TOWN OF JAFFREY

NEW HAMPSHIRE

RULES AND REGULATIONS

OF THE

JAFFREY WATER DEPARTMENT

Jaffrey Department of Public Works
www.townofjaffrey.com
Jaffrey Water Department
23 Knight Street
Jaffrey, New Hampshire 03452

TOWN OF JAFFREY NEW HAMPSHIRE

WATER WORKS RULES AND REGULATIONS

APPROVED BY: Town of Jaffrey Board of Selectmen

Kathleen Batchelder, Chair

Thomas Rothermal

Donald MacIsaac

Date approved: 11/10/14

GENERAL INFORMATION

I. DEFINITIONS

A. Customer/Property Owner: Shall mean any property owner, corporation of any type supplied water by the Jaffrey Water Department.

B. Distribution Water Main: Water lines located in roadway layouts, rights-of—ways, or easements which provide the water for water services or fire protection.

C. Water Works Department: Shall mean the Jaffrey Water Department as represented by the Town Manager, Selectmen, or duly authorized employees or agents.

D. Service Pipe: The Water Service from the corporation stop at the water distribution main to the curb stop. Service pipe may mean domestic service or sprinkler (fire) service.

E. Dwelling Unit: A single family home, apartment, cottage, mobile home, condominium, and factory.

F. Application for Water Service: Issued through Building Permit process. Form signed by the Customer/Property Owner or designated representative to request connection to the Jaffrey Water Distribution System and to become contract between the Water Works and the Applicant.

G. Town: Shall mean the Town of Jaffrey; The Jaffrey Water Department; Jaffrey Water Works

H. Active Water Service: Water service that has not been shut off by the Water Department at the service Curb Stop and where the water meter remains installed at the property.

II. SERVICE AREA

A. The territory served by the Water Department including the Town of Jaffrey and its current customers and service area in the Town of Rindge, NH.

III. OFFICE LOCATION AND HOURS OF WORK

A. The Water Department administration is located at the Department of Public Works (DPW) at 23 Knight St. in Jaffrey. The billing office is located in the Jaffrey Town Office at 10 Goodnow St. in the Office of Tax Collector.

Phone numbers are: Water Department/DPW: 603-532-7870
Tax Collector: 603-532-7860

Hours are as posted on the Town Website – www.townofjaffrey.com

IV. WATER CONNECTIONS, EXTENSIONS AND APPLICATIONS FOR WATER SERVICE

A. The application for Water Service Connection or Extension is part of the overall building permit process and can be obtained at the Town Office at 10 Goodnow St., Office of the Building Inspector. Application is also available on the town website.

B. An approved connection application shall constitute a contract between the Water Department and the applicant to pay the Water Department its established rates and charges and to comply with these rules and regulations.

C. The application shall be accompanied by the following:

a. Plan of scale acceptable to the Department of Public Works showing the proposed location on the building on the lot with the proposed connection to the water system shown.
b. The plan should also include all other features necessary to clearly depict the property and the water service connection to the building and relative to other utilities, structures etc that may exist.
c. Estimate of water usage – Refer to Table 1008-1 from Chapter ENV-Wq 1000 of the NH Code of Administrative Rules or best engineering practice. Calculation of applicable fee,
d. Size and material of service

D. The Water Department reserves the right to assign the size and location for the water services.

E. The rendering of service by the Water Department and the acceptance thereof by the property owner shall be deemed a valid contract between the parties, their heirs, assigned or successors, including and subject to all the provisions of the Water Department rates, rules and regulations applicable to that service, whether or not a signed application is made by a property owner and accepted by the Water Department.

F. Use of water is confined to the premises named in the application. No property owner shall supply another not entitled to the use of water, nor shall he use it for any other purpose not mentioned in the application.

G. No person shall obtain water service from any hydrant, fountain, or other fixture of the Water Department without written consent of the Water Department.

H. Application will be approved subject to review of the Department, compliance with the regulations set forth, and subject to water service being available through an existing main in a street or right-of-way abutting the premises to be served, but approval shall in no way obligate the Water Works to extend its infrastructure to service the premises, excepting as hereinafter provided.

I. The Water Department reserves the right to deny any application for any reasonable reason, such as but not limited to capacity of infrastructure, available water yield, etc.

J. When new services are proposed to serve new properties, spaghetti type services, which are multiple services which are tapped close to each other at the main and are run parallel to serve multiple properties, are prohibited.

K. Applications denied by the Water Department may be appealed according to Section XIV of these regulations

L. Application Fees are due and payable before any service will be connected. Applicable fees are as approved by the Board of Selectmen and outlined on ***Schedule A.***

M. All costs associated with the installation of services are the responsibility of the applicant.

V. EMERGENCY SERVICES

A. The minimum call out fee for services that take place after working hours will be a minimum two hours plus materials and any other associated costs.

VI. WATER RATES - SERVICE FEES

A. General

1. Each property owner will be billed for metered water usage according to the current rates as established by the Board of Selectmen. Billing will occur at a frequency as approved by the Board of Selectmen. Customers with active water services will receive water bills that will include a minimum charge as established by the Board of Selectmen

2. Payment for services provided may be made in form customary and in compliance with existing town policy. Checks shall be made payable to the Town

of Jaffrey. If receipts are desired, a stamped, self-addressed envelope must be sent with the remittance.

3. Payment is due within 30 calendar days of the date of the bill Bills remaining unpaid 30 days after billing date shall incur interest as set by RSA.

4. The failure of the property owner or agent to receive notice of the water bill does not relieve him/her of the obligation of its payment nor the consequences of its non-payment.

5. Failure of a property owner to make payment shall subject the property owner to the provisions for delinquent accounts.

6. Property Owners will be billed for Water Department Services provided as established and set forth in these regulations and as in Schedule A.

7. In the event that meters are stopped, frozen or otherwise damaged, or entry for reading purposes cannot be made, water usage shall be estimated based on the previous usage at the discretion of the Water Department.

8. Water bills shall be issued to properties as long as the water to the property is active and has not been shut off by the Department. To cease billing, the water department is required shut off the water service at the service shut off (curb stop) and remove the water meter. Customers will be responsible for Turn Off fee as determined by the Board of Selectmen (Schedule A).

9. Water bills will be issued for the minimum charge for usage between zero and the minimum gallon usage as established by the Board of Selectmen.

10. The current fees to be charged to the Water Customers are as approved by the Board of Selectmen and outlined on Schedule A.

B. Fire Protection

1. All water supplied through fire service pipes may, at the option of the Water Department, be metered and special measuring or detecting devices may be installed, as approved by the Water Department at the owner's expense. The Water Department may also assess a fire protection fee with the approval of the Board of Selectmen.

C. Abatements

1. Property Owners may dispute charges for metered water usage or for services provided.

2. Applications for Abatement must be filed in accordance with RSA 76:16 to the Board of Selectmen.

3. Abatement forms may be picked up at the office of the Tax Collector, or downloaded from the Town of Jaffrey website (www.townofjaffrey.com).

