



4 Municipal Way  
Wellesley, MA 02481  
Phone: 781-235-7600 ~ Fax: 781-237-0160  
Monday-Friday 7:00 AM-3:00 PM

## **ELECTRIC SERVICE UPGRADE and NEW INSTALLATION POLICY**

### **GENERAL:**

The Wellesley Municipal Light Plant (WMLP) issues the *Electric Service Upgrade and New Installation Policy* in order to provide the requirements for electric service upgrade and installation to its customers, builders, contractors, engineers and any other entity upgrading existing or installing new electric service. Revisions to this Policy will be made as required and at the sole discretion of the WMLP.

All new electric service cable installations or electric service cable upgrades shall be installed underground in four (4) inch PVC Schedule 40 Gray, UL listed electric conduit. The electric meter should be located on the outside of the building, at a location approved by the WMLP at a minimum height between thirty six (36) inches and sixty (60) inches above finished grade.

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

### **APPLICATION:**

The *Application for Electric Service* ("Application") for new or upgraded service must be completed and signed by the property owner or an authorized agent prior to the start of work by WMLP. Page 2 of the Application must be completed for all services of 400 amps or greater. Applications will be accepted Monday through Friday between 7:00 AM and 3:00 PM. All electrical service upgrades, relocations and new installations require a WMLP authorization number which will be issued when the Application is received. WMLP staff will then examine the job site, prepare a sketch detailing the conduit trench route and meter location and prepare a cost calculation. Under normal circumstances, the WMLP will make the sketch and cost available to the customer within two (2) weeks of receipt of the Application. Conduit should not be installed prior to receiving the WMLP's sketch. Conduit installation done prior to WMLP approval will be deemed unacceptable and removed at installer's expense.

Once the cost is calculated an invoice for WMLP work will be mailed to the applicant or owner of the property. The cost estimate is valid for ninety (90) days. The work will be scheduled after the receipt of payment and an approved House Service Trench Inspection Report.

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 Wellesley Utility Billing System, they must also contact the Customer Service Department at 4 Municipal Way to complete an *Application for Utility Service*.

## **CONDUIT:**

The customer is responsible for hiring an excavation contractor and for paying the costs of any trenching, conduit installation, paving and required permits. All work in the public way must be performed in accordance with the Town of Wellesley, Department of Public Works, Engineering Division's *Public Way Excavation Rules and Specifications*.

The conduit installed shall be four (4) inch PVC Schedule 40, Gray, UL listed electric conduit. The customer shall be responsible for the purchase and installation of all conduits. The trench and installed conduit **shall** be inspected and approved by the WMLP before back filling. Trench inspections must be scheduled Monday through Friday between 7:00 AM and 3:00 PM.

**Note: Twenty-four hour notice is required to schedule a trench inspection.** The Trench Inspection Report will be signed off as complete once all of the following requirements are met and payment has been received.

The conduit shall be a continuous run from the building foundation to a manhole or utility pole.

- **Utility pole** - When the conduit is to terminate at a utility pole, the WMLP will supply five (5) feet of four (4) inch flexible conduit which must be picked up by the contractor at 4 Municipal Way. The conduit shall be butted up to the base of the pole at a location marked by the WMLP staff. The flexible conduit shall be installed such that it terminates four (4) inches above finished grade and sweeps away from the pole similar to a twenty-four (24) inch radius sweep and connects, with an approved connector, to the four (4) inch PVC Schedule 40, Gray, UL Listed Electric conduit.
- **Manhole** – Contractors/individuals should not attempt to remove a manhole cover or enter a manhole. In addition, contractors should never attempt to break into the wall of a manhole as this may result in serious injury or death. WMLP employees are the only individuals authorized to enter an electrical manhole. It is the contractor's responsibility to provide the WMLP at least three business days notice to have a WMLP construction crew available to assist the contractor in terminating the conduit.
- **Building** - Where the conduit terminates at the building, the contractor shall supply a four inch PVC Schedule 40, Gray, UL Listed Electric conduit sweep with a minimum bend radius of twenty four (24) inches. The conduit shall terminate four (4) inches above finished grade on the outside of the foundation at a location determined by the WMLP staff. If a conduit reducer is required it must be installed **after** the WMLP installs the cable.
- One continuous (no splices) piece of nylon or poly rope pull line which measures three sixteenth (3/16) inch or greater is required to be installed the entire length of the conduit. A conduit cap shall be installed by the contractor at each end of the conduit to prevent dirt from entering the conduit.

