

North Tiverton Fire District (NTFD)

Water Policies, Rules, and Regulations

The Policies, Rules, and Regulations are applicable to all owners of property that are supplied water from the North Tiverton District, including residential, commercial, government, industrial, and other accounts.

A. Water Service Agreement

1. Prior to the connection of water service to a new property, owner or the owner's authorized agent must sign a Service Agreement at the NTFD Office, 241 Hilton Street, Tiverton RI.
2. The following information is needed at that time:
 - a. Property location including address.
 - b. Tax Assessor's map and lot number.
 - c. Property owner's name, mailing address and daytime phone number.
 - d. Residential property, total number of bedrooms.
 - e. Type of property if other than residential.
 - f. Payment of Water Service Agreement Fees.

B. New Service Submittals

1. The following submittals are required to approve new service lines:
 - a. Copy of the building permit.
 - b. Property has an Individual Sewerage Disposal System (ISDS).
 - 1) Copy of the ISDS drawing (full scale) as approved and stamped by DEM showing the proposed location of the water service line.
 - 2) The horizontal distances between the parts of an ISDS and water supply mains, curb stops and service lines shall conform to RI-DEM rules and regulations. Non-compliance requires a variance from DEM and ultimately the NTFD.
 - c. Property has Public Sewer available.
 - 1) Copy of the site plan showing the sewer line and the proposed location of the water service line. Locations must be approved by the respective utilities.
 - 2) The horizontal distances between the sewer line and water supply mains, curb stops and service lines shall conform to RI-DEM rules and regulations. Non-compliance requires a variance from DEM, TWWD and ultimately the NTFD.
 - d. A site survey plan showing house location will be required when frontage on an existing water main is not obvious or when the distance from the property line to the building exceeds 150 feet.
 - e. A site survey plan and engineer's statement of water demand is required for non-residential use.

C. Curb Stop (Water Main to Property Line)

1. The NTFD will install all curb stops. If the property does not already have a curb stop, the following is required before the curb stop will be installed by the NTFD and before the property owner can install the service line:
 - a. Sign an Estimate Sheet for one of the options listed below, and make the down payment at the NTFD office. This is made in addition to the Water Service Agreement Fees.

NOTE: THIS IS ONLY A DOWN PAYMENT

- 1) \$1,000 down payment if the property is on the same side of the road as the water main with the main under the road shoulder (unpaved).
- 2) \$2,000 down payment if the property is on the same side as the water main with the main under the pavement.
- 3) \$2,500 down payment if the property is on the opposite side as the water main.
- 4) Estimated cost of work for state roads, newly paved roads, services larger than 1" and/or special conditions.
 - b. Mark out desired location of curb stop at property line.
2. A separate curb stop shall be required for each metered connection.
3. The property owner may request that an existing curb stop for a property be removed in favor of a new curb stop in a different location. If approved by the NTFD, the old curb stop shall be removed from the main and a new curb stop installed in the new location. All costs including the removal of the existing curb stop and the new installation shall be borne by the owner.
4. The NTFD reserves the right to abandon, at its sole discretion, all or part of any existing curb stop that is presently not supplying water to an active customer when it is determined that the curb stop, or any part thereof, is unsuitable for use due to deterioration, poor construction, inferior materials, or any other reason that may affect the present or future integrity of the curb stop, the water main or the water system. In such instances, the cost of a new curb stop shall be borne by the owner in accordance with the above procedure.
5. The property owner shall pay the final curb stop invoice if the cost exceeds the down payment. All charges are to be paid before the meter is installed and water is turned on. A refund will be provided if the cost is less.
6. Once installed, water lines from the distribution main to, and including the curb stop, belong solely to the NTFD, and as such, are maintained by the NTFD.
7. The property owner shall be responsible for ensuring that the curb stop box is exposed and accessible at all times.