4. Customers shall not be prohibited from making an abatement request for any reason they feel is just, nor shall the Board of Selectmen be obligated to grant an abatement for any reason it does not feel is just.

D. Delinquent Accounts & Discontinuance of Service

1. Overdue accounts are due upon receipt.

2. Overdue accounts will be assessed interest at a rate established by RSA. Balances due after 30 days of the billing rate will accrue interest.

3. Any account deemed delinquent under the terms of these Rules & Regulations may be subject to additional actions including but not limited to the following:

   a. Discontinuance of service after proper notice. Such Notice to include:

      1) Accounts with amounts in arrears will receive notice at the property detailing the terms to avoid termination of service. The length of time in arrears may from time to time be changed at the discretion of the Collector with approval of the Town Manager.

      2) Payment not received by the terms in the notice will result in discontinuance of service. Once service is discontinued, the Property Owner is subject to the Shut Off and Turn On fees as established – Schedule A

   b. Collection through small claims court or any other court having appropriate jurisdiction

   c. Attachment of property by use of a lien.

4. If the water account includes a sewer assessment, delinquent sewer accounts are subject to the Tax Lien process in accordance with RSA 80:63.

E. Transfer of Ownership

1. Transfer of ownership will occur once the deed has been delivered by the Registry of Deeds to the Town of Jaffrey.

2. Property located in Rindge will change ownership after the Office of the

Tax Collector in Jaffrey has been notified by the Town of Rindge or new Homeowner provides a copy of the Deed showing the transfer of ownership.

3. Prior to transfer of ownership, the person purchasing, selling or their agent shall contact the Tax Collector to arrange for a final meter reading and preparation of final amount due by the seller which will be placed on the account. The determination of the final bill is subject to fee as determined in Schedule A. The Seller must make available the property for inspection if deemed necessary by the Department. Any balance on the account remains on the account of the property until paid.

4. Failure by the seller to pay any outstanding balances due on account shall not affect the Water Department's right to recover such payments due by legal remedy. Any outstanding balance not paid at the time of the sale or transfer shall be considered as a lien on the property and be subject to collection by the Town of Jaffrey in accordance Section D above and applicable laws.

F. Temporary Water Service

1. Temporary service for construction or other use – Application shall be made pursuant to Section IV. Connection fee will be as established by Schedule A. Usage will be billed on metered water usage. Temporary Water Service Accounts in arrears will be terminated without notice.

G. Swimming Pools & Other Outside Usage (Non Sewer)

1. Jaffrey Water Department will not fill any swimming pools. Use of hydrants etc is prohibited. The topping of pools to maintain water levels is permitted and billed at the metered water rate. Credit to the sewer portion of the bill may be provided if the property owner has installed a second meter to record and register "non sewer" water usage only. Meter must be inspected by the Water Department at its installation. Meter manufacturer must be compatible with the town's meter reading equipment and will be read concurrent with the town's water meter.

2. Outside water usage & Irrigation. Use of hydrants etc for permanent irrigation is prohibited. Outside usage is billed at the metered water rate. Credit to the sewer portion of the bill may be provided if the property owner has installed a second meter to record and register "non sewer" water usage only. Meter must be inspected by the Water Department at its installation. Meter manufacturer must be compatible with the town's meter reading equipment and will be read concurrent with the town's water meter.

H. Meter Repairs

1. Cost of materials/labor during working hours if applicable.

2. The minimum call out fee for the Water Department after working hours will be two hours plus material costs. ***See Schedule A***.

3. If meter tampering is suspected or habitual repair is needed, a minimum fee will be charged ***See Schedule A.***

4. If a water meter is damaged by freezing, hot water or other fault of the property owner, all removal, repair and/or replacement charges will be billed to the property owner.

5. Periodic tests for duty of each water meter will be made as often as the Water Department deems necessary. For meters up to 1 inch in size, meter repairs, or replacements necessitated by ordinary wear will be paid by the Water Department.

6. All meters greater than 1 inch are the responsibility of the property owner. All costs associated with meters greater than 1 inch are the responsibility of the property owner.

I. Meter Testing

1. Property Owners may question at any time the accuracy of the water meter. For meters 1 inch and smaller, the meter may be removed and tested for accuracy. For meters that are greater than 1 inch and are the responsibility of the property owner, the property owner may contact a testing company of their choosing and provide copy of test results to the Water Department. Testing of Water Meter shall comply with AWWA Manual M6.

2. Contact the Department of Public Works during working hours to schedule a time to have the meter removed for testing. A forty-eight (48) hour notice is required by the Water Department.

3. The fee for having the meter tested is as set on Schedule A for meters under 1". This fee must be paid before the meter will be removed from the property.

4. If the meter test shows that the calibration is correct or within manufacturer's specifications, the property owner forfeits the testing fee. Should the meter prove to be faulty the property owner will be refunded the fee amount and the most recent water bill adjusted accordingly.

5. For property owners with meters greater than 1 inch, the Water Department may request in writing that the property owner test the meter. The owner will arrange for the testing if the meter within 15 days of the date of the notice. The property owner shall notify the Water Department of any testing of meters so that a representative of the department may obtain the reading on the meter. Information on meters removed, repaired, or replaced to be supplied to the Water Department.

J. Backflow Prevention Devices

1. Backflow prevention devices are mandatory. Costs associated with the necessary testing pursuant to Schedule A.

2. See also Appendix A

K. Violation Fees

1. Penalties may be assessed property owners if they violate these Rules and Regulations. If customer fails to remove any violation, or comply with any written order of the department, the water service may be terminated. Any applicable fees will be charged and must be paid prior to restoration of service. See attached ***Schedule A***.

L. Service Calls (After Hours)

1. The minimum after-hours call out fee for the Water Department Services will be a minimum two hours plus materials and any other associated costs

VII. METERS

A. General

1. Water meters are required for any use of Town water, and all requirements, sizes and types will be determined by the Water Department. The Water Department will install all water meters up to 1" in size. The property owner will pay the entire cost for meters and accessories for meters larger than 1". Meters larger than 1 inch will be installed by a plumber and inspected by the Water Department. All meters must be of a manufacturer approved by the department and be compatible with the Town's meter reading equipment.

B. Location

1. All meters shall be set, as nearly as possible, at the point of entrance of the service pipe to the building and the property owner shall provide and maintain a clean, dry, warm and accessible place thereafter. Meters once set may be changed in location at the request of the property owner, at their expense. All meters shall be installed to record all water usage at the property.

    a. When the property owner fails or neglects to furnish a suitable location for a meter inside the building, or where for other reasons it is necessary or expedient to locate the meter in an underground meter pit, the property owner shall bear the expense of same.

b. All mobile homes are required to have meter pits.

d. Meter pits are required when the water service being installed or renewed exceeds 200 feet in length from the curb stop or in the opinion of the Water Department is necessary for access, maintenance, or meter reading.

