



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

Melrose Water Division, 562 Main St.
Melrose, Massachusetts 02176
Telephone - (781) 979-4175
waterbills@cityofmelrose.org

SECOND WATER METER PROCEDURE

PLUMBER MUST PRESENT THIS PROCEDURE TO PROPERTY OWNER BEFORE COMMENCING INSTALLATION

It is the Building Owner's Responsibility to call the Water Division for Final Inspection to Establish 2nd Water Account

**NO SEWER BILL ADJUSTMENT WILL BE MADE WITHOUT SIGN-OFF BY BOTH
THE PLUMBING INSPECTOR & WATER DIVISION**

The following procedure must be followed when installing a deduct second water meter for irrigation. You do not need to pass in your application prior to installation. Fill out the top portion and sign the bottom. Water division will take it back at final inspection.

- 1) Obtain a plumbing permit for the meter installation and any associated re-piping. Plumbing permits can only be taken out by a plumber currently licensed by the Commonwealth of Massachusetts. Second meters will only be permitted when existing primary meter is properly plumbed, connected to a remote reader and the existing water account is paid up to date.
- 2) Obtain and complete the second water meter **AUTHORIZATION FORM**. A copy of this form is attached. Additional copies can be obtained from the Water Division Billing Office at 562 Main St or go to the City's webpage www.cityofmelrose.org under Forms & Documents.
- 3) Second meter installations must be made by the permitted licensed plumber and in accordance with Melrose Public Works Department – Water Division Standards. A sketch showing how meters are to be plumbed is attached. Copies of the sketch may also be obtained from the Water Billing Division. The Plumbing Inspector & Water Division must approve any alternative configuration prior to the installation.
- 4) Property Owner must purchase water meter at their expense. The meter must be a **Neptune T-10 Integrated E-coder R900i(radio read) recorded in cubic feet**. The property owner is fully responsible for all costs associated with owning and operating the second water meter. Meters can be purchased at Ti-Sales located in Sudbury, MA at 800-225-4616.
- 5) Obtain **TWO INSPECTIONS** when the meter installation is complete. The Licensed Plumber must call the Plumbing Inspector 781-979-4136 for a plumbing inspection. After the Plumbing Inspector has signed off that the work is acceptable, the property owner must then call the Water Division 781-979-4175 to schedule a second meter inspection and account changeover.
- 6) The "water bill" you receive is comprised of a charge for water and a charge for sewer. By properly installing a second water meter you will still receive a charge for both water and sewer on your bill. However, the sewer charge will not apply(is discounted) to that portion of water measured through the second meter. One hundred percent (100%) of the water not measured by the second meter will be subject to full sewer charge. A 2nd meter base fee of \$17.65 will be added to your bill each quarter, \$5.89 if billed monthly.
- 7) In order to receive a discounted sewer charge the meter reader MUST be able to read the 2nd meter. No estimated reads will be granted on the 2nd meters. A \$25 meter read fee will be applied to any homeowner requesting to have their 2nd meter re-read or inspected due to high usage.



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PUBLIC WORKS DEPARTMENT

Water and Sewer

Water Division
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4175

SECOND WATER METER AUTHORIZATION & INSPECTION FORM

Request Date _____

Completed by Applicant

Customer Name: _____ Tel: _____

Water Account Location: _____

Water Account #: _____

Mailing address(If different) _____

Email address: _____

INSPECTIONS-PLUMBING PERMIT # _____

Interior/Exterior Isolation/Proper Backflow Device _____

Plumbing Inspector Signature

Date

Primary Meter Base # _____ Primary Meter MIU# _____

Size _____

Read _____

New Secondary Meter Base # _____ New Secondary Meter MIU # _____

Size _____

Read _____

Water Inspector Initials

I READ AND UNDERSTAND THE 2ND METER PROCEDURE

Owner's Signature

NO SEWER BILL ADJUSTMENT IS MADE WITHOUT SIGN-OFF BY THE WATER DEPT.



