

Board of Sewer Commissioners Meeting Agenda



Date

March 29, 2022

Time

7:00 PM

Location

Bourne Community Center
239 Main St., Buzzards Bay

Note this meeting is being televised, streamed or recorded by Bourne TV.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

7:00 P.M. Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel
2. Salute to the Flag
3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. Public Comment on Non-Agenda Items: Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
6. Minutes: none
7. Board of Sewer Commissioners Business
 - a. Update on WWTP – budget, operations & noise complaint
 - b. Update by Helen Gordon of Environmental Partners
 - i. CWMP quarterly report
 - ii. Cataumet treatment plant – Phase I
 - iii. Draft Sewer Rules & Regulations
 - c. Wareham
 - i. Capital assessments & debt schedule
 - ii. Communication protocols
 - iii. Possible creation of a Town Administrator's working group
 - d. FY22 Year-To-Date budget review

TOWN CLERK BOURNE

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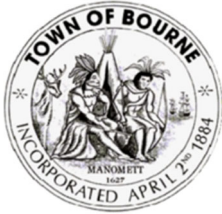
- e. FY23 operating & capital budget
- f. ARPA funding priorities

8. Future Agenda Items

9. Committee Reports

10. Correspondence

11. Adjourn



Town of Bourne, MA
DRAFT VERSION 5
Sewer Use Policy and Regulations
MARCH 24, 2022

1 ADOPTION AND IMPORT

1.1 ADOPTION

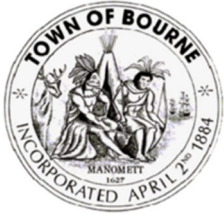
The **Bourne Board of Sewer Commissioners (BOSC)** held a public hearing on _____, 2022 at the _____ and then and there adopted the following **Sewer Use Rules and Regulations** related to the connection of properties to the municipal sewer system and to the use, operation and administration of the municipal sewer system. These **Sewer Use Rules and Regulations** may be amended by the BOSC as they deem necessary. However, any modification to these **Sewer Use Rules and Regulations** is subject to federal and state rules, regulation and funding programs including the State Revolving Fund.

Chair

Vice Chair

Clerk

Member



**Town of Bourne, MA
DRAFT VERSION 5
Sewer Use Policy and Regulations
MARCH 24, 2022**

Member

DATE ADOPTED:



Town of Bourne, MA DRAFT VERSION 5 Sewer Use Policy and Regulations MARCH 24, 2022

1.2 WAREHAM REGULATIONS

No provision of these Regulations shall be deemed to contravene or render ineffective any valid Wareham regulation, to areas connected to the Wareham Sewer line.

1.3 SUPERSEDES PRIOR REGULATIONS

These Regulations take precedence over any prior Bourne Sewer Commissioner and Town of Bourne DPW sewer (or drain) regulations.

1.4 SEVERABILITY

The invalidity of any section, clause, sentence, or provision of these Regulations shall not affect the validity of any other part which can be given effect without such invalid part or parts.

1.5 RIGHT TO AMEND REGULATIONS

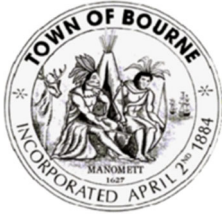
The Sewer Commissioners reserve the right to amend these Regulations in any manner and to establish any more stringent limitations or requirements as are deemed necessary or appropriate.



**Town of Bourne, MA
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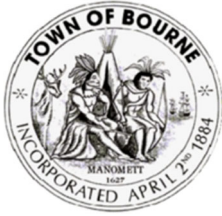
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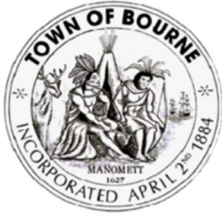
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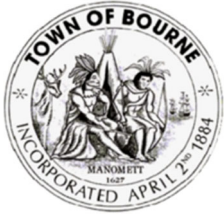
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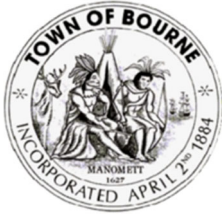
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LIST OF ATTACHMENTS

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1 INTRODUCTION

The Town of Bourne Board of Sewer Commissioners (BOSC) manages the municipal sewer system in the village of Buzzards Bay, providing sewer services to more than one thousand units daily. The BOSC oversees the allocation of the availability of wastewater disposal and in turn guides the approved development and redevelopments in the Town of Bourne.

The BOSC was created due to a critical environmental need for municipal sewer in the Town, replacing separate septic systems on individual properties in the Buzzards Bay village that contributed to severely contaminated water quality. The BOSC is a five-member board that is comprised of the elected board of selectmen and shall serve until such time as the town adopts legislation creating a board of sewer commissioners.

In 2019, the BOSC set out to codify and amend its various regulations, procedures and policies, and these regulations are a result of comprehensive and extensive review. The Department of Public Works, the Engineering Department, Board of Health, and Town Administration have contributed wholly or partly to provide the residents and business owners of Bourne with a safe, practical, and pragmatic document that could guide current and future growth of our municipal sanitary sewer in Bourne.

1.1 GOALS

The goal of the BOSC is to provide residents and businesses in the town of Bourne with the best quality sewer services available in a way that is both protective of the environment and financially prudent. Expansion of the municipal system by the Town will be guided by the most recently adopted Comprehensive Wastewater Management Plan (CWMP.)

1.2 HISTORY

For over 30 years the BOSC has consistently delivered efficient sanitary sewer services to over a thousand units every day with fiscal integrity in a manner that protects and promotes public health. BOSC's system comes from an extensive focus on water quality and a desire to promote business growth in the downtown village of Buzzards Bay. Since 1990, the Town of Bourne has sent up to 200,000 gallons per day (gpd) to the Town of Wareham Wastewater Treatment Facility (WWTF) on the Agawam River. In 2015, the Town undertook the responsibility of constructing its own WWTP at

Queen Sewell Park after several feasibility studies going as far back as 2005. Completion of the WWTF and came on line in August 2021. The associated groundwater discharge permit is for 100,000 gpd.

The following Sewer Use Rules and regulations supersede adopted Rules and Regulations prior to the date of adoption of these Rules and Regulations.

2 SEWER USE POLICY

These Sanitary Sewer Regulations are promulgated pursuant to M.G.L. Ch. 83, §10, and shall also constitute a pricing structure adopted pursuant to M.G.L. Ch. 40, §39J.

The use of all public sewers in the Town shall be controlled by the Department of Public Works Sewer Division and policy decisions by the Board of Sewer Commissioners. No person shall, without prior authorization from the DPW and/or the Board of Sewer Commissioners, uncover, make any connection with or opening into, alter, or disturb the Town's wastewater systems.

The purpose of these Sewer Use Rules and Regulations is to provide for the optimum beneficial public use of the Town's wastewater system through regulation of sewer installation; connection; sewer use; and wastewater discharges; inspection of public and private sewers; to justify and evenly distribute the costs to operated, maintain and improve the Town's wastewater system; and to provide procedures for complying with the requirements contained herein including fines and penalties for violations thereof.

