

SPRINGFIELD WATER AND SEWER COMMISSION



FISCAL YEAR 2026 RULES AND REGULATIONS

As approved

Effective **July 1, 2025**

Commissioner Matthew Donnellan
Commissioner Vanessa Otero
Commissioner Daniel Rodriguez

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costs and damages caused by a damaged or failing Building Sewers and/or Private Sewers.

3. The Owner shall indemnify the Commission from any loss or damage that may directly or indirectly be occasioned by such installation, maintenance, repair or replacement.

1.2.6 Independent Building Sewers

1. A separate and independent Building Sewer shall be provided for every ~~B~~building, except where one (1) building stands at the rear of another on a single Lot and no Private Sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway.

~~2.a.~~ Under these circumstances, and upon approval of the Executive Director, the Building Sewer from the front building may be extended to the rear building and the whole considered as one (1) Building Sewer.

~~3.b.~~ Any such approval shall be by written agreement and shall be recorded in the county Registry of Deeds.

2. Building Sewers for Accessory Dwelling Units (ADUs) shall conform to the following:

- a. The Premise / Property Owner shall inform the Commission of a proposed ADU via the Commission's ADU application and provide documentation of approval for said ADU from the City of Springfield. City of Springfield documentation must include a building number issuance slip.
- b. The Premise / Property Owner shall be designated as the Commission's Customer for any sewer usage associated with ADUs.
- c. It is the burden of the Owner to demonstrate that the existing Building Sewer can accommodate a connection for an ADU. Consideration must be taken relative to existing Building Sewer's accessibility for maintenance, pipe condition, flow capacity, pipe slope and alignment, and depth of cover outside of the building.
- d. A separate and independent Building Sewer shall be installed for ADUs if it is determined that the existing Building Sewer cannot accommodate the ADU connection, unless it is determined that replacing and reconfiguring the existing Building Sewer is the most



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feasible and advantageous alternative in accommodating the ADU connection.

e. If modifications to the existing Building Sewer are proposed within the Commission's inspection jurisdiction or a separate and independent Building Sewer is required, a site plan showing all utility configurations and site existing conditions will be required for the Commission's review.

f. Building Sewer modifications within the Commission's inspection jurisdiction will require a permit from the Commission and shall conform to all requirements set forth within these Rules and Regulations, Guidelines and Policies, and Material Specifications. This includes but is not limited to execution of work by a Commission Approved Contractor and inspection of work by the Commission in accordance with Section 3.10 of these Rules and Regulations.

g. New Building Sewer Application Fees apply to ADUs except if connected within plumbing jurisdiction.

~~3. Building Drains that are connected to the Building Sewer and are owned, operated, and maintained by the Owner of the Building.~~ The Owner of the Building shall be responsible for the installation, location, operation, and maintenance of the Building Sewer (including for an ADU), plumbing fixtures, sinks, toilets, floor drains, and any other associated appurtenances located in the Building. The normal operation of the public sanitary system includes possible surcharging to the elevation of the street during peak flows or rain events in combined sewer areas. The installation of any plumbing fixtures by the Owner below the sill elevation or the elevation of the top of the building foundation is at their own risk.

4. No Person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waste to any Sanitary Sewer in accordance with Section 1.4 of these Rules and Regulations.

1.2.7 Approval and Recording of Private Sewers

1. A Private Sewer for the collection of two (2) or more Building Sewers shall be constructed only upon receipt of written approval by the Executive Director and shall be recorded in the county Registry of Deeds.



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2. A copy of such approval and a plan prepared in accordance with all the requirements of this Chapter shall be kept on file in the office of the Commission.

1.2.8 Reuse of Existing Building Sewers

Existing Building Sewers may be used in connection with new buildings and Accessory Dwelling Units only when it is determined by the Executive Director, or his/her designee, that the Building Sewers meet all the requirements of this Chapter, and it is the Owner's responsibility to demonstrate as such. Owner shall provide to the Commission a pipe inspection report for the Executive Director's consideration. The Owner is entirely responsible for determining the functionality and subsequent operation and maintenance of the Existing Building Sewer when new buildings and/or ADUs are connected at the Owner's request. Any operational issues with the Existing Building Sewer or the ADU are entirely the responsibility of the Owner.

