

SECTION 13 SECONDARY METER INSTALLATION & STANDARDS

13.1 INTRODUCTION

This section specifies the policy regarding the installation of a secondary meter in residential locations. The Holyoke Board of Water Commissioners has voted to participate in the installation of secondary water meters to allow customers a method of determining water use for water that is not discharged into the sanitary sewer system (e.g., water used for lawn watering). Any deviation from the stated policy will result in the inactivation and removal of the secondary meter at the property owner's expense.

13.2 DEFINITIONS

A "primary meter" is defined as the meter installed at the entrance of the water service for the purpose of recording the amount of water used by the consumer that will be discharged into the sanitary sewer system. The consumption registered on this meter will be used to calculate both water and sewer charges.

A "secondary meter" is defined as a meter installed at the entrance of the water service line for the purpose of recording the amount of water that will not be discharged into the sanitary sewer system (i.e., water being used for irrigation systems, outside faucets, swimming pools). The consumption registered on this meter will be used to calculate water charges only.

The two meters will be installed in parallel on the supply line at the point of entry. See the Sample Residential Secondary Meter Installation figure at the end of this section for general details of installation. The property owner will receive a single water bill indicating water usage for both meters. The primary meter reading will be used to calculate sewer charges and a portion of the water charges. The secondary meter will be connected to a separate water line that will supply water to all fixtures that do not discharge water into the sanitary sewer system. The secondary meter reading will be automatically added to the primary meter reading to calculate total water charges.

13.3 SECONDARY METER INSTALLATION PROCEDURES

In order to ensure proper installation of the secondary meter, the following procedures must be adhered to.

1. A property owner who wants to install a secondary meter must obtain a copy of the Application for a Secondary Meter Installation (Appendix I) by contacting the Cross Connection Control Coordinator (CCCC) at 413-536-3392 or by e-mail at: lachatj@holyoke.org The application must be completed and submitted to the City of Holyoke Plumbing Inspector. The application shall include a diagram of the plumbing changes, number and type of fixtures to be served off of the secondary

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- meter, and if applicable, the type of irrigation system and type of cross connection protection provided. The plans must be drawn up and signed by a licensed plumber.
2. The Plumbing Inspector will review the application and, if approved, issue a permit to the licensed plumber on behalf of the property owner. The licensed plumber and/or property owner shall provide Holyoke Water Works (HWW) with the completed application signed by the Plumbing Inspector, the application fee and an attached copy of the plumbing permit. The application fee is \$400 and payable to Holyoke Water Works. The application fee covers the cost for materials and installation of the secondary meter, processing costs and up to two scheduled inspections by HWW personnel. The application fee does not include the cost for the plumbing permit.
 3. HWW will review the application to determine if the existing plumbing will facilitate the installation of the secondary meter. If acceptable, HWW will contact the property owner to schedule the installation of the secondary meter. HWW will notify the Plumbing Inspector of the scheduled date of the secondary meter installation by HWW so that the plumbing work can be coordinated between the licensed plumber and the Plumbing Inspector.
 4. HWW will modify the existing water service where it enters the premises to accommodate the secondary meter. The secondary meter will be a 5/8 x 3/4-inch radio-read, displacement type, have a rated flow of 20gpm, and will be supplied and installed by HWW. If necessary, HWW will replace the existing control valve before the water meter at no cost to the property owner. If the existing primary water meter is of a direct read type, HWW will replace it with a radio read type at no expense to the property owner. HWW will install tamper proof devices on both the primary and secondary meters to prevent theft of water or tampering with the water meters. In no way shall the licensed plumber and/or property owner tamper with or remove either the primary or secondary meter after installation by HWW. In the event of tampering, HWW will assess a fine to the property owner as listed under Appendix B and remove the secondary meter.
 5. Once the secondary meter is installed by HWW, the property owner shall have the licensed plumber contact the Plumbing Inspector to coordinate the installation piping from the secondary meter. The Plumbing Inspector will inspect the modifications to the existing plumbing and the Pressure Vacuum Breaker Device (PVBD), if applicable, to ensure proper operation. The Plumbing Inspector will require the plumber to replace the PVBD in the event of a failed test or malfunctioning device at the expense of the property owner. The Plumbing Inspector will also inspect all outside sill cocks to determine if outfitted with atmospheric vacuum breakers (AVB). The plumber will be required to install an approved AVB on any and all outside sill cocks that are not outfitted with such a device.

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6. Once the plumbing is completed, an inspection will be conducted by the Plumbing Inspector and, if necessary, by the CCCC to ensure proper installation and placement of the plumbing. All irrigation supply lines, including the plumbing lines supplied by the secondary meter, valves, and the secondary meter itself shall be color coded green to identify them as irrigation supply lines.
7. HWW reserves the right to make periodic inspections of the secondary meter and supply lines without notice to ensure that no unauthorized changes are made to the plumbing to circumvent the stated function of either water meter. Failure on the part of the property owner to allow HWW access to inspect the meters may result in termination of water service and a water shut off/turn on fee.

13.4 HOLYOKE WATER WORKS RESPONSIBILITIES

- Conduct review of Application for Secondary Meter. An application fee of \$400 will be assessed to process the request for any secondary meter installation, payable to the Holyoke Water Works at the time of application.
- Install the secondary meter. The installation shall include a 5/8 x 3/4-inch radio read meter supplied by HWW and the conversion of the existing primary meter to a radio read type, if applicable.
- Collect readings from the secondary meter and input consumption figures into the billing management system.
- Conduct routine inspections of the secondary meter and piping to ensure compliance.

13.5 PROPERTY OWNER'S RESPONSIBILITIES

- Hire a licensed plumber to submit the application (Appendix I) to the Plumbing Inspector and HWW. The application shall include a \$400 application fee, a copy of the plumbing permit, and a detailed plan of all changes to the plumbing drawn by a licensed plumber. The plumbing permit fee or any other municipal charges applicable to the program shall be in addition to and not included in the application fee assessed by HWW.
- Ensure plumbing is color coded green at 5-foot intervals along with valve fixtures to facilitate inspections.
- Allow HWW representatives to access the premises for the purpose of inspecting the water meter and piping.

13.6 BUILDING DEPARTMENT/PLUMBING INSPECTOR RESPONSIBILITIES

- Review plans prior to issuance of plumbing permit.

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- Provide up to two (2) inspections, rough plumbing installation and final inspection, if applicable, for compliance with State and local plumbing codes.

13.7 MISCELLANEOUS

The HWW will only provide a 5/8x3/4-inch radio-read, displacement type water meter under the Secondary Meter Program. Water meters of a larger size, if requested by the property owner and approved by HWW, can be supplied at an increased cost at the time of application. The amount shall be based on the estimated increase in cost for materials only.

The replacement of the secondary meter shall be at the expense of the property owner. HWW will make the determination when the secondary meter shall be replaced and the cost of the replacement shall be determined by HWW at that time.

All work performed by HWW will be conducted during normal business hours of Monday thru Friday, 7:30 am to 2:30 pm.

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