In general, the Sewer Services Area consists of the properties abutting the existing wastewater system and the properties abutting proposed extensions as determined from the Town's approved planning documents. The Town quantified anticipated wastewater flows from the Sewer Service Area based on water records, Title 5 (310 CMR15), and current zoning. See Attachment A – Buzzards Bay Sewer Infrastructure sewer service area.

Properties located within the Sewer Service Area are eligible for and are required to connect into the Town's wastewater system in accordance with these Sewer Use Rules and Regulations.

2.1 APPLICABLE REGULATIONS

Any user of the Town's wastewater system shall be subject to Town rules and regulations and to any charges, rates, fees, and assessments which are or may be established by the Town. Any user of the Town's wastewater system shall also be subject to applicable Federal and State regulations. In instances where various regulations contain different requirements, the most stringent requirements shall be met.

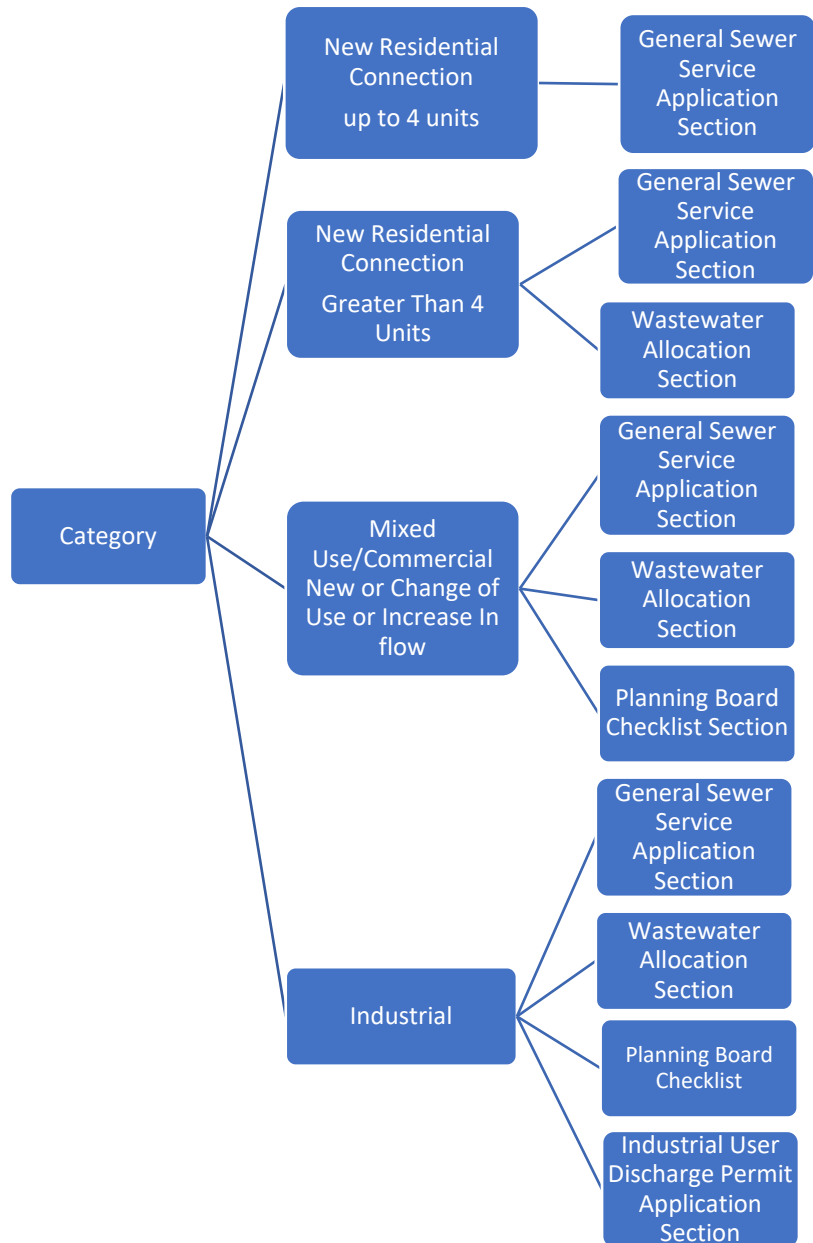
2.2 WASTEWATER CONNECTIONS

The DPW Sewer Division recommends that wastewater disposal facilities be connected to its wastewater system whenever the lack of such connections would endanger public health, create a public nuisance, or impair water quality. Connection to the wastewater system shall be subject to the availability of capacity in the system as determined by the Board of Sewer Commissioners. The Commissioners may request that the Applicant perform an analysis to show that the Town wastewater system has adequate capacity to accept the additional flow. Connections shall be made in compliance with all DPW Sewer Division rules, regulations, and specifications, and at the owner's expense.

2.3 SEWER CONNECTION APPLICATION FLOW CHART

The sewer connection application process flow is dependent on the type of use associated with the proposed sewer connection. Every sewer connection requires a permit. The first step is to determine the applicable category of the applicant. Residential New connection under 4 units, Mixed Use/Commercial new or change of use or Industrial. A residential unit is defined as a residence with up to four units. Units are defined currently as 4 bedrooms. Table 2-1 presents the Sewer Connection Application Flow Chart to follow when filling out a Sewer Connection Application in the Town of Bourne Sewer Service areas.

Table 2-1: Sewer Connection Process Flow Chart



3 CONNECTION APPLICATION PROCESS

3.1 APPLICATION REQUIRED FOR BUILDING SEWER

The owner shall complete a General Sewer Service Application prior to construction, reconstruction, repair, or modification of a new or existing building sewer which connects to a Town sanitary sewer. The application shall be supplemented by building site plans approved by the DPW and by such other permits, plans, specifications, and information as the DPW may require. An application/connection fee, as defined in Section 5 shall be paid at the time the application is filed. Construction, reconstruction, repair, or modification of the building sewer shall not proceed without authorization by the DPW. A DPW inspector will be assigned to inspect the building sewer and connection to a public sanitary sewer.

The owner shall specify for the Superintendent's approval the nature of the work to be performed, including the proposed flow to be discharged (calculated in accordance with Title 5 (31O CMR 15)) and the size, material, mode of construction, location, direction and grade of all pipes and appurtenances to convey those flows to the public sewer. The DPW may require the Applicant to hire and pay for a Massachusetts Registered Professional Engineer (Design Engineer) to evaluate the public sewer downstream of the proposed connection to demonstrate that adequate hydraulic capacity exists in the public sewers to convey the proposed peak flows without surcharging. The Director may also require that the Applicant perform a condition assessment of sewer infrastructure in the downstream flow path of the proposed connection. If, in the opinion of the Superintendent, flow from the proposed project may cause system surcharges and/or overflows, or existing sewer deficiencies in the downstream flow path to further deteriorate, rehabilitation of the downstream infrastructure may be required.

The Superintendent may deny the owner's request to extend, replace or relocate a public sewer, or private sewer, if in the Superintendent's opinion adequate

3.2 CONNECTION PERMIT REQUIRED

No user shall connect to the public sewer without a Connection to Sewerage System Permit issued and approved by the DPW and issued by the Massachusetts Division of Water Pollution Control, if applicable. See General Sewer Service Application Form Attachment B.

