



# **TOWN OF ASHLAND, NEW HAMPSHIRE**

## **WATER DEPARTMENT**

### **WATER ORDINANCE**

Adopted November 18, 2024

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## **WATER DIVISION OPERATIONAL ORDINANCE**

### **AUTHORITY**

This Ordinance is enacted in accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 38, Section 26 to promote the general welfare, protect the health and welfare of the Citizens of the Town of Ashland.

### **PURPOSE**

It is the express intent and purpose of this Ordinance to promote the general welfare of the citizens and residents of the Town of Ashland to the highest standards obtainable.

### **TERMS AND CONDITIONS GOVERNING WATER SERVICE**

The following terms and conditions are a part of the regulations of the Water Department, the delivery of water is conditional upon the signature of the service contract and its acceptance by the Town of Ashland. All or any part of their terms, conditions and rates may be changed or deleted and new terms, conditions or rates may be added at any time by the Board of Selectmen, acting as the Water Commissioners, when in their opinion it would be in the best interests of the general public, the water customers, the Department or the Town of Ashland to do so.

### **SECTION 1. DEFINITIONS**

- A. "DEPARTMENT" shall mean the Town of Ashland Water and Sewer Department, Water Division.
- B. "COMMISSIONERS" shall mean the Board of Selectmen of the Town of Ashland.
- C. "TOWN MANAGER" shall mean the Town Manager of the Town of Ashland.
- D. "SUPERINTENDENT" Shall mean the duly appointed Superintendent of the Town of Ashland Water and Sewer Department, Water Division.
- E. "PERSON" shall mean and include any individual(s), partnership(s), firms, associations, or corporations or other entities now or hereinafter is an approved customer, taker or user of water supplied by the Division on an approved written application or written agreement with its Commissioners.
- F. "SERVICE TERRITORY" means the corporate limits of the Town of Ashland, New Hampshire.
- G. "HOUSE, DWELLING UNIT(S), BUILDING(S)", shall mean a tract of land with the building or buildings thereon within the corporate limits of the Town of Ashland.
- H. "WATER MAIN OR MAIN PIPE" shall mean the main water supply from which service connections are made to supply water to customers and shall include water main extensions.
- I. "SERVICE PIPE" shall mean the pipe running from the water main to the curb stop that is located on Town property and is owned and maintained by the Town.
- J. "CURB STOP" is the water service termination device located on public property at the boundary of the private property served.

- K. "CUSTOMER OWNED SERVICE PIPE" is that portion of the customer service that begins at the curb stop and runs to the customers place of withdrawal and use of the water service that is owned and maintained by the customer.

## **SECTION 2. ACCOUNT OWNERSHIP**

### **2.1 WATER CUSTOMERS MUST BE PROPERTY OWNERS**

Only the owners of property may apply for water service. Bills for water provided will be billed only to property owners. Unpaid water bills are subject to liens on the property. Water may be disconnected for failure to tender payment for water provided. All water bills are due and payable within 30 days from the billing being issued. The Town reserves the right to charge interest at the rate of 1 1/2 % per month for unpaid billings.

### **2.2 APPLICATION FOR AN EXISTING WATER SERVICE**

Applications for water service must be made in writing to or at the office of the Water Division on forms provided by the Water Division. An acceptance of an application by the Town of Ashland, Water and Sewer Department, Water Division shall constitute a contract between the Town and the applicant; obligating the applicant(s) to pay the Town's established rates and charges for water service and any work performed by the Water Division and to comply with this Ordinance and all of the rules, regulations and Ordinances of the Town.

### **2.3 TRANSFER OF WATER SERVICE ACCOUNT**

Whenever an owner sells or transfers property for which application for water service had been granted, the owner shall promptly notify the Water Division in writing giving the name and address of the new owners together with the date ownership begins. The new owner shall make application for water service in writing.

Should the Division have no notice of a change of ownership, the property being vacant and no new party responsible for payment of usage, the Division being unable to issue billings then the water service may be shut off to prevent water facility from freezing or running to waste until such time as a party or parties who are the new owners of the property are identified and an application for water service is signed and approved.