D. Service Line (Property Line to Building)

1. Service piping between the curb stop and meter shall be 1" Type K copper without joints, unless otherwise approved by the NTFD. Service piping shall be installed in a one-foot envelope of sand bedding (one foot over, under, and on both sides). Water line caution tape must be used in the trench 2' above the service line. There shall be a minimum of four feet of earth cover from finished grade to the top of the service pipe. All fittings and valves through the outlet shutoff valve shall be lead-free brass compression type. Soldered joints are prohibited.
2. The service line is installed by the property owner's contractor under the following conditions:
 - a. Service line must be installed to NTFD standards and inspected by the NTFD prior to backfilling. The normal inspection cost is included in the Agreement Fees.
 - b. Inspection must be scheduled with the NTFD at least one business day in advance.
 - c. Installation of the service line must be performed by a Rhode Island licensed Underground Utility Contractor or a Rhode Island licensed master plumber approved by the NTFD.

NOTE: A \$50 inspection fee will be billed for each additional site visit required because the service line does not meet specifications, or is not ready for inspection.

3. Ownership of that portion of the service line, from the curb stop into the building, is the sole responsibility of the owner as to repair or replacement. The NTFD will provide the property owner with a list of approved contractors who can perform such work under the supervision of NTFD personnel.
4. NTFD and its employees have access to all pipes, meters, outside registers, valves, and regulators for purposes of normal maintenance or inspection, and if access is not made available for this purpose, NTFD has the legal authority, after notice by certified mail, to shut off water to the property. (NTFD Enabling Legislation, SECTION 1, Section 6, paragraph 2)
5. A separate service line, curb stop and meter shall be required for each building, trailer, or condominium. Extension of service lines from one building, trailer or condominium to another is absolutely prohibited.

E. Meters

1. All services shall be metered, a 5/8"x3/4" meter will be charged to the property owner. When larger meters are required, they shall also be paid for by the owner and when repairs are necessary, cost will be borne by the property owner, with removal and replacement under the supervision of the NTFD.
2. Once installed, meters are owned by the NTFD. Only NTFD personnel are authorized to install, remove or repair water meters.
3. The cost of ordinary repairs and care of all 5/8"x3/4" meters will be borne by the NTFD. When repairs are necessary on meters larger than 5/8"x3/4" all costs will be borne by the property owner, with removal and replacement under the supervision of the NTFD.
4. Meters shall be located in approved, accessible locations at the point where the water service enters the building. The customer is responsible for protecting the water meter. In the event of a damaged, frozen or stolen meter, the property owner will be charged for meter repair or replacement along with applicable service charges. Meters shall be protected from frost in a manner approved by the NTFD. Devices employing open flame or intense heat such as lanterns, torches, etc., shall not be used under or around meters to prevent freezing.
5. A separate curb stop and service line shall be required for each meter.
6. A charge will be made if a meter is tested, at the request of the property owner, and found to be accurate.
7. Prior to the NTFD installing a new water meter the following is required:
 - a. All outstanding water related fees must be paid.
 - b. Meter installation must be scheduled with the NTFD at least one business day in advance.

NOTE: A \$50 service charge will be billed for each additional site visit required because there is no access to property.

- c. If a homeowner or contractor wishes to have an approved meter installed prior to the structure being weathertight and secure the following will apply:
 - 1) The meter must be adequately protected from vandalism, theft and freezing as approved by the NTFD.
 - 2) The property owner is responsible and liable for protecting the meter, for any water use through the meter and for any estimated water use in the event of a frozen or vandalized meter or service line

8. NTFD and its employees have access to all pipes, meters, outside registers, valves, and regulators for purposes of normal maintenance or inspection, and if access is not made available for this purpose, NTFD has the legal authority, after notice by certified mail, to shut off water to the property. (NTFD Enabling Legislation, SECTION 1, Section 6, paragraph 2)
9. The meter shall at all times be accessible for reading or repair.
10. If a water meter fails to register usage or cannot be read, an estimated usage will be calculated on the basis of previous consumption for a corresponding period using past records obtained from correct registration of the meter. This will determine the amount to be charged and collected until the situation has been corrected.
11. If access is not permitted, within one billing period, to correct an estimated reading issue there will be no credit issued for inconsistencies between an actual reading and estimated reading.