C. Access

1. The Water Department or its agents shall have access to all premises supplied with water, at all reasonable hours, to permit the inspection of plumbing and fixtures, to get, remove, repair or read meters, to ascertain the amount of water used and the manner of use, and to enforce these Rules and Regulations.

D. Maintenance – Testing

1. The normal maintenance and repair of all water meters 1" and under shall be paid for by the Water Department. Any repairs or replacement of water meters larger than 1" shall be borne by the property owner. All meters shall be properly valved for repairs and maintenance.

2. All water meters are required to be tested by whom at the following intervals:

Meter Size:	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"	Over 6"
Interval in years:	10	10	4	4	4	2	1	1	1

3. The costs associated with the testing of meters larger than 1" shall be borne by the property owner.

F. Non-Registering

1. If a meter does not register during a billing period due to mechanical failure, repair or testing, the bill will be estimated by the computer billing software based on previous water usage.

G. Tampering

1. If a water meter is tampered with or defaced in order to prevent the proper registration of the water consumed, the property owner will be prosecuted to the extent of the law.

2. If the water meter wire has been cut or broken numerous times at the same location in order to prevent the property registration of the water consumed, the property owner will be prosecuted to the full extent of the law.

3. Appropriate fees may be levied pursuant to Schedule A. If continued evidence of tampering with meter or appurtenances, the water customer may be called before the Board of Selectmen for a Hearing on the continuance of service.

H. Accuracy

1. All questions regarding accuracy/testing of meters will be directed to the Water Department. For water meters 1 inch and smaller, the property owner will pay a fee to the Town Office after setting up a date to have the water meter removed and tested by the Water Department.

2. If the meter test shows that the calibration is correct the property owner forfeits the testing fee. Should the meter prove to be faulty the property owner will be refunded the fee amount and monthly bill adjusted accordingly.

3. For property owners with meters greater than 1 inch, the Water Department may request in writing that the property owner test the meter. The owner will arrange for the testing of the meter within 15 days of the date of the notice. The property owner shall notify the Water Department of any testing of meters so that a representative of the department may obtain the reading on the meter. Information on meters removed, repaired, or replaced to be supplied to the Water Department.
4. See *Schedule A* for Fees.

VIII. SERVICES

A. General

1. On future installations or re-installations of service pipes, only one property owner will be supplied through one service pipe. Where more than one property owner is now supplied through one service pipe and under the control of one curb shut-off, any violation of the rules of the Water Department by either or any of the property owners so supplied shall be deemed a violation by all, and the Water Department may take such action as could be taken against a single property owner who is not in violation of the Water Department rules has been given a reasonable opportunity to attach his pipe to a separately controlled service connection.

2. The turning on or off of any water service is forbidden by anyone other then the Water Department. If the water service is turned off by the property owner after the curb stop, they will still receive a monthly flat rate bill during that period, unless the water meter is removed by the Water Department.

3. If water is found "on", the owner will be charged at least minimum rate from that date retroactive to the last date for which a charge was made for water usage, or the date the service was installed.

4. In the event the property owner requests water to be turned on or off, the Water Department will not be responsible for any damages occurring due to such action requested.

B. Ownership

1. All service pipes up to and including the curb shutoff shall be owned and maintained by the Water Department. From the curb shut-off to the building the service pipe shall be purchased, owned and maintained by the property owner and inspected upon installation.

2. All property owners shall maintain the plumbing and fixtures within their own premises in good repair and protected from freezing at their own expense. They shall make any repairs which may be necessary to prevent leaks and damages.

3. In the event the property experiences high water pressure, the property owner shall install a pressure reducer device as appropriate and maintain same.

4. If a leak should cause high water usage and the property owner is also on Town Sewer an abatement may be requested for the Sewer portion of the bill if the water did not enter the Town Sewer System. A request does not automatically mean the abatement will be granted.

C. Materials

1. All materials proposed for water services shall be reviewed and approved by the Water Department through the Building Permit.

D. Installation

1. All services shall be installed to a minimum depth of five and one half (5 1/2) feet.

2. The Water Department shall not be required to install any service lines or service connections, except by special arrangement, in which case the customer shall pay the applicable costs.

3. Approval: All work shall be performed in an manner satisfactory to the Water Department. If any defects in workmanship or materials are found, or if the property owner's service has not been installed in accordance with such specifications and the Water Department requirements, the water service will either not be turned on or will be disconnected if such defects are not remedied. All services shall be flushed, pressure tested and disinfected before acceptance by the Water Department. Any new additions or private additions shall be approved by the Water Department. No property owner shall install any additions or alter any service pipe(s) for any purpose not mentioned in the property owner's

application without first giving written notice to the Water Department and obtaining its approval through the Building Permit process.

4. Joint Use of Service Trench: Service pipes will not be placed in the same trench with gas pipes, electric conduits, sewers, or similar structures except under special conditions, in which case a written permit must be obtained from the Water Department. When water services cross sewer lines, they shall be sleeved and there shall be 10' (10 feet) on either side of the line. See Cross Connection regulation Appendix A.

5. Cross Connections: See Cross Connection Regulations Appendix A.

6. Electrical and Telephone Grounds: No user of the water system shall install an electrical or telephone ground of any sort to the water service or on their plumbing.

7. Tapping Existing Water Mains: All service taps shall be done by Certified Contractor at the property owner's expense. All work to be inspected by Water System Operator.

E. Frozen

1. In those cases where the property owner owns the service pipe or main is frozen, the thawing must be done by, and at the expense of the property owner.

2. To avoid a recurrent event the Water Department may order an examination of the property owner's service pipe. If the service is not a depth of at least five and one half feet, as required, the Water Department reserves the right to require it to be relocated when weather permits.

F. Private Wells

1. No pipes or fixtures connected to the distribution water mains shall also be connected to the private source.

G. Air Conditioning

1. All air conditioning installations utilizing water shall be equipped with a water saving device or recirculation system. All necessary precautions shall be taken to prohibit the re-entry of used water into the municipal system.

2. See Cross-Connection Appendix A.

H. Insurance, Bonds and Permits

1. Insurance requirements for work done by private contractors in accepted town roads, rights of way and easements shall be as required by the Board of Selectmen, in addition road maintenance bonds may be required. All road opening permits shall be obtained through the Director of Public Works.

IX. WATER MAINS

A. General

1. All water mains shall be in accordance with the Water Department Rules and Regulations.

2. An agreement must be signed by the developer and the Board of Selectmen indicating that the title of the new distribution water main will become the property of the Water Department after the completed installation has been approved or in the event that the Town does not accept the road.

3. Must have NHDES (New Hampshire Department of Environmental Services) approval for all new extensions to the water system.