## **SECTION 3. INSTALLATION, OWNERSHIP AND MAINTENANCE OF WATER SERVICE PIPES AND ATTACHMENTS**

Any person desiring a new or replacement water service, on property within the Town of Ashland and is the owner thereof will make written application together with detailed scaled plans of the installation to the Water Division for review, approval and when approved for a permit to install the desired service under the Divisions supervision and direction following the payment of all necessary fees and expenses.

The applicant will be responsible for the excavation from the street main to the property line where a curb stop (shut off) will be installed within the public way at the edge of the customers

property line. Tapping the water main will be performed by or under the supervision of a licensed professional approved by the Water Division.

All trenching will be at least six feet six inches deep for the length of the trench from the water main to the foundation of the structure to be connected for water service. The trench bottom will be level and bedded in six inches of sand. Before any excavation can commence a metal trench box or suitable shoring approved by an engineer of suitable depth must be on site. A DIG SAFE number must be provided before excavation commences.

Should the excavation encounter ledge, the ledge will be removed for the full width of the trench to at least six inches below the finished base of the rough trench, a depth of seven feet. No ledge may be used for backfill. All removed ledge must be legally disposed of with a plan of the disposal area placed on file. The trench will be uniform in width to accommodate the required trench box and to provide a work area for individuals installing the water service.

Water services installed within 10 feet either side of, above or below, such utilities shall be separated and installed in sealed conduit in accordance with code requirements. Water services shall be separated by at least ten feet if running parallel with other utilities. Water services shall not be located within areas reserved for well or septic systems. All water lines when installed will comply with code requirements.

#### **SECTION 4. OWNERSHIP AND MAINTENANCE OF THE SERVICE PIPE ON PUBLIC PROPERTY. LIMITATIONS.**

All service pipes, including the shut off (curb stop) shall be installed by the customer at his or her expense as required by the Water Division and once installed and approved will be owned and maintained by the Water Division but only within the limits of a Class I, Class II, Class III, Class IIIa, Class IV, or Class V Highway, subject only to the requirement of a valid permit to perform the installation by the governmental body who owns and controls the highway through which the water service will pass.

All water service pipes located on private property shall be maintained, serviced or replaced at the total cost and expense of the private property owner. Such work will be accomplished under the supervision of the Water Division whose costs and expenses will be paid by the private property owner.

##### **4.1 WATER INSTALLATIONS ON CLASS VI HIGHWAYS**

Private property owners who desire water service from the Water Division must make application through the Water Division and the Board of Selectmen so that all of the special requirements of the Class VI is in compliance with the status of the Class VI road way.

##### **4.2 MATERIALS REQUIRED FOR INSTALLATION OF WATER SERVICES**

The Water Division shall insure that all materials utilized for the installation of a water service meets the requirements of the regulations of the Water Division and the New Hampshire Department of Environmental Services. All piping, replacement piping and connected materials

will be of Type K Copper material or acceptable alternative approved by the Water Division prior to use or installation.

#### 4.3 WATER METERING

All water services shall have installed a water meter approved by the Water Division. The initial meter will be installed by the Water Division before the service is turned on. Customers are required to keep the property and location of the water meter free from frost and freezing conditions. Customers whose meters freeze, are damaged, by property conditions, are tampered with, unlawfully disconnected for any reason will pay for necessary repairs or new metering. The new metering will be installed only after corrective action has been taken by the property owner and approved by the Water Division. Water service will not be restored until such action has been taken and approved. In cases where the customer has disconnected or otherwise made the meter inoperable or purposes of taking water service without tendering payment for the same, the Division reserves the right to discontinue the water service at the street shutoff and require a manhole be set for installation of the new meter with all work and materials by be paid by the property owner before service is restored. The manhole cover shall be lockable.

#### 4.4 ALTERATIONS TO SERVICE PIPES

No customer or other person shall install any additions or alterations to any water service pipe or pipes for any purpose not mentioned in or a part of the original installation and signed for in their application for service without giving written notice to the Department that shall include detailed plans for the installation and obtaining a proper permit from the Building Department or other agency for such additions.