Prior to issuance of a permit, the Superintendent shall require the Applicant to demonstrate review of and, if applicable, compliance with the requirements of the following, as well any other applicable

state or local regulations:

- 301 CMR 11.00, Massachusetts Environmental Policy Act
- 310 CMR 10.00: Wetlands Protection Act Regulations
- 314 CMR 7.00, Sewer System Extension and Connection Permit Program
- 314 CMR 12.00, Operation & Maintenance & Pretreatment Standards for Wastewater Treatment Works and Indirect Dischargers
- Cape Cod Commission

3.3 SPECIAL CONDITIONS

3.3.1 Connections to Wareham WWTF Service Area

For permits associated with flow to the Wareham WWTF, in order to comply with Special Grant Condition No.25 of the Federal Grant Offer for Project C-250 476-02 dated September 30, 1988, the BOSC will not permit the following:

- a) The connection of any house, business or other structure located in the Flood Hazard Velocity Zones on Taylors Point and in Hideaway Village to the wastewater system unless that house, business or other structure was in existence prior to the effective date of 310 CMR 15.00, Title V, July 1, 1977.
- b) The construction of additional living space to any house, business or other structure located in the Flood Hazard Velocity Zones on Taylors Point and in Hideaway Village proposed to connect to the wastewater system. Living space shall not mean porches, decks, garages or buildable space not suitable for human habitation.

Attachment A presents the Wareham Sewer Service Area delineations and the statutory limits of the service area based on the Intermunicipal Agreement between Wareham and Bourne.

3.4 ALLOCATION FORM REQUIRED

The Bourne Board of Sewer Commissioners require any property that is either changing business use (even if presently connect to sewer), increasing flow, or connecting to the sewer system for the first time to fill out an Allocation Form (See Table 2-1 Flow Chart)

3.5 INDUSTRIAL DISCHARGE PERMIT

A non-transferable industrial discharge permit shall be issued to all Significant Industrial Users (SIU) for a period not to exceed five (5) years. It will contain, at a minimum, operational parameters, sampling requirements and schedules, discharge limitation, and statement of violation penalties.

A significant industrial user shall mean any industrial user discharging to the Town's wastewater system that meets any of the following criteria:

- The user is regulated by the National Categorical Pretreatment Standards.
- The user discharges an average of ten thousand (10,000) gallons or more per operational day of wastewater.
- The user discharges wastewater that makes up to five (5) percent or more of the average dry weather hydraulic or organic capacity of the Town's wastewater system.
- The user has a reasonable potential for upsetting the operational process of the Town's wastewater system or violating any pretreatment standard.

4 ALLOCATION POLICY

4.1 PURPOSE

The Town of Bourne (referred to herein as the Town), through an Inter-Municipal Agreement, may send up to 200,000 gallons per day (gpd) of wastewater for treatment and disposal to a plant owned by the Town of Wareham. Another 100,000 gpd is also available for allocation from a new package treatment facility on the Town's Queen Sewell Park site. The BOSC controls the allocation of wastewater treatment capacity among parcels in the sewered areas of the Village of Buzzards Bay and assigns allocations on a parcel-by-parcel basis.

4.2 UNCOMMITTED ALLOCATION

Uncommitted Allocation is that portion of the wastewater system's treatment capacity remaining after subtracting the Preliminary Allocations, the Operational Allocations, existing residential flow and the Residential Reserve (domestic wastewater) from the systems' designated treatment capacity.

This determination shall begin by comparing all allocations, Preliminary and Operational, with actual flows for the previous fiscal year, on a parcel or project basis. Parcel/project owners with significant differences between allocations and flows shall be requested to explain the difference and describe any changes expected in the next 12 months. The Board reserves the right to reduce the allocation for projects after three years of operation when demonstrating an excess of allocation overflow. In that case, the difference between the new and old allocations shall revert to the Town and be counted in the Uncommitted Allocation. (The Board shall determine the amount of the Uncommitted Allocation manually and designate such Uncommitted Allocation to be available for the next fiscal year.

In order to follow an objective process and remove subjective factors from the process of awarding wastewater allocations, the Board may henceforth apply the following procedures for granting allocations from the Town's Uncommitted Allocation for the purpose of development and re-development in Bourne's Downtown.

These procedures are in effect primarily for properties proposing a change of use and/or change in septage flow. The guideline for which properties/projects are required to follow these procedures is: if a development has either a change of use or an increase in flow then it requires review by the Board of Sewer Commissioners using the policies and procedures described herein.

Further, in order to ensure that unused allocations will not prevent property owners and/or developers from coming forward with projects that may be in the long-term best interests of the Town, the Board hereby establishes a system of periodic reviews of allocations.

4.3 OBTAINING A PRELIMINARY ALLOCATION

If an Applicant falls into the category requiring a Sewer Allocation (See Table 2-2 Flow Chart for determination) they shall fill out the Wastewater Allocation Section of the General Sewer Use Permit to apply to the Board for a Preliminary Allocation. The Application (Attachment B) is reviewed by staff within 30 days then placed on a Board agenda once deemed complete.

4.3.1 Application Review

The Board shall review applications on a first come, first served basis within sixty days after the Application is deemed complete. If the requested allocation is available within the Uncommitted Reserve Capacity, the Board may grant Preliminary Allocations to projects which:

1. Demonstrate evidence of adequate financing;
2. Demonstrate control of the project's parcels (i.e. Purchase and Sale agreement, evidence of ownership);
3. Have preliminary project review with Town Planner;
4. Demonstrate that the requested allocation is based on state and local regulations.

4.3.2 Application Process – Exceeding Uncommitted Reserve Capacity

If the application requests a flow amount that exceeds the Uncommitted Reserve but is otherwise complete it will be dated and put on a waiting list. When allocation becomes available, the applicant may ask for a meeting with Town Staff to discuss possible solutions and then request a meeting with the Board. The Board will consider requests on the waiting list in the order in which they were dated. If enough allocation is available, and the application fee is paid, and the project application will be deemed complete and accepted.

4.3.3 Terms of Preliminary Allocation

If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction.

1. During the two years, the Applicant shall show substantial progress in regular six-month reports to the Board. The Board

retains the right to revoke the Preliminary Allocation if the Applicant cannot demonstrate progress, although the Board may allow for the continuation or extension of a Preliminary Allocation in any case. If the Preliminary Allocation is revoked, the allocation shall revert to the Town.

2. When the Board grants a Preliminary Allocation, the Applicant shall pay a Preliminary Allocation Fee as set forth in the Town's Schedule of Rates and Fees, Attachment C
3. After the Board's vote to grant a Preliminary Allocation, the Applicant will be issued a letter signed by the Town Administrator certifying to the existence of a Preliminary Allocation for that specific project/parcel(s) and including any conditions imposed by the Board. The Town Planner, the Building Inspector and the Health Agent will be copied on the allocation letter issued by the Town Administrator.

