



# TOWN OF TEWKSBURY

DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
999 WHIPPLE ROAD  
TEWKSBURY, MASSACHUSETTS 01876

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- ENGINEERING
- HIGHWAY/FORESTRY
- WATER & SEWER
- FLEETMAINTENANCE
- WATER TREATMENT PLANT

To: Water/Sewer Customer

From: Department of Public Works

Re: Secondary Water Metering

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Please see the attached documents that will guide you through important information when considering Secondary Water Meters. Please note that these documents are a snapshot of the "Tewksbury Requirements for Secondary Meters", which are the actual regulations. A copy of the full regulations can be found on our website at [http://www.tewksbury.net/Pages/TewksburyMA\\_Engineering/secmet.pdf](http://www.tewksbury.net/Pages/TewksburyMA_Engineering/secmet.pdf) (Adobe Acrobat is required to view this document).

After reviewing the documents, specifically "Important Information Regarding Secondary Water Meters", please note the following procedure to obtain a meter:

- Installations will be on a first completed application ("Secondary Water Application" and "Plumbing Permit"), first served basis.
- After the paperwork has been completed, the plumber can make the plumbing alterations, then contact the Building Department at 978-640-4430 to have the plumbing inspection completed.
- Once the inspection has been completed and there are no issues with the altered system, our Building Department will send the Water Billing Department an approved copy of the paperwork. Please allow about 2-3 days for the paperwork to be sent over.
- After the Water Billing Department has received the copy, the homeowner or the plumber can contact Water Billing at 978-640-4350 to schedule an appointment for the water meter installation(s).
- Installations will be dependent on the availability of the Towns Water Meter Installer.