

**Town of Waterford
Waterford Utility Commission**

A POLICY FOR THE INSTALLATION OF PRIVATE WATER METERS

Policy No. 3011

PURPOSE

To allow for the installation of a primary private water meter for an accurate, fair, and acceptable method to measure the water consumption of customers with private wells as their water source, intended to measure the total consumption of such customer for consumption charges. Also, to allow for the installation of a secondary private water meter, regardless of the water source (public or well), for an accurate, fair, and acceptable method to measure water not discharged into the sewers, to provide adjustment(s) of sewer billing consumption charges.

DEFINITIONS

PRIMARY PRIVATE WATER METER - Shall be a **Neptune T-10** water meter (mandatory) fitted with a manufacturer's recommended encoder for automatic remote meter readings that meets the latest AWWA C-700 Standards and ANSI/NSF 61 certified. The meter measuring unit shall be **cubic feet** and installed in the primary line from the well, before any branching of such line. If no branching of such line occurs before the line enters a building, the meter may be installed inside the building at an accessible location. If the primary line is branched outside, before entering the building, the meter shall be installed, before the branching, in a weather protected meter pit according to the standards developed by the Utility Commission.¹

SECONDARY PRIVATE WATER METER – Shall be a Neptune T-10 water meter (mandatory) that meets the latest AWWA C-700 Standards and ANSI/NSF 61 certified, and fitted with a manufacturer's recommended encoder for automatic remote meter readings. The meter measuring unit shall be **cubic feet** and installed in a water line feeding an external hose bib(s), sprinkler system, etc., or any other device installed to use water outside of the structure, which does not discharge to the Town of Waterford sewer system. If the line is branched outside, before entering the building, the meter shall be installed after (downstream) the private primary (or water company's) meter in a weather protected meter pit according to the standards developed by the Utility Commission.²

NOTE: A secondary private water meter **will not be** allowed for those customers on private well(s), unless a primary private water meter is also installed at the customers' expense.

WATER COMPANY'S (CITY OF NEW LONDON) WATER METER - A water meter which measures the consumption of water provided by the New London water company in the service line to the property. This meter may be referenced in this policy. This meter is provided by the City of New London to its customers.

¹ The Town of Waterford follows the City of New London standards for water meter pit and installation.

² The Town of Waterford follows the City of New London standards for water meter pit and installation.

INSTALLATION, AND USE OF PRIMARY AND SECONDARY PRIVATE WATER METERS.

Type of private (primary or secondary) water meter - The meter shall be a **Neptune T-10** standard magnetic driven-positive displacement water meter which records in cubic feet meeting the latest AWWA C-700 Standards and ANSI/NSF 61 certified, and fitted with a manufacturer's recommended encoder for automatic remote meter readings. The meter shall be capable of accepting a standard water meter tamper seal. The owner of the property is responsible for purchasing the meter and incurring all costs of installation. The meter shall not be considered the property of the Utility Commission. The Utility Commission holds no responsibility for the maintenance, repair, or replacement of the meter, for any pressure loss due to the installation of this meter.

Installation and location of the primary private meter - The primary private meter shall be installed according to the State of Connecticut Building Code. The meter measuring unit shall be cubic feet and installed in the primary line from the well, before any branching of such line. If no branching of such line occurs before the line enters a building, the meter may be installed inside the building at an accessible location. If the primary line is branched outside, before entering the building, the meter shall be installed in a meter pit according to the standards developed by the Utility Commission.³

Installation and location of the secondary private meter - The secondary private meter shall be installed according to the State of Connecticut Building Code and as per manufacturer instructions. The meter measuring unit shall be cubic feet and installed in the line servicing those devices, bibs, pools, irrigation systems, etc. from which flow is not returned to the sanitary sewer. It shall be located so as to allow free and easy access for maintenance (owner's responsibility) and reading. Any provisions to drain the water line downstream of the secondary meter shall be done in such a way as to insure that flow is not redirected to the interior of the building, or to a device, which does return flow to the sanitary sewer.