4.3.4 Preliminary Allocation Fees

1. During the process of obtaining a Preliminary Allocation, the applicant shall be assessed fees as periodically established by the Board, which is hereby authorized to establish or amend wastewater allocation fees from time to time as follows:
 - a. Application Fee: due upon application for a Preliminary Allocation.
 - b. Preliminary Allocation Fee: due within 30 days of the Board's approval of the Preliminary Allocation. The fee shall be based upon the projected wastewater flow.
2. When the project connects to the sewer system, the applicant shall pay user fees as designated by the BOSC.
3. In cases where a Preliminary Allocation expires and a new person applies for capacity for the same project on the same site, the Board may consider previous fees paid by the original person when establishing fees for the new project.

5 SEWER USE FEES, RATES AND FINES

Sewer fees, rates and fines are reviewed on an annual basis and updates will become part of these sewer use policy and regulations as Attachment C.

All funds received from the collection of sewer use charges shall be kept in and accounted for in a separate and distinct account known as the “Sewer User Charges”. Funds and at the end of the year it is applied to “Sewer User Liens”. Said charges may be expended only upon the authorization of the BOSC for the construction, operation, maintenance, repair or improving the sewer system and its related components and for the acquisition, maintenance, repair and replacement of equipment used in connection with the sewer system.

Any funds derived from penalties assessed under this section shall be deposited into the Sewer Use Account.

5.1 SEWER FEES

Sewer use fees consist one-time application fees, annual fees and sewer user rates. Table 6-1 summarizes the one-time annual fees by category. Sewer Fees shall be determined by the BOSC and may be changed as the BOSC deems necessary. Sewer use fees are reviewed annually by the BOSC.

Table 5-1: List of One-Time Application Fees by Class

Class	Fees
New Residential up to 4 units	<ol style="list-style-type: none"> 1. Application & Design Review Fee (one-time) 2. Sewer Permit Fee (one-time_ 3. Sewer System Development Fee (one time)
New Residential over 4 units	<ol style="list-style-type: none"> 1. Application & Design Review Fee (one fee) 2. Preliminary Allocation Fee (one-time) 3. Sewer Permit Fee (one time) 4. Sewer System Development Fee (one time)
Mixed Use/Commercial	<ol style="list-style-type: none"> 1. Application & Design Review Fee (one-time) 2. Sewer System Connection Fee (one-time) 3. Preliminary Allocation Fee (one time) 4. Sewer System Development Fee (one time)
Industrial	<ol style="list-style-type: none"> 1. Application & Design Review Fee (one-time) 2. Sewer Permit Fee (one-time) 3. Preliminary Allocation Fee (one time) 4. Industrial Permit Fee (one-time additional review needed) 5. Sewer System Development Fee (one time)

5.1.1 Application & Design Review Fee (Residential, Commercial, and Industrial)

A General permit fee is charged at the time of submittal of the application. The permit fee is calculated based on class of user as follows:

Table 5-2: General Permit Application Fee by Class

Class	Fees
Residential	Base Fee plus an additional fee per sewer unit
Commercial	Base Fee plus an additional fee per square foot of building floor space
Industrial	Base Fee plus an additional fee per square foot of building floor space

5.1.2 Sewer Permit (Connection) Fee

Applicants (residential, commercial and industrial) must pay a connection fee to connect to the Town's sanitary sewer systems. These charges are one-time charges for connecting to the Bourne sanitary sewer system. The sewer system connection charge, as applicable, must accompany an application for service before Department of Public Works Sewer Division. The sewer connection fee is based on the annual sewer use fee times the number of

Fees will apply to all new connections to the public sewer system. A "Re-connect" fee will only be applicable to residential properties and will be used in the case where an existing structure, which is connected to the public sewer system, is completely re-built or substantially renovated in the Fee. See Attachment C for current sewer rates, fees and fines.

It is the responsibility of the Applicant or the Applicant's Contractor to install the building sewer from the Applicant's building to the public sewer system according to Department of Public Works Sewer Division.

5.1.3 Allocation Fees

Allocations fees are based on the Allocation Policy (Section 5 as set forth by the Board of Sewer Commissioners. The charge is a specified amount of wastewater treatment capacity measured in gallons per day (gpd) assigned to a specific project on a specific parcel or parcels upon a majority vote of the Board. All allocations to projects shall be based on state and local regulations. The transfer of all or part of an allocation is prohibited unless approved in writing by the Board.

5.1.4 Grease Trap/Interceptors Permit Fees

All grease traps/tanks will be permitted as required in the **Sewer Use Rules and Regulations and as management** by the BOH. An annual permit fee will be charged. See calculation in Attachment C.

BOH will inspect all FOG traps/interceptors upon installation. Inspection fees will be charged in accordance with Attachment C schedule.

Permits will require the submission of a FOG Management Plan. Operation without a FOG Management Plan or Permit shall be fined in accordance with Attachment C.

5.1.5 Capital Improvement Fees

The BOSC may set an appropriate fee as part of the annual user charge for capital improvements to the wastewater system as they deem necessary. Capital Improvement Fees will be outlined in Appendix E Adopted Sewer Use Fees.

5.1.6 Expenses Borne by the Owner

All costs and expenses incidental to the application form, permitting, design, installation, connection, and maintenance of a building sewer, other private sewers, wastewater retaining tanks, grease traps, oil traps, or other wastewater facilities shall be borne by the owner. The owner shall indemnify the DPW from, and shall reimburse the DPW for, any loss or damage directly or indirectly occasioned by the installation of any building sewer, private sewer, wastewater retaining tank, grease trap, oil trap, or other wastewater facility.

All costs and expenses incidental to the installation, connection, repair and maintenance, abandoning the septic system, public and private property restoration, fess, insurance and the like of the service connection from the building drain to the Town's wastewater system and for sewer extension shall be the responsibility of the applicant and/or property owner.

5.1.6.1.1 Maintenance of Building Sewers

The property owner owns the building sewer from the building to the public sewer. The owner of a building sewer shall, at all times, keep such sewers in good repair in order not to cause excessive infiltration, exfiltration or inflow, depletion of groundwater, damage to property, or harm to the public sewers. Maintenance and/or repair of building sewers located under public ways shall be the responsibility of the property owner. However, the Town does have jurisdiction to make repairs to the portion of the building sewer located from the property line to the public sewer as needed at the Town's discretion. Should the Town be required to perform emergency maintenance or repair on any private sewer to eliminate a potential hazard to the public, property, or the environment, the owner of said private sewer shall reimburse the Town on a time and materials basis and be subject to the Town's direct labor burden and equipment overhead costs.

5.1.6.1.2 Private Sewers

All private sewers in the Town that connect to the public wastewater shall be controlled as to discharge by the DPW Sewer Division and be charged under the sewer rates but maintained and operated by their owner(s). Repairs to private sewers, including repairs required to comply with these Regulations, shall be made by an approved drain layer at the expense of the owner.

5.1.6.1.3 Bonding Requirements

The DPW shall have the right to require that the owners of proposed building sewers, other private sewers, wastewater retaining tanks, grease traps, and other wastewater facilities tributary to the Town's wastewater system post a bond in a form satisfactory to the DPW and in an amount and for a period of time sufficient to guarantee construction quality and operating performance.

