

**Town of Oxford, Massachusetts
Department of Public Works**

Jennifer Callahan
Town Manager



Kevin Duffy
Director of Public Works

RECORD OF INSTALLATION OF WELL WATER METER

Date:

Plumber Contact Info:

Owner's Name:

Service Address:

DPW Meter Inventory #:

Billing Address:

Meter #:

Serial #:

First Read Date:

First Reading:

Reason for Installation: meter for well water usage

Plumber's name: _____ License#: _____

Date Installed: _____ Signature of Plumber: _____

Date of Inspection by Plumbing Inspector: _____

Plumbing Inspector's Signature: _____

Call the Town of Oxford Building Department for the Plumbing Inspector at (508)987-6038.

To Be Completed by Property Owner:

I understand that I am installing this water meter for use on my private property and that the installation, maintenance and repair of this meter is my sole responsibility. As outlined in the Town of Oxford Sewer Well Meter Policy.

Date _____
Telephone: _____

Signature of Owner _____
Email address: _____

Please return completed form to: Oxford Department of Public Works

450 Main Street
Oxford, MA 01540
Telephone: (508)987-6006
Fax: (508) 987-6024
sewer@oxfordma.us
<https://www.oxfordma.us>

Town of Oxford Sewer Well Meter Policy

Purpose:

This policy, as a courtesy to sewer customers have well water, is established to allow the installation of a meter that will measure the amount of water used rather than being charged a flat rate based on the Massachusetts Department of Environmental Protection Code of Massachusetts Regulations 310 CMR 15.000.

General:

The meter, known as a well meter, measures the flow of water from the well throughout the building and is used to calculate the sewer use charges.

Once a well meter is received from the Department of Public Works, the customer is solely responsible for its operation and maintenance, including assuring that flows are recorded accurately. The Town is in no way liable for meters that fail to record usage. Failure to maintain the meter will result in being charged a flat rate fee for customers with non-metered wells

It is *not* the responsibility of the Town of Oxford Department of Public Works to maintain, repair or replace well meters.

It is strongly suggested that the property owner periodically check the meter to see if it in fact is registering. This can be done by checking the reading on the meter before and after use. This is suggested to avoid receiving no usage which would cause the Town to convert your account to a flat rate.

Once the meter has been received, the customer or plumber must fill out a "Record of Installation of Well Water Meter" form, which then must be submitted to the Department of Public Works. This form can be obtained at the office of the DPW located at 450 Main Street, Oxford, MA or on the Town's website at <https://www.oxfordma.us/>

At the owner's expense, a licensed plumber must install the meter. Installation must be done according to the plumbing inspector's requirements. Obtaining appropriate plumbing permits and inspections is the responsibility of the customer or plumber. The well meter is not recognized by the department until all requirements are met.

Absolutely no consideration will be given for malfunctioning or faulty meters, incorrectly installed meters, meters not having the required inspections or meters that have not been recognized and accepted by the department. The customer is responsible for all usage recorded on the well meter.

Definition:

Sewer well meters shall be considered to be any meter that is installed in a building for the purpose of measuring water that enters the sewer system. The measured flow through this meter would then be used to calculate the sewer use fee. All meters shall be installed and maintained at the owner's expense.

Register:

All meters must register in gallons.

Installation:

The installation of the meter shall be done by a **duly licensed person** in accordance with all applicable local, state and federal regulations. A Plumbing Permit is required and can be obtained by contacting the Building Department. Their telephone number is (508)987-6038. The meter shall be positioned in the building as the main water meter, but not to include any outside use; other installations will not be accepted.

Maintenance:

It is the owner's responsibility to assure that the well meter is operating properly and to make necessary repairs at their expense. The owner is responsible for payment of all usage recorded on the well meter.

Meter Readings:

The well meter readings are done by the department within the allotted time frame required for quarterly billing. The customer is responsible for all usage recorded on the well meter.

If you have difficulties with your meter or have any questions, you may call the Department of Public Works office at (508)987-6006 and someone will assist you.

The Department of Public Works reserves the right to verify any reading/usage.

**PLEASE NOTE, NO CONSIDERATION WILL BE GIVEN FOR MALFUNCTIONING WELL METERS OR FOR A METER THAT HAS NOT BEEN ACCEPTED BY THE DEPARTMENT OF PUBLIC WORKS.*

Developed: July 1, 2021

Revision: July 17, 2024