Inspection and sealing of the primary and secondary private meter - Prior to acceptance by the Utility Commission, the private meter(s) shall be inspected and a tamper proof seal installed by a licensed plumber or, if installed by the Owner, witnessed by a Utility Commission staff member. The line and uses to which the secondary meter feeds shall also be inspected at this time. No readings will be accepted by the Utility Commission prior to such meter being inspected and tamper proofed, as above indicated.

Follow up inspections and reading(s) verification – The Utility Commission shall have the right to enter, with the previous consent of the property owner, for the purpose of inspection of the primary and/or the secondary meter, or for data verification. If the property owner denies access to the property, or arrangements cannot be made for inspections, or readings, the customer shall be charged according to the UC policy for customers on wells (**65,000 gallons per year**) for consumption, and/or for secondary meters no adjustments to the primary consumption will be allowed for that billing period; and, the Utility Commission, on a case by case basis, may or may not allow for adjustments based on future readings.

Primary and Secondary water meter reads – The Utility Commission bills its customers on a quarterly basis. It shall be the responsibility of the property owner where a primary and/or secondary

³ The Town of Waterford follows the City of New London standards for water meter pit and installation.

meter is (are) located to, in a form provided by the Utility Commission, provide the meter reading(s) to the Commission so that the primary consumption and/or adjustment(s) from the secondary meter may be incorporated into the sewer bill.

The **primary (well) meter readings** shall be provided to the Utility Commission as follows: by December 15th (for the January 1st billing), by March 15th (for the April 1st bill), by June 15th (for the July 1st bill), by September 15th (for the October 1st bill).

The **secondary water meter readings** shall be provided to the Utility Commission as follows: by December 15th (for the January 1st billing), by March 15th (for the April 1st bill), by June 15th (for the July 1st bill), by September 15th (for the October 1st bill).

There will be no processing charge to those customers with primary and/or secondary meters fitted with automatic (remote) reading encoders. There will be no processing charge to those customers who mail, fax, email, or deliver the readings to our office before the above dates. However, a charge of \$22 will be levied if the reading(s) is (are) not submitted as per the water meter schedule above detailed. Current customers that at the date of the latest revision of this policy own a meter(s) not fitted with automatic (remote) reading encoder are encouraged to retrofit their meters accordingly.

For any given billing period, in the event that for any reason, the secondary meter reading (usage) exceeds that of the primary meter, credit will only be given for the consumption shown on the primary meter. Any excess (usage) on the secondary meter will be applied (deducted) from the primary consumption on the following billing(s). This revision is effective on October 26, 2011, and it is only retroactive to the July 1, 2011 billing cycle.

The Utility Commission will make a good faith attempt to advise owners of primary private and/or secondary private meters that meter readings need to be provided. However, no action or inaction on the part of the Utility Commission relieves the property owner where a primary and/or secondary private meter is located from the responsibility of providing accurate meter readings to the Utility Commission as per the water meter schedule above detailed.

The Utility Commission shall have the authority to adjust the dates by which readings must be received by the Commission to coincide with any changes to the billing system. Written notification to the owners of properties where private meters are located shall be made.

Water meter (and/or encoder) failure to provide accurate readings - In the event that the primary and/or secondary private meter and/or the encoder fails to accurately measure flow due to any failure, the following methodology shall be employed to estimate usage.

Where possible, a historical private meter water consumption average shall be developed for the meter for the historical period of the current property owner's use. This will be a one-time per meter correction. The defective private meter shall be repaired or replaced and resealed by the property owners' plumber (Utility Commission verified) before the 15th day into the following billing period on which the malfunction occurred. Failure by the property owner to repair, or replace the primary private meter on a timely fashion will trigger for the consumption charge to revert to that applied to customers on private wells with no primary private meters. Failure by the property owner to repair, or replace the secondary private meter on a timely fashion will trigger that no adjustments will be made to the total consumption for the billing period(s).

Adopted by vote of the Town of Waterford Utility Commission on 12/15/2009. Amended 7-20-10.
Rev. 11/16/10, Rev.10/26/11

Peter M. Green – Chairman