

RULES AND REGULATIONS

BROOKFIELD WATER DEPARTMENT
6 Central St. Brookfield, MA 01506 PH: 508-867-2930



Rules and regulations revised on June 12, 2024

The following documents are hereby referenced Attachments to the Brookfield Water Department Rules and Regulations, and thus the latest revision of each becomes part of these regulations.

Attachment A: "Rate and Fee Schedule"

Attachment B: "Work Order Request Form"

1. APPLICATIONS:

For the water department to supply service there must be no less than 35-psi water pressure at the requested location before any application for water will be accepted. At no time less than 20-psi even under fire flow conditions. The water department and its applicants must both abide by all department of environmental protection drinking water regulations. See MA General M.G.L. CMR 2.19.

The owner-contractor of the property to be serviced by the town water system shall be responsible for all aspects of the project for a period of one year after the installation. Tapping of the water main, digging, repaving, reseeding, parts and supplies, detail police officers if necessary and all other related expenses. All work shall be performed under the direct supervision of the Water Superintendent. All material used must be approved by the Water Superintendent. There will be a fee charged for any water department supplied materials. There will be no connection of any private water supply to any town lines, or the building being serviced. A water service line is considered a single line from the water main to the water meter containing no tee's or branches. Each building containing sanitary plumbing (toilet) shall have its own separate water service line from the water main and a separate water meter.

SERVICE TUBING:

Service tubing shall be 200 P.S.I., P.E. tubing using pack joint gripper style compression fittings, buried to maintain a minimum cover of 5'. All service lines will be buried with a #12 solid copper plastic coated locator wire connected to the corporation stop and run to the meter. There will be no drains or sewer lines closer than 10' to the water line. All work and supplies must meet A.W.W.A. standards.

2. SERVICE CONNECTION FEE:

A new service fee will be collected per each new water service. This fee is to be paid prior to the working date. This fee will also be charged even if there is an existing service tap to the property unless documentation of prior payment is provided. An approved water service work order form is required prior to construction.

Any existing water service that has been shut off for more than 18 months, shall be subject to a reconnection fee prior to turning on the water service. All fees must be paid prior to resuming service. Water meter repairs are not included in this fee.

3. PRIVATE PROPERTY

If there is a water main installed or proposed on private property, every service connection to such water main will be charged the appropriate connection fee even though the water main is paid for by the private property owner or owners. Every service will have a separate curb stop and meter. All work must be inspected and approved by the Superintendent of the Water Department or the designee. The Water Department has the right to shut off water to any property or properties if a water leak is detected and may stay shut off until such water leak is repaired by the property owner or owners at their expense. All repairs must be under direct supervision of the Water Superintendent.

4. OWNERSHIP

The water department is responsible for maintaining piping from the street up to and including the curbstop for each property. The homeowner is responsible for the water service from the curbstop to the water meter. This includes the main shut-off valve before the meter inside the home.

The water department is responsible for the water meter, check valve, and meter tail. Any damage to the meter or check valve due to negligence, shall be repaired/replaced at the homeowner's expense.

After being notified by the water department of a water service leak, the homeowner shall have 48 hours to make the repair. After 48 hours the water service will be shut off. Service will not be resumed until after the repair has been made. The homeowner will be charged for turning the water on and off. Only individuals approved by the water department will be allowed to make the repair, and the repair shall be overseen by the water department.

5. BACKFLOW PREVENTION

All connections shall be in accordance with state regulations #310 CMR 22:22. All testable devices shall be tested in accordance with #310 CMR 22:22 by the water department or its designated tester. The Water Department will bill for such testing at the cost of such testing, plus 10% per test. All new buildings will be required to install a containment device (usually a dual check valve assembly) immediately downstream of the water meter.

Closed System

The owner must be aware that the installation of a containment device results in a potentially closed plumbing system within this building. As such provisions should be made by the owner to provide for thermal expansion within this system. Check with the plumber or the plumbing inspector.

Swimming Pools

All homes with swimming pools will have at minimum, a dual check valve at the meter.

6. METERS

All services shall be metered. All meters shall be under the control of the Water Department. If found out of order, meters 1" and smaller will be removed and repaired at the Water Department expense. Meters larger than 1" will be repaired or replaced at the owner's expense. However, if any materials damaged through the negligence of a water user, the meter shall be replaced at the homeowner's expense. If the meter fails to register properly the consumer will be charged at the average consumption as shown by the meter when working properly. If the owner requests that the meter be checked, even if the superintendent believes that it is in good working order, the Water Department will check the meter and the Water Department will bill the owner for services rendered. If the meter is found to be over registering no charge will be made for checking and a billing adjustment will be rendered.

Meter Tampering and or System Tampering

No person shall remove or tamper with a meter or any part of the water system. There will be a fine assessed to the water customer for meter or system tampering. If the meter had or has been removed the Water Commissioners reserve the right to determine the water amount used and bill for such use in addition to the fine assessed.

7. ACCESS TO PREMISES

All locations supplied with town water must be accessible within a timely manner for inspection by the Water Commissioners or the Water Superintendent.

8. SPRINKLER SYSTEMS

All buildings excluding town property with sprinkler systems will be charged a sprinkler system fee each year for each system.