#### 4.5 TEMPORARY WATER SERVICES

Applications from any person or persons, builders, contractors, real estate developers and others for a temporary water service may be filed at the office of the Water Division, Temporary water service may be installed provided it does not interfere with the supply of water service to other established water customers in the opinion of the Division. The quantity of water supplied for such temporary service shall be determined by meter, and shall be paid in accordance with the rate schedule applicable to metered general purposes.

Customers requesting and approved for temporary water service shall pay the Water Division in advance for all costs, labor, materials and expenses. Should a balance due be owed to the Division it shall be paid in full before the temporary service is activated.

Water services furnished to any structure that is not placed or located on a permanent foundation that meets the requirements of the building codes are temporary services and the entire cost of furnishing service from the nearest main shall be entirely at the expense of the customer. Temporary services that are not installed in such a way to avoid freezing will not be connected or activated before May 1<sup>st</sup> of any year and shall be disconnected by October 1<sup>st</sup> of any year. The dates specified herein may be changed due to the beginning or ending of forecast weather conditions related to freezing conditions.

#### 4.6 SEASONAL SERVICE

A seasonal water service is one which supplies a premises for only a portion of the year. Surface pipes may be installed. Maintenance and repair will be at the expense of the customer. Water furnished through surface pipes will be furnished only May 1<sup>st</sup> to October 1<sup>st</sup> except when the Division may provide services before or after those dates if deemed advisable. A turn off fee will be assessed for each disconnection or reconnection of service.

#### 4.7 WINTER EMERGENCY INSTALLATIONS OF WATER SERVICES

The Division shall not be required to install any service lines, or service connections between November 1<sup>st</sup> and April 15<sup>th</sup>, except by special arrangement, in which case, the customer shall pay all costs for installation as may be encountered by the Division in the completion of the work. A detailed budget for the work and materials is required for approval before the work may progress. The customer shall pay the budgeted amount before the commencement of the work required and any balance due at the completion of the work before the service is activated.

#### 4.8 FROZEN OR BROKEN SERVICE PIPING

When it appears that the customer's water issues are due to a frozen or broken service pipe on the customer's property the Division may order an examination of the customer's service pipe, at the customer's expense and if the such examination reveals that the service pipe is broken or is not at the required depth minimum depth of six (6) feet as required shall order the customer to take corrective action at his expense. The Division reserves the right to determine the corrective action required to be taken by the customer before water service is restored. The Division is not responsible for any necessary work that is required for the restoration of water service before all necessary work is accomplished and inspected and all sums for work performed by the Division are paid in full before service is restored.

#### 4.9 JOINT USE OF WATER PIPE TRENCH

No gas pipes, electric, telephone, or CATV conduits or other wiring systems-, sewer piping or other similar structures or any items of similar description will be placed in water service trenches except under special conditions in accordance with applicable code requirements that shall be specified in writing and only with prior approval by the Division and the applicable code officers for the materials to be placed in the water trench.

#### 4.10 MAINTENANCE OF PLUMBING

All customers shall maintain, at their expense, the plumbing fixtures and water using appliances on their premises in good repair and protected from freezing. They shall make any repairs, which may be necessary to prevent leaks and/or damage.

#### 4.11 CROSS CONNECTIONS

No cross connections between the Divisions public water supply system and any other water supply will be allowed in accordance with Federal Regulations, the New Hampshire Revised Statutes Annotated and the New Hampshire Administrative Regulations and this Ordinance. In

addition, no connection capable of causing back flow between the Division's public water supply system and any plumbing fixture or appliance, open waste drains will be permitted. If the owner of such a connection fails to, refuses to break the connection within a time limit specified by the Division, service will be disconnected and discontinued. Please refer to the *Town of Ashland Cross Connection Control Program* for complete guidance and rules.

#### 4.12 SAFEGUARDING DIRECT PRESSURE WATER DEVICES & SYSTEMS SUPPLIED BY AUTOMATIC FEED VALVES

All customers having direct pressure water devices, including not limited to hot water tanks or secondary systems supplied by automatic feed valves shall have installed and maintained in operating condition appropriate vacuum, temperature and pressure relief valves or cutouts in the water system and/or secondary system of their appurtenances should it become necessary to shut off the water main or service or should a pressure failure occur for any reason. Water service supplied to any customer not providing such protective devices will be strictly at the risk of the customer and the Division will not be liable for damage resulting from the lack or failure of such protective devices.

