Dr.) unless specifically called for at a different place in the Warrant.
2. The annual meeting shall be held on the first Tuesday of May in each year.
3. The District shall have a Moderator who shall preside at all meetings of the District, and this Moderator shall be elected annually at the annual meeting for a term of one year.

Board of Commissioners

Brian Gaucher  
Teresa Prunier  
Paul Aucoin

BOYLSTON WATER DISTRICT  
RULES AND REGULATIONS

Installation of New Water Mains and Service

ARTICLE 16.

Adopted September 6, 1988

General

No work will commence until a complete set of plans has been supplied to and approved by the District.

No work shall commence until a Dig Safe number has been obtained and will provide coverage for local utilities.

Water Mains shall be laid in street location as laid out by the District and in conformity with the Planning Board.

No work shall be done unless a qualified inspector is present. Inspector to be designated by the District, rate of compensation to be determined by the Board of Water Commissioners.

No work is to be performed on Saturdays, Sundays, or Holidays unless an emergency exists.

Upon completion of a sub-division and upon its acceptance by the Town of Boylston, a quit claim deed must be provided to the District for the water lines and appurtenances.

Under no circumstances no one other than an employee of the District shall operate any valve or curb stop unless otherwise authorized.

Installation Specifications

Absolutely no Water Mains shall be laid until street elevation is brought to sub-grade.

All Water Mains shall be laid by trained and experienced personnel.

All Water Mains shall be laid in accordance to manufacturer's specifications. Bedded in 6" of said with 12" of sand cover.

All Water Mains shall have a minimum cover of 5 feet and no more than 6 feet.

Tracer tape at least 3" wide shall be laid in all pipeline trenches.

All Water Mains shall be chlorinated in a manner to meet A.W.W.A. standards.

All Water Mains shall be tested at 150 P.S.I.

All Main Gates, Hydrants and Fittings shall be thrust blocked with concrete and/or rodded where required.

Location of service connections shall be approved by the District.

All service boxes shall be installed in a manner approved by the District.

Hydrants shall be installed and gated in an approved manner.

Number and locations of hydrants to be installed shall be determined by the District.

Upon completion of the sub-division, all gate and curb boxes shall be regraded flush with surface of road or ground.

ADOPTED NOVEMBER 2, 1998

In the event that the water pressure from existing mains or facilities is inadequate to service the facilities proposed to be served, customers may be responsible for the installation and maintenance of necessary water booster equipment

MATERIALS

Materials shall meet all applicable requirements of the A.W.W.A. standards.

WATER MAINS

John-Manville ductile iron or pipe approved by the Board of Water Commissioners.

SERVICE LINES

1" only  
Hastings PE-3408  
Clow 250 P.S.I.

FITTINGS

Ductile Iron, Cement Lined, Mechanical Joint.

MAIN GATES

R.W. Clow Mechanical Joint. (OPEN LEFT)

HYDRANTS

Eddy Hydrants, Boylston Water District specifications.

GATE BOXES

Cast Iron, 36" bottoms 24" tops.

SERVICE BOXES

Erie type W/2 hole covers W/rod 36".

SERVICE CONNECTIONS

Curb stops Muller Oriseal III or Hays Ball Curbs #4008.

SERVICE TAPS

5200 C.F. Hays Seal all 1" with saddle.

TAP SLEEVE AND VALVE

Clow Cast Iron Mechanical Sleeve and Valve.