It may be appropriate to plan for underground telephone and/or CATV conduit to be installed before the trench is back filled. The property owner or contractor should contact those companies for their requirements.

The conduit shall be installed at a minimum depth of twenty-eight (28) inches below finished grade. The conduit run shall be as straight as possible, with no single bend greater than ninety degrees (90°). The Superintendent, Line Supervisor or Construction Engineer must approve any combination of bends greater than one hundred and eighty degrees (180°).

Under certain circumstances the WMLP will require the conduit to be encased in concrete.

## **CABLE DELIVERY AND INSTALLATION:**

After receipt of payment and completion of an approved Trench Inspection Report the WMLP will schedule the work. Scheduling lead-time will vary depending on current WMLP workload, weather and size and type of service. WMLP work on 200 AMP services will be completed within two (2) weeks and work on services of 400 amps and greater will be completed within twelve (12) weeks from date of Release. After installation of the service cable, the licensed electrician may install the cable on the side of the house in an appropriately sized conduit and make the electrical connections in a National Electrical Safety Code approved meter socket, which they have purchased and installed.

## **WIRE INSPECTION:**

The Town Electrical Inspector must approve the electrician's work before final arrangements can be made for WMLP to install the Meter and Connect (M & C) the new service. The Town Electrical Inspector can be contacted at the Town Hall, 781-431-1019, extension 2222. The Town Electrical Inspector will notify the WMLP when the inspection has been approved. After approval the electrician must contact the WMLP substation at 781-235-7600, ext. 3450, twenty-four (24) hours in advance to coordinate the M & C.

## **SERVICE DISCONNECT AND RECONNECT:**

Arrangements for disconnecting and reconnecting power to accommodate house service installations or upgrades can be made by contacting the WMLP substation at least 24 hours in advance. Disconnects and reconnects will be made weather permitting. No work will be performed in inclement weather. **DO NOT** attempt to disconnect power from a pole or manhole, cut meter seals or remove a meter, as serious injury may occur. Only WMLP crews are authorized to disconnect and reconnect electric services. There is no charge for this service.

The WMLP reserves the right to make changes to the *Electric Service Upgrade and New Installation Policy* as required.

