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 Encoder 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 $16.60 will be added to your bill each quarter, $5.54 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.

8) All new homeowners, or homeowners reconnecting an existing 2nd meter must apply by filling out the Meter Authorization form to ensure they understand the 2nd Meter Procedure and to make sure the water department has all the necessary 2nd meter information. All existing 2nd meters must be updated to the Melrose Standard meter (see #4 above) to be approved and does not require a plumbing permit.
SECOND WATER METER AUTHORIZATION & INSPECTION FORM

Request Date____________________

Completed by Applicant

Customer Name: ___________________________ Tel: ____________________

Mailing/Billing Address: ____________________________________________

Current Account Name: ____________________________________________

Current Account Address: ____________________________________________

Current Account Number: ____________________________________________

FOR OFFICE USE ONLY

EXISTING ACCOUNT STATUS

Remote Reader in Use: ______________________________________________

Meter/Remote Last Read: ____________________________________________

Billing/Payment Status: ___________________________ Reading/Inspection

Notes: ____________________________________________________________

Approval: ___________________________ Date:__________________________

INSPECTIONS-PLUMBING PERMIT #

Plumbing Inspector (Date) Water Dept. Inspector (Date) Meter Reading

Interior/Exterior Isolation ____________________________________________

Primary Meter ____________________________________________________

New Secondary Meter ______________________________________________

Proper Backflow Protection __________________________________________

Owner's Signature/water insp. _______________________________________

I READ AND UNDERSTAND THE 2ND METER PROCEDURE ____________________

Owner's Signature/Date _____________________________________________

NO SEWER BILL ADJUSTMENT IS MADE WITHOUT SIGN-OFF BY BOTH THE

PLUMBING INSPECTOR & WATER DEPT.
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

TO INDOOR PLUMBING

ISOLATION BALL VALVE

LAWN DEDUCT METER
Records ONLY exterior water use

ISOLATION BALL VALVE

TO IRRIGATION

ISOLATION BALL VALVE

PRIMARY WATER METER
Records ALL water use

ISOLATION BALL VALVE

WATER SUPPLY SERVICE FROM THE STREET

THE DEDUCT METER MUST BE INSTALLED AFTER THE PRIMARY METER

NO TEEING OFF BEFORE THE PRIMARY ALLOWED