

**VILLAGE OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

SWIMMING POOL FILLING POLICY

PURPOSE: The purpose of this policy is to provide to the citizens of this Village a mechanism for the filling of a residential above ground and/or in ground swimming pools. Residents will have the availability to utilize local fire hydrants, house meters or tank trucks as provided by the Public Works Department or the Fire Department.

PROCEDURE: The following Procedure has been developed to assist any citizen in obtaining water for the purpose as stated:

1. All requests must be submitted in writing to the Eason Hall and addressed to the Public Works Department , Street Division Superintendent at least 72 hours in advance of the need for water. Request forms will be made available at Eason Hall (23 Elm Street) and at the Public Works office (42 English Street). Cost estimates will be provided upon the pool owners request;
2. The Street Superintendent will evaluate the best method available to deliver the water to the resident. This evaluation will take into account the condition of the water system at that location, the quantity and rate of water needed, and the effects on the water quality. The Street Superintendent will either approve or deny the request and will transmit the response to the applicant;
3. In the event that a hydrant can be utilized, a Village employee will attach a meter and begin the filling operation. In the context of this policy, hydrants will be operated by Public Works employee personnel only during normal working hours.
4. In the event that a house meter will be used and in order to prevent additional sewage charges being applied, a Public Works employee will take meter readings before filling is started and when filling is complete. Any resident who chooses to fill their pool through the house meter without properly notifying the Public Works Department will be liable for the associated sewer charge;
5. In the event that a hydrant nor a house meter can be used, the Fire Department can provide trucking service to all Village or Town residents.
6. Pool owners may also contact independent truckers with the capability to haul water. Water transported in this fashion will be obtained from specific hydrants as directed by and under the direction of the Street Superintendent or his designee.

RESPONSIBILITIES: The following is a listing of costs associated with filling of pools as outlined in the aforementioned procedures:

- A. All pool owners will be responsible for the cost of water obtained from either a hydrant or house meter. Water from these sources will be metered and
- * charged to the pool owner at a rate of \$4.00/1,000 gallons. In addition, a labor
 - ** charge will be assessed at a rate of \$23.41 per hour with a minimum charge of one hour. This charge will also apply should an independent trucking service be utilized. Charges for residents of the Village will be billed separately for this service;
- B. Filling service utilizing the Westfield Fire department tank truck will be charged a flat rate of \$100.00 per tank load which is approximately 3,500 gallons. Payments for this service must be made prior to the service being rendered.

Date: Village Board approved 2/2/98

- * Village Board Approved Rate Increase Effective 11/04/02
- ** As of 5/03 subject to annual increase

**WESTFIELD WATER DEPARTMENT
SWIMMING POOL FILLING REQUEST FORM**

Date:

Owners Name:

Address (Pool Location):

Phone:

Approximate Date water is needed
(mandatory 48 hour advance notice):

Pool Capacity (if unavailable, please supply pool dimensions)

**I, _____ absolve the Village of Westfield and the
Westfield Volunteer Fire Department of all liability resulting from the delivery of fresh
water to my property at _____ Westfield, New York. I also guarantee
this water will not be used for human consumption.**

Signed

Date

DEPARTMENT USE ONLY

Nearest hydrant location and number:

Size of water main:

Materials of water main:

Hydrant make:

Is hydrant on dead end, or cross fed?

Will use of hydrant create
pressure or water quality problem? Yes No

Estimated cost of pool filling?