



CITY OF WESTFIELD, MASSACHUSETTS

Water Department

59 Court Street, Westfield, MA 01085-3572

(413) 572-6243

REQUIREMENTS FOR PROCESSING WATER LINE EXTENSION REQUESTS

Policy No. CS-007

Adopted April 11, 2001

Purpose: To make water line petitioners aware of their responsibilities, provide a uniform procedure in processing requests for extensions to water transmission mains, increase Department handling efficiency, maintain permanent records, and communicate the current policies of the Westfield Water Department.

Scope: The following guidelines establish procedures for initiating, classifying, reviewing, controlling, installing, recording, inspecting, maintaining, approving, and accepting extensions of water transmission mains with appurtenances to the Westfield Municipal Water Supply System. This policy supercedes the Water Department Policy CS-005 in its entirety.

I. REQUESTS

1. All requests for extensions to water transmission mains shall be in writing to the Board of Water Commissioners.
2. Requests shall include the following minimum information: date of request, name of petitioner, organization, firm of business, mailing address, location of property requiring water and date required.
3. The petitioner or delegated representative shall submit the request, be available for a meeting with the Board, and have the authority to contract with the Board. Request for extensions in subdivisions must be submitted and approved prior to any submission of Definitive Subdivision Plans to the Planning Board
4. Requests shall be classified by the Board as minor and major extensions.

A minor extension is an addition to an existing transmission main not requiring significant amounts of water from the distribution system. An example of a minor extension is a simple addition to an existing 8-inch main for a single-family dwelling.

A major extension is an addition to an existing transmission main requiring significant amounts of water from the distribution system. Examples of major extensions include sub-divisions on accepted, private or proposed streets; multiples or series of residential units of a permanent or temporary status, and business or industrial parks.

Major extension requests will be reviewed by the Water Department Superintendent, Engineering Department and the Board of Water Commissioners.

5. Requests for major extensions shall include two copies of engineering plan and profile drawings or blueprints of the plan, in accordance with the standard drafting practices, stamped by a professional engineer for review and evaluation by the Board.

II. PROJECT DESIGN

1. Engineering proposals shall be designed or approved by a reputable firm with expertise in water distribution.
2. Minimum engineering drawing data shall include name of petitioner, organization, firm or business; location of property requiring water; type, location and size of existing mains, hydrants valves or appurtenances; type, location and size of proposed mains, hydrants, valves or appurtenances; floor plans; utility layouts; type and use of units; existing property lines; extension or options for expansion potential; meter type, size, quantity and location; pressure controls; and any other pertinent information necessary to make practical and technical decisions.
3. A model simulation must be performed using the City's hydraulic computer model demonstrating that the proposed project would have no adverse impact on the City's water system and other users on the system. Simulation must be performed using "worst case" scenarios. The cost of this model run is the responsibility of the project proponent.
4. Project design must incorporate the following features:
 - A. All water mains shall be laid at least ten (10) feet horizontally from any existing or proposed sewer. The distance shall be measured edge to edge.
 - B. Air releases must be located at the system high points.
 - C. Loops must be made to the existing system whenever possible.
 - D. Gate valves will be required on each branch of any intersection of water mains.
 - E. Hydrants must be located at five hundred feet (500 ft.) intervals on the main or at locations to be specified by the City Engineer.
 - F. Division gates must be located at one thousand feet (1,000 ft) intervals on the main or at locations to be specified by the City Engineer or Water Superintendent.
 - G. Safe Service Elevation: The city's "safe service elevation" is set at three hundred feet (300 ft) above sea level. Above that elevation the City cannot meet state minimum pressure requirements to service connections under all modes of system operation.

No water main may be installed above this elevation and water service will not be provided to any proposed service connections with fixtures above this elevation.

Booster pump stations and booster pump systems may not be used to meet minimum pressure requirements.

- H. All water mains must be looped wherever possible. the Board will not consider any request for extension of a main 800' or longer which is not capable of eventually being looped.
5. Special units or accessories attached to or affecting the water distribution system shall be designed or approved by a reputable firm with expertise in that field and engineering drawings shall be submitted for evaluation by the Board.
 6. Engineering change orders, design changes or engineering drawing corrections and revisions shall be resubmitted for concurrence by the Board.