5.2 SEWER RATES (USER CHARGES)

The use of the Town's wastewater system shall be based on one hundred (100) percent of the actual measurement of the quantity of water used. The quantity of water used shall include but not be limited to local Water Districts, other water utilities and private water wells. Properties that utilize private wells to provide potable water are required to install a water meter at the Applicant's expense which will be utilized to measure the actual quantity of water used.

5.2.1 Water Overage Fees & Surcharges

All sewer rates are based on the fee established by the Board of Sewer Commissioners on an annual basis plus a surcharge for water use above a designated quantity of the water that passes through the water meter. Consumption is billed at rates in effect at time of use.

All persons discharging commercial or industrial wastes, septage or any wastes of unusual character or amount maybe subjected to a surcharge in addition to any other user charges, The amount of surcharge shall reflect the additions cost incurred by the Town in repair, maintenance and operation of the wastewater system for transport and treatment of such wastes.

5.2.2 Sump Pumps Sewer Use Fees

For sump pumps approved to be connected to the public sewer, there is a separate sewer use charge since flow from sump pumps is not accounted for in typical water meter usage. Sump pumps connected to the public sewer are generally not allowed by the Town of Bourne and would only be considered in extreme cases.

5.3 SEWER FINES

5.3.1.1 Protection from Damage

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or a fine as presented in Attachment C.

5.4 SEWER BILL ABATEMENT PROCESS

Attachment D – Sewer Bill Abatement Form

6 BUILDING SEWERS AND CONNECTIONS

6.1 LIMITATIONS

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the BOSC. All connections will require a design review and inspection upon installation by the DPW. A Design Review and Construction Inspection Fee is required at the time of permit application.

6.2 ABANDONMENT OF SEPTIC SYSTEM

If applicable, the existing septage system of the property being connected shall be completely pumped out; contents shall not be disposed of via the public sewerage system. Disposal shall follow the requirements of Section 8.1.

Failure to properly pump out and seal the septage system in accordance with Board of Health Regulations may result in the revocation of installer's license.

6.3 SEPARATE BUILDING SEWERS

Separate and independent building sewer connections shall be provided for all new or substantially rehabilitated buildings. Where one building stands behind another on an interior lot, and no private sewer is available or can be constructed to the rear of the building through an adjoining alley, court, yard, or driveway, the building sewer may be extended from the front building to the rear building with the approval of the Board of Sewer Commissioners.

6.4 EXISTING BUILDING SEWERS AND BUILDING STORM SEWERS

With DPW approval, existing building sewers may be used to accommodate new uses which result in changes in volumes or characteristics of wastewater and stormwater. The property owner is required to perform a television inspection of the existing sewer proposed for use prior to reuse. If, in the opinion of the sewer division, the existing gravity sewer pipe is not suitable for reuse it must be replaced with SDR35 PVC pipe. The costs of any inspection and testing required by the DPW as a precondition to such approval shall be at the owner's expense.

6.5 GRAVITY DISCHARGE TO SEWER

All building sewers shall discharge by gravity to the public sewer. In all new or substantially rehabilitated buildings in which any building sewer is too low to permit gravity discharge (other than for a low-pressure sewer system), wastewater shall be lifted by an approved means and allowed to discharge by gravity (i.e., not under pressure) to the sewer

6.6 BACKWATER VALVES

All existing or new building drains from plumbing fixtures liable to backflow from a public sewer, or a private sewer connected to the public sewer, shall be required to have backwater valves installed at the owner's expense. Any plumbing fixture located at an elevation below the top of the manhole on the public sewer serving the fixture shall be considered to be liable to backflow. Backflow valves shall be installed in accordance with 248 CMR Section 2.09(4) of the Uniform State Plumbing Code, as amended. The DPW shall have the right to inspect all backwater valves in accordance with this section of the regulations. Where backwater valves are required, they shall be installed and maintained continuously in satisfactory and effective operation by and at the expense of the owner or user.

6.7 OIL TRAPS FOR COMMERCIAL AND INDUSTRIAL GARAGES

Oil traps shall be required on sewers directly or indirectly tributary to the Town's wastewater system from existing or new garages, and other establishments capable of discharging petroleum-based oil or grease, flammable wastes, sand, or other harmful substances. Oil traps shall not normally be required for garages associated with private dwelling units. The determination as to whether an oil trap is required rests with the Town Plumbing Inspector/Building Department and the DPW. All oil traps shall be of a type and capacity approved by the DPW and shall be located so as to be readily accessible for maintenance and inspection. The DPW shall have the right to inspect such facilities in accordance with Section 10. of these regulations. Where oil traps are required, they shall be installed and maintained continuously in satisfactory and effective operation by and at the expense of the owner or user.

6.8 GREASE TRAPS/INTERCEPTORS

Grease traps shall be required for all restaurants, facilities that prepare and/or package food or beverages for sale or consumption, on or off-site, and any other industrial or commercial establishments which discharge significant amounts of animal or vegetable fat, oil or grease. The discharge concentration shall not exceed 100 milligrams per liter for any building sewer. Such devices shall not normally be required for private dwelling units. The Board of Health Agent will determine whether a grease trap is required. All grease traps shall be of a type and capacity approved by the Board of Health Agent and shall be located so as to be readily accessible for maintenance and inspection. Where grease traps are required, they shall be installed, inspected at least once each month, and maintained continuously in satisfactory and effective operation and in

accordance with the requirements of the Uniform State Plumbing Code and the State Environmental Code, Title 5, all by and at the expense of the owner and user. The DPW shall have the right to inspect such facilities in accordance with Section 10 of these regulations. All grease trap/interceptors shall be subject to the following:

1. All grease traps/interceptors shall comply with the Massachusetts Plumbing and Building Codes. Grease traps/interceptors shall be sized in accordance with 310 CMR 15 (Title V) and the Plumbing and Drainage Institute (PDI) standard G-101, as amended.
2. In every case where a food establishment is preparing or selling food or business of a similar nature is carried on, a suitable internal grease trap in compliance with Board of Health Regulations must be installed.
3. Establishments in excess of 150 seats that prepare food must install an external grease interceptor. External grease interceptors shall have a minimum depth of four feet, minimum capacity of 1,500 gallons, have a grease retention capacity of not less than two (2) pounds for each gallon per minute of flow, and provide a minimum 24- hour detention time for kitchen flows. Interceptors shall be easily accessible for maintenance and have 24-inch (minimum) diameter risers to grade. Flow rates from the State Environmental Code, Title V, 310 CMR 15, shall be used to determine the size of a grease interceptor. Other alternative and innovative approved methods of grease removal and disposal may be used if approved by the Board of Health, Plumbing Inspector and DPW. All new facilities must install industrial type grease interceptors.
4. The owner or his designee shall inspect grease traps/interceptors at least monthly. Internal grease traps must be cleaned monthly by the owner, operator or approved vendor. External grease traps must be pumped by an approved vendor a minimum of every six months and more frequently if required by the Superintendent. Service records must be maintained and readily accessible to Board of Health, and Plumbing agents and inspectors. Failure to clean traps/interceptors and provide evidence of such cleaning shall be considered a violation of these regulations. Failure to maintain adequately sized grease traps/interceptors in proper working order shall result in fines. Repeated failure to maintain adequately sized grease traps/interceptors in proper working order shall result in suspension of the Food Establishment Permit.
5. Grease traps/interceptors shall be permitted annually, in

collaboration with the renewal and inspection for a Food Establishment Permit. There shall be no additional charge for the grease trap/interceptor permit. The grease trap/interceptor permit shall be displayed prominently at the facility.

