

Merrimac Municipal Light Department



Residential Electric Service Policy

GENERAL:

The Merrimac Municipal Light Department (MMLD) issues this policy in order to communicate to its customers, builders, contractors, engineers and any other entity upgrading existing or installing new electric services its requirements for electric services. Revisions of this policy will be made as necessary and the MMLD reserves the right to make any such changes.

All new electric service cable installations or electric service cable upgrades may be installed overhead or underground. If service is underground it needs to be in PVC Schedule 40 Gray, UL listed electric conduit. The electric meter must be located on the outside of the house, on the driveway side of the house, and at a height between twenty four (24) inches and sixty (60) inches above finished grade.

The MMLD will provide, deliver and install the service cable at the customer's expense. The MMLD will own and maintain the service cable and the meter under normal rated use at no charge to the customer. Meter or cable damage due to negligence, physical abuse or exceeded rating will be repaired or replaced by the MMLD at the customer's expense.

APPLICATION:

A REQUEST FOR ELECTRIC SERVICE application for new or service upgrades must be completed and signed by the property owner or an authorized agent prior to any MMLD work. Once an application is received a member of the MMLD's staff will examine the job site, indicate to owner or contractor the best route to bring service to the new location, indicate meter location and prepare a cost calculation. Under normal circumstances, the MMLD will make cost available to the customer within two (2) weeks of the date of application. Any installation done prior to MMLD staff's approval may be subject to relocation at the installer's expense.

An invoice for the MMLD work will be mailed to the applicant or owner of the property, and will be valid for ninety (90) days. Upon receipt of payment and trench inspection, for underground installations, work will be released for scheduling. Scheduling lead-time will vary depending on current MMLD workload, size and type of service and weather. Call the MMLD for current scheduling information.

The APPLICATION FOR ELECTRIC SERVICE must include the name and address of the person that will be responsible for paying the Electric bills. If the customer is new to the

Merrimac Utility Billing System, they must contact MMLD's Customer Service at 978-365-8311. This also applies to Temporary Services.

Instructions to all electricians for new or upgrade of existing electric service

- 1) Electrician is responsible to contact the MMLD's office to request a Utility Authorization Number ("UAN") prior to applying for an electric wiring permit. The UAN will be provided once the MMLD receives the completed Request for Electric Service Form. Only then an UAN will be given.
- 2) MMLD will assign the UAN for the electrician to record on Electrical Permit ("EP"). The Town Wire Inspector will not issue an EP unless the UAN has been provided by the MMLD.
- 3) MMLD will determine meter location and will tag building for electric service upgrades and new services. To determine the location for a temporary service, it may be necessary for the electrician to meet with a representative from MMLD at the building site.
- 4) The Town Wire Inspector must approve the electrician's work. The Town Wire Inspector can be contacted at the Town Hall, telephone number 978-346-0525, extension 525.
- 5) Upon completion of the service installation, by the electrician, complete payment to MMLD and approval of the Wiring inspector, MMLD shall make the final connections to energize the electric service. A final connection and meter installation can only be scheduled once the MMLD receives the approval from the Wire Inspector. The service connection needs to be scheduled by contacting the MMLD office. The date and time will be agreed on for such connection and electrician, or his/her designee, will be required to be present at the premise for this final connection. MMLD will not be making connections and installing meters on the same day the office is contacted as the work schedule for that day is done before the work day starts.

Policy Change

The Merrimac Board of Light Commissioners voted unanimously to accept the new revisions of the Merrimac Light Department Terms and Conditions.

Effective immediately, MMLD will bill labor and materials required for Permanent Service connections and some Temporary Service connections at the actual cost and not at a predetermined fixed cost. Once an application is received in the office, the MMLD will go to the job site and prepare an estimate for the job.

See the MMLD "Terms and Conditions" for the complete revision.

Approved by the Board of Light Commissioners on 5/13/2014.