## **RESPONSIBILITIES:**

### **WMLP**

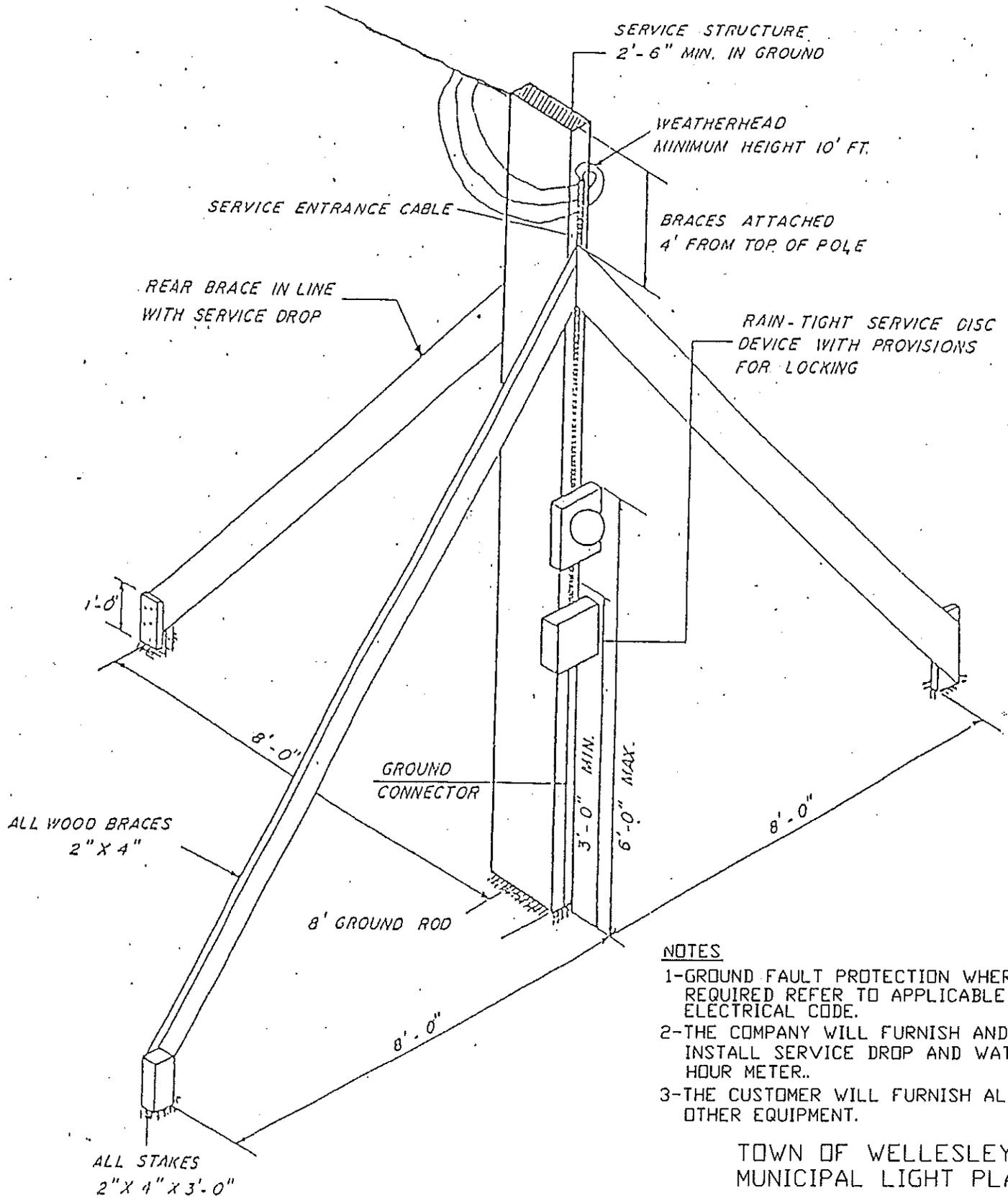
1. Design and layout of electrical facilities including trench, transformers, cabinets, manholes, conduit, street crossings, metering, and conductors.
2. Designate the point of delivery and the meter location.
3. Make all connections at transformers, poles and manholes.
4. Install meters.
5. Provide and install service lateral conductors at the expense of the customer or contractor.
6. Inspection of items to be furnished/ installed by the customer or contractor (trench, conduit, backfill, pull line). Meter socket will be inspected by the Town Electrical Inspector.
7. Provide flex conduit for installations where conduit terminates at pole.
8. The WMLP owns and maintains electric service cable and meter after installation.

## Customer

1. Complete and sign an *Application for Electric Service*. (Page 2 MUST be completed for services of 400 amps and greater).
2. Arrange for the contractor, electrician and/or owner to meet at the site with the WMLP staff.
3. Provide trench, conduit with 3/16" pull line and backfill as per WMLP specifications and design layout.
4. Provide concrete pad(s) for all pad-mounted equipment as per WMLP specifications.
5. Provide and install meter socket(s) for permanent service as per WMLP specifications.
6. Install required conduit reducer to meter socket and make all meter socket connections.
7. Pay all required charges.
8. Call twenty four (24) hours in advance to schedule a WMLP trench inspection for approval of the work before the trench is backfilled. The same advanced notice is required for the pad and/or the ground grid inspection before concrete is poured.
9. Obtain a municipal wiring inspection for your electrical work. Make sure the Town Electrical Inspector has notified the WMLP of the approval.
10. **After the above steps are completed (Release), the WMLP will schedule** its work to energize the service. Work will be completed within two (2) weeks for 200 amp services and within twelve (12) weeks for services of 400 amps and greater.

**PLEASE NOTE:** The WMLP prohibits the cutting of meter seals and/or the removal of meters by any person other than WMLP employees. Disconnecting any meter may result in serious injury or death. No service may be connected (energized) without a meter installed by a WMLP employee. Failure to comply with the above will constitute tampering and/or theft and will be prosecuted accordingly.

# TEMPORARY SERVICE STRUCTURE OVERHEAD DISTRIBUTION ( 200 AMP MAX. )



**NOTES**

- 1-GROUND FAULT PROTECTION WHERE REQUIRED REFER TO APPLICABLE ELECTRICAL CODE.
- 2-THE COMPANY WILL FURNISH AND INSTALL SERVICE DROP AND WATT HOUR METER..
- 3-THE CUSTOMER WILL FURNISH ALL OTHER EQUIPMENT.

TOWN OF WELLESLEY  
MUNICIPAL LIGHT PLANT

DATE 2/5/2016

DRAWN BY DJT