B. Maintenance

1. The developer or contractor shall provide a bond and guarantee the new distribution water main from defects for one year following the completion of the installation and approved by the Water Department, or acceptance by the town, whichever is later.

    a. Until such point the infrastructure is accepted by the town and upon completion of the warranty period, the developer or contractor is responsible for any repairs or corrections to the new distribution water main, pavement or areas disturbed during construction. Should it become necessary for the Water Department or their agents complete the work or remedy the issue, a bill for this work will be sent to the developer or contractor and notice will be given to the Bonding Company that claims may be made against the required bond.

    b. If the contractor or developer does not pay the Water Department's bill within thirty (30) days, a claim against the bond will be made.

C. Materials

1. All materials, size and make of pipe, valves, fittings and appurtenances must be reviewed and approved by the Water Department prior to construction.

D. Installation

1. All water mains and appurtenances will be installed to a depth of at least five and one-half (5 1/2) feet. All intersections shall be properly valved and hydrants shall be located every 500 feet. The minimum size water main shall be 8" inches. (Sized based on NFFD - National Fire Flow Demand).

2. The Water Department may, at the town's sole option , provide full time observation of all water main installation, chlorinating and testing. All cost associated with this observation shall be borne by the developer/contractor. The developer/contractor shall provide surety, in a form acceptable by the town, for these services.

3. Submittal of Plans

   a. The developer or contractor shall submit three sets of plans for the proposed development, indicating ground contours based on mean sea level, all existing and proposed utilities, and existing and proposed physical features. The plans shall be stamped and signed by a Registered Land Surveyor and a Registered Professional Engineer.

   b. Detail utility impact studies shall include but be limited to the following:

      1) Anticipated fire flows, pressure ranges and other pertinent data within the sub-division or distribution system. Analysis to include effects of average day demand and maximum day demand and available fire flow on the system.

      2) Potential impact on the existing water system.

      3) The plans will be reviewed by the Water Department and comments will be added. They must then be forwarded to NHDES by the developer/contractor for approval. The plans will then be returned to the Building Inspector for further review and the comments will be incorporated into the system.

      The Board of Selectmen shall review the location of water mains, valves, hydrants, etc., or may at its discretion require that a detailed review and analysis of the submitted material be reviewed by its consulting engineers. Any and all cost for such review and analysis shall be made at the applicant's expense. The Board will obtain an estimate of the cost from its consulting engineer and advise the applicant in writing within fifteen (15) days after receipt of such costs and time required for the review. Payment for submittals shall be made by the applicant directly to the Water Department. No approval of final plans will be made or connections to the Town Water System authorized until such time as all payments for outside services have been made.

c. Certified copies of such rights of ways, easements or other instruments that may be required or as may be necessary for the purpose of making and recording such installations shall be submitted as required.

d. Upon submission and subsequent approval of definitive plans by appropriate boards, commissions and agencies, the applicant shall cause to be executed an agreement between the Board of Selectmen on behalf of the Town of Jaffrey and himself indicating that title to new water mains in accepted Town Roads, rights-of-way and easements shall be granted to the Town after the installation is completed and only after a one year guarantee period from date of completion. A bond in amount prescribed by the Board of Selectmen shall be issued on the behalf of the town subject to conditions deemed in best interest of the Town. This bond shall apply only to the water main and its appurtenant items and not to pavement replacement and other restoration work shall be subject to the control of the Board of Selectmen.

e. Water mains and appurtenant items installed in residential, commercial and industrial complexes or subdivisions shall remain the property of and responsibility of the applicant until such time as the roadways, right-of-way and easements therein are formally accepted by Town .

f. In the event of an emergency, repairs to water mains and appurtenances will be made by the Water Department. Applicants will be billed for all costs incurred by the Water Department and shall pay all such charges within thirty (30) days of receipt of billing. If payment is not received within thirty (30) days, the Board of Selectmen shall institute action against the applicant's bonding company to recover its costs. In non-emergency situations, applicants will be given a maximum of seven days to effect necessary repairs before action is taken by the Water Department.

g. All plans approved by the Water Department shall be valid for one year. At the end of the one year, if construction has not begun, the plans shall be null and void.

4. Special Conditions in General

a. Statutory Requirements: The Contractor shall keep himself fully informed of all existing and future State and Federal Laws and Municipal Ordinancesand Regulations that may affect in any manner those engaged or employed in the work, or the materials used in the work, and any jurisdiction or authority over the same and of all provisions required by law applicable to the project, all of which provisions are hereby incorporated by reference and made a part of thereof. He shall at all times himself observe and comply with, and shall cause all his agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders and decrees, and shall protect and indemnify the Town of Jaffrey, and all its and their officers, agents and

servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order of decree, whether by himself or his employees or subcontractors.

b. Applicability: The available standard specifications shall apply to all water main extensions in Town roads, rights-of-way, easements and residential, commercial and industrial subdivisions and complexes within the corporate limits of the Town of Jaffrey as approved by the appropriate governmental or regulatory agencies, boards or commissions.

c. Approvals: No work shall commence until such time as all required approvals by local, State and Federal agencies have been made.

d. Permits: It shall be the Contractors responsibility to obtain all necessary permits that may be required for work on private and/or public property.

e. Bonds and Insurance: Road maintenance bonds in the amount prescribed by the Board of Selectmen shall be required for work in all town roads and shall remain in effect for a period of one year after final acceptance of the work. The contractor shall furnish proof of insurability to the Town of Jaffrey in the manner, amount and extent of coverage as required by the Board of Selectmen. See Cross Connections Schedule.

5. Separation of Water and Sewer Mains

a. Water mains shall be laid at least 10 feet horizontally from any existing or proposed sewer. The distance shall be measured edge to edge. In cases where it is not practical to maintain a ten foot separation, it is permissive to install a water main closer to a sewer, provided that the water main is laid in a separate trench or on an undisturbed earth shelf located on one side of the sewer at an elevation that the bottom of the water main is at least 18 inches above the top of the sewer.

b. Water mains crossing sewer shall be laid to provide a minimum vertical distance of 18 inches between the outside of the water main and the outside of the sewer. It is preferred that the water main cross above the sewer. At a crossing, one full length of water pipe shall be located so both joints will be as far apart as possible. Special structural support for the water and sewer pipes may be required, as well as special materials of construction and connecting devices.

c No water pipe shall pass through or come in contact with any part of a sewer manhole.