7. All engineering drawings and related records shall be kept current with construction. Costs related to recording and filing of engineering change orders shall be borne by the petitioners.
8. A copy of all the finalized engineering drawing shall be submitted for Water Department files. A legible blueprint or commercially duplicated copy will be considered acceptable. Finalized engineering drawing data shall include all subsurface utility locations vital to all service and maintenance features.
9. A mylar record copy of finalized engineering drawings shall be submitted for the City Engineer and Water Department files.
10. Material sizes and specifications shall be determined by the City Engineer. Selections such as type and size shall be based upon individual and community needs.

In general, extensions shall be continuations of the same size, but not less than 8-inch diameter, as the existing main to a termination point determined by the Board. The length of a requested extension shall be at least equal to the length of the petitioner's property from which a water service is connected.

III. PETITIONER'S RESPONSIBILITIES

1. Petitioners are responsible for cost of materials and installation on private property. Extensions are subject to inspection approval by the Department. Inspections may be scheduled or non-scheduled and will be under the control of the Department Superintendent. Inspection approval does not waive petitioner responsibilities in case of subsequent deficiencies, failures or latent defects.
2. Petitioners are responsible for cost of material installed on public ways.
3. Related and unforeseen expenses such as Police service, fill material, extraordinary excavation, structural reinforcements, borings or special materials and services, shall be the responsibility of the petitioner for all water line installations.
4. Materials shall be procured by the petitioner. Pipe, fittings, hydrants, controls or appurtenances shall be of a brand and quality acceptable and compatible to Department standards. Information or assistance on material procurement may be obtained from the Water Department upon request.
5. Terrain shall be brought to proper subgrade, that is within one foot of finish grade, prior to installation of pipe so as to assure adequate cover of pipe and practical mounting of hydrants or appurtenances.
6. All lines shall have a minimum of five feet of acceptable cover to prevent freezing.
7. Performance bonds may be required when deemed necessary by the Board. Bonding may be integrated and controlled by the Planning Board when practical or under conditions and amounts determined by the Board of Water Commissioners. Performance bonds that include water mains shall not be released unless approved by majority vote of the Board of Water Commissioners.
8. The petitioner shall pay the Water Department an administrative fee equal to 5% of the estimated cost of the project to defray the City's administrative, legal and engineering expenses associated with the extension.

9. The petitioner shall enter into written contract with the Board acknowledging responsibilities.

IV. PROJECT APPROVAL

1. Requests for water line extensions shall be approved by a majority vote of the Board of Water Commissioners.

Note: Approval of a water line extension is an indication that an acceptable proposal for the distribution of water has been submitted but is not to be construed as an endorsement of any project.

2. Conferences for information on basic guidelines and policies of the Water Department Superintendent, Engineering Department, Planning Board, Health Department, Fire Department and Water Commissioners are encouraged prior to initiating requests for water transmission line extensions. Comments from officials shall be forwarded to the Water Department for evaluating when considering approval.
3. A significant milestone of work on a petitioner's water line extension is to commence within one hundred eighty (180) calendar days from the date of Board approval.
The Water Department Superintendent shall determine and verify a commencement date by reviewing evidence of a significant starting event.
A petitioner's water line extension shall be completed within seven hundred thirty (730) calendar days from date of Board approval. The Water Department Superintendent shall determine and verify a completion date by reviewing project requirements with the petitioner and Board of Water Commissioners.

Failure to comply with commencement or completion dates shall require reapproval for the extension by the Board.

4. A completed water transmission line shall pass an acceptable 365 calendar days performance test. No significant defects shall be observed during the test period. Classification of defects (significant or non-significant) shall be determined by the Board. The petitioner will be responsible for repairs and replacement of materials up to 365 calendar days from date of project completion. The Water Department Superintendent shall be notified, shall verify and record a project completion date. If a completion date is not recorded or is under dispute for a project, a probable completion date shall be established by the Board based upon available evidence and information and used as a project completion date to initiate the performance test.

Repair or replacement of any part of the extension within the performance test period shall initiate a re-test period of 365 calendar days, repeated as necessary, for that item only.