#### 4.13 INSPECTION OF BACK FLOW DEVICES & FEES

The Division shall make periodic inspections of all backflow devices. There will be a charge of not less than \$40.00 per inspection. Notification of an inspection shall be given prior to the inspection, of at least two (2) days. Failure to allow for such an inspection may be enforced by a notice of service termination.

#### 4.14 FLUCTUATION OF PRESSURE CUSTOMER APPARATUS

No customer shall install or use water consumption apparatus which will affect the Division pressure of operating conditions so as to interfere with the service of another customer. Where a customer has or proposes to install apparatus which requires water in sudden quantities, impairing the pressure to their detriment, damage or disadvantage of other customers, the Division reserves the right to require such a customer to install devices or apparatus which will confine such fluctuation of demand or reduce pressure within reasonable limits determined by the Division.

If a customer, after receiving written notice from the Division fails to prevent an acceptable remedial plan within a limit set by the Division, service will be discontinued.

### **SECTION 5. ACCOUNT MAINTENANCE**

#### 5.1 BILLS PAYABLE

All water bills will be issued in accordance with the established water rates on a monthly basis.

Bills for water service will be due and payable upon the presentation of the bill. The failure of the customer or his agent to receive notice of his water bill does not relieve him from the obligation of its payment, nor are upon presentation of the bill and are upon presentation of the

bill and are past due thirty (30) days after the bill date of the bill and shall be subject to disconnection. In accordance with the water tariff.

All overdue water bills are subject to 1 ½ % interest charges.

## 5.2 DISCONTINUANCE OF WATER SERVICE

Water service may be discontinued by reason of non-payment of water bills or violation of any rule or regulation contained in this Ordinance. Service, once discontinued, may not be reconnected until the cause or complaint that resulted in the discontinuance of service has been removed or abated and until reconnection charges, plus arrearages, if any, have been paid. Any bill not paid within thirty (30) days of issuance shall be considered delinquent and subject to termination. Upon delinquency, a notice of shut off will be issued to be executed ten (10) days after its issuance. Service shall be discontinued without notice in case of fraudulent or illegal use of water in violation of this Ordinance or the water tariff. The reconnection fee for the restoration of water service terminated for non-payment of billings or enforcement of this Ordinance during working hours from Seven AM to Three Thirty PM (7AM to 3:30 PM) will be charged a disconnection fee for each occurrence of disconnection and reconnection. After working hours the fee is the actual cost of overtime or service call in paid to the employee(s) restoring service.

## 5.3 FINAL READS AND RE-READS

Final reads are subject to a final reading fee. Any changes to the closing date that require an additional read will be subject to an additional fee.

## 5.4 PROPERTY LIENS

All unpaid water billings are subject to lien on the real estate served as provided by the New Hampshire Revised Statutes Annotated.

## 5.5 RESPONSIBILITY FOR WATER CHARGES

Water billings and contracts for water service must be rendered and issued only to the owner of property served.

It is a violation of this Ordinance and the Water Tariff to send or issue water billings in the name of a tenant of any property receiving water service.

## 5.6 DEPOSITS

The Division may require a current or a new customer to provide an advance deposit based upon the record of water consumption on the customer's property. Deposits shall not be less than a sum equal to three months of water service based upon the properties record of use. When a customer has established a record of payment of three billings following the receipt of the advance deposit the deposit will be returned to the customer by placing a credit on their water billing account. In each such case a written notice will be provided to the customer regarding the return of the deposit. The Division may increase the sum of the required deposit based upon past payment records, but the sum of the deposit shall not exceed one year's worth of record billings.

