



## CONCORD PUBLIC WORKS

### Water/Sewer Division

135 Keyes Road  
Concord, Massachusetts, 01742

TEL: 978-318- 3250 FAX: 978-318- 3204

March 22, 2005

Re: Concord Water/Sewer Division - Licensed Drain Layer Requirements

To Whom It May Concern:

Concord Public Works is extending sewers mains into two new service areas within the Town of Concord. As a result of this work, the Water/Sewer Division (Division) anticipates handling requests for several hundred private sewer service connections over the next few construction seasons. Whereas, the Division does not perform work on private property, the Public Works Commission has adopted a regulation requiring contractors performing said work to be licensed by the Division (see Article IV of Sewer Rules and Regulations attached).

To qualify for a drain layer license within the Town of Concord, a written application form must be submitted to the Division. As noted in the Rules and Regulations, applicants will be required to provide the following:

- 1) \$100 application fee.
- 2) Reference from at least one other Town in which the firm has done sewer work or a current licensure as a drain layer in another Massachusetts city or town. Contractors whom have performed sewer service installation work within the Town of Concord within the past three years will also be eligible.
- 3) Written acknowledgement that applicant has been provided with instruction as to service application process and applicable design and construction standards.
- 4) Certificates of Insurance including:
  - a) Insurance certificate naming the Town as an additional insured party.
  - b) Proof of Workers Compensation Insurance.
  - c) Proof of Automobile and other vehicle insurance.

To streamline the drain layer application and approval process, the Division will be holding several, several drain layer's license briefing sessions beginning in April. Briefing sessions will be held at the office of the Concord Water & Sewer Division, 135 Keyes Road at 2 p.m. Subject to contractor interest, the following dates have been scheduled:

**Briefing Sessions: April 7, April 8<sup>th</sup>, or April 14<sup>th</sup>**

*Note: Should you be unable to attend any of these session additional briefing sessions will be scheduled upon request on an as needed basis.*

Again, attendance is mandatory for all applicants. Space is limited, so if you are interested in reserving a place at one of these briefing sessions, or if you have additional questions about the requirements to be licensed in Concord, please call our office at 978-318-3250.

Sincerely,

Paul Cote  
Assistant to the Water/Sewer Supt.