

1000 HARTFORD TURNPIKE



WATERFORD, CT 06385

New Private Sewer Deduct Water Meter Installation and Enrollment in the Sewer Rebate Program Steps:

1. Apply for a Plumbing Permit from the Town of Waterford Building Department.
2. Once the Plumbing Permit has been granted, install the Private Sewer Deduct Meter in accordance with Waterford Utility Commission policy 3011 and all requirements of the current adopted edition of the CT State Building Code.
3. Arrange for a final inspection to be conducted by the Town of Waterford Building Department, the Utility Commission will be notified when your meter passes inspection by the Building Department.
4. Complete the Private Sewer Deduct Water Meter Application and submit the completed form to the Waterford Utility Commission office with a picture of the meter reading at installation, this will be used with your completed Annual Sewer Rebate Application form at the end of the season as well.
5. Complete the Annual Sewer Rebate Application. If you haven't already done so, be sure to take a picture of the start meter reading, this picture is required to be submitted with the completed Annual Sewer Rebate Application form at the end of the season. Record the start reading on the Annual Sewer Rebate Application form.
6. At the end of the season finish the Annual Sewer Rebate Application form by taking a picture of the meter and recording the reading as the end reading on the Annual Sewer Rebate Application form.
7. Prior to December 31, submit the completed Annual Sewer Rebate Application form with the start and end reading pictures of the meter and pay the application fee to the Waterford Utility Commission office to enroll in the Annual Sewer Rebate program.
8. Waterford Utility Commission office staff will calculate the sewer rebate amount and apply it to your account after January 1 of the following calendar year. The rebate amount will be applied to the Sewer Use portion of your Sewer Use Bill each quarter until the rebate amount is exhausted.
9. At the end of each subsequent year, complete a new Annual Sewer Rebate Application, the required picture of the meter end reading submitted with the Annual Sewer Rebate Application of the previous calendar year will serve as a start reading for the next calendar year. An application fee is not required, provided you are an active Annual Sewer Rebate program participant. Continued Annual Sewer Rebate program participation is achieved by timely submission of a completed Annual Sewer Rebate Application form with the required pictures each calendar year, without lapse, per Waterford Utility Commission Policy 3015.

WATERFORD UTILITY COMMISSION

1000 HARTFORD TURNPIKE, WATERFORD, CT 06385

MAIL PAYMENTS TO: PO BOX 310, WATERFORD, CT 06385

PHONE: 860-444-5886

EMAIL: WUC@WATERFORDCT.ORG



PRIVATE SEWER DEDUCT WATER METER APPLICATION

This application is required to be completed by the property owner. This application is for those property owners installing a meter to measure **water consumption** (irrigation, garden, etc.) that is not discharged to the Town of Waterford sanitary sewer system. There is no cost to apply; however, a plumbing permit, with applicable fee, and final inspection from the Building Department is required. Contact the Building Department at 860-444-5826 or apply online at <https://www.waterfordct.org/201/Building>.

ONE SEWER DEDUCT METER PERMITTED PER PROPERTY

All fields must be filled out completely

Owner(s): _____
Property Address: _____
Telephone Number: _____ Customer Number: _____
Email: _____
Property Owner Signature: _____

METER INFORMATION

Meter Brand: **Neptune** (mandatory)
Model: **T-10, reading in cubic feet** (mandatory) Meter Number: _____
Size of meter: _____
Date of Installation: _____
Meter Reading (at installation date): _____ Picture Included: ☐ Yes ☐ No

If the installation is done by a plumber, please provide the following information:

Installer's Name (Plumber): _____
License Number: _____
Installer Signature: _____

For Office Use Only

Building Permit Number: **B-** _____ Date Inspected: _____

RETURN COMPLETED APPLICATIONS & PICTURES TO THE WATERFORD UTILITY COMMISSION:

IN PERSON AT: 1000 Hartford Turnpike, Waterford, CT 06385

BY MAIL: PO Box 310, Waterford, CT 06385

BY EMAIL: wuc@waterfordct.org



**Waterford Utility Commission
1000 Hartford Turnpike
Waterford CT, 06385**

ANNUAL SEWER REBATE APPLICATION

This form must be filled out **completely** and returned to the Utility Commission Office in order to be considered for sewer rebate. Complete this form at the end of your season or billing period; please include both starting and ending consumer meter readings with dates. **For first time submittals**, pictures of the meter with start and end reads are required. For subsequent submittals for active subscribers, only ending read pictures are required. Consumer meters must be installed, maintained, and read by the customer and are subject to inspection by Waterford Utility Commission personnel or their agent.

A separate form must be filled out for each account.

Customer Account Number: _____

Metered Address: _____

Owner(s): _____

Mailing Address: _____

Telephone Number: _____

I hereby apply for a reduction in the sewer use charges for the above metered address for the calendar year of: _____ in accordance with Waterford Utility Commission policies. The water usage indicated below did not enter the sanitary system.

Start Reading: _____ CF Date: _____ Picture Included: ☐ Yes ☐ No ☐ N/A

End Reading: _____ CF Date: _____ Picture Included: ☐ Yes ☐ No

Owner Signature: _____

For Office Use Only

Total water not discharged to the sanitary sewer system: _____ C.F.

Sewer Rebate Amount: \$ _____

☐ New Customer [\$50 application fee received? ☐ Yes ☐ No]

☐ Existing Customer

Approved

Date

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Applications must be submitted by December 31 for continued participation in the program.

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

Policy #3015

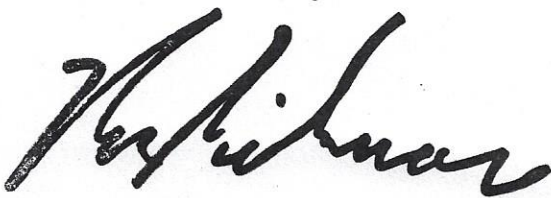
Private Sewer Deduct Water Meters Annual End of Year Rebate

This revised policy will eliminate the current process of reading private sewer deduct water meters each quarter and requires readings be submitted once a year. A picture of the private sewer deduct water meter reading and the completed Annual Sewer Rebate Application form will need to be received between November 1st thru December 31st to receive a credit to use toward the sewer use bill. The credit will not be applied to the Facility Charge portion of the sewer use bill. Participation in this program does not convey when a parcel is sold, consequent owners must re-apply to the program and agree to the terms and conditions of this policy.

Failure to comply with this policy will result in having to re-apply to the program and pay a \$50 registration fee. If the deadline is missed there will be no adjustments made to invoices that have been sent out. The required picture of the meter reading submitted with the Annual Sewer Rebate Application form will serve as a start reading for the next calendar year. Existing subscribers not subject to \$50.00 fee through December 2023. If no Annual Sewer Rebate Application form is received by May 2024, WUC understands that the subscriber does not wish to participate in the program. At this point, they will need to re-apply and pay the registration fee should they wish to participate at a later time.

This policy will supersede Policy 3014 Section 2, "For Private Secondary Meters – Non-Discharge Consumption Reading(s) Not Reported."

Approved by vote of the Waterford Utility Commission on March 14, 2023 and amended by vote of the Waterford Utility Commission on June 20, 2023.

A handwritten signature in black ink, appearing to read "K. Kirkman", written over a horizontal line.

Kenneth Kirkman-Chairman