1.2.9 Construction Requirements for Building Sewers and Private Sewers

1. The size, slope, alignment and materials of construction of a Sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall conform to the applicable Rules and Regulations, the Guidelines and Policies, and Material Specifications of the Commission. The Private Sewer or Building Sewer shall not be connected to the Public Sewer prior to certification by the Executive Director that the entire Sewer has been properly constructed, inspected for conformance, and tested, and is ready for use. In the absence of specific rules and regulations or in amplification thereof, the materials and procedures set forth in appropriate specifications of the latest edition of the ASTM and WEF Manual of Practices No. 9, on file with the Commission, shall apply.
2. All excavations for approved Sewer installation shall be adequately guarded by the Commission Approved Contractor with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Executive Director and the Director of Public Works.
3. No Person or Persons shall construct a Building Sewer or a Private Sewer without first obtaining the appropriate permit from the Executive Director. The Executive Director reserves the right to install any Building Sewer or Private Sewer with Commission Construction Crews.



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- (b) Where a Water Service is to cross Property other than the Owners, the Owner shall provide a copy of a recorded easement granting permission and showing locations.
- (c) A water service shall not be installed, until the easement has been recorded at the applicable Massachusetts Registry of Deeds.

6. Accessory Dwelling Unit (ADU). ADUs do not require a single and independent Water Service Pipe per Building. However, Water Service Pipe for ADUs shall conform to the following:

- a. The Premise / Property Owner shall inform the Commission of a proposed ADU via the Commission's ADU application and provide documentation of approval for said ADU from the City of Springfield. City of Springfield documentation must include a building number issuance slip.
- b. The Premise / Property Owner shall be designated as the Commission's Customer for any water usage associated with ADUs.
- c. The Commission will not submeter water consumption for ADUs.
- d. It is the burden of the Owner to demonstrate that the existing Water Service Pipe can accommodate a connection for an ADU. Consideration must be taken relative to existing Water Service Pipe's, condition, flow capacity, and pipe alignment.
- e. A separate and independent Water Service Pipe shall be installed for ADUs if it is determined that the existing Water Service Pipe cannot accommodate the ADU connection, unless it is determined that replacing and reconfiguring the existing Water Service Pipe is the most feasible and advantageous alternative in accommodating the ADU connection.
- f. If modifications to the existing Water Service Pipe are proposed within the Commission's inspection jurisdiction or a separate and independent Water Service Pipe is required, a site plan showing all utility configurations and site existing conditions will be required for the Commission's review.
- g. ADU connections must be downstream of a Commission furnished Meter. At Owner's expense, a Master Meter within a meter pit may be installed within the Property if an ADU connection is required upstream of the existing Meter, in which case the existing Meter shall be removed.



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h. Water Service Pipe modifications within the Commission's inspection jurisdiction will require a permit from the Commission and shall conform to all requirements set forth within these Rules and Regulations, Guidelines and Policies, and Material Specifications. This includes but is not limited to execution of work by a Commission Approved Contractor and inspection of work by the Commission in accordance with Section 3.10 of these Rules and Regulations.

i. Service connection fees do not apply to ADUs unless a new Water Service Connection is required.

j. New Water Service Pipe Application Fees apply to ADUs except if connected within plumbing jurisdiction.

~~6.7.~~ Condominium developments that require fire hydrant(s) and separate water service(s) for individual units shall provide an easement to the Commission to install a Public Water Main in accordance with the Commission's Guidelines and Policies and Material Specifications or as otherwise approved by the Executive Director at the Owner's expense. The units will be metered individually by the Commission, unless otherwise approved by the Commission.

~~7.8.~~ **Combined Service.** All provisions within this Chapter for Water Service Pipes shall also apply to existing combined services. New combined services shall not be installed, unless the Executive Director determines that Combined Service is in the interest of efficiency and, with the concurrence of the Local Fire and Code Enforcement or Building Departments, which approve such a service in writing.

(a) When the Water Service Connection is located on the Owner's Property an easement is required for any new Combined Service and shall be granted prior to any construction beginning.

(b) Existing Combined Water Services in buildings that are to be renovated shall have the connection in the building removed and a new Water Service Connection made on the Public Water Main or as otherwise approved by the Executive Director at the Owners expense.