## **SECTION 6. INTERRUPTION, RESTRICTION OR UNAUTHORIZED USE OF WATER**

### **6.1 NO LIABILITY FOR INTERRUPTED OR UNSATISFACTORY SERVICE**

If for any reason of shortage of supply, or for the purpose of making repairs, extensions or connections, or for any other reason whatsoever, it becomes necessary in the opinion of the Division to shut off water in the mains, the Division shall have no liability, directly or indirectly or claims for damages arising out of or in any way connected with such shutoff. The Division shall not be required to refund any charges unless the interruption in service is in effect for a continuous period exceeding ten (10) days, in which case a proportional refund shall be paid. Notice of shutoff will be given when practical, but nothing in this rule shall be construed as requiring the giving of such notice,

The Division will not be responsible for damage occasioned by dirty water, which may be caused by cleaning pipes, reservoirs, or standpipes, of the opening of any gates or hydrants, or the failure of the Town to authorize the necessary appropriation of funds to replace defective main unless the damage is caused by the gross negligence of the Division.

### **6.2 RESTRICTION OF WATER USES**

The Division reserves the right, in periods of drought or emergency or when deemed essential for the protection of the public health, safety and welfare to restrict, curtail or prohibit the use of water for secondary purposes, such as sprinkling, car washing, air conditioning, or filling swimming pools, and any other means to conserve water, and such have the right to fix the hours and periods when water may be used for such purposes.

### **6.3 UNAUTHORIZED USE OF WATER**

The use of water is confined to the premises or property names in the contract for water service. No customer shall supply water to another not entitled to the use of water, assign or otherwise dispose of water or any part thereof without the written consent of the Division. No person shall obtain water service from any hydrant, fountain, or other fixture of the Division without previous consent of the Division.

### **6.4 NO TAMPERING WITH ASHLAND WATER DIVISION PROPERTY**

All gates, valves, shutoffs, pipes, meters, hydrants, standpipes or other property, which are the property of the Division are not to be opened or closed, or in any other way tempered with by any person other than an authorized agent of the Division. Such tempering shall result in a fine of \$1,000 for the first act of tempering, and \$1500 for each act of tampering thereafter, is done by the same person.

## **SECTION 7. WATER METERS**

### **7.1 WATER METERS**

- A. The size of the water meter will, in all cases, be determined by the Division.

- B. The Division will be responsible for the replacement of meters when in their judgment, it is deemed necessary; the customer shall be responsible for all costs in the event the customer caused damage to the meter.
- C. The Division may install meters inside whenever deemed expedient.
- D. Meter Location: All meters shall be located as close as possible inside, to the point of entrance of the service pipe into the building, and the customer shall provide and maintain a clean, dry, warm and accessible place therefor. There will be a connection fee levied on all new services. Meters once located may be changed at the request of the customer, only at their expense upon prior approval of the Division.
- E. Meter Boxes: When the customer fails or neglects to furnish a suitable location for the meter inside their building, or where for other reasons it is necessary or expedient to locate the meter in a heated underground box or vault, the customer shall bear the expense of the same.
- F. Repairs: Meter repairs or replacements necessitated by ordinary wear will be paid for by the Division. Repairs caused by freezing, hot water, or by the fault of the customer will be charged to the customer.
- G. Failure to Register: if a meter fails to register, or if it is removed for the purpose of making repairs, the Division will make a change for the water used on an average of the amount registered over similar periods preceding or subsequent thereto.
- H. Testing: Meters will be carefully tested before installation. Thereafter, meters will be tested free of charge at the request of the customer provided such request is not made more frequently than once every twelve (12) months. If the customer requests more than one (1) test in a year on their water meter the customer shall make a deposit to cover the cost of the test. If the meter registered within two (2) percent, plus or minus, it will be deemed correct, and the deposit will be retained by the Division. The customer may be present when the Division conducts the test on their meter, if the customer desires an expert or other representative appointed by the customer to be present, at the customer's expense to observe the test he or she may do so. Any additional testing required by the customer shall be done at their expense. A written report, giving the results of such test, shall be made to the customer, if requested.

## 7.2 WATER MAIN EXTENSIONS

Extensions of the main pipe shall be made only upon written request to the Division and subject to the rules and regulations for the installation of new water mains: but in no event shall the main pipe be extended except in public accepted roadways under the provisions of the laws and Ordinances of the Town of Ashland and/or State of New Hampshire unless special circumstances exist and the Division approves said extension and special circumstances. See appendix A.

