

PROCEDURE FOR LAYOUT AND ASSESSMENT OF WATER MAINS IN THE METROPOLITAN DISTRICT



**THE METROPOLITAN DISTRICT
P. O. BOX 800
Hartford, Connecticut 06142-0800
Telephone (860) 278-7850**

PURPOSE OF THIS PAMPHLET

THE PURPOSE OF THIS PAMPHLET IS TO HELP PROPERTY OWNERS UNDERSTAND THE VARIOUS STEPS AND LEGAL REQUIREMENTS TO BE MET IN OBTAINING PUBLIC WATER MAINS IN ANY SECTION OF THE METROPOLITAN DISTRICT AREA. THE PRESENT AREA FOR PUBLIC WATER SUPPLY IN THE DISTRICT INCLUDES HARTFORD, EAST HARTFORD, WINDSOR, BLOOMFIELD, WETHERSFIELD, NEWINGTON, ROCKY HILL AND WEST HARTFORD. BY SPECIAL AGREEMENT, THE DISTRICT SUPPLIES LIMITED SERVICES TO NON-MEMBER TOWNS (FARMINGTON, GLASTONBURY, SOUTH WINDSOR & EAST GRANBY).

THE FIRST OF SEVERAL STEPS TO INITIATE THE POSSIBLE INSTALLATION OF A WATER MAIN IS A PETITION TO THE METROPOLITAN DISTRICT BY ONE OR MORE OWNERS, OR TOWN OFFICIALS, WHO WISH TO OBTAIN PUBLIC WATER SERVICE. THE METROPOLITAN DISTRICT BY ITSELF DOES NOT CUSTOMARILY INITIATE THE INSTALLATION OF WATER MAINS.

WATER PETITIONS

AN OWNER, OR OWNERS, WHO WISH PUBLIC WATER SUPPLY SHOULD FIRST CONTACT THE DEPARTMENT OF ENGINEERING AND PLANNING AND DISCUSS THE FEASIBILITY OF INSTALLING WATER MAINS WITH THE BUREAU'S ENGINEERING STAFF.

SHOULD ONE OR MORE OWNERS THEN WISH TO INITIATE CONSIDERATION OF PUBLIC WATER SERVICE, A PETITION IN WRITING MUST BE FILED WITH THE DISTRICT. A PETITION CAN BE A SIMPLE LETTER OR REQUEST INCLUDING THE MAIL ADDRESS OF THE PETITIONER OR PETITIONERS AND THE LOCATION OF THEIR PROPERTY TO BE SERVED. IT IS NOT NECESSARY THAT ALL OWNERS IN AN AREA SIGN THE LETTER OF PETITION.

WHEN THE PETITION IS RECEIVED BY THE DISTRICT, IT WILL BE SUBMITTED TO THE BOARD OF COMMISSIONERS AT THEIR MONTHLY MEETING AND REFERRED BY THEM TO THE WATER BUREAU AND ITS ENGINEERING STAFF FOR STUDY. THIS STUDY WOULD INCLUDE PRELIMINARY LOCATION AND ELEVATION WORK IN THE FIELD AND PREPARATION OF COST ESTIMATES.

LAYOUT AND ASSESSMENTS

FOLLOWING THE COMPLETION OF THE STUDY, THE WATER BUREAU PREPARES AND MAILES TO EACH PROPERTY OWNER INVOLVED IN THE PROJECT A BRIEF DESCRIPTION OF THE AREA PROPOSED TO BE SERVED, A COPY OF THE PROPOSED ASSESSMENTS, PROPOSED DAMAGE AWARD PAYMENTS, IF APPLICABLE, AND NOTICE OF PUBLIC HEARING.

ASSESSMENTS ON PROPERTIES TO BE SERVED BY THE PROPOSED WATER MAIN ARE BASED ON THE CURRENT SCHEDULE OF FLAT-RATE LEVIES WHICH ARE UNIFORM THROUGHOUT THE METROPOLITAN DISTRICT AREA.

UNDER THE METROPOLITAN DISTRICT'S SCHEDULE OF FLAT-RATE ASSESSMENTS, PROPERTY OWNERS IN THE DISTRICT AREA ARE ASSESSED AT THE SAME RATE, WHICH IS BASED ON PROPERTY FRONTAGE. CORNER LOTS OF ORDINARY SIZE ARE NORMALLY ASSESSED ON THE BASIS OF THE SHORTER FRONTAGE EVEN THOUGH THE LONGER FRONTAGE MAY ABUT THE STREET WHERE THE PROPOSED WATER MAIN WOULD BE CONSTRUCTED. ALSO, THE PROPOSED WATER MAIN MAY NOT EXTEND ENTIRELY ACROSS THE FRONT OF SOME LOTS IN A PROJECT BUT, SINCE THESE LOTS WOULD RECEIVE FULL SERVICE AND BENEFITS FROM THE WATER MAIN, THE LOTS ARE ASSESSED AT THEIR FULL FRONTAGE. ADJUSTMENTS ARE ALSO MADE FOR IRREGULAR-SHAPED LOTS SUCH AS ARE FREQUENTLY FOUND ON A CURVED STREET OR CUL-DE-SAC.

