

**TERMS AND CONDITIONS**

**Guilford Sangerville Water District**

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The following Terms and Conditions made by the Guilford Sangerville Water District and filed with the Maine Public Utilities Commission constitutes a contract between the Customer and the Utility. The Customer agrees to adhere to these Terms and Conditions and to take water only for purposes stated in the application and at the established rates.

**DEFINITIONS**

The word "Commission" refers to the Maine Public Utilities Commission.

The word "Utility" refers to the Guilford Sangerville Water District.

The word "Customer" means any person, firm, corporation or governmental division who has applied for and is granted service or who is responsible for payment of the service.

The word "Main" means a water pipe, owned, operated and maintained by the Utility, which is used to transmit or distribute water but is not a water Service Pipe.

The words "Utility Service Pipe" means the piping and shutoff running from the main to the owners property line at the edge of the town or state "right of way". This also defines the ownership and responsibility between utility and property owner.

The words "Customer Service Pipe" means the piping running from property line or ROW to the owners dwelling.

The words "Office Hours" mean 8:00 am – 2:30 pm, M-F

The words "Normal Business Hours" mean 7:30 am – 4:30 pm, M-F

**1. UTILITY SERVICE AREA.** We are permitted by Charter for Districts to serve the following area(s): Guilford, Sangerville, Abbot (limited) and Parkman (limited). "Limited" means service is only available to existing dwellings already connected prior to passage GSWD Charter.

**2. APPLICATION FOR SERVICE.**

A. Existing Service: Pursuant to Chapter 620 of the Commission's Rules and Regulations, the owner or the owner's agent, or the occupant of the establishment to be served may apply for service on forms provided by the Utility. If seasonal rental property, only the property owner may be an applicant for service. Any tenant may become a Customer if the tenant assumes responsibility for future service under the conditions set forth in Title 35-A MRSA §706(2), Chapter 660, Sec. 10(I)(2) of the Commission's Rules and Regulations, and under Section 11 below.

B. New Service: In the case of a new service, it shall be the owner's or owner's agent responsibility to pay for the Utility Service Pipe in the form of an estimated deposit prior to any work being done. Once installed that portion of work done within Right of Way limits shall be owned and maintained by the Utility.

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If a new service connection or other work on the dwelling is required, the owner must authorize the Utility to enter and do the necessary work.

**3. SEASONAL CUSTOMER.** A seasonal Customer regularly takes service for only a portion of the year from either a summer or year-round main. A seasonal Customer will be subject to the rules and charges of seasonal rates, if in effect, or of annual rates, if seasonal rates are not in effect. A Customer regularly vacating the premises for three months or less may elect in writing to be classified as an annual Customer subject to annual rules and charges.

**4. BILLING PROCEDURES.** Annual, minimum meter charges, and water used in excess of the minimum for annual metered residential service shall be billed quarterly in advance at the end of the billing quarter. Annual minimum meter charges shall be billed quarterly in advance and water used in excess of the minimum for annual metered residential service shall be billed quarterly in arrears. The Utility reserves the right to render bills monthly in advance if it so desires.

Seasonal flat rate charges will be billed immediately after the meter is set for the season. Bills for water used in excess of the minimum shall be billed immediately after the final reading for the season. The Utility reserves the right to render bills quarterly for excess water used by seasonal Customers.

Public fire protection charges will be billed in advance each year on a semiannual basis. Private fire protection charges will be billed in advance each year on a monthly or quarterly basis.

Bills may be paid by any Utility-approved payment method, including but not limited to by mail or in person, and must be received at the offices of the Utility or at any designated collection station. Failure of the Customer to receive his/her bill does not relieve him/her of the obligation of its payment nor for the consequences of non-payment.

**5. CREDIT AND COLLECTION PROCEDURES.** All credit and collection procedures for both residential and nonresidential Customers will be based upon Chapter 660 and Chapter 870 of the Commission’s Rules and Regulations. The Utility may demand a deposit from a Customer as permitted by Chapter 660. Pursuant to Chapter 870, the interest rate on Customer deposits shall be the rate set from time to time by the Commission.

**6. TERMS OF PAYMENT.** Customers are legally obligated to pay for the services they receive. Bills are payable upon being issued. Failure of the Customer to receive his/her bill does not relieve him/her of the obligation of payment for services received nor for the consequences of non-payment. The due date for payment, in order to avoid the incurrence of late fees or the initiation of collection action, will be no less than 25 days after the bill is mailed or hand delivered. The late payment charge for overdue bills will be no more than the maximum amount allowed under Chapter 870 of the Commission’s Rules and Regulations, to be determined annually.