## 7.3 WATER SERVICE EXTENSION

The Division shall have the right to refuse to service private lines, when in the judgment of the Division such lines are detrimental to proper development of the water system. Water obtained from the storage tank is chlorinated and will be transmitted by gravity to the individual service pipe. Water can not be supplied to a new building with sill elevations of six hundred sixty-five

(665) feet above sea level as determined by the Division or in the opinion of the Division, such water service would be contrary to the public interest.

## **SECTION 8. FIRE HYDRANTS AND PRIVATE FIRE PROTECTION**

### **8.1 FIRE HYDRANTS**

Hydrants may be used only for the extinguishment of fire or training or for such other purposes as may be approved by the Division. Hydrants shall be opened only by the Division or a fireman of the Ashland Fire Department. Before any hydrant has been opened, the Division shall be notified, Emergencies are accepted.

### **8.2 PRIVATE FIRE PROTECTION**

Customers desiring private fire protection should consult with the Division as to availability of mains, and other facilities needed for such desired private fire protection. Installation of private fire protection service shall be by approved installers and/or under direction of, and shall meet all State, Federal, Fire and Water Division standards and codes. All charges therefore are payable by the customer.

No private fire protection connection will be made on a water main of less than six (6) inches in diameter and no private fire protection connection service itself shall be less than four (4) inches in diameter and approved by the Fire Department. No private fire connection service is to be used for any purpose other than fire protection, this means fire protection. When private fire protection for sprinkler systems, or any fire protection, is planned for any structure and the water lines are not of sufficient size to supply the proper water volume, then the applicant shall only connect to a line that will supply the proper water volume. Then the applicant shall only connect to a line that will supply the proper amount of water supply.

No connection other than fire service connections will be allowed to be connected to the piping of the fire protection system. All sprinkler pipes and other private fire connection pipes shall be so placed as to be readily inspected. Charges for private fire protection service shall be in an annual rate agreement with the Division.

## **SECTION 9. CONSTRUCTION**

### **9.1 WORK ON PRIVATE PROPERTIES**

Any person who wishes to build or rebuild any walk or driveway or to do any other work which may in any way effect any property of the Division or in the amount of cover over any existing water main or service pipe, must first apply to the Division to pay for any additional costs to the Division as a result of such work.

### **9.2 DAMAGE TO OTHER PROPERTIES**

Any person(s) causing any damage to any properties such as pumping stations, reservoirs, storage tanks, equipment or properties or any other nature shall be held liable and will be prosecuted to the full extent of the law. RSA 38:20 & RSA 485:31.

### 9.3 TEMPORARY BUILDING

The Division shall not have any obligation to make an investment to extend its water service to a house trailer or any establishment of temporary nature. If, however, service is installed at the house trailer or any establishment, and water service is taken for a period of one (1) year, it shall be considered as permanent, and subject to these regulations and the water tariff. Winter shut off is included.

### 9.4 WRITTEN CONTRACTS REQUIRED

Before any work is accomplished, materials ordered or work is scheduled on private property the property owner(s) and his contractors shall have completed a contract with the Division that completely describes the work to be accomplished, together with a certified estimate of the value thereof, together with a detailed scaled set of plans, construction drawings and a deposit of the value representing the value to be expensed by the Division.

No work on private property shall be performed by the Division on private property without a signed contract.

