

**TOWN OF WESTWOOD
DEPARTMENT OF PUBLIC WORKS
SEWER DEPARTMENT**

50 Carby Street, Westwood, MA 02090 (781) 326-8661 x.2589

APPLICATION FOR PERMIT TO INSTALL A SECOND METER

Filing Date: _____ Fee: \$30.00

Owner Phone Number: _____ Cell Number: _____

Owner: _____

Property Location: _____

Email Address: _____

Meter Serial Number: _____ Meter Reading: _____

Location of Inside Meter: _____

Signature of Property Owner: _____

(Or Authorized Representative)

*******NOT REGISTERED UNTIL PLUMBING IS INSPECTED
AND METER IS SEALED & TAGGED *******

- Any water used prior to this, you will NOT receive any credit on it

FOR OFFICIAL USE

Date Received: _____ By: _____

Date Inspected: _____ By: _____

Special Conditions (if any): _____

THIS PERMIT IS VALID FOR ONE YEAR FROM DATE OF FILING

Property Owner	Date	Email Address
Owner Signature	Property Address	Phone #

What is a second meter?

A second meter is a meter that registers the irrigation water that you use that does not enter into the sewer system.

Where can one obtain a second meter?

A resident can obtain a second meter from any plumbing store. For example Stiles located in Norwood is very familiar with our program. The second meter must read in cubic feet and MUST be installed “downstream” of the Dedham-Westwood Water District’s meter.

What are the fee’s and permits that is associated with obtaining a second meter?

An application for the second meter program must be filled out at Westwood Building Department with a fee of \$30.00. Also a \$40.00 plumbing permit must be obtained at the Building Department prior to proceeding with the installation. (Only a licensed plumber can pull the plumbing permit)

My second meter is installed now what do I do?

If your plumber has installed your second meter, **the property owner (will have to call the Sewer Department (781-251-2589) to schedule both a plumbing inspection (by the town plumbing inspector) and a seal and tag of the meter (by Sewer Department personnel).** These are 2 separate inspections that can be coordinated to be completed on the same day. Once these two inspections have been done the meter is considered to be active and the read on the meter at the time of the inspections will be the start read. If you use the meter before getting the inspection and sealing & tagging as described above you will not receive any credit on your sewer bill for that consumption.

Who owns the meter? What do I do if it breaks?

The water metering device shall be provided by the applicant and remain the property of the owner. If the device is broken it is up to the owner to have the meter fixed by a plumber and with the necessary plumbing permits from the building department. There is no credit given if the meter is not working correctly.

How does the second meter program work?

After the meter is installed and has been sealed, tagged, and inspected the device is considered to be active. **It is the property owner responsibility to read your meter twice a year, once in the month of August and again in November.** Your second meter consumption will be subtracted from your actual water consumption and the credit will be reflected on your December and March Sewer bill. The Sewer Department will make a good faith attempt to notify you when to provide the readings. However no action or inaction on the part of the Sewer Department relieves the property owner the responsibility of providing the second meter readings to the Sewer Department in a timely fashion. All credits are granted at the discretion of the Sewer Commission and/or their designee.

How do I read my meter and send in the readings?

When you look at your meter there is a dial with 5-6 digits on it. You will see a change of color usually going from black to white. Where you see the change of color represents a decimal point so you would round up or down. For example if your meter is reading 555.64 you would submit the reading as 556 if its reading 555.34 you would submit your reading as 555. Once you read your meter you can log into the Town of Westwood website at www.townhall.westwood.ma.us and double click on public works, sewer department, and submit second meter reading. You will than input the following information like your account number, date of reading, meter reading, address, email address etc. and there will also be a box with some letters in it. These letters are a code that will need to be typed in lower case to make sure your computer is compatible. Once finished you will click submit and you will receive an email confirmation that your reading has been successfully submitted. If you are unable to go online you may fill out a hard form that is located at the Council on Aging on Nahatan Street or you can come to 50 Carby Street.