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**7. CHARGE FOR RETURNED CHECKS.** As provided in Chapter 870 of the Commission’s Rules and Regulations, the Utility may charge the greater of **\$5.00** per account to which the check is applied or the amount the bank charges the Utility, not to exceed **\$15.00** for each check returned for nonpayment by a bank. If the Utility charges more than **\$5.00**, the Utility shall furnish the customer with proof of the bank charge.

**8. CHARGES FOR ESTABLISHMENT OF SERVICE.** The Utility will charge \$30 to establish water service if it is not necessary for the Utility to visit the premises to connect the service. If it is necessary for the Utility to visit the premises to connect the service, the Utility will charge \$30 during the normal business hours, Monday through Friday for the establishment of service. During holidays and other than normal business hours, the charge will be \$45.

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**9. CHARGES FOR RESTORATION/RECONNECTION OF SERVICE.** The Utility will charge a Customer a reconnection fee for restoration of service at the Customer’s premises, if service was disconnected for any reason allowable under Chapter 660 of the Commission’s Rules and Regulations, including but not limited to at the Customer’s request. The charge will be \$30 during the normal business hours. During holidays and other than normal business hours, the charge will be \$45.

**10. COLLECTION TRIP FEE.** If Utility personnel visit the Customer’s premises to disconnect service for non-payment and in lieu of actual disconnection the Customer pays or makes a payment arrangement for the entire past due balance, the Utility will charge a collection fee of \$10, as permitted in Chapter 660 of the Commission’s Rules and Regulations.

**11. DISCONNECTION OF LEASED OR RENTED RESIDENTIAL PROPERTY.** Before disconnecting a leased or rented residential property, the Utility shall:

- A. Comply with the notice requirements contained in Chapter 660 of the Commission’s Rules and Regulations.

Pursuant to Chapter 660, in addition to the above, before disconnecting a leased or rented single-meter, multi-unit residential property, the Utility shall:

- B. Apply any existing deposit to the current account balance, and
- C. Assess, against the landlord, a collection fee of \$30 in addition to any applicable reconnection fee set forth in Section 9 of these Terms and Conditions, and

In addition, at its discretion, the Utility may separately meter or cause to be separately metered, at the landlord’s expense, each dwelling unit within the property and conversely, the utility retains its right to return to single meter if seems appropriate.

**12. CHARGES FOR REMOVAL OF SNOW, ICE, OR OTHER OBSTACLES DURING DISCONNECTIONS REQUESTED BY THE CUSTOMER.** The Customer will be responsible for clearing snow, ice, or any obstacles to the shut-off valve and/or meter when requesting a disconnection, including but not limited to emergency requests resulting from a frozen meter. If the Customer does not fulfill this responsibility and the Utility must clear the area to perform the requested disconnection, the Utility will charge the Customer at the following rates: \$30per man-hour during the normal business hours plus the cost of equipment rental, if applicable. During holidays and outside normal business hours, the charge will be \$40 per man-hour with a \$30 per man-hour minimum charge plus the cost of equipment rental, if applicable.

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**13. UNAUTHORIZED USE OF WATER.** No Customer shall supply water to another nor use it for any purposes not mentioned in his/her application without District approval. No Customer or his agent shall obtain water from any hydrant or other fixture of the District without the previous consent of the Utility. No Customer or his agent shall bypass any meter, nor restore service without Utility authorization, nor unreasonably interfere with Utility service nor otherwise take action to prevent the proper metering of water consumed by the Customer. In the event of the discovery of such unauthorized use of water, the Customer shall be immediately disconnected, pursuant to Chapter 660. In addition, the Utility shall be entitled to bill and recover from the Customer or responsible person the cost of the estimated amount of water consumed, based on the Utility’s approved rates, plus interest at an annual rate of 5%. Where the unauthorized use of water has occurred, the Utility may also assess the Customer or responsible person a fee of \$30 per hour, with a minimum of one hour, for each service visit to the Customer’s premises necessary to investigate and address the unauthorized use of water, including removing the meter bypass, taking measures to prevent further diversion of water, and verifying that corrective measures have been taken and maintained. For service visits that occur during other than normal business hours, the fee will be \$45 per hour with a minimum one and one-half hour charge. In no case shall the total of such hourly fees exceed \$100.00. In addition, pursuant to Title 35-A MRSA §2706 as amended or replaced, the Customer or person responsible for the unauthorized use may be liable in a civil action to the Utility for all other reasonable costs to the Utility, including attorney’s fees, costs of undertaking and completing the investigation resulting in the determination of liability, and for a civil penalty not to exceed twenty five hundred dollars (\$2,500.00), due and payable to the District for each violation.