~~8.9.~~ **Restriction on Use of Fire Service Pipe.** No Fire Service Pipe shall be converted to a Water Service Pipe. No other use of a Fire Service pipe is allowed without approval by the local fire department and the Executive Director.



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CHAPTER 6 DEFINITIONS

Section 6.1 Definitions

Unless the context specifically indicates otherwise, the meaning of the terms used in these Rules and Regulations shall be as follows:

1. 25% Rule means Twenty-five Percent Rule and is a measure of when maintenance of GRD shall be scheduled. The combined FOG and solids accumulation in the top and bottom of the does not exceed 25% of the design hydraulic depth of the GRD. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG from being discharged to the sewer system. Regular inspections of GRD are required to be performed by the FSE Owner to determine if the 25% Rule has been exceeded and cleanout of the GRD is required.
2. Abutter means one who holds titles to real property within the limits of a Sewer Improvement Area and his/her successors in title.
3. Accessory Dwelling Unit (ADU) is a secondary, independent residential unit on the same Premise / Property as a primary home, allowed statewide in Massachusetts as of August 2024 under the Affordable Homes Act. This law permits ADUs to be created without requiring a separate special permit from local boards, though rules for short-term rentals are determined by individual municipalities. ADUs can be within the primary home (like a converted basement), attached as an addition, or completely detached (like a backyard cottage).
- ~~3.4.~~ Additional Meter shall mean a Meter for the purpose of determining sub-divisions of supply through Master Meters and are owned and maintained by the Owner.
- ~~4.5.~~ Advanced Metering Infrastructure (AMI) shall mean an integrated system of meters measuring and analyzing water usage, communication networks, and data management systems that enable two-way communication between metered endpoints and the Commission.
- ~~5.6.~~ Allowance Program Discounts shall mean the discounts given to its Customers who have applied for the discounts and meet the following qualifications:
 - (a) Disabled Persons shall mean Customers who are Owners of a single family house, which is the Owner's primary residence, the disability keeps the person from work all twelve (12) months of the year, a letter from their physician has been attached to the application that clearly states the individual's disability



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additional copies shall be charged for in accordance with these Rules and Regulations.

~~50.~~51. Cross Connection shall mean any actual or potential connection between a distribution pipe of potable water supplied by the Public Water System and any waste pipe, soil pipe, sewer, drain or any other unapproved source. Without limiting the generality of the foregoing, the term "cross connection" shall also include any bypass arrangement, jumper connection, removal portion, swivel or changeover connection and any other temporary or permanent connection through which Backflow can or may occur.

~~51.~~52. Customer means a Person or entity listed on the records of the Commission as the party of record responsible for payment of Bills for Charges for water and/or Sewer services to the Premise/Property.

~~52.~~53. Customer Water Service shall be defined as the entire water service excluding any corporation stop and/or valves directly associated with the water main. The Customer will be assessed for any repairs, replacements, or other services rendered to the Customer Water Service.

~~53.~~54. Decorative Fountain shall mean an indoor or outdoor fountain that is designed and constructed for aesthetic purposes and is not intended for human contact, recreation or for providing drinking water.

~~54.~~55. Delinquent after date shall be defined as a date at least 30 days after the date of issuance of a bill

~~55.~~56. Developed Property means Property that generates wastewater.

~~56.~~57. Discontinuance of Water Service Connection Charge (Basic) shall mean the cost charged for Discontinuing an existing Water Service by removing the Water Service Connection. The cost for ¾-inch to 2-inch Water Services shall be based on the service pipe diameter. The cost for Water Services greater than 2-inches shall be based on the size of the water main it is connected to. The Commission shall provide labor and equipment to discontinue the Water Service Connection. The following items are not included in this charge and are provided by the Applicant: permits, paving, location work, excavation, backfill, and compaction, police, traffic control, couplings, plugs, material, pipe installation, appurtenances, flowable fill, rock excavation, frost excavation, concrete removal, and hauling in suitable fill. This charge shall be paid when application is submitted.

~~57.~~58. Discontinuance of Water Service Connection Charge (Complete) shall mean the cost charged for Discontinuing an existing Water Service Connection by removing the Water Service Connection. The cost for ¾-inch to 2-inch Water Services shall be based on the service pipe diameter. The cost for Water Services greater than 2-