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SECOND WATER METER INSTALLATION INSTRUCTIONS

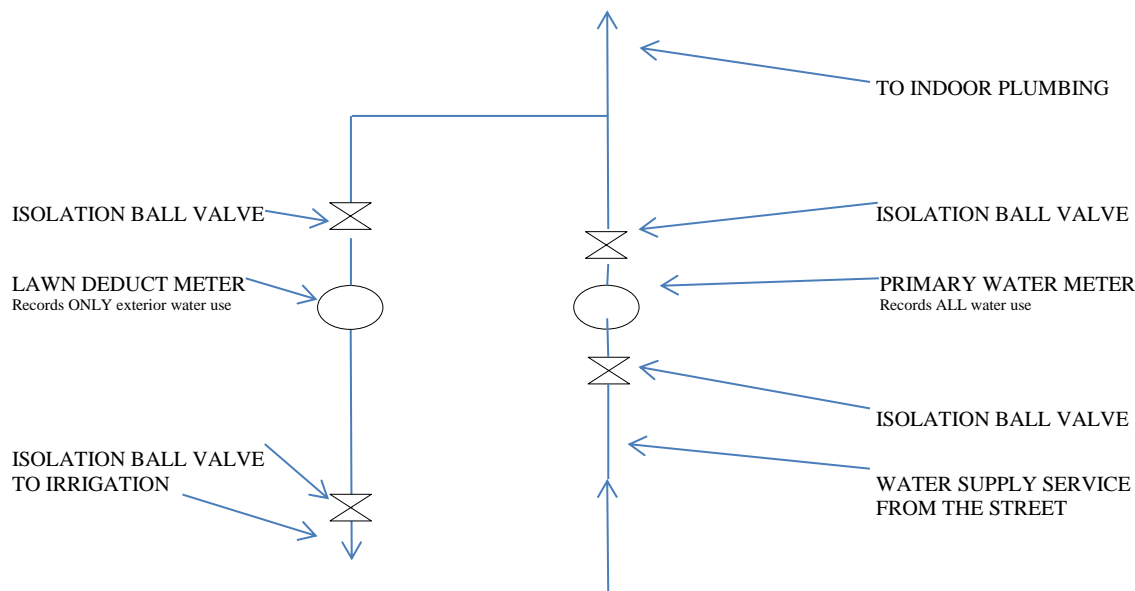
The following procedure must be followed when installation a second irrigation deduct meter:

The Property owner is responsible for all costs and fees associated with the purchase and installation of a secondary water meter. All plumbing work and meter installations must be done by a **LICENSED PLUMBER**. A **PLUMBING PERMIT and AUTHORIZATION/INSPECTION FORM** must be obtained. Plumbing permits are issued in the Inspectional Services Office. Authorization/Inspection Forms are issued at the Melrose Water Division. Both offices are located on the bottom floor of Melrose City Hall at 562 Main St.

Plumbing must be configured to effectively isolate all exterior uses from the interior uses. All exterior water uses must have no connection to the sanitary sewer. Second water meters for lawn sprinklers shall be **INSTALLED AFTER (UPSTREAM) OF THE PRIMARY WATER METER**. Second meter must be installed so that it measures **ONLY** exterior water use.

Plumbing to exterior uses must be properly isolated by use of BOTH ball valves AND a proper **Back-flow Prevention Device**. Both the primary and secondary water meters must be equipped with an **Automatic Meter Reading(AMR)** device compatible with the City's computerized reading collection system. **ONLY NEPTUNE T-10 ECODER R900I METERS ARE PERMITTED. METERS MUST REGISTER IN CUBIC FEET.**

ALL METERS MUST BE INSTALLED HORIZONTALLY



THE DEDUCT METER MUST BE INSTALLED AFTER THE PRIMARY METER

NO TEEING OFF BEFORE THE PRIMARY ALLOWED

DEDUCT METER SIZE SHOULD NOT BE LARGER THAN THE PRIMARY METER