6. Testing

Testing new distribution water main shall be tested in accordance with the American Water Works Association (AWWA) requirements.

a. It shall be pressure tested at a minimum of 150 pounds per square inch (psi) or 1 1/2 times the operating pressure for two (2) fifteen minute periods.

b. It shall be leak tested for a minimum of thirty minutes with no leakage not to exceed the amounts presented in the following table:

Nominal Pipe Diameter (inches):

6 8 10 12 16 20 24

Ductile Iron Mains Allowable leakage per 1000 ft

Average Test Pressures:

PSI	6	8	10	12	16	20	24
250	0.71	0.95	1.19	1.42	1.90	2.37	2.85
200	0.64	0.85	1.06	1.28	1.70	2.12	2.55
150	0.55	0.74	0.92	1.10	1.47	1.84	2.21
100	0.45	0.60	0.75	0.90	1.20	1.50	1.80

* Allowable leakage based on gallons per hour per 10,000 feet of main.

c. It shall be flushed, chlorinated, flushed again and a bacteriological sample shall be taken and analyzed by a lab approved by the State of NHDES. A letter certifying the waters purity shall be sent to the Water Works.

7. Record Plans

An as built plan showing the water system with locations including GPS (NH State plane) coordinates of mains, fittings, tees, bends, gates, hydrants, corporations stops, and curb stops shall be shown ties with two or more measurements to existing permanent structures such as headwalls, catch basins, manholes, utility poles, etc. shall be submitted to the Water Department.

Plans to be submitted on standard size mylar and bond paper. Also, to be submitted in AutoCAD format acceptable to the Town.

X. PRIVATE FIRE PROTECTION

A. General

An application for private service must be accompanied by a plan of the proposed piping system, together with a statement telling for what other purpose the system might be used.

1. Applications for fire service must be accompanied by detailed drawings flow calculations, ISO requirements, projected consumption data, etc., prepared by an engineer registered in the State of New Hampshire.

2. System shall be so designed, installed and maintained so as not to create hydraulic problems with the existing distribution system.

3. Where a standpipe, reservoir, pump, tank or cistern is used, it shall be constructed so as to shield and protect the water from all possible contamination according to complete plan submitted to and approved by the Water Department.

4. In construction of standpipes, reservoirs, pumps, tanks and cisterns provisions shall be made for easy access to their interiors by the agents of the Water Department for the purpose of inspection and to permit cleaning as required by the Water Department. Also, a draw-off pipe shall be fitted for the purpose of drawing off the water periodically for inspection. Such draw off pipe shall not be connected with a sewer, drain or outlet in anyway that would permit pollution of the public water supply.

5. Use of Booster Pump – The utilization of a booster pump in a private fire protection system shall require on-site storage tank of adequate size as determined by the system design engineer to buffer system pressure hammers that will exist in the town's water distribution system. Once the system is installed and ready to be placed on line, the Town in coordination with the installer and facility will arrange with a flow test, where several pressure monitors will be placed throughout the water distribution system. After the test, the data will be analyzed and determined if, in the opinion of the Director, unacceptable pressure variations or swings exist. Should such variations exist, the private fire protection system will not be allowed to be activated and the system designer will have to design an appropriate solution to the problem.

B. Metering

All fire supplies shall be metered and conform to the provisions of Section III entitled Meters, with the following exceptions:

1. The owner will purchase and install a fire line compound meter as directed by the Water Department, provided it is a type approved by said Water Department and the National Board of Fire Underwriters.

2. The owner will purchase and install a detector check valve or an approved Backflow device as required with meter in by-pass provided it is a type approved by the Water Department and the National Board of Fire Underwriters; but the Water Department reserves the right at any time to require the owner to install a fire line compound meter as described in the preceding paragraph.

C. Availability of Water

The Board of Selectmen in no manner guarantees to furnish proper quantities of water through any fire service, nor does it undertake to guarantee anything relative to that service.

D. Flow Tests

Private fire service and fire apparatus connected therewith may be tested by the owners or by the insurance inspectors under the following conditions:

1. Written notice shall be given at the Water Department through the Office of Public Works at least two weeks in advance of any testing and shall coincide with the flushing of hydrants.

2. The test shall be conducted in the presence of a Water Department agent.

3. Cost of the Water Department work to be paid by the owner if it occurs outside normal working hours.

XI. PROPERTY OWNER RESPONSIBILITY

The property owner is not only responsible for the maintenance of their water service and household plumbing, but also for their impact on the entire water system.

XII. Water Department Responsibility

A. General

1. No person shall at any time, operate a fire hydrant or gate valve including hydrants or gate valves owned privately.

2. Hydrants or valves can only be used:

a.By the Water Department, or its agents

b.By fire fighters (with the Water Departments permission), for testing, filling fire trucks after a fire, at a working fire, or other emergency.

3. In the event the customer requests water to be turned on or off, the Water Department will not be responsible for any damages occurring due to such action requested.

B. Damage to Water Department Property

Damage or vandalism to hydrants or hydrant markers should be reported immediately to the Water Department. Offenders will be charged the entire cost of restoring the hydrant to proper operating condition and/or replacement when necessary due to the extent of said damage.

1. A bill will be sent to the owner of any property who hires contractors to do work causing damages to any pipes, fittings, shutoff boxes or other materials owned by the Water Department.

2. The Water Department will not repair any structures which have to be removed to raise, lower or operate the shut-off. The Water Department will not be responsible for damages of lawns, gardens or hot top if removal is necessary to get to the property shut-off

C. Waste and Leaks

Property owners shall prevent all unnecessary waste of water. They shall not allow it to run to prevent freezing for longer than necessary for proper use. The Board of Selectmen shall determine what constitutes waste or improper use and will restrict the same when necessary.

D. Fluctuation of Pressure

1. No property owner shall install or use water consumption apparatus which will affect the pressure or operation conditions so as to interfere with the service of another property owner.

2. Where a property owner has or proposes to install apparatus which requires water in sudden and / or material quantities, impairing pressure to the detriment, damage, or disadvantage of other water users, the Water Department reserves the right to require such water user to install devices or apparatus which will confine such fluctuation of demand or reduction of pressure to reasonable limits determined by the Water Department.

3. If a property owner, after receiving written notice from the Water Department fails to present an acceptable remedial plan to confine fluctuation of demand or reduction of pressure within the limits set by the Water Department, that Customer's water service will be discontinued.

XII. OPERATION OF THE WATER DEPARTMENT

A. General

The Water Department will endeavor to continue to provide adequate volume and pressure of water at all times of the day, however, this cannot be guaranteed due to events beyond their control and normal operation requirements.

B. Flushing

A regular schedule of flushing mains will be established by the Water Department and the Board of Selectmen and a Public Notice of planned flushing measures will be published in the local newspaper of general circulation at least two days prior to the dates of flushing and also posted in the Town Office and on the Town website.

C. Drought or Emergency

The Water Department reserves the right, in periods of drought or emergency or when deemed essential to 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 shall have the right to fix hours and periods when water may be used for such purposes.

D. Turning Water On and Off

All requests for water to be turned on or off will be made forty eight (48) hours in advance to the Water Department either in writing, by certified mail or by calling the Department of Public Works office. The Water Department will respond giving a date to perform the service. The requested service will be provided as soon as possible after notification. It is imperative that under no circumstances will anyone other than the Water Department personnel turn on or off any water service. The property owner or a representative to be present at the property and sign an acknowledgment indicating the service was completed.

