

Town of Concord Concord Municipal Light Plant

Underground House Service Reimbursement Policy

ELIGIBILITY

The Concord Municipal Light Plant (CMLP) Underground House Service Reimbursement Policy is only open to residential customers who wish to convert their overhead house services to underground.

The CMLP Underground House Service Reimbursement Program requires that all overhead utilities be converted to underground at the home/property owner's expense.

The reimbursement amount is **\$25.00 per foot with a maximum re-imbusement amount of \$2,500.00**. It should be understood that this reimbursement is meant as an incentive to underground the electric service and not to cover the actual cost of the conversion.

The contractor responsible for installing the service conduit must install **4 separate conduits** which are compliant with the Massachusetts Electric Code. The intended use for each conduit includes one for Electric Service, one for Comcast, one for Verizon, and one for CMLP Telecommunications.

The reimbursement amount does not include the materials and labor involved in undergrounding Comcast, Verizon, and CMLP Telecommunication services. **Existing CMLP Broadband customers** shall be required to contact CMLP at (978) 318-3101 to schedule an appointment to have their telecommunication service converted to underground. **The cost for this work is \$150; payment must be submitted before the rebate can be processed.**

All exceptions to eligibility will be reviewed on a case by case basis. The decision made by CMLP will be final.

PROCEDURE

1. The home/property owner contacts the CMLP Engineering Division at (978) 318-3116 to discuss the possibility of converting the overhead electric service to an underground electric service.
2. A CMLP representative will visit the specified location. This individual will make note of existing conditions (terrain, vegetation, stone walls, etc.). This individual will determine which utility pole to bring the electric service from, confirm the meter socket location and measure the service distance to calculate the refund amount. The individual will mark both the service position on the pole and the meter location.
3. The home/property owner contacts an electrician of his/her choice. The electrician provides an estimate to the owner for the work involved in converting the electric service to underground.

In the event a discrepancy arises between the electrician's service measurement and the measurement made by CMLP, CMLP will review the measurements for accuracy and conformance to this policy. The measurement determined to be most true to the actual underground service will be used to calculate the refund amount. All decisions made by CMLP will be final.

4. The home/property owner makes the decision whether to proceed with the underground service conversion.
5. If the home/property owner decides to proceed, his/her electrician must take out an electrical permit at the Town of Concord Building Department. The electrician will schedule a trench/service conduit inspection with the Town of Concord Electrical Inspector.
6. The electrician must make an appointment with CMLP 48 hours prior to connecting the new underground service.
7. CMLP energizes the service on the appointed day. The service is energized to the line-side of the meter socket. The electrician will install temporary jumpers into the meter socket to restore electricity to the residence. The electric meter is removed from the premises until the Electrical Inspector approves the service. CMLP will only allow temporary jumpers for a period of 72 hours.
8. The Electrical Inspector will perform a final service inspection at his convenience. If there are no code violations; the Inspector will approve the service.
9. The Electrical Inspector will then send CMLP an approval for the new underground service. A CMLP representative will then remove the temporary jumpers and re-install the electric meter. The residence is without electricity for a few minutes during the meter re-installation.
10. The owner pays the electrician for the work.
11. The owner submits a copy of the paid bill(s) and canceled check(s) to the CMLP Engineering Division. *Copies of the paid bill(s) and both sides of canceled check(s) must be submitted to CMLP within three months from the date of the cutover to be eligible for a refund*
12. The CMLP Engineering Division will issue a letter to the owner acknowledging the receipt of the appropriate paperwork.
13. The owner should receive a reimbursement check in approximately three (3) weeks from receiving the final reimbursement letter.

EXCEPTIONS

All exceptions to eligibility will be reviewed on a case by case basis. The decision made by CMLP will be final.

In cases where the underground service has to be fed from a utility pole that is on the other side of a public roadway, CMLP will not reimburse for such street openings, it is the responsibility of the home/property owner.