**14. NO TAMPERING WITH UTILITY PROPERTY.** No person may tamper with Utility property. No valve, valve sealing mechanism, meter, shutoff, hydrant or standpipe that is the property of the Utility shall be opened or closed or otherwise operated, modified, or removed by other than persons authorized by the Utility. Tampering will subject a Customer or other responsible party to the same charges and actions outlined in Section 15, entitled *Unauthorized Use of Water*. In addition, in the event of such tampering, the responsible party may be subject to a civil action, pursuant to Title 35-A MRSA §2707, as amended or replaced.

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**15. MAINTENANCE OF PLUMBING.** Pursuant to Chapter 620 of the Commission's Rules and Regulations, a Customer must maintain the plumbing and fixtures within his/her own premises in good repair and protect them from freezing or from heat damage. If damage does occur, the Customer is liable for any expenses incurred.

**16. ACCESS TO PREMISES.** Pursuant to Chapter 620 of the Commission's Rules and Regulations, employees of the Utility having proper identification shall have free access to all premises supplied with water, at all reasonable hours, to permit the inspection of plumbing and fixtures, to set, remove or read meters, to ascertain the amount of water used and manner of use, and to enforce these Terms and Conditions.

**17. LIABILITY.** The Utility will only be liable for any damages arising from claims to the extent liability is expressly provided in the Maine Tort Claims Act, as set forth in Title 14 MRSA, Chapter 741. The Utility will not be responsible for any damages caused by discolored water, and makes no representations or warranties, expressed or implied, about the suitability of any water provided by the Utility for any particular purpose.

**18. SERVICE INTERRUPTION.** As specified in Chapter 660 of the Commission's Rules and Regulations, the Utility will provide reasonable notice of any planned shut-off to affected Customers. If the interruption is expected to last more than 5 hours or to affect more than 10 Customers or a single commercial Customer on a dedicated line, notice will be given at least twenty-four hours in advance of the interruption of service. The Utility will notify the Customers when practicable of the cause and duration of any unplanned shut-off. Pursuant to Chapter 620, if a Customer requests, the Utility will make a pro rata reduction in the Customer's minimum bill if service is interrupted for longer than forty-eight hours and the interruption is not due to negligence or improper care of equipment by the Customer.

**19. WINTER CONSTRUCTION.** No new service or extension of Mains will be installed for the convenience of a Customer during winter conditions that increases the cost of the work for the Utility unless the Customer assumes all extra expense over ordinary construction costs.

**20. STOP VALVE.** Pursuant to Chapter 620 of the Commission's Rules and Regulations, every service must be provided with a minimum of one operable stop valve located inside the building near the service entrance, easily accessible, and protected from freezing. All plumbing must be installed to comply with applicable plumbing codes, to prevent back-syphonage and to permit draining whenever necessary.

**21. CROSS CONNECTIONS.** Pursuant to Chapter 620 of the Commission's Rules and Regulations, no cross connection between the public water supply system and any other supply will be allowed unless properly protected, based upon the Maine Cross Connection Control Rules and the Maine Internal Plumbing Code. No new cross connection may be installed without the express, written approval of the Utility. In addition, no connection will be permitted capable of causing back flow, including back siphonage or back pressure, between the public water supply system and any plumbing fixture, device or appliance, or between any waste outlet or pipe having direct connection to waste drains. If the owner of such a connection fails or

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refuses to break or properly protect the connection within a time limit specified by the Utility, the Utility may disconnect the service according to Chapter 660 of the Commission’s Rules and Regulations. The Utility’s Cross Connection Control Program is on file at the Utility office.

**22. FLUCTUATION OF PRESSURES BY CUSTOMER’S APPARATUS.** Pursuant to Chapter 620 of the Commission’s Rules and Regulations, Customers may not install or use any device that will affect the Utility’s pressure or water quality without prior Utility written permission.

