

Policy: CS-06-07
Policy Title: Procedure for Processing Hydrant Meter Rentals
Policy Purpose: Set forth guidelines for the process
Implementation Date: 03/17/2006
Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
Procedure for Processing Hydrant Meter Rentals**

There are two types of hydrant meter renters. Renters that will keep the meter and use it during the season and renters that will only have the meter checked out one to two days. In both cases, the process is very similar, the difference being how the renter is charged for the usage.

PROCESSING HYDRANT METER RENTALS TO BE KEPT ALL SEASON

Fill out the *Request for Hydrant Meter Usage Form* – Company name, Meter #, Customer Business Address, the reading off of the hydrant meter, company or customer telephone number, the area the meter will be used in and the meter size.

Explain to the renter the stipulations for renting the meter, the deposit amount of \$200.00, the non refundable one time only account set-up charge of \$50.00, calling or faxing in the meter readings monthly to avoid a meter reading delay charge of \$25.00, the daily meter charge of \$1.00 per day, customer's responsibility to protect the meter from damage or theft, use of wrench (hydrant meter wrench only) and backflow prevention.

Fill in the date the meter was signed out/in and sign the form as the employee checking the meter out. Fill in the check number of the check being used for the deposit and the reading off the meter when it was checked out or returned. Have the customer sign the form and print his/her name on the line below the signature.

Make a copy of the form for the customer and a copy for the billing department. Indicate on the form the date it was given to the billing department. Put the original form along with the deposit check in the vault until the next day when it will be taken to town hall to be receipted. Replace the check with the receipt and deposit the check. File the form in the Hydrant Meter Book under the hydrant meter number until the meter is returned.

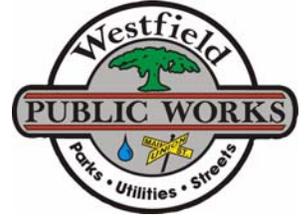
When the meter is returned and the final bill is paid a claim will be forwarded to the Clerk/Treasurer's Office requesting a deposit refund be issued.

PROCESSING HYDRANT METERS TO BE RETURNED IN ONE TO TWO DAYS

The process is the same as above with the exception of the deposit. Since the meter will be returned within 24 to 48 hours of being checked out the check or cash used for the deposit is held in the vault with the completed form until the meter is returned. Once the meter is returned and the usage is paid for the deposit can be returned to the customer.

Bruce A. Hauk, Director

WESTFIELD PUBLIC WORKS



DIRECTOR OF PUBLIC WORKS
BRUCE A. HAUK

TOWN COUNCIL
JOHN B. HART
DAVID D. MIKESELL
TERESA OTIS SKELTON
ROBERT J. SMITH
RONALD W. THOMAS

CLERK-TREASURER
CINDY J. GOSSARD

REQUEST FOR HYDRANT METER USAGE FORM

Phone # (317) 867-1116

Fax # (317) 867-1168

Company Name _____ Meter # _____

Business Address _____

Meter reading when checked out _____

Telephone # _____ Area using in: _____ Meter Size _____

Customer will call or fax the office by the fifth day of each month the meter reading or will be assessed a \$25.00 penalty.

Deposit - \$200.00 deposit required. Deposit to be paid in full at the time the meter is issued; refunded within 30 days after return, less any charges for damages to meter.

Temporary Hydrant Account Set-Up Charge - \$50.00 non-refundable

Daily Meter Service Charge - \$1.00

Volume Charge – to be based on the Town’s rates for water service

Bad Check Charge - \$25.00 or Town’s current charges for bad checks

This hydrant meter is to be used in the Westfield Public Works distribution system only. The hydrant will be used whenever you or your company draw water from Westfield Public Works fire hydrant.

The customer shall be responsible for any damage to this hydrant meter, including its replacement should it be lost or stolen along with estimated gallons used. The customer agrees to take reasonable care and to protect this hydrant meter, as well as any fire hydrant used, from freezing.

Only proper fire hydrant wrenches are to be used on Westfield Public Works fire hydrants and hydrant meters.

The customer agrees to take necessary measures to protect Westfield Public Works from any backflow contamination while using this water meter.

Date signed out: _____

Date signed in: _____

By (Westfield Employee) _____
Deposit check # _____ Meter reading when
returned _____

By (Westfield Employee) _____

Customer Written Signature _____

Customer Printed Signature _____

Meter returned by –Signature _____

Information given to billing department (Date) _____