Quality tests and checks of materials or installations may be imposed by the Board as part of a performance test when deemed practical. Materials and installations classified sub-standard by the Board shall be replaced by the petitioner.

5. The petitioner shall be responsible for complying with all laws, regulations, hearings, ordinances, permits, rules or licenses of the Federal, State, County and Municipal authorities.
6. The City of Westfield Water Department shall totally control water service and fees to all subscribers on any water transmission line extension started, under construction, completed, in a performance test phase, or under dispute.

A water service connection to any water main shall be requested of and approved by the Water Department Superintendent.

7. Approvals of water line extensions are not transferable to another agent or successor.

Transfers shall be resubmitted as an original petition for reconsideration and appropriate action by the Board.

8. The Board of Water Commissioners shall control the right to supplement, revise or waive, any of the aforementioned guidelines as conditions of approval when considered beneficial to the interests of the City of Westfield or public health and welfare.
9. The Board of Water Commissioners may nullify any previously approved water line extension or appurtenance in total or in part for failure to complete any requirement.

Nullifications of previous approvals will be by vote of a majority of the Board.

Nullified approvals shall be resubmitted as an original petition for reconsideration and appropriate action by the Board.

V. FINAL ACCEPTANCE OF INSTALLED MAINS

1. The petitioner shall submit a written request for final acceptance of a water line extension upon fulfillment of all requirements including a performance test.
2. Criteria for acceptance shall include satisfactory completion of the performance test; fulfillment of all contracts, agreements and obligations as approved or amended; and assurance that design layouts and specifications of all appurtenances are adequate by design and construction, and functioning properly.
3. Final Acceptance of Installed Mains: The Board of Water Commissioners will not accept any installed water main extensions until the City Engineer and Water Superintendent have verified that the following minimum requirements have been met.
 - All mains, valves and appurtenances have been installed in strict accordance with the standard specifications of the City of Westfield.
 - Specifications for material, equipment and installation have been approved by the Water Superintendent and the City Engineer prior to the start of construction.
 - No water main was covered until the Water Superintendent or his representative had inspected the installation.
 - All installed piping was tested in accordance with the requirements of AWWA C600.
 - A representative of the Water Department witnessed all required tests and inspections.
 - All new mains were flushed at a velocity specified by the Water Department before and after disinfection.
All water mains have been disinfected in accordance with AWWA C651.

- As-built drawings with surface ties to all hydrants, fittings, service shut offs, etc. at the completion of the project were compiled satisfactory and submitted to the City Engineer and Water Superintendent.
4. Approved extensions of water mains on public ways shall become the responsibility of the Water Department upon an acceptance vote by a majority of the Board. The Board will not consider acceptance for responsibility of water lines on private property. Acceptance of a private way as a public way by the City of Westfield shall not preclude a contractor's obligations to the Board.

**Policy Approved:
April 11, 2001
by the Board of Water Commissioners**



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WATER MAIN EXTENSION RECORD

PROJECT: _____

PROPONENT NAME: _____

MAILING ADDRESS: _____ **TEL NO.:** () - _____

PETITIONER'S REQUEST RECEIVED: _____ **HYDRAULIC MODEL RUN DATE:** _____

BOARD APPROVAL DATE: _____

PERFORMANCE BOND REQUIRED?: YES NO **AMOUNT : \$** _____

ESTIMATED PROJECT COST: \$ _____ **WATER DEPT 5% ADMIN FEE: \$** _____

DATE FEE PAID: _____

PRECONSTRUCTION CONFERENCE DATE: _____ **PROJECT COMMENCEMENT DATE:** _____

PROJECT CONTRACTOR: _____

SYSTEM FLUSH COMPLETION: _____ **SYSTEM PRESSURE TEST COMPLETION:** _____

SYSTEM SUCCESSFUL DISINFECTION COMPLETION: _____

CONSTRUCTION COMPLETION DATE AND START OF 365 DAY PERFORMANCE TEST: _____

RETEST COMPLETION DATE: _____ **REASON:** _____

DATE AS BUILT DRAWINGS RECEIVED: _____

DATE WRITTEN REQUEST RECEIVED FOR FINAL ACCEPTANCE: _____

ACCEPTANCE BY BOARD OF WATER COMMISSIONERS: _____

COMMENTS/NOTES: _____