1. Emergency turn-offs at the property owner's request will be attended to as soon as possible at any time of the day.

2. Turn-offs in the event of any type of disaster or unattended home where a leak is discovered may be carried out without notifying the property owner.

3. There are costs associated with shut-offs after business hours. See Schedule A.

E. Interrupted or Unsatisfactory Service

The Water Department will not be responsible for any damages caused by shutoffs in the main or service pipes because of shortage of supply or for repairs, extensions, or connection, or for any other reason beyond the control of the Water Department. Notice of shut off will be given when practical, but nothing in this rule shall be construed as requiring the giving of such notice.

1. The Water Department will not be responsible for damages caused by discolored water, which may be occasioned by cleaning of pipes, reservoirs, or standpipes, or the opening or closing of any valves or hydrants or any other cause when not due to lack of reasonable care on the part of the Water Department.

2. Acceptance of service by the property owner shall be on the express condition that the Water Department shall not be liable for any damage caused by bursting of pipes, collapse or leakage of property owner's equipment, nor for any leakage from any pipes, fixtures or other appliances whenever located between the main pipe and the point of leakage for any cause whatsoever.

3. The Water Department shall not be liable for damages to fences, walls, shrubbery's walks, lawns or any other portion of the property owner's premises occasioned by work or installations.

4. The Water Department in no way guarantees the quantity of water or water pressure or the quality of water, but will endeavor to render the best possible service at all times.

F. Termination of Service without Notification

Any service may be immediately terminated, without notification, for any of the following reasons:

1. An illegal service connection.

2. A Cross-Connection to any other water supply.

3. Tampering with service connections and/or meters.

4. Denial of access to a representative of the Water Department for the purpose of:

   a. Reading meters.
   b. Checking and/or repairing meters or services.
   c. Checking water connections, appliances and/or fixtures.

5. Non-compliance with request to curtail the use of water under special conditions determined by the Water Department.

6. A faulty backflow prevention device.

7. Use of water other than described in the application.

8. Willful waste of water.

XIII Protection of Watershed Land

A. **Purpose**- The purpose of this section is to protect those properties around the public water supplies that are owned by the Town of Jaffrey and within the wellhead protection area or watershed that contributes to the town's public water supplies.

B. **Prohibited Activities**: Any unauthorized activity that disturbs the vegetation and could cause erosion or damage to the soils of town property, or cause spills of any chemicals or fuels, VOCs, liquids or any material that could potentially be harmful to the aquifer. Unauthorized use of motorized vehicles is prohibited. Camping, camp fires, fireworks, use of any chemicals, disposal of refuse, liquids or any kind, port-a-potty's, parking of vehicles, are expressly prohibited activities. Any other activity which in the sole opinion of the Director is detrimental to the watershed, shall be prohibited.

XIV Appeals

A. Appeals & Complaint Procedure

1. Appeals to any regulation must be made in writing to the Director of Public Works who will respond to the appeal. The appeal may be referred by the complainant or the Director to the Jaffrey Board of Selectmen, attention Town Manager, 10 Goodnow Street, Jaffrey, NH 03452 for resolution.

2. Complaints regarding any facet of the operations of the Jaffrey Water Department may be directed to the Director of Public Works, 23 Knight Street, Jaffrey NH 03452. Should the complaint not be resolved at the Public Works Level, the complainant may submit complaint to the Town Manager for resolution.

3. All appeals and complaints will receive careful consideration.

B. Any appeal of these regulations does not prevent the Jaffrey Water Department from taking any action deemed necessary to maintain the safety and potability of the water system.

XV. SEVERABILITY

The provisions of the Rules and Regulations are declared to be severable and if any provision hereof is held invalid, that shall not effect the other provisions hereof which can be given effect.

Appendix A
Cross Connection and Backflow

I. Purpose

Cross-Connections between water supplies and non-potable sources of contamination are significant threats to health in the water supply industry. This regulation is designed to maintain the safety and potability of the water in the Jaffrey Public Water System by establishing rules and procedures to prevent the contamination of public drinking water by the backflow of water from an approved source or other fluids.

A. The purpose of this regulation is:

1. To protect the public water supply of the Jaffrey Public Water System from the possibility of contamination by isolating contaminants which could backflow or back-siphon into the public water system within its customers' internal distribution system(s);

2. To promote the elimination or control of cross-connections, actual or potential, between its customers' in-plant drinking water system(s) and anything that could contaminate or pollute it; and

3. To provide for the maintenance of a cross-connection control program to effectively prevent the contamination or pollution of all drinking water systems.

This document is intended to supplement the rules listed in section II below. Changes to this document in the future must be approved by the New Hampshire Department of Environmental Services (NHDES).

II. Authority

A. New Hampshire Administrative Rule Env-Ws 364, or subsequent rules, *Backflow Prevention.* NHRSA 485:11

B. The Jaffrey Water Department rules and regulations, adopted.

III. Requirements

The water foreman shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollution through the water service connection. If, in the judgment of the water Foreman, an approved backflow prevention device is required at the water service connection to any customer's premises for the safety of the water system, the water foreman or his designated agent shall give notice, in writing, to said

customer to install an approved backflow prevention device at each service connection to his premises. The customer shall, within 90 days, install approved device or devices at his own expense. Failure, refusal, or inability on the part of the customer to install said device or devices within 90 days shall constitute grounds for discontinuing water service to the premises until such device or devices have been properly installed.

IV. Definitions

A. Auxiliary Water Supply – Any water supply on or available to the premises other than the purveyor's approved public potable water supply.

B. Backflow – The flow of water or other fluids, mixtures or substances into the distribution pipes of a potable water system from any source other than the intended approved source of supply.

C. Backflow Preventer – A device or means designed to prevent backflow or back-siphonage.

1. Air Gap – A physical separation sufficient to prevent backflow between the free- flowing discharge end of the potable water system and any other system. Physically defined as a vertical distance equal to twice the diameter of the supply pipe but not less than one inch.

2. Atmospheric Vacuum Breaker – A device which prevents back-siphonage by creating an atmospheric vent when there is either a negative pressure or sub-atmospheric pressure in a water system.

3. Barometric Loop – A fabricated piping arrangement rising at least 35 feet at its topmost point above the highest fixture it supplies. It is utilized in water systems to protect against back-siphonage.

4. Double Check Valve Assembly – An assembly of two independently operating spring loaded check valves with tightly closing shut-off valves on each side of the double check valve, plus properly located test cocks for the testing of each check valve.

5. Dual Check Valve with Intermediate Atmospheric Vent – A device having two independently operating spring loaded check valves separated by an atmospheric vent chamber.

6. Hose Bib Vacuum Breaker – A device which is connected to a hose bib and which acts as an atmospheric vacuum breaker. Not to be used under constant pressure.