6. Disposal of waste materials from grease traps/interceptors shall be by a licensed disposal facility/hauler only. Owner shall maintain records of disposal readily available for review by the Superintendent or his authorized agent.
7. Any facility with a grease trap/interceptor permit shall post educational information (e.g., fact sheet, maintenance requirements, etc.) in the vicinity of the grease trap/interceptor.
8. Any facility with a grease trap/interceptor permit shall keep a maintenance log available at the facility.
9. The Town Plumbing Inspector and Board of Health Agent have the authority to act on behalf of the Town for the purpose of inspecting grease traps/interceptors, issuing permits for grease traps/interceptors, or issuing violations relative to the operation of a grease trap/interceptor
10. Grease traps/interceptors shall be installed and maintained at the Owner's expense.
11. Failure to comply with these Sewer Use Rules and Regulations will result in re-inspection. Violators will be required to attend a BOH hearing that may result in suspension or termination of a food permit.

6.9 WASTEWATER – STORMWATER SEPARATION

The plumbing of any existing or new building shall be so constructed as to keep all stormwater, surface water, groundwater, roof and surface runoff, subsurface drainage, and allowable non-stormwater discharges separate from the building sewer. In no case shall a building storm sewer be connected to a sanitary sewer. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer which in turn is connected directly or indirectly to the sanitary sewer. No wastewater shall be discharged into a storm drain. (All wastewater-stormwater separation shall comply with the requirements outlined in the Town's Board of Health regulation regarding Illegal (Illicit) Discharges to any storm drainage system, as well as the Town's Zoning Bylaw (especially Section 3490) and any other Federal, State, and local laws pertaining to stormwater.)

6.10 CONNECTION TO MANHOLES

Building sewer connections for new or substantially rehabilitated buildings shall not be made directly to publicly owned manholes unless expressly authorized by the DPW.

6.11 SPECIAL FACILITIES

The DPW may require the owner of a new or substantially rehabilitated building to construct, operate, and maintain facilities, such as oil traps, particle separators, and wastewater retaining tanks, which will provide for the regulation and control of wastewater discharged to the Town's wastewater system... Such special facilities shall be constructed, operated, and maintained at the owner's expense. The DPW shall have the right to inspect such special facilities in accordance with Section 10, to ascertain compliance with these regulations.

6.12 DEWATERING DRAINAGE

In no circumstances shall dewatering drainage be discharged into a sanitary sewer. Such discharges shall comply with all other applicable regulations.

6.13 DESIGN AND CONSTRUCTION STANDARDS

All applicants for permits or licenses to connect to the Bourne Sewer System shall abide by all the Sewer Use Regulations as adopted herein.

No Connection to the Bourne Sewer System shall be made unless a permit is obtained from the BOSC and the installer is licensed by the BOSC as set forth in these regulations.

New building sewers, other private sewers, wastewater retaining tanks, grease traps, oil traps, appurtenances, and other wastewater facilities tributary to the public wastewater system shall be designed and constructed in conformance with DPW standards and specifications, and as depicted in standard Town details. All new building sewers must be constructed of SDR 35 PVC pipe. All materials used must meet approved industry standards and be approved by the Bourne Department of Public Works. In the absence of such specifications or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Society for Testing and Materials, the WPCF Manual of Practice No. 9 New England Interstate Water Pollution Control Commission Guides for the Design of Wastewater Treatment Works, and Title 5 of the State Environmental Code shall apply.

6.13.1 Installation Requirements

The following is a list of minimum installation requirements.

1. Installers who are unable to locate connections should contact the DPW immediately. Installers are to make their best effort to locate the connection prior to calling for assistance.
2. No installations or inspections are to be made on Saturdays, Sundays or Holidays.
3. All joints are to be elastomeric gasket joints which provide a water tight seal. All connection shall be made in accordance with the pipe manufacturer's recommendations
4. Piping for connection to the gravity system shall be four (4) or six (6) inch PVC SDR-35. For grinder pump connections, piping shall be four (4) inch PVC SDR-21.
5. Bedding material shall be free from clay, loam and organic matter.
6. Sand cushion material shall be free from organic matter, with a maximum of 15% retained on the #4 sieve and a maximum of 5% passing the #200 sieve.
7. Suitable material for trench backfill above sand cushion shall be material excavated during the course of construction, but excluding debris, pieces of pavement, frozen material, organic matter, top soil, all wet or soft muck, peat or clay, ledge excavation and rocks over six inches in largest dimensions, or any material which, as determined by the Town will not provide sufficient support or maintain the completed construction in a stable condition.
8. Pipe shall be laid with spigot end pointing in direction of flow.
9. Building sewer connections shall be laid at least ten (10) feet apart from any new or existing water service connection.
10. No 90-degree elbow are allowed at any time. 90-degree corners are to be accomplished through the use of smaller bend fittings or are to be T wye with a cleanout opposing the direction of flow. See Sewer Construction Details Attachment E
11. Proper pitch is to be maintained throughout the entire length of the installation.
12. Cleanouts are required at all direction changes of 90 degrees and at selected locations on extremely long lines in one direction.

Cleanouts shall be brought to within 18 inches of ground level and properly capped.

13. Connections to house services shall be either a flexible coupling of the proper size equipped with stainless steel fasteners or a rubber doughnut of the proper diameter installed in a uniform manner.
14. Special care must be taken when connecting to grinder pumps in order to ensure that no earth, sand, gravel or any other materials are introduced into the tank. Upon completion of installation and after ensuring that the connecting is tight and the tank is free from foreign materials, the pump core shall be installed.
15. It is the responsibility of the property owner and the installer to ensure that the provisions of Section 6, 7, 8 and 9 of the Bourne Sewer Use Regulation are not violated.

6.13.2 Construction of Below Grade Fixtures

Construction of below grade fixtures shall be in accordance with the Uniform State Plumbing Code Section 248 CMR 10.00, and a plumbing permit is required to complete the work. Plumbing that is subject to the requirements of this section shall include faucets, showers, baths, toilets and washing machine hookups. All plumbing fixtures located at an elevation below the top of the manhole on the public sewer serving the proposed plumbing shall be considered liable to backflow and shall be equipped with a backwater valve in accordance with 248 CMR Section 10.15 (10) (f) of the Uniform State Plumbing Code and 780 CMR Chapter 29 of the State Building Code. The backwater valve shall be installed and maintained at the owner's expense.

6.13.3 Acceptance

Before acceptance, the completed installation will be inspected by a representative of the BOSC/DPW for any imperfections such as cracks, displaced joints, objectionable variations from line and grade, or leaks, and shall be repaired to the satisfaction of the Inspector. Installers shall arrange for inspection at least one day in advance and are to be aware that inspections will be made as promptly as the Inspector's schedules allow.