**23. SAFEGUARDING DIRECT PRESSURE WATER DEVICES AND SYSTEMS SUPPLIED BY AUTOMATIC FEED VALVES.** Pursuant to Chapter 620 of the Commission’s Rules and Regulations, Customers must install vacuum, temperature and pressure relief valves or cutouts to prevent damage to a direct pressure water device or secondary system supplied by an automatic feed valve.

**24. JOINT USE OF SERVICE PIPE TRENCH.** Pursuant to Chapter 620 of the Commission’s Rules and Regulations, normally, water Service Pipes will not be placed in the same trench with other Utility facilities. Where possible, a horizontal separation of ten feet will be provided. Where extenuating, unusual or special circumstances are encountered, a lesser separation of joint use of trench may be allowed if all parties agree, provided that the installation complies with all applicable laws, rules and regulations.

**25. CONSERVATION.** All Customers must prevent unnecessary waste of water. Pursuant to Chapter 620 of the Commission’s Rules and Regulations, in the event of an emergency or when otherwise necessary to conserve the water supply, the Utility may restrict or prohibit waste or improper usage as determined by the Utility, including but not limited to the use of hoses and lawn sprinklers.

**26. METERING AND NEW SERVICE LINE AND MAIN EXTENSION POLICIES.**

**A. Separate Metering of Buildings.** No Customer shall supply water to another, nor use it for purposes not mentioned in his/her application without prior written Utility approval. At its discretion, the Utility reserves the right to require separate piping and a separate meter and shut-off for each building as a condition of service.

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26. METERING (continued).

**B. Metering of Multi-Unit Buildings.** Except as provided in Chapter 660 of the Commission’s Rules and Regulations, where there is more than one occupant of a building supplied with water, the Utility may require the owner to arrange the plumbing to permit separate connections with shutoffs and meters in locations acceptable to the Utility for each place of business or abode. In the case of a condominium, each unit owner may be required to have a separate meter and shutoff in locations acceptable to the Utility.

**C. Submetering.** Additional or auxiliary meters for showing subdivision of water use must be furnished, installed, read and maintained at the Customer’s own expense.

**D. Charges for Repair or Replacement of Damaged Water Meters and Other Utility Equipment.** Pursuant to Chapter 620 of the Commission’s Rules and Regulations, the charges to Customers for costs incurred for the repair or replacement of meter(s) or other utility equipment damaged due to improper care or negligence by Customers are as follows: During the normal business hours, the charge will be \$30 plus cost of meter (\$25 if frozen and \$90 if ruined). During holidays and other than normal business hours, the charge will be \$40, plus the cost of the meter (\$25 if frozen and \$90 if ruined).

**E. Meter Pits** As permitted in Chapter 620 of the Commission’s Rules and Regulations, the Utility reserves the right to require a meter pit at the Customer’s expense if the Customer does not provide a clean, warm, dry and accessible location for the meter and its appurtenances. The Utility will perform the work during the normal business, at a charge of \$40 per man-hour of labor, plus the cost of the necessary materials and equipment rental, if applicable. The Customer will pay a deposit in advance to cover the estimated charge. The Utility will return any excess deposit upon completion. If the final cost exceeds the deposit, the Customer must pay the balance due as a condition of service.

**F. Meter Testing.** The Utility will test its water meters according to the schedule and standards in Chapter 620 of the Commission’s Rules and Regulations. Upon Customer request, the Utility will test the Customer’s water meter at no charge in the presence of the Customer or representative, unless the Customer requests more than one test in an 18-month period. If the Customer requests a test more frequently, the Utility may require the Customer to pay a deposit to cover the cost of the test. If a meter tested at the Customer’s request does not conform to standards, the Customer’s deposit will be refunded and the Utility will adjust the Customer’s bill according to the provisions of Chapter 620. If the meter conforms to standards, the Utility may keep the Customer’s deposit and continue to use the meter at the Customer’s premises.

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**26. METERING (continued).**

**G. New Service Lines and Meters.** As permitted in 35-A MRSA §6106, and Chapters 620 and 660 of the Commission’s Rules and Regulations, each applicant for a new water service will be responsible for the costs of the entire Service Line, including permits for opening the pavement or boring across the road, if applicable, equipment rental, labor and materials and necessary appurtenances for installation, including the meter.

The Customer will be responsible for contracting the installation from the curb stop into the building. The Customer Service Pipe will be located with prior approval from the Utility, and installed to applicable plumbing codes and Utility’s specifications. Materials for the Customer Service Pipe may be only appropriately sized and acceptable by the water industry. The Utility requests that an inspection of materials and installation by Utility personnel be done prior to backfilling.

