

Procedure for obtaining a new meter, meter testing and the activation of a water service for the Town of Millis.

New Applicant:

The builder/homeowner prior to obtaining a water tie in permit must obtain the following,

- A meter and the outside meter-reading device must be purchased from the Department of Public Works located at 7 Water Street Millis, MA. The cost of a meter and outside meter-reading device is \$125.00.
- The applicant will provide the legal owner of the property for which the account will be billed to at the time of the purchase of the meter and meter- reading device
- All meters shall be installed within an owner's building as close to the public water supply main as possible in an ample and suitable space free from exposure to freezing unless otherwise directed by the Department of Public Works. This space shall at all times be unobstructed and accessible to the Department of Public Works for reading, testing, inspection and maintenance purposes.
- The builder/homeowner will contact the Department of Public Works within 10 days of the purchase of the meter and meter-reading device for inspection.
- At no time will a contractor, builder or homeowner turn on or off a water service without first notifying the Department of Public Works.

Meter Testing:

- The owner of any property may request to have a meter tested they must contact the Assistant Director of Public Works, 508-376-5424, to arrange for a meter test. The owner will hire a plumber to remove the meter and the Department of Public Works will supply a replacement meter for the plumber to install during the test. The Department of Public Works will have the meter tested, The homeowner will have a Check or Money Order made payable to the Town of Millis in the amount of \$75.00, if the test shows that the meter is inaccurate, the meter test fee will be refunded and a new meter will be installed at no cost to the property owner.
- If the Department of Public Works suspects that the meter is registering improperly, the Assistant Director of Public Works will notify the homeowner of the need for a test. There will be no cost for this test to the property owner.
- All meter tests are performed according to the American Water Works Association.