



Town of Livermore Falls

2 Main Street
Livermore Falls, ME 04254

Town of Livermore Falls Sewer Billing Policy

Fee Setting

The Select Board shall annually establish the sewer rate for the ensuing fiscal year. A minimum annual sewer fee, the quantity of cubic feet included in the minimum annual use fee and the cost per cubic foot of usage over the minimum use quantity (collectively referred to as the “sewer rate”) will be set. Upon receipt of and processing of water meter readings by Town staff (typically before April of each year) the Select Board hold a public hearing to set the sewer rate for the next billing cycle.

The sewer rate will be assessed based on water meter readings as read by the Livermore Falls Water District for the building/property served by town sewer. Customers that remove a water meter for the purpose of avoiding a sewer fee assessment will be assessed the minimum fee as if the meter were in place. Properties that have a single building with more than one meter may modify their plumbing to reduce the number of meters to avoid the number of minimum fees assessed to the building.

(Note that the following highlighted parameters will be set by the Select Board annually.) A minimum annual sewer fee of **\$340** will be assessed to each water meter within a structure that is connected to the Town sewer system. Each water meter will be allowed **0 – 3,400** cubic foot (ft³) of annual water usage for the fee of \$340. An additional fee of **\$0.15** per ft³ will be assessed for water usage over the 3,400 ft³ annual minimum use quantity. For example, if a customer’s annual water usage is determined to be 6,000 ft³, the sewer rate will be calculated as follows:

Minimum use fee:	\$340.00
Consumption 6,000 ft ³ - Base 3,400 ft ³ = 2,600 ft ³ x 0.15 ft ³ =	<u>\$390.00</u>
Total sewer bill:	<u>\$730.00</u>

Billing

The Town of Livermore Falls will obtain the winter quarter water usage quantities for each customer and multiply the quantity used by four (4) to arrive at annual usage for billing purposes. The winter quarter month’s (3 months) water meter readings will be used for sewer billing purposes. By using the winter quarter water readings, the water typically used for gardening, vehicle washing, etc., that does not enter the Town sewer system, is not included in the sewer billing calculations.

This method of determining water usage may not be an equitable means of assessing sewer fees for all customers. Customers may notify the Town of Livermore Falls if they believe they may qualify for one of the sewer billings “Special Circumstances” outlined in attachment “Exhibit A” of the Livermore Falls Sewer Billing Policy. Such notification must be presented to the Sewer

Clerk and Sewer Superintendent before April 1 of each year. Once notification is received and determined by the Town to be justified, the Town will calculate the annual sewer fee accordingly. If the Town is previously aware of a customer's special circumstance, the Town may refer to Exhibit A for guidance in assessing the appropriate sewer fee. (For example; no water meter, seasonal resident, large quantity users, etc.)

If a customer believes that they have a water usage scenario that is not covered by the special circumstances listed in Exhibit A, they may request the Select Board to allow/accept their water usage circumstance at a regular meeting of the Select Board.

As a matter of continuity, if the Select Board allows/accepts a new special circumstance, the new circumstance will be added to, and made part of, the special circumstances in Exhibit A so as similar cases arise, they will be apportioned with in a fair, equitable and consistent manner.

For clarification purposes, Exhibit A is an attachment to this Policy and is not part of the Sewer Use Ordinance requiring acceptance at Town Meeting. Exhibit A may be amended by a unanimous vote of the Town of Livermore Falls Select Board at a regular meeting of the Select Board. The intent of Exhibit A is to provide guidance in determining sewer fees for customers with unique water usage scenarios.

Condemned, Burned, Unlivable, or Demolished Buildings

Buildings that have been condemned, burned and are unlivable, or buildings that are demolished may be removed from future sewer billing if the sewer service line is properly capped and inspected by Sewer Department personnel. The service must be capped prior to July 1 to be eligible for removal from the upcoming year and future billing cycles. The sewer fee for the year in which the building was condemned, burned, or demolished will be applicable. (Example: A building is condemned, burns, or is demolished between April 1, 2013, and March 31, 2014, and the sewer service is properly capped on June 21, 2014. The sewer fee for FY 2013-14 will be applicable and the sewer fee for FY 2014-15 and future billings will be removed.) Note: The ability to reconnect to the Town sewer system in the future will not be guaranteed. Capacity for the capped sewer service will not be reserved.

Sewer Abatement

If an error is made in the assessment of sewer fees, or if a correction in billing circumstance is warranted, the Selectboard may act upon either a written application filed within 185 days from commitment stating the grounds for an abatement or on the initiative of the town staff within one year from commitment. The Selectboard may make such reasonable abatements as they consider proper to correct any illegality, error, or irregularity in the assessment of sewer fees in accordance with this Policy. For an abatement to be approved, a majority vote of the Selectboard at an official meeting of the Selectboard is required.

solely for plant watering. The property owner will be required to purchase the meter from the Sewer Department. The Town will read the meter as necessary for billing purposes.

Winter Quarter Water Meter Readings Higher Than All Other Quarters of the Year: Prior to May 1 of each year, the customer must present the Town with a copy of their water bill for the winter quarter that is used for sewer billing purposes plus a copy of the three previous quarters water bills. The customer shall explain in writing why they are requesting a revised billing format. If the winter quarter usage is at least 20% higher than the average usage of the other 3 quarters, the Town may use the total usage for the entire year instead of using the winter quarter usage multiplied by 4.