The Utility will be responsible for installing the Utility Service Pipe from the Main to the curb box shut-off, including excavation, tapping the Main, and installing the meter and other appurtenances. At its discretion, the Utility may subcontract out any part of this installation. The work will be available during the normal business hours. The costs to the Customer for the Utility installed/subcontracted portion of the Service Line and appurtenances are as follows:

- A charge of \$40 per man-hour on the portion of the above-described installation done by the Utility, and for the inspection and approval of contracted work.
- Costs of the necessary materials, parts, and equipment rental, if applicable.
- Utility contractor charges for piping across the road, which may consist of either boring across the road or opening the road, plus additional costs, including but not limited to digging, permits, and flagging, charged as required by the situation.

A written estimate will be provided to the Customer for the Utility’s portion of the work, and a deposit equal to the estimate will be collected prior to the Utility performing the work. As a Condition of Service, the balance of the costs will be payable as per the written agreement between the Utility and the Customer.

**26. METERING (continued).**

**H. Extensions of Mains.** As the Utility voted not to invest in main extensions, all requests for water main extensions shall be at the Customers expense, as permitted in 35-A MRSA §6106. The Utility will prepare an estimate of actual costs to the Customer for the extension, including the cost of the estimate itself. If the Customer proceeds with the construction a deposit equal to the estimate will be collected prior to the Utility performing the work. A final reconciliation of the job costs will be done upon completion, and if applicable, the Utility will return any excess deposit at that time. If the

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final cost exceeds the deposit, the Customer must pay the additional amount upon completion as a condition of service. A mutually agreed upon contractor will be hired by the Customer.

**27. UTILITY JOBBING.** A Customer must complete a written application before a Utility will provide unregulated Utility service. As permitted in Chapter 620 of the Commission’s Rules and Regulations, a Customer must pay a deposit equal to the Utility’s written estimate. Unless the work is done on a flat rate basis, the Utility will return any excess deposit upon completion. If the final cost exceeds the deposit, the Customer must pay the additional amount upon completion.

**28. FIRE HYDRANTS.** Fire hydrants may not be used for any purpose other than to extinguish fires unless prior permission is given by the Utility. Fire hydrants must not be opened by any person other than an agent of the Utility or a duly authorized representative of the municipality.

**29. PRIVATE FIRE PROTECTION.** Customers requiring private fire protection must contact the Utility to determine the availability of fire service at their location. If available, the fire service line will be installed at the Customer’s expense within the bounds of the public way or right of way; after installation, the line will be owned and maintained in the public way or right of way by the Utility, as specified in Chapter 640 of the Commission’s Rules and Regulations. Private fire protection charges are billed (monthly, quarterly).

The Utility does not guarantee any quantity of water or pressure available through a fire protection service. The owner of the service shall determine, from time to time, the adequacy of supply through the fire service by conducting tests of his private system. Timely notice must be given to the Utility so a representative of the Utility can be present to observe the test.

**30. ABATEMENT POLICY.** The Utility does not abate for unusual high usage by the Customer with the exception being if Utility equipment such as water meter not reading accurately. The Customer is responsible for maintaining their own plumbing and to keep the meter in a safe, dry and accessible place.

**31. COLLECTION CHARGES FOR SINGLE METER, MULTI-UNIT PROPERTIES.** In the event of disconnection for non-payment of a single meter, multi-unit account billed to the owner, the District will charge the account to recover collection costs incurred pursuant to MPUC Chapter 810, section 9(I)-(4).

Charges are based upon average costs of labor and overhead, equipment, legal and other costs, as detailed below:

1) Tenant Notification.....	\$15.00
Cost Breakdown:	
Meter service person ½ hour.....	\$12.00
Vehicle.....	\$ 3.00
Total.....	\$15.00

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- 2) Preparation and filing of lien.....\$75.00
  - Cost Breakdown:
    - Form preparation and preparer at ½ hour.....\$10.00
    - Recording at the registry.....\$26.00
    - Vehicle.....\$ 3.00
    - Other- forms, postage, etc.....\$36.00
    - Total.....\$75.00

TOTAL ALL COSTS.....\$90.00

If a single meter, multi-unit dwelling is disconnected for non-payment of an overdue amount, this schedule also authorizes the Utility to specify changes in plumbing at the property owner’s expense to allow separate metering of each dwelling unit.

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