9. CONTROL OF HYDRANTS

The Fire Department will have control of the hydrants in the case of fires. During an active fire, the Water Superintendent must be notified immediately in order to maintain an adequate water supply. In no case will any other person be allowed to handle hydrants or other apparatus without the permission of the Water Commissioners or Water Superintendent. There is a fine for any unauthorized hydrant use.

Fire hydrants are part of the Brookfield public water system and are the responsibility of the Brookfield Water Department. The hydrants are provided for public safety and are intended for use by the Fire Department for fire and emergency purposes. Temporary hydrant connections can be made and coordinated through the Water Commission and/or the Water Superintendent. Any request for hydrant use other than for fire or emergency use, must be coordinated ten (10) days in advance through the Water Commissioners and/or the Water Superintendent. A water meter and a shutoff valve may be required and shall be installed, monitored, and removed only by the Water Superintendent. Temporary hydrant use must be granted by the Superintendent and may not be allowed under certain circumstances such as freezing conditions, draught, water ban, emergency or if the flow rate will have an adverse effect to water system or distribution or cause water discoloration due to high flow rate (flushing). A connection fee and water usage charge will be charged.

Anyone found to be tampering with or causing malicious damage to the public water supply shall face a fine, the cost of water, plus the cost of materials and labor of repairing the damaged equipment.

10. DISCONTINUANCE OF WATER

Any person wishing to discontinue the use of water must contact the Water Superintendent 48 hours in advance. A fee will be charged for each on or off request. Temporary shut off not to exceed 18 months. Municipal properties are exempt from fees.

11. RATES AND WATER BILLS

Water bills will be sent semi-annually at rates set by the Water Commissioners.

All water bills shall be due and payable to the Brookfield Water Department within thirty days of the billing date. All other charges will be due when services are rendered. Interest will be charged after thirty days at the rate of 14%.

DEMAND NOTICE

If after forty-five (45) days the bill remains unpaid, a final demand notice will be sent with a demand charge rendering a notice of water termination. Payment must be made in full with all termination notices.

WATER LIENS

A water lien will only be placed on the property after proof of extreme hardship and with the approval of the Water Commissioners.

12. FINAL METER READINGS/TRANSFER OF OWNERSHIP

The owner and purchaser are responsible for coordinating with the Water Department to read the meter upon change of ownership so that a final reading may be established.

13. SHUTTING OFF WATER FOR NON-PAYMENT

There is a reconnection fee if it is necessary to shut your service off for non- payment. If this shut off is necessary, advance notice will be given and the Water Department will not be held responsible for damages as a result of this condition. All fees must be paid prior to resuming service.

14. CONTROL OF WATER FOR CONSERVATION CONSTRUCTION OR EMERGENCY

The Water Commissioners and Water Superintendent have the right to temporarily interrupt water service due to water emergencies and construction related issues.

Issues regarding the Rules and Regulations should be brought to the attention of the Water Commissioners at a scheduled meeting.

The Water Department operates under the guidance of the Department of Environmental Protection.

RATES AND FEES

BROOKFIELD WATER DEPARTMENT
6 Central St. Brookfield, MA 01506 PH: 508-867-2930

Rates and Fees revised on December 14, 2022

- New Water Service \$1000
- Reconnection Fee if shut off more than 18 months \$500
- Water service turn on \$35
- Water service shut off \$35
- Water reconnection fee, shut off due to non-payment of \$70
- Water meter service fee \$50
- Water meter and or system tamper fine \$500
- Sprinkler system fee \$150
- Unauthorized fire hydrant use fine \$500
- Fire hydrant connection fee \$70
- Fire hydrant usage \$5.75 per 1,000 gallons
- Demand charge after 45 days \$25
- Water rate

Base rate of \$60.00 for the first 1,000 gallons.

\$4.40 per thousand gallons from 1,000 gallons to 20,000 gallons.

\$5.20 per thousand gallons from 20,000 gallons to 40,000 gallons.

\$6.00 per thousand gallons from 40,000 gallons and above.

**Board of Water Commissioners,
September 11, 2024**

WORK ORDER APPLICATION

BROOKFIELD WATER DEPARTMENT
6 Central St. Brookfield, MA 01506 PH: 508-867-2930



All proposed work shall be approved by the Water Superintendent.

New services shall be approved by all required Town Departments.

Applications without homeowner's and contractor's signatures will be denied.

Address of proposed work: _____

Owner's Name: _____

Owner's current address: _____

Owner's phone number: _____

Request for:

- ☐ New water service, \$1000
- ☐ Repair or modify existing water service
- ☐ Emergency repair of existing water service
- ☐ Work in road
- ☐ Other

Description: _____

By signing below, I have received a copy of the Brookfield Water Departments Rules and Regulations and hereby agree to conform to them.

Owner's signature and date: _____

Contractor's Name: _____

Contractor's address: _____

Contractor's insurance policy: _____

Contractor's phone number: _____

By signing below, I have received a copy of the Brookfield Water Departments Rules and Regulations and hereby agree to conform to them.

Contractor's signature and date: _____

Town Department Approval

Prior to approval, all required lines above must be filled out.

Fees Collected: _____ Name on check: _____

Check number: _____ Check date: _____

Received by: _____ New Water Account number: _____

Highway Superintendent signature and date: _____

(required only for road cutting)

Tax Collector signature and date: _____
(required only for new services)

Water Superintendent signature and date: _____