7. Pressure Vacuum Breaker – A device containing one or two independently operated spring loaded check valves and an

independently operated spring loaded air inlet valve located on the discharge side of the check valve(s). The device includes tightly closing shut-off valves on each side of the check valve(s) and properly located test cocks for the testing of the assembly.

8. Reduced Pressure Principle Backflow Preventer – An assembly consisting of two independently operating spring loaded check valves with an automatically operating differential relief valve located between the two check valves, tightly closing shut-off valves on each side of the check valves plus properly located test cocks for the testing of the check valves and the relief valve.

9. Residential Dual Check – An assembly of two spring loaded independently operating check valves. Generally employed immediately downstream of the water meter to act as a containment device in a single or two family residence.

D. Backpressure – A condition in which the owner's system pressure is greater than the supplier's system pressure.

E. Back-Siphonage – The flow of water or other fluids, mixtures or substances into the distribution pipes of a potable water system from any source other than its intended source caused by the sudden reduction of pressure in the public water system.

F. Containment – A method of backflow prevention which requires a backflow prevention device at the water service entrance.

G. Contaminant – A substance that may impair the quality of the water creating a potential health hazard to the public.

H. Cross-Connection – Any actual or potential connection between the public water system and any source of contamination or unapproved water source.

I. Fixture Isolation – A method of backflow prevention in which a backflow preventer, such as a hose bib or an atmospheric vacuum breaker, is located to correct a cross-connection at an in-plant location rather than at a water service entrance. This protects the drinking water in the building.

J. Owner – Any person who has legal title to, or license to operate or habitat in, a property upon which a cross-connection inspection is to be made or upon which a cross-connection may be present.

K. Person – Any individual, partnership, company, public or private corporation, political subdivision or agency of the state, department, agency or instrumentality of the United States, or any other legal entity.

L. Water Service Entrance – That point in the owner's water system beyond the sanitary control of the water supplier; generally considered to be the outlet end of the water meter or where the water service first enters the building.

M. Public Works Director or Water Foreman – The official, or his delegated representative, in charge of the Jaffrey Public Water System who is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this ordinance.

N. Water Supplier – The public water supply system.

V. Administration

A. The Jaffrey Water Department will operate an approved cross-connection control ordinance, including the keeping of necessary records to fulfill the requirements of NHDES's Backflow Rules, Regulations, and related laws.

B. The owner shall allow the Jaffrey Water Department, or delegated representative, to inspect his property for possible cross-connections and shall follow the provisions of the Jaffrey Public Water System's Rules and Regulations.

C. If the Jaffrey Water Department requires that the public supply be protected by containment, the owner shall be responsible for the water quality beyond the outlet end of the containment device and should utilize the appropriate device approved for that purpose.

VI. Responsibilities

A. Jaffrey Public Water System

1. On new installations, the Jaffrey Water Department will provide an on-site evaluation and/or inspection and review of plans in order to determine the type of backflow preventer, if any, that will be required.

2. On new installations, the Jaffrey Water Department will issue a permit and perform inspection and testing.

3. For premises existing prior to the start of this program, the Jaffrey Water Department will:

a. Perform an assessment of the function of the premise and determine if it poses a cross-connection risk. If a risk is present, asses the risk as high hazard or low hazard.

b. Inform the owner in writing of any corrective action deemed necessary, the method of achieving the correction, and the time allowed for the correction to be made. Ordinarily, 30 days will be allowed. However, this time period may be shortened depending upon the degree of hazard involved and the history of the device(s) in question.

4. The Jaffrey Water Department will not allow any cross-connection to remain unless it is isolated by an approved backflow prevention assembly, commensurate with the degree of hazard, for which a permit has been issued and which will be regularly inspected/tested to ensure satisfactory operation.

5. The Jaffrey Water Department shall inform the owner in writing of any failure to comply and the time allowed for the correction to be made. If upon re-inspection the owner has not complied, the Jaffrey Water Department may allow an additional 15 days for the correction. In the event the owner fails to comply with the necessary correction by the time of the second re-inspection, the Jaffrey Water Department will inform the owner, by certified letter, that the water service to the owner's premises will be terminated within a period not to exceed five days. In the event that the owner informs the Jaffrey Water Department of extenuating circumstances as to why the correction has not been made, a time extension may be granted by the Jaffrey Water Department.

6. If the Jaffrey Water Department determines at any time that a serious threat to the public health exists, the water service shall be terminated immediately.

7. The Jaffrey Water Department shall begin inspections to determine the nature of existing hazards and corrections to be made, following approval of the program by NHDES. Initial focus will be on high hazard water use.

8. Certified backflow prevention device inspectors must be certified through the NEWWA Certified Backflow Prevention Device Inspectors/Testers Program.

9. The Jaffrey Water Department shall also develop installation standards and specifications for each type of backflow preventer to ensure they

are installed in a manner in which they have been evaluated and approved and to allow for periodic testing and maintenance.

B. Owner

1. The owner shall be responsible for the elimination or isolation with the proper installation of an approved backflow preventer commensurate with the degree of hazard, for all cross-connections on his premises.

2. The owner, after having been informed by a letter from the Jaffrey Water Department, shall, at his expense, install, maintain, and inspect or have inspected (as determined by the Jaffrey Water Department), all backflow preventers on his premises.

3. The owner shall correct any deficiency of a backflow preventer which is revealed by inspection or testing. This shall include the replacement of parts or the replacement of the backflow preventer, if deemed necessary by the Jaffrey Water Department.

4. The owner shall inform the Jaffrey Water Department of any proposed or modified cross-connections and also existing cross-connections of which the owner is aware but has not been found by the Jaffrey Water Department.

5. The owner shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type on the by-pass. Owners who cannot shut down operations for inspecting of the device(s) must supply additional devices necessary to allow inspecting to take place.

6. The owner shall install backflow preventers in a manner and location approved by the Jaffrey Water Department.

7. The owner shall only install approved backflow preventers from a list adopted by the Jaffrey Water Department and NHDES.

8. Any owner having a private well or other private water source must:

   a. Have a permit if the well or source is cross-connected to the Jaffrey Public Water System's system. Permission to cross-connect may be denied by the Jaffrey Water Department. The owner may be required to install a backflow preventer at the service entrance if a private water source is maintained, even if it is not cross-connected to the Jaffrey Water System's system.

b. In the event the owner installs plumbing to provide drinking water for domestic purposes which is on the Jaffrey Public Water System's side of the backflow preventer, such plumbing must have its own backflow preventer installed.

9. The owner shall be responsible for the payment of all fees for permits, annual or semi-annual device inspections, re-testing in the case that the device fails to operate correctly, and re-inspections for non-compliance with the Jaffrey Public Water System or NHDES requirements.