## APPENDIX

### APPENDIX A: WATER MAIN EXTENSIONS – GENERAL PROVISIONS

1. Written Agreement – Any applicants for new water mains or extensions or additions to water mains located under Accepted Town Roads or Property shall prior to the start of construction, complete a written agreement and contract with the Town as to the specifics of the work to be undertaken that shall be approved by the Board of Selectmen acting as the Board of Water Commissioners.
2. If the work to be undertaken under appendix A.1 is located on private property or other governmental property (Federal, State, County or other governmental authority) it shall have a written agreement, contract, easement, deed or other legal document with the government authority that is the owner or the legal authority in control of the property to undertake the work required with the Town and notarized.
3. If the work to be undertaken is on private property regardless of the type of private ownership, there shall be a written agreement with the Town signed by the private ownership in control of the property and notarized.
4. Before any of the documents required in appendix A.1, A.2 and A.3 are undertaken or approved by the Town the applicant(s) under Town supervision at the applicant(s) expense. The study must demonstrate that the water main extension or other work will have no negative impact on water quality, system pressures, delivered water volume of the system, fire flows, and other requirements necessary to the performance of the water main extension, including future expansion of the system.
5. The ownership of the water system to be installed under the provision of appendix A.1, A.2, A.3 and A.4, above shall be private and vested solely in the approved applicant until such time as the Town shall determine that the system can be added to the Town system

that will be owned and maintained by the Town at its expense following the acceptance by the Town of the legal documents transferring ownership from the applicants under A.1, A.2, A.3 and A.4 above. Such ownership shall be transferred at no expense to the Town. Once the private new system is placed in operation, all expenses and costs for the operation and maintenance of the system shall be the entire responsibility of the owner. The Town may be consulted regarding operations and work and is barred by law from performing any work or maintenance regarding the system. The owner shall provide detailed plans for the work to be undertaken at no expense to the Town. Such plans shall be reviewed by the Town for approval before the work to be performed is authorized by the Town. All such work will be inspected by the Town. At any point of interconnection between the private system and the public system there shall be installed a fire hydrant and a shutoff to separate the public and private systems that shall be provided by the private system to specifications required by the Town. Any opening of the separation hydrant shall only be authorized by the Town or its Fire Department.

6. Transfer of ownership – All transfers of ownership of the private system shall be approved by the Town through its Water Commissioners. The Town shall retain approval of any transfer of ownership that must be obtained prior to the transfer or services may be terminated after due notice.
7. Transfer to Public Ownership. The private owner of a system may petition the Board of Water Commissioners to take possession of a private system. The Water Commission shall hold a public hearing on the question of the assumption of ownership of the private system by the Town. If approved, the transfer shall be assumed at no cost to the Town with all appropriate legal title documents as required by the Town. Private water systems accepted by the Town must be in a public highway.
8. Public Authority – All extensions must comply with all ordinances, regulations, or specifications of any public authority, the estimated cost of said work shall be based upon the costs required to comply therewith.
9. Main Size – The Department shall specify the size and type of pipe to be installed. In the event the Department desires to install pipes for its future requirements, which are larger than required for the extension area, the appropriate adjustment will be made. If it becomes necessary to expand or alter the existing system to supply abnormal demand requirements that were not foreseeable to the Department, these extra costs will be included with the cost of any new extension for, or modification for the system required to service the applicant's requirement.
10. Length of Extension – In arriving at the length of water main extension necessary to render service at any point, the distance from which point to the nearest existing water main shall be considered along lines of proper construction. The point of termination of the customer extensions shall be one pipe length further than the existing pipe of the customer to be served. The Department will extend its main only in the highways, streets, and roads, which are laid out in which grades have been established and which are dedicated to the public.

11. Classification of Applicant – For the purposes of these rules, a customer referred to hereafter shall be a permanent customer, taking service at a permanent establishment or location.
12. Extensions of Mains – Extensions of main pipes will not be installed during winter conditions or when frost is in the ground. In cases of emergency requiring such construction the construction shall pay all increased costs.
13. Should an applicant wish to install a pumping system to carry water above 665 feet above sea level to service a private development, they may do so, and the installation of all piping shall be maintained by the applicant as private property. All work done under public means by an applicant shall be inspected by the Department before the piping is covered (buried). Failure to comply to said inspection shall require the applicant to remove all said covering on all piping to make a proper inspection.

#### APPENDIX B: NEW WATER SYSTEM DEVELOPMENTS

1. Refer to the Town of Ashland Water System Development Charge for specific rules regarding the development of new water systems.

Adopted November 18<sup>th</sup>, 2024, by the Board of Selectmen after a public hearing held on aforementioned date.

Board of Selectmen:

Andy Fitch

Ann Barney

Chris Janosa

Charles Bozzello

Meghan Semiao