Erroneous Water Meter Readings: Water meter readings that appear too low or too high will be dealt with on a case-by-case basis. The Town may request the Water District to repair, calibrate or replace a water meter that appears to be recording erroneously high or low metered values. If an agreement cannot be reached between the Town and the Water District concerning the correction of a believed erroneous reading and/or be reached between the Town and the customer concerning the appropriate amount of water usage, the guidelines for residential and commercial customers outlined below may be used to assess sewer fees for the period of time in question.

No Water District Water Meter- Residential: A residential customer has the option to install and maintain a water meter in good and serviceable condition at their own expense for the Town to read as necessary for billing purposes. For customers who choose not to install a water meter, the Town will assess a sewer fee based on the number of bedrooms as follows:

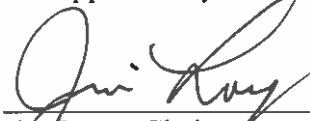
A sewer fee will be assessed according to the number of bedrooms. The Town will use 45 gallons per day (gpd) per bedroom. Example 1) A 1 bedroom home = 1 bedroom X 45 gpd X 365 days/yr / 7.48 gals/ft³ = 2,200 ft³ annual usage. Example 2) A 3 bedroom home would pay for 3 X 2,200 = 6,600 ft³ of usage annually. Example 3) A 4 unit apartment building with a total of 12 bedrooms would pay for 12 X 2,200 = 26,400 ft³ of usage annually. To summarize, the number of bedrooms X 2,200 = total annual cubic foot water usage for sewer fee assessment.

For residential buildings without water meters, each building that is connected to the Town sewer system will be assessed the minimum fee and associated cubic foot allowance.

No Water District Water Meter, Non-Residential, Non-Water Use Related: The Town will assess a sewer fee based on the number of employees using a quantity of 20 gallons per day per employee which equals 975 ft³/year/employee. If the Town or entity believes this allocation quantity to be inequitable, then the entity must purchase a water meter from the Sewer Department and the Town will read the meter as necessary for billing purposes.

No Water District Water Meter, Non-Residential, Water Use Related: The Town will determine “water use related non-residential entities” on a case-by-case basis. Water meters will be required for all water use related entities connected to the Town sewer system. The Town will read the meter as necessary for billing purposes. If the entity has a meter reading that is thought to be erroneous by either the Town or the entity, an interim usage quantity may be determined by the Town staff for billing purposes. Water meters will be required to be installed and maintained

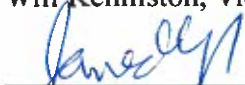
Signed and approved by the municipal officers on February 20, 2024.



Jim Long, Chair



Will Kenniston, Vice Chair



James Cyr



Bruce Peary



Ernest Souther

Exhibit A
Special Circumstances for Sewer Billing

Seasonal Residents: For those who winter in warmer climates, move to a camp or cottage for the summer months, are otherwise away for extended periods of time or use an outdoor faucet during the “winter quarter”; The Town will use the previous year’s total water usage for sewer billing purposes. If the property in question uses an exterior water faucet for outdoor purposes and the water does not go into the sewer system, and the property owner desires to have the quantity of water used outdoors deducted from the Water District’s usage quantity, then the property owner will be required to install and maintain a water meter in good and serviceable condition on the exterior faucet. The property owner will be required to purchase the meter from the Sewer Department. The Town will read the meter as necessary for billing purposes.

Large Quantity Users with Varying Quantities: For those who use large quantities of water which may vary greatly from quarter to quarter; The Town will use the previous year’s total water usage for sewer billing purposes. If the property in question uses an exterior water faucet for outdoor purposes that does not go into the sewer system and the property owner desires to have the quantity of water used outdoors deducted from the Water District’s usage quantity, then the property owner will be required to install and maintain a water meter in good and serviceable condition on the exterior faucet. The property owner will be required to purchase the meter from the Sewer Department. The Town will read the meter as necessary for billing purposes.

Greenhouses & Florists: These types of establishments use water for their plants which does not go into the town sewer system. Customers with this circumstance who want to have the water used for plant watering deducted from the Water District’s reported usage will be required to install and maintain a water meter in good and serviceable condition on a faucet dedicated

in good and serviceable condition at the owner's expense if a water meter is not provided by the Water District.

Non-Metered Usage Assessment Disputes: Any person or entity who disagrees with the amount of usage assessed by the Town for non-metered usage may install a water meter and maintain the meter in good and serviceable condition at their own expense and have the Town read the meter as necessary for sewer billing purposes.

Vacant Lots and Buildings: Vacant lots and buildings will be assessed a sewer fee based on water usage. If an owner of a vacant lot wishes to disconnect from the Town sewer system, they may do so by digging up and capping the sewer connection by a means approved by, and in the presence of, the Sewer Superintendent or his authorized agent. Vacant buildings are not allowed to disconnect from the Town sewer system unless the building that is connected to the Town sewer system is demolished and removed from the site and the sewer service is capped as defined herein. An unoccupied mobile home lot will not be considered a "vacant lot" unless the mobile home is removed from the lot and the sewer service is capped as defined herein. Sewer service connections must be capped prior to July 1st in order to qualify for removal from the upcoming years' and future billing cycles. The ability to reconnect to the Town sewer system in the future will not be guaranteed. Collection system and/or treatment facility capacity for the capped sewer service will not be reserved.

Metered Water Leaks That Do Not Enter the Town Sewer System: If a water meter reading that is used for sewer billing purposes includes water that has not entered the town sewer system (such as an outside sill faucet that leaked onto the ground, a pipe under a mobile home that leaked onto the ground, etc.) the Town may use the average of the 3 previous quarters water meter readings X 4 for sewer billing purposes. The Town will have the final determination as to whether or not the metered water actually entered the Town sewer system.