VII. Degree of Hazard

The Jaffrey Water Department recognizes the threat to the public water system arising from cross-connections. All threats will be classified by degree of hazard and will require the installation of approved backflow prevention devices for high and low hazards.

A. Low Degree of Hazard

If backflow were to occur, the resulting effect on the water supply would be a change in its aesthetic qualities. The foreign substance must be non-toxic to human.

B. High Degree of Hazard

If backflow were to occur, the resulting effect on the water supply could cause illness or death if consumed by humans. The foreign substance may be toxic to humans from either a chemical, bacteriological or radiological standpoint. The effects of the contaminants may result from short or long term exposure.

Only the following types of backflow prevention devices may be used for the containment of on-site contaminants for high and low hazard situations respectively:

C. High Hazard:

1. Air gap (AG)

2. Reduced pressure principal backflow preventer (RPZ)

3. Combination of the above

D. Low Hazard:

1. Air gap (AG)

2. Pressure vacuum breaker (PVB)

3. Double check valve assembly (DCVA)

4. Reduced pressure principal backflow preventer (RPZ)

5. Combination of the above

VIII. Permits

The Jaffrey Water Department shall not permit a cross-connection within the public water system unless it is considered necessary and cannot be eliminated.

A. Cross-connection permits that are required for each backflow prevention device are obtained from the Jaffrey Water Department.

B. Cross-connection permits shall be renewed every five years and are non-transferable. Permits are subject to revocation and become immediately revoked if the owner should so change the type of cross-connection or degree of hazard associated with the service type of device, replacement of device with a new device, or change of ownership

C. A permit is not required when fixture isolation is achieved with the utilization of a non-testable backflow preventer in the case of residential dual checks

IX. Existing in-use Backflow Devices

Any existing backflow preventer shall be allowed by the Jaffrey Water Department to continue in service unless the degree of hazard is such as to supersede the effectiveness of the present backflow preventer, or unless an unreasonable risk to the public health results.

X. Periodic Testing

A. Backflow prevention devices shall be inspected and tested at least semi-annually for high hazard devices and annually for low hazard devices.

B. Periodic inspections and testing shall be performed by an inspector certified through the NEWWA Backflow Prevention Device Inspectors/Testers Program. The inspections will be done at the owner's expense.

C. When performed by an inspector from the Jaffrey Water Department, or delegated representative, the inspections shall be conducted during the regular business hours. Exceptions to this, when at the request of the

owner, may require additional charges to cover the increased costs to the Jaffrey Water Department.

D. Any backflow preventer which fails the inspection test during a periodic inspection will be repaired or replaced. When repairs are necessary, upon completion of the repair the device will be inspected a second time at the owner's expense to ensure correct operation. High hazard situations will not be allowed to continue unprotected, if the backflow preventer fails the inspection and cannot be repaired immediately. In other situations, a compliance date of not more than 30 days after the inspection date will be established. The owner is responsible for spare parts, repair tools, and/or a replacement device. Parallel installation of two devices is an effective means of the owner ensuring that uninterrupted water service is provided during inspections or repair of devices and is strongly recommended when the owner desires such continuity.

E. These devices shall be repaired or replaced at the expense of the owner whenever said devices are found to be defective. Tests and repairs shall be recorded on forms approved by the water department, and copies shall be distributed to the owner and water superintendent.

F. Backflow prevention devices may be inspected more frequently than specified in section A above; in cases where there is a history of test failures and the Jaffrey Water Department feels that due to the degree of hazard involved, additional inspections are warranted. Cost of the additional inspections will be borne by the owner.

XI. Records and Reports

A. **Records** – The Jaffrey Water Department will initiate and maintain the following for a minimum of five years:

1. Master files on customer cross-connection inspections and/or tests.

2. Master files on cross-connection permits.

3. Copies of permits and permit applications.

B. **Reports** – Each year, by April 1, the Jaffrey Water Department will submit a summary of inspection results to NHDES that includes the following:

1. The name, certifying organization, and certification number of the certified backflow prevention device inspector who performed the inspection and test on the device;

2. The permit number;

3. The name of the owner and the location of the device;

4. The purpose of the device and its hazard class;

5. The type of device;

6. The date and result of each test; and

7. If the test failed, the subsequent test date and result until the device passes.

XII. Fees and Charges (See Schedule A)

XIII. SEVERABILITY

The provisions of the Rules and Regulations are declared to be severable and if any provision hereof is held invalid, that shall not affect the other provisions hereof which can be give effect.

XIV. APPEALS

These regulations are designed to maintain the safety and potability of the water in the Town of Jaffrey water system. Appeals to these regulations can be made pursuant to section XIV of the Water Regulations.

An appeal of these regulations does not prevent the Jaffrey Water Department from taking any action deemed necessary to maintain the safety and potability of the water system

Schedule A
WATER DEPARTMENT FEE SCHEDULE

Metered Water Rate (based on monthly billing)				
	$11.50	First 1000 gallons		1/1/2012
	$1.40	Per 100 gallons thereafter		1/1/2012
Water Connection Fees				
Domestic Use				
Residential	(single family)	$2054		1/1/2014
	(multi-family)	$2054 per unit		1/1/2014
Commercial	$11.97 per gallon(min charge equal to residential fee)			1/1/2014
Industrial	$11.97 per gallon(min charge equal to residential fee)			1/1/2014
Institutional/ Government	$11.97 per gallon(min charge equal to residential fee)			1/1/2014
Other	$11.97 per gallon(min charge equal to residential fee)			1/1/2014
Non-Domestic Use				
Per inch diameter of service connection		$1027 per inch diameter of pipe		1/1/2014
	The per gallon design flow for non-residential and multi-family users to be determined based on the design flow values contained in Table 1008-1 from Chapter Env-Wq 1000 of the NH Code of Administrative Rules or if unable to be determined from Table 1008-1, as calculated by the Town based on best engineering principles.			
	Annual adjustment to these connections fees to take place beginning January 1, 2014 based on the Engineering News Record (ENR) Construction Costs Index from the previous December. ENR Basis – 12/2012-- 9412.25			
Water Turn on/off	$40.00			4/28/2008
	$40.00	Plus OT Fee for after hours callout		
Water Meter Testing (up to 1")	$100.00			3/12/2012
Backflow Testing	Actual Vendor Fee (per test or retest)			
Cross connection & Backflow Facility Inspection	Actual Vendor Fee			
Water Meter Tampering or Bypass of meter				
Meter Tampering or bypass including accessories	$100.00	1st offense plus any damage to equipment. Water usage to be estimated		
	$500.00	2nd offense plus any damage to equipment, Water Usage to be estimated. Hearing before Board of Selectmen		
Billing		**Water Service Calls**		
Duplicate Bills	$2.00			
Final Bills	$10.00	During Working Hours:	Materials & straight labor charge	
Transfer of Ownership	$10.00	During Overtime Hours	Materials plus overtime labor charge (overtime rate)(2 hour min)	