PUBLIC HEARING ON PROPOSED WATER MAIN FOR PROPERTY OWNERS

A PUBLIC HEARING WILL BE HELD FOR ALL OWNERS AFFECTED BY THE PROJECT WHO MAY WISH TO EXPRESS THEIR VIEWS FOR OR AGAINST THE WATER MAIN PROPOSAL.

THE HEARING ENABLES THE BUREAU COMMISSIONERS TO MEET THE OWNERS AND DISCUSS THE PROPOSAL WITH THEM IN ORDER TO DETERMINE THE NEED AND BENEFITS OF THE PROPOSED WATER MAIN.

IT SHOULD BE UNDERSTOOD THAT THE BASIC PURPOSE FOR A PUBLIC HEARING ON THE WATER MAIN IS TO AFFORD AN OPPORTUNITY FOR PROPERTY OWNERS TO EXPRESS THEIR OPINIONS, BOTH FOR OR AGAINST THE WATER MAIN PROPOSAL, IN ORDER TO ALLOW THE DISTRICT TO MAKE A DECISION BASED ON AS MUCH PUBLIC INPUT AS POSSIBLE.

OWNERS UNABLE TO ATTEND THE HEARING SHOULD, IF POSSIBLE, SEND A WRITTEN STATEMENT TO THE DISTRICT CLERK SEVERAL DAYS BEFORE THE HEARING, CONTAINING THEIR VIEWS ON THE PROPOSAL.

IN ORDER TO DETERMINE THE NEED FOR THE PROPOSED WATER MAIN FOLLOWING THE HEARING, THE BUREAU COMMISSIONERS WILL REVIEW ALL THE FACTS AND OPINIONS EXPRESSED AT THE HEARING AND IN WRITTEN STATEMENTS, AND INPUT FROM LOCAL TOWN HEALTH OFFICIALS. THE BUREAU COMMISSIONERS, AFTER THEIR REVIEW, MAY TAKE SEVERAL COURSES OF ACTION. THEY MAY DECIDE TO GO FORWARD WITH THE PROPOSAL IN ITS ENTIRETY, TO DELETE CERTAIN AREAS FROM THE PROPOSAL, TO REFER THE PROPOSAL BACK TO ITS ENGINEERING STAFF FOR FURTHER STUDY AND INVESTIGATION, OR THEY MAY DECIDE TO REJECT THE PROPOSAL COMPLETELY. IF THE LAYOUT IS PASSED AND AUTHORIZED, IT WILL THEN BE SCHEDULED FOR CONSTRUCTION.

FINAL ASSESSMENT AND BILLING

APPROXIMATELY THREE MONTHS AFTER THE COMPLETION OF INSTALLATION OF A WATER MAIN PROJECT, ASSESSMENTS ON OWNERS SERVED BY THE NEW WATER MAIN ARE DECLARED DUE AND PAYABLE. AN OWNER MAY SELECT EITHER OF TWO METHODS OF PAYMENT, THE DISTRICT'S INSTALLMENT METHOD, OR PAYMENT IN FULL. UNDER THE INSTALLMENT METHOD, AN OWNER MAY PAY HIS/HER ASSESSMENT, PLUS AN INTEREST CHARGE OF SIX (6) PERCENT, IN 16 EQUAL INSTALLMENTS OVER A 15-YEAR PERIOD, WITH THE FIRST PAYMENT DUE WITHIN 30 DAYS OF BILLING, OR THE OWNER MAY PAY HIS/HER ASSESSMENT IN FULL WITHIN 60 DAYS OF BILLING AND THUS AVOID PAYMENT OF INTEREST CHARGES. IF AN OWNER FAILS TO MAKE PAYMENTS ON THE DATE DUE, THE OWNER IS CHARGED A FIFTEEN (15) PERCENT INTEREST FEE.

WATER SERVICE CONNECTION

THE WATER SERVICE PIPE CONNECTING THE WATER MAIN TO THE PROPERTY SERVED IS INSTALLED BY A LICENSED CONTRACTOR

CHOSEN AND HIRED BY THE PROPERTY OWNER. PRIOR TO THE INSTALLATION OF THE WATER SERVICE, THE CONTRACTOR SHALL APPLY FOR A SERVICE TAP (CONNECTION) TO BE PERFORMED BY DISTRICT FORCES. A FEE WILL BE REQUIRED FOR THIS WORK. ONLY DISTRICT FORCES MAY PERFORM WATER MAIN TAPS. THE REMAINDER OF THE SERVICE PIPING IS CONSTRUCTED AT THE OWNER'S EXPENSE. THIS WORK SHALL BE PERFORMED IN CONFORMANCE WITH DISTRICT REGULATIONS.