

**BRUNSWICK & TOPSHAM WATER DISTRICT**  
Policies & Procedures

F-07 Policy and Procedures for Water Main Extensions

1. All water main extensions shall be made in accordance with Maine Public Utilities Commission Rules and Regulations Chapter 65, Water Main Extension and Service Line Rule. All water main extensions shall be installed at the Customer's expense, as permitted in 35-A MRSA §6106.
2. Applications for water main extensions shall be made in writing on forms available at the District's website or the District office located at 266 River Road, Topsham, Maine. The application shall be accompanied by Planning Board approved plans that show the location of all proposed utilities.
3. The District shall determine how the project will be served and specify the size and type of pipe to be installed, and shall provide mains of adequate size to allow for system growth.
4. Water main design drawings shall be prepared by the Customer's Maine Registered Professional Engineer. The District must approve the design. The District shall review the water main design and provide written comment of any required changes to assure compliance with all applicable standards.
5. The Customer will be responsible for contracting a professional for the entire installation, and costs shall be paid directly to the contractor.
6. The Customer may purchase approved materials from the District at cost. Materials that are not purchased from the District must be approved by the Utility. The District may charge the Customer to review materials purchased from another source. Charges to approve materials will be determined by Utility Jobbing rates consistent with Section 28 of the District Terms and Conditions. The Customer may be required to purchase materials directly from the District if no acceptable alternative or reliable source is available.
7. The work must meet District construction standards and the District shall inspect the work during construction. Charges for inspection will be determined by Utility Jobbing rates consistent with Section 28 of the District's Terms and Conditions.
8. A written estimate will be provided to the Customer for the District's portion of the work. The Customer shall make a deposit to the District equal to the estimate.
9. The written agreement for the main extension shall be sent with the estimate. This must be signed and returned to the District with the easement and deposit.
10. The District will order materials, if materials are purchased from the District, only after receipt of the signed agreement, easement and deposit.

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11. The easement shall be of the District's standard form unless otherwise approved in writing. The easement shall be deeded to the District and recorded by the Customer, granting the permanent right to install, operate, and maintain the water main and appurtenances on Customer's land when District-owned mains are to be installed on private property.
12. The District does not permit the construction of a private main without a master meter. A master meter shall be installed to District specifications at each connection to the District system. The Customer will be responsible for the installation of the master meter, meter vault, and associated appurtenances.
13. The extension of a private main that was Planning Board/District approved prior to January 14, 2013 must be built to District standards. If the extension of a private main is not to District standards, it will require the installation of a master meter at each connection to the District system. The master meter shall be installed to District specifications and must precede the extension of the main.
14. Prior to commencement of work the District may schedule a preconstruction meeting with the Customer, the contractor, and the District. This meeting shall be held at the District's office.
15. The Customer shall be responsible for providing all field line and grade to provide for proper installation.
16. The District may stop the installation at any time if it discovers work irregularities or a lack of adherence to the approved plan or the standards and specifications.
17. Upon completion of the main installation, the District shall collect bacteriological samples to assure that effective disinfection has occurred.
18. The District shall perform a final inspection and prepare a punch list of any deficiencies that must be corrected prior to District acceptance of the work.
19. The water main and appurtenances shall be warrantied by the Contractor for one year. The one year period shall begin on the date the main is put into continuous service.
20. Within 45 days after District acceptance, the Customer shall submit to the District a copy of all invoices for all costs involving the installation of the water main. These invoices must be shown as paid in full and signed by the contractor.
21. Within 60 days of receipt of final charges for the main extension, the District shall tabulate its actual costs and adjust the original deposit. If applicable, the District will return any excess deposit at that time. If the actual cost exceeds the deposit, the Customer must pay the additional amount as per the written agreement between the District and the Customer, as a condition of service.
22. All fire hydrants installed as part of a main extension shall remain private fire protection, and the Customer shall be charged accordingly, until the municipality accepts responsibility

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for the hydrants as public hydrants. It shall be the Customer's responsibility to seek municipal acceptance of fire hydrants installed as part of their main extension and provide documentation of the Town's acceptance to the District.

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