

## **BRUNSWICK & TOPSHAM WATER DISTRICT**

### Procedures for Water Main Extensions

1. All water main extensions shall be made at the expense of the developer in accordance with Maine Public Utilities Commission (PUC) Rules Chapter 650 – Water Main Extension and Service Line Rule.
2. Developers are encouraged to submit conceptual and sketch plans early in the planning process. Plans should include an overview of the project, identification of adjacent properties, street layouts, and lot identification. The District will use this information to determine required main sizes and materials and determine where connections to the existing system will be made.
3. After Planning Board approval for the project is obtained, submit an Application for Water Main Extension to the District with completed design drawings. Water main design drawings shall be prepared by the developer's Maine Licensed Professional Engineer. District design guidelines are available that outline standard practices and details used by the District. Plans should be submitted in electronic format if possible (AUTOCAD compatible). If phasing is proposed, clearly identify which streets and lots are intended to be served in each phase.
4. The District will review the design drawings and, once all necessary revisions have been made, prepare a cost estimate for the water main materials and District labor for inspection. All materials for mains, hydrants, services, and accessories must be purchased from the District. Materials incidental to the work including gravel, concrete, and insulation are not included.
5. The District will prepare two copies of a Water Main Extension Contract for the project for signature by the developer. The developer shall return one copy to the District together with a deposit for the estimated amount for materials and inspection. The District will order the materials after the contract and deposit are received.
6. The developer shall provide an easement to the District to "lay and maintain" the water mains. A sample form of easement and instructions will be provided. The easement must be recorded and the District must receive a copy of the recorded easement before construction begins. Mains installed within a municipal way will not require an easement.
7. Installation of the water mains shall normally be done by the developer's contractor, subject to acceptance by the District. The District, however, reserves the right to install mains where it deems it to be in its best interest. The contractor shall be fully capable and responsible for installation of the complete system, including mains, services, testing, and disinfection. The District will schedule a preconstruction meeting with the developer and his contractor. The meeting will be held at the District's office.

8. The work shall be done in accordance with District specifications and with District inspection. The developer or contractor shall provide all field line and grade measurements necessary to insure that the work is done properly.
9. After completion of the work, the District shall inspect the work and prepare a punchlist of deficiencies. All deficiencies shall be corrected in order for the District to make final acceptance of the work. Water service shall not be turned on until final acceptance. The work shall be guaranteed to be free of defects in workmanship for a period of one year from the date of final acceptance.
10. If work is performed on other portions of the project subsequent to final acceptance (such as grading, paving, and landscaping) that may affect the water main work, the District will conduct additional inspections and notify the Developer of any adjustments or corrections that must be made.
11. Within 45 days after District acceptance, the developer must submit a copy of all invoices for all costs associated with installation of the water mains. Invoices must be shown as paid in full and signed by the contractor.
12. Within 60 days of receipt of final charges for the main extension, the District shall calculate the actual cost of materials and inspection and make any necessary adjustment to the developer's deposit, either by refunding any excess or billing any insufficiency.
13. All mains shall remain owned by the developer until the streets are accepted by the Town and the mains are accepted by the District. The District reserves the right to accept ownership of mains prior to municipal acceptance of streets if deemed by the District to be in its best interest.
14. All hydrants shall remain as private fire protection until the street on which the hydrant is located is accepted by the town or the town accepts the hydrant as a public hydrant, even if the District accepts ownership of the mains. The developer shall be responsible for paying private fire protection charges for each hydrant and for maintaining the hydrants until they are accepted as public hydrants. It shall be the developer's responsibility to seek municipal acceptance of the roads or hydrants installed as part of the main extension and to provide the District with documentation of the town's acceptance of the roads or hydrants.