

**Town of Waterford
Waterford Utility Commission
POLICY FOR THE INSTALLATION OF A PRIVATE WATER METER
Policy No. 3011**

PURPOSE**FOR WELL WATER USE CUSTOMERS:**

To allow for the installation of a private well water meter for an accurate, fair, and acceptable method to measure the total water consumption of customers with private wells as their water source to determine sewer use charges.

FOR SEWER DEDUCT CUSTOMERS:

To allow for the installation of a private sewer deduct 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 an annual adjustment of sewer use charges.

DEFINITIONS

PRIVATE WELL WATER METER – A privately owned and maintained water meter which measures the consumption of water provided by a private well in the primary line from the well, before any branching of such line. The type, location and installation of such private water meter shall be determined by the Utility Commission and may be subject to change.

PRIVATE SEWER DEDUCT WATER METER - A privately owned and maintained water meter which measures the consumption of water that DOES NOT discharge to the Town of Waterford sanitary sewer system regardless of the water source (public or well). The type, location and installation of such private water meter shall be determined by the Utility Commission and may be subject to change. Only one private sewer deduct meter is permitted per property.

NOTE: A private sewer deduct water meter WILL NOT be allowed for those customers on a private well(s), unless a private well 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 City of New London Department of Public Utilities in the service line to the property. This meter may be referenced in this policy and is provided by the City of New London to its customers.

TYPE, LOCATION, INSTALLATION, AND USE OF PRIVATE WELL AND SEWER DEDUCT WATER METERS

TYPE OF PRIVATE WELL AND/OR SEWER DEDUCT WATER METERS - The meter shall be a Neptune T-10 water meter which records in cubic feet with an R900 Wall or Pit Meter Interface Unit (MIU). 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 MIU, and incurring all costs of their installation. The meter or MIU 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, or for any pressure loss due to the installation of these meters.

INSTALLATION AND LOCATION OF THE PRIVATE WELL WATER METER - The private well water meter shall be installed in a manner that complies with all requirements of the CT State Building Code, as amended. 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 fully protected from frost.

INSTALLATION AND LOCATION OF THE PRIVATE SEWER DEDUCT WATER METER – The private sewer deduct water meter shall be installed in a manner that complies with all requirements of the CT State Building Code, as amended. 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 discharged to the Town of Waterford sanitary sewer system. If the line is branched outside before entering the building, the meter shall be installed after (downstream) of the private well or water company's water meter in a meter pit fully protected from frost. 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 sewer deduct water meter shall be done in a manner to ensure that flow is not directed to the interior of the building or to a device which discharges flow to the Town of Waterford sanitary sewer system.

INSPECTION AND SEALING OF THE PRIVATE WELL OR SEWER DEDUCT WATER METER - Prior to acceptance by the Utility Commission, the private meter(s) shall be inspected by and a tamper proof seal installed by a licensed plumber. The line and uses to which the sewer deduct water meter feeds shall also be inspected at this time.

FOLLOW UP INSPECTIONS AND READING 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 private water meter(s), or for data verification. If the property owner denies access to the property, or arrangements cannot be made for inspections or readings, well water use customers shall be charged according to the Utility Commission policy for customers on wells (**65,000 gallons per year**) for their sewer use. See Policy 3014 section 1 For Private Well Meters – Consumption Readings Not Reported.

For sewer deduct water meters, no adjustments to the sewer use will be allowed for that billing period; additionally the Utility Commission may or may not allow for adjustments based on future readings on a case by case basis. See Policy 3015.

PRIVATE WELL WATER METER READS -The Utility Commission bills its customers on a quarterly basis. It shall be the responsibility of the property owner where a private well water meter is located to provide the meter reading to the Commission so that the primary consumption may be incorporated into the sewer use bill. The readings shall be submitted using a form provided by the Utility Commission as follows: by December 15th (for the first quarter billing), by March 15th (for the second quarter bill), by June 15th (for the third quarter bill), and by September 15th (for the fourth quarter bill). See Policy 3014 section 1 "For Private Well Meters – Consumption Readings Not Reported".

PRIVATE SEWER DEDUCT WATER METER READS -The Utility Commission bills its customers on a quarterly basis. It shall be the responsibility of the property owner where a private sewer deduct water meter is located to provide the meter reading to the Commission so that an annual adjustment from the sewer deduct water meter may be made to the sewer use bill at the beginning of the calendar year. The readings shall be submitted using a form provided by the Utility Commission; the completed form, including the

required pictures with readings shall be provided to the Utility Commission office once a year, no later than December 31 of each year, see Policy 3015.

The Utility Commission will make a good faith attempt to advise owners of private well and/or sewer deduct water 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 private well and/or sewer deduct water meter is located from the responsibility of providing the meter readings to the Utility Commission in a timely fashion.

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 MECHANICAL FAILURE - In the event that the private well or sewer deduct water meter fails to accurately measure flow due to mechanical 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 replaced and resealed (Utility Commission verified) before the next billing period after the malfunction occurred. Failure by the property owner to repair, or replace the private well water meter in a timely fashion will trigger for the consumption charge to revert to that applied to customers on private wells with no private well water meters. Failure by the property owner to repair, or replace the private sewer deduct water meter in a timely fashion will trigger that no adjustments will be made to the total consumption for the billing period(s).

Approved by vote of the Town of Waterford Utility Commission on 11/18/2009 and amended by vote of the Town of Waterford Utility Commission on June 20, 2023.



Kenneth Kirkman - Chairman