F. Water Billing

1. The rates for all measured water supplied by the NTFD shall be set by the Administrative Board and shall be available at the NTFD Office.
2. Water bills are sent to customers quarterly, approximately the first of the month, in January, April, July, and October. Usage is based upon actual water meter readings, with a few accounts based upon estimated usage (exceptions only). Major users and some commercial users are billed monthly.
3. Rhode Island Sales Tax is added to all commercial accounts.
4. Due Date of water bill payment is stated directly on the bill, approximately 30 days from Billing Date.
5. Payments received after the Due Date are subject to a Late Fee, per billing period.
6. Accounts that are delinquent two billing periods (either quarterly or monthly), or more, become eligible for water shut-off. Shut-Off Notices are sent to customers with Shut-Off Fee added. Although not directly regulated by the Public Utilities Commission (PUC), NTFD generally follows its water shut-off process. Once water to a property has been shut off, it will only be turned on by NTFD when the water bill and Turn-On Fee have been paid.
7. Homeowners are ultimately responsible for tenant non-payment of water bills. (RIGL §39-15-12)
8. When water is supplied to a property (curb stop turned on) and available for consumption there will be a minimum charged assessed to said account regardless if there is usage or not registered on the meter.
9. Failure to receive bills does not relieve the property owner of the obligation of payment nor of the penalty for non-payment.
10. Tiverton Wastewater District (TWWD) may order the termination of water supply service to a property for nonpayment of sewer user fees, charges, and assessments. (TWWD Enabling Legislation SECTION 17, paragraph (4))

G. Tampering

1. The water meter and curb stop are owned by the NTFD.
2. Interference or tampering with water meters is a criminal offense. (RIGL §11-35-6)
3. Bypassing water meters with the intent to defraud is a criminal offense. (RIGL §11-35-7)
4. Persons removing, tampering with, turning on/off any water meter, curb stop, pipeline, equipment, or obtaining water service without District metering, are subject to District fines

and/or prosecution under RIGL §11-35-6 and §11-35-7 with penalty of imprisonment up to one year or fine up to \$1,000.00.

H. Cross Connections

1. In accordance with NTFD regulations and state plumbing code, the plumbing for any secondary water supply is required to be physically separate from and without any inter-connections to the plumbing system supplied by the NTFD. Separation of the two plumbing systems by valves is absolutely prohibited.

I. Fire Hydrants / Fire Service

1. Private fire protection system using water from wells, streams or any source other than the NTFD supply shall be at all times kept entirely separate from any possible connection with the NTFD System.
2. Fire services connected to the NTFD Water Distribution System shall be introduced into the premises entirely independent of any other service and must have a separate valve in the street or right of way.
3. Submittals for Fire services must be accompanied by two plans of the entire system one of which shall be for the approval of the Tiverton Fire Chief.
4. Fire services shall be furnished and installed (upon approval) under the supervision of the NTFD, and at the expense of the owner of the protected premises. All labor, materials and or other expense (e.g. contracted engineering services) furnished in connection with the work will be borne by the property owner.
5. Sprinkler system valves and private hydrants shall be sealed by NTFD personnel.
6. No person shall use, take or carry away water from any NTFD hydrant or without consent, nor after such consent has been withdrawn.
7. NTFD hydrants shall be installed and maintained for the sole purpose of fire protection and system flushing. Hydrants shall only be operated by NTFD personnel with an exception made for the Tiverton Fire Department for the legitimate purpose of extinguishing fires.

NTFD may at any time temporarily shut off water, without notice, for emergency repairs, extensions, alterations or other necessary work. (When possible, notice shall be given.) Water may also be shut off for neglect, safety concerns and or to limit potential property damage. The NTFD or its personnel, will not be responsible for any damages resulting from water being turned off.

The Administrative Board of the North Tiverton Fire District reserves the right to change these Policies, Rules, and Regulations at any time.