



The Town of Leesburg
MEMORANDUM
DEPARTMENT OF PLAN REVIEW

TO: DCSM Holders and Town Staff **DATE:** May 21, 2024
FROM: William R. Ackman, Jr., P.E. **RE:** Interpretation regarding
Director, Dept. of Plan Review Purchase of Water Meter
and Crocks, Setters, Frames and
Amy Wyks, P.E. Covers (DCSM Drawing WD-10)
Director, Department of Utilities
Subject: Letter to Industry regarding interpretations of DCSM Detail WD-10 (Water Service Connection Notes, Note 1)

Prepared by: Director of Plan Review and Director of Utilities

Authority:

In accordance with Sections 1-200 (3) and 1-420 of the Design and Construction Manual (DCSM) Sections 1-200(3), 1-420(1), and 1-140(1), the Director of Plan Review has the authority to interpret the technical language of the DCSM for specific meaning and intent. Therefore, I (in coordination and cooperation with the Director of the Utilities Department), have determined that the minimum requirements stated below (as referenced in the DCSM) shall be interpreted as noted within this Letter to Industry.

DCSM Language requiring Interpretation:

Current Language:

- Chapter 2, Drawing WD-10, page 62, Water Service Connection Notes, Note 1
 1. *The Town supplies the contractor with the meter crock, lid, copper setter, and water meter.*

Interpretation Language Effective Immediately:

- Chapter 2, Drawing WD-10, page 62, Water Service Connection Notes. **Replace** Note 1 with the following:
 1. *The Town will **not** supply the contractor with the meter crock, lid, copper setter, and water meters; the contractor shall purchase these water meter components from commercial vendors.*

Additional clarification:

1. For plans under review (but not approved) as of January 6, 2023: The Developer or Contractor are no longer obligated to purchase water meter setters, crocks, frames and covers from the Town and may purchase water meter components from commercial vendors. (Conditions apply.)
2. Plans submitted after January 6, 2023: The Developer or Contractor shall be required to purchase their own water meter components. (Conditions apply.)
3. For plans approved prior to January 6, 2023, The Developer or Contractor are encouraged to contact the Utilities Department to determine whether the water meter components are available for purchase from the Town. (Conditions may apply.)

Justification / Reasoning:

1. The Department of Utilities has determined that the practice of furnishing water meter components to Contractors and Developers is not a standard industry practice.
2. The Town, as is the case throughout the construction industry, is experiencing significant delivery lead times for these water meter components.
3. Allowing Contractors and Developers to secure their own water meter components should minimize delays to their projects.
4. For projects that have plans currently under review, the Town will try to secure the necessary water meter components if requested by the Contractor or Developer. However, to minimize delays in the project construction, Contractors and Developers with plans currently under review are now able to and encouraged to secure and purchase their own water meter components to minimize delays to their projects.