

 <p>Allenstown Sewer Commission</p>	<b>FINANCIAL POLICIES &amp; PROCEDURES</b> <b>Allenstown Sewer Commission Town of Allenstown, NH</b>		
	<i>Title</i> <b>Sewer User Fee Schedule</b>		
	<i>Policy No</i> <b>#2022-001</b>	<i>Original Adoption Date</i> <b>11-15-22</b>	<i>Revision – No. &amp; Date</i>

## Section 1.0: Purpose

A sewer user fee schedule has been established for the purposes of defraying the costs of construction, payment of any interest on any debt incurred, management, maintenance, operation, and repair of the Town of Allenstown’s wastewater treatment facilities.

After holding a public hearing, the Allenstown Sewer Commission (ASC) may revise the user fee schedule from time to time to ensure adequate revenues are generated to defray the costs described above. The funds received from the user fee schedule shall be kept as a separate and distinct fund known as the sewer fund. Any surplus in the sewer fund may, as determined by the ASC, be placed in one or more capital reserve funds.

## Section 2.0: Organization Affected

Allenstown Sewer Commission, Allenstown Sewer Department, Finance Department, and Treasurer.

## Section 3.0: Definitions

**3.1 Bedroom:** A room furnished with beds to be used/or could be used as a sleeping area.

**3.2 Commercial Use/User:** Premises used for financial gain, including but not limited to, businesses, restaurants, shops, bed and breakfasts, motels, hotels, retail shopping malls, professional offices, hospitals, schools, condo associations, mobile home parks, multi-family units **consisting of more than three dwellings**, and any other similar use.

**3.3 Customer:** The person or entity that owns the real property which receives a benefit of the availability of public sewer service, or the person or entity that receives benefit of the use of the public sewer.

**3.4 Customer Units:** Each mercantile, commercial, industrial, or other unit equipped with independent sewer facilities and each apartment, mobile home, condominium, or accessory dwelling unit.

**3.5 Dwelling Unit:** One or more living areas arranged for the use of one or more individuals living as a single housekeeping unit, with cooking, living, sanitary and sleeping facilities.

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**3.6 Industrial Establishment/User:** Any room, group of rooms, building or other enclosure used or intended for use in the operation of one (1) business enterprise for manufacturing, processing, cleaning, laundering, assembling or preparing any product, commodity or article or from which any process waste, as distinct from domestic wastewater, may be discharged.

**3.7 Owner:** Any person vested with ownership, legal or equitable, sole or partial, of any real property.

**3.8 Publicly Owned Treatment Works (POTW):** A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by the ASC. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

**3.9 Residential Unit/User:** A dwelling that does not contain a business within the unit (see definition for dwelling unit).

**3.10 Wastewater:** Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

## Section 4.0 Sewer Charges and Fees:

**4.1 User Charges:** Each user (commercial, industrial, or residential) discharging wastewater to the POTW shall be subject to a sewer user charge. The charge shall be based on the quantity, strength and characteristics of the wastewater. User charges shall be paid by the Owner. For the purpose of the Sewer User Fee Schedule, each mobile home, condo unit and apartment unit shall be considered a separate structure. Sewer User charges are composed of “Service Charges” and “Use Charges”.

**4.2 Service Charges:** Services charges shall be payable by the Owner whether or not the premises are occupied. Service charges are a base charge for each Customer regardless of use quantities. Service charges shall be classified into three categories: Commercial User, Industrial User, or Residential User. In the case of structures containing more than one customer unit, a separate rental charge shall be payable for each customer unit.

**4.3 Use Charges:** Each user connected to the POTW shall pay a “Use Charge” based upon water consumption on the premises connected with the sewer system. In the event that a user does not have a water meter; a flat rate fee will apply based on 225 gallons per day.

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**4.4 Other User Fees:** Fees may be assessed as determined by the ASC for any reason including but not limited to: monitoring, inspection, surveillance procedures including the costs of collection and analyzing a user’s discharge, and reviewing monitoring reports submitted by users.

Interest at 8 percent per annum shall be charged on overdue sewer bills. Sewer payments are due on the date specified on the bill. All unpaid sewer charges constitute a lien in accordance with RSA 149-I:11.

**Section 5.0 Appeal Process**

Any user who feels that their charge is unjust and/or inequitable may make an appeal to the Sewer Commission in writing within 90 days of the date of the sewer bill. Such requests should include any information deemed necessary, as in estimated flow, explanation of the overages, or any other extenuating circumstances.

**Section 6.0 Damages**

Any damages to the sewer system that is deemed the responsibility of an Owner, or any representative of the Owner including but not limited to contractors or tenants. All costs associated with repairing said damages will be assessed to the Owner and added to the next sewer bill.

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# ADDENDUM

## SEWER USER FEE SCHEDULE

The Sewer Commission reserves the right to change these fees as needed, to support the purpose of this policy.

### Service Charges

**Residential: \$3.00/quarter**

**Commercial: \$10.00/quarter**

**Industrial: \$14.00/quarter**

### Use Charges

**\$8.06/1000 gallons for all users**

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# ADDENDUM

## SEWER USER FEE SCHEDULE

### Capital Reserve:

The ASC has established one or more capital reserve funds for said department for the purposes as provided in RSA 35:1. The ASC has created the following accounts for the purposes described below:

**Suncook Wastewater Treatment Facility Reconstruction and/or Equipment Fund**

For the purposes or processes of rebuilding, repairing, restoring, or enlargement of existing treatment plant infrastructure and or equipment. The treatment plant is for the processing and treatment of wastewater, and not for the collection of wastewaters.

**Suncook Wastewater Treatment Facility Construction and/or Improvement Fund**

For the purposes or processes of enhancing, expanding, extending, or upgrading wastewater treatment systems at the treatment plant. Including but not limited to any treatment plant system that provides increased capacity, increased performance, or reductions of pollutants.

**Allenstown Sewer System Reconstruction and/or Equipment Fund**

For the purposes or processes of rebuilding, repairing, restoring, or enlargement, of existing infrastructure and or equipment used in the collection of wastewaters.

**Allenstown Sewer System Construction and/or Improvement Fund**

For the purposes or processes of enhancing, expanding, extending, or upgrading collections systems. Including but not limited to any collections system that provides increased capacity, increased performance, or reductions of pollutants.

**Septic Surplus Fund**

For the purposes or processes of processing, enhancing, expanding, extending, or upgrading hauled waste or Allenstown treatment systems. Including but not limited to any systems that provides increased capacity, increased performance, or reductions of pollutants.

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**Document Approval**  
**Allenstown Sewer Commission**

<p><b>Alan Turcotte, Chairperson</b></p>	<p><u>Alan Turcotte</u></p>
<p><b>James Rodger, Commissioner</b></p>	<p><u>Jim Rodger</u></p>
<p><b>Dave Bouffard, Commissioner</b></p>	<p><u>David Bouffard</u></p>

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