

MEMO

To: Developers / Builders / Realtors
Planning & Zoning Department / Finance Department

From: Dennis E. Lutz, P.E., Public Works Director and Town Engineer

Subject: Water Meters and Inspections

Date: March 22, 2004

The Town Water and Sewer Department has the primary responsibility for maintaining the existing infrastructure. With a small crew and a short season to perform the maintenance, we have found it necessary to limit the days on which we install meters. There has been an ongoing problem of requesting a meter installation on immediate notice because of pending real estate closings and a failure to plan ahead. Please note that the Town will strictly adhere to the following schedule, without exception.

Public Works will only install meters on Mondays and Thursdays (or Tuesday, when a holiday occurs on a Monday). Final readings will be done on a daily basis along with pump station checks. ***Replacing/repairing problem meters will also be done on Mondays or Thursdays.*** We must hold to this schedule so that the Town-wide maintenance operations can occur uninterrupted on Tuesdays, Wednesdays and Fridays.

Please provide this memo to all individuals seeking a building permit so that problems do not arise over last minute, unplanned requests to install meters.

In addition, the Public Works Specifications call for 24 hours advance notice of inspections, such as water/sewer main line or service installations.

The Department will strictly adhere to the policy of advance notice prior to inspections. Developers/contractors who have gotten into the habit of waiting until the last minute to request an inspection need to plan ahead to avoid delays. When such calls are received, the Department will advise the contractor/builder to temporarily cover the trench or otherwise protect the work area until the next working day. ***Do not call and request an exception to this policy; none will be granted.***