No inspections of incomplete installations will be made unless special conditions exist, examples of which are: utilities which require outside support while the installer works, work which renders streets impassable to emergency vehicles and for which no other access is available.

Installers are to be on site when the inspection is made to assure that corrections or changes required are fully comprehended. Inspectors will return to reinspect when time permits or if arrangements are made for a specific time.

6.13.4 Dye Testing of Building Sewers

Prior to issuance of an occupancy permit, every new building sewer shall be dye tested by the owner or his designee in the presence of a Town inspector to establish that the building sewer is properly connected to the public sanitary sewer. At any time, the DPW may require an owner to conduct dye testing of an existing building sewer to confirm that it is properly connected to the public sanitary sewer. If the building sewer is not connected to the public sanitary sewer, the owner shall use whatever means necessary to determine the actual point of connection. The DPW shall require the owner to eliminate any connection from a building sewer to the MS4 or any other natural outlet {also referred to as an illicit connection) at the owner's expense. Where separate sanitary and storm drains exist, the DPW may also require the owner to dye test in the presence of a Town inspector, a new or existing building storm drain to establish that it is properly connected to the MS4. The DPW may also require the owner to eliminate a connection from a building storm drain to a public sanitary sewer at the owner's expense.

6.13.5 Sump Pump Connections

Sump pumps may be connected to the public storm drainage system at the discretion of the Superintendent if the Superintendent determines that discharge on- site is not feasible. The owner shall pay a separate sump pump fee. The connection shall be in compliance with the Town's Board of Health regulation regarding Illegal (Illicit) Discharges to any storm drainage system. The Property Owner must also sign the Drainage Release Form included in Attachment F.

6.13.6 Private Inflow Removal

Illicit sewer connections to the public sewer system, which include stormwater connections associated with basement sump pumps, roof leaders, foundation/cellar french drains, and driveway drains, are prohibited. Illicit sewer connections that are not removed in accordance with DPW Policy will be subject to a fine as outlined in Attachment C. The use charge is assessed on the additional water that is being contributed to the sewer system, but not being registered by the water meter. Duly authorized representatives of the DPW may inspect the property or facilities of any user (including facilities under construction) to ascertain compliance with these Regulations. If inspection access to the property is not permitted by the owner, an additional use charge shall be assessed. The charge will be removed following inspection if an illicit discharge to the sewer system is not identified.

6.13.7 Low Pressure Sewer Grinder Pump Policy

The Town of Bourne has standardized requirements for the installation of grinder pumps. specific requirements for the installation of Grinder Pumps are presented in AttachmentG

6.13.8 Pump Stations

Where pump stations are required for extension, replacement, or connection to the public sanitary sewer, the Applicant must adhere to the following requirements, as certified by a Professional Engineer licensed in the Commonwealth:

1. Pump stations shall be designed and constructed in accordance with the latest version of TR-16 Guide to Wastewater Treatment Works, or other accepted industry-standard design manual practice.
2. The permittee must provide a full set of buoyancy calculations for pump station wet well and associated underground vaults.
3. At a minimum, pump stations shall be equipped with the following:
 - a. SCADA (Supervisory Control and Data Acquisition) system
 - b. Alarm system with visual and audible components mounted outside
 - c. Alternative/back-up power
 - d. An Odor Control component for stations with a design flow rate higher than 350 gpm.
 - e. Flow meter and run-time recorder
4. Connection to the public sanitary sewer system shall be by gravity, not under pressure unless part of a low-pressure sewer system.
5. Upon completion of construction of the pump station, the Contractor shall provide to the Town copies of as-built drawings and an Operation & Maintenance Manual for the pump station.
6. The permittee shall be required to enter into an annual operation and maintenance service contract for emergency services after the commencement of operation of the pump station.
7. The permittee shall provide financial assurance for emergency repair and a long-term capital fund for replacement of the station or its components before useful life has been expended (see AttachmentH for Financial Security Provisions for New Pump Stations).

6.14 APPROVED DRAIN LAYER/PLUMBER

All building sewer installation, repair or maintenance work shall be performed by a drain layer who is DPW-approved. A drain layer's bond, using the DPW's standard bond form, as then in effect, must be submitted to the DPW in advance of installation for projects exceeding \$10,000.

Plumbers and drain layers shall be licensed by the BOSC as Master Drainlayers authorized to install connection to the Bourne Sewer System as follows.

It is the responsibility of the installer to check with all utilities, as presented by Dig-Safe and with the Buzzards Bay Water District prior to excavation.

6.15 VIOLATIONS TO BE REPORTED

All drain layers are required to give a full written report to the DPW within 24 hours if, in the course of performing their work, either (a) prohibited substances are found in a building drain, building sewer, building storm drain, or building storm sewer or plumbing is found that would allow discharges of such substances to a building drain, building sewer, building storm drain, or building storm sewer or (b) interconnections are observed.

6.16 RIGHT TO INSPECT DURING CONSTRUCTION

The DPW shall have the right to inspect building sewers and other private sewers, wastewater retaining tanks, grease traps, oil traps, sump pumps and other wastewater facilities tributary to the public wastewater and storm drainage systems, at any reasonable time while construction is underway. The Applicant or his representative must inform the Department twenty-four (24) hours prior to beginning installation procedures and shall notify the DPW when such facility is installed and ready for final inspection and for connection to the Town's wastewater system. A representative of the Bourne Department of Public Works must approve of the installation prior to backfilling and final connection. The cost of the inspection by the Town is paid for under the connection charge outlined in Section 6. Connection to the Town's wastewater system shall be made in the presence of a DPW inspector. No facility shall be covered over until approval has been given by the DPW inspector. If the owner fails to notify the DPW in advance, all costs to uncover the connection as necessary for inspection by the DPW shall be borne by the owner.

Upon completion of construction the Applicant shall submit a set of Record Drawings updating original plans submitted by the applicant with an indication of variations made to the design plans during construction to be prepared by a Design Engineer.

7 WASTEWATER DISCHARGE PROHIBITIONS AND RESTRICTIONS

7.1 GENERAL PROHIBITIONS

No persons shall discharge or cause or allow to be discharged into a public sewer or into a sewer tributary thereto, any substances, waters or wastes that the DPW has identified as likely, either singly or by interaction with other substances, to:

1. Harm any wastewater system, wastewater treatment facility, or wastewater treatment process;
2. Pass through or be otherwise incompatible with the wastewater treatment process or sludge disposal;
3. Cause a violation of Federal or State discharge permits issued to either the DPW Sewer Division;
4. Cause a violation of water quality standards or otherwise adversely affect the receiving waters;
5. Endanger life, limb or property, or
6. Constitute a health hazard or nuisance.
7. Any liquid or vapor having a temperature higher than one hundred and fifty degrees (150 F)
8. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not in excess of one hundred milligrams per liter (100mg)/L or containing substances which may solidify or become viscous at temperatures between thirty-two degrees (32 F) and one hundred and fifty degrees (150 F).
9. Any garbage that has not been properly shredded. The installation and operation of any food grinder equipment with a motor of $\frac{3}{4}$ horsepower or greater shall be subject to the review and approval of the DPW Sewer Division.
10. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment plant exceeds the limits established by the Sewer Commissioners for such materials.
11. Any waters or wastes containing phenols or other taste or odor producing substances, in concentrations which exceed maximum limits which may be established by the Commissioners, after treatment of the composite sewage in order

to meet the requirements of the State, Federal, or public agencies or jurisdiction for such discharge to the receiving waters.

12. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Commissioners in compliance with applicable State or Federal regulations.
13. Any waters or wastes having a pH in excess of 9.5.
14. Material which exerts or cause:
 - a. Unusual concentrations of inert suspended solids, such as but not limited to, Fullers earth, lime slurries, and lime residues, or of dissolved liquids, such as but not limited to, sodium chloride and sodium sulfate.
 - b. Excessive discoloration, such as by not limited to, dye wastes and tanning solutions.
 - c. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewerage treatment works.
 - d. Unusual volume of flow or concentration of wastes constituting 'slugs' as defined herein.
15. Waters or wastes containing substances which are not amendable to treatment or reduction by the sewage treatment processes employed or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to receiving waters.

Unless otherwise stated herein the provisions of these rules and regulations and any supplementary revisions shall govern all discharges to the sanitary sewer system.

7.2 PROHIBITED WASTES AND SUBSTANCES

No person shall discharge or cause or allow to be discharged into a public sewer or into a sewer tributary thereto any of those wastes and substances specifically prohibited as identified in 360 CMR 10.023 and 10.024, and/or the Town.

1. No septage shall be discharged to the public sewers in the Town of Bourne or at the Buzzards Bay Wastewater Treatment Facility.
2. Septage originating from the Town of Bourne may be discharged at the Regional Wastewater Treatment Facility in Wareham. Septage will only be accepted by licensed haulers. Septage must comply with Industrial Pre-Treatment Regulations.

3. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
4. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, so as to injure or interfere with any sewage treatment process, or which will constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the sewage treatment process and system.
5. Any waters or wastes having a pH lower than 5.5, or higher than 9.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and
6. personnel of the sewerage works.
7. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interferences with the proper operation of the sewage works such as, but not limited to, ashes, blood, cinders, cups entails, fleshing, glass, paper dishes, medical wastes, metal, milk containers, mud, plastics, rags, sand, straw, shavings, tar, wood,
8. Additional Items that cannot be flushed into the Sewer System:
 - a. Feminine Hygiene Products
 - b. Wet Wipes
 - c. Flushable Wipes
 - d. Floss, Q-tips, and Cotton Balls
 - e. Diapers
 - f. Pills and Medications
 - g. Paper Towels
 - h. Cigarette Butts
9. Any liquid or vapor having a temperature higher than one hundred fifty (150) degree Fahrenheit.
10. Any water or waste containing: iron, chromium, copper, zinc, radioactive wastes or isotopes and similar objectionable or toxic substances or wastes exerting an excessive chlorine requirement to such degree that any such material receive in composite sewage that the wastewater treatment facilities exceed the limits established by the BOSC and the Town and Wareham IMA limits.

If any waters or wastes are discharged or are proposed to be discharge to the public sewers, which contain the substances or proposes the characteristics enumerated in Section 8.4, and which, in the judgement of the BOSC may have a deleterious effect upon the wastewater facilities, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the BOSC may:

1. Reject the water or wastes
2. Require pretreatment to an acceptable condition for discharge to the public sewers
3. Require control over the quantities and rates of discharge

4. Require payment to cover the added costs of handling and treating the waters or wastes not covered by existing sewer charges

7.3 PROHIBITED DISCHARGES INTO SANITARY SEWERS

No user shall directly or indirectly discharge or cause or allow to be discharged into any public sanitary sewer or any sanitary sewer tributary thereto any groundwater, stormwater, surface water, roof runoff, subsurface drainage or any Allowable Non- Stormwater Discharge specifically stated as such in the Town's General Permit for Stormwater Discharges from Small Municipal Storm Sewer Systems that can be discharged to the Town's storm drain system.

7.4 PROHIBITED DISCHARGES INTO STORM DRAINS

No user shall directly or indirectly discharge or cause or allow to be discharged any wastewater into a building storm sewer or a public storm drain.

7.5 DILUTION PROHIBITED

No user shall dilute a wastewater discharge to comply with the provisions of these Regulations.

7.6 VARIANCES

Notwithstanding the limitations set forth in these Regulations, a special variance or amendment to a Sewer Use Discharge Permit may be issued by the DPW Sewer Division, whereby wastes of unusual character or strength may be accepted on an interim basis when, in the opinion of the DPW Sewer Division, unusual or extraordinary circumstances compel special terms and/or conditions of temporary duration. Such permit shall be issued only when, in the opinion of the DPW Sewer Division, the discharge associated with such a variance or amendment would not cause any interference with or disruption in the wastewater system; would not cause either directly or through interaction, violations of either:

1. any Federal discharge permit then held by the Town
2. the municipal discharge permit then held by the Town or
3. State water quality standards; and would not force additional controls on other dischargers to achieve compliance with effluent limitations. A variance or

amendment to a Sewer Use Discharge Permit must be applied for in writing by the proposed discharger. No discharge to be covered by such a variance or amendment shall take place prior to its issuance.

8 INDUSTRIAL DISCHARGE AND PRE-TREATMENT REQUIREMENTS

8.1 INDUSTRIAL DISCHARGE REQUIREMENTS

8.1.1 Compliance with MA DEP Regulations

The intent of these Regulations is to comply with Massachusetts DEP regulations governing industrial users. These Regulations shall accordingly be construed to conform with such MA DEP regulations as they now exist or may be amended, including 314 CMR 12.

8.1.2 Prohibited Discharges

No industrial user shall discharge or cause or allow to be discharged into any public sewer or into any sewer tributary thereto any prohibited or restricted wastes identified in Section 8 and this section.

8.1.3 Discharge Permits

No user shall discharge industrial wastes into the Town's wastewater system without a Sewer Use Discharge Permit. Every user proposing a new or modified discharge of industrial wastes shall obtain such a permit and shall file a General Service Application prior to constructing a building sewer to convey such wastes.

1. Every user required to obtain a Sewer Use Discharge Permit shall complete and file with both the DPW a permit application form which may be obtained from the DPW.
2. The DPW shall evaluate the adequacy of data furnished in the application and may require the applicant to provide additional data within a specified time. After receipt of adequate data, the DPW may issue a permit.
3. The DPW may stipulate special conditions and terms upon which the permit is issued. Permits may contain the following terms and conditions.
 - a. Limits on rate, time and characteristics of discharge and requirements for flow regulation, equalization and retention.
 - b. Installation of inspection, flow measurement and sampling facilities, and provisions for access to such facilities for inspection and/or sampling related to the permit terms and conditions.

- c. Specifications for monitoring programs which may include flow and measurement, biological tests, data sampling, physical, chemical recording, and reporting schedules.
 - d. Pre-treatment requirements and implementation schedules, including schedules for reporting progress towards meeting such requirements.
 - e. Periodic submission of discharge reports.
 - f. Special service charges or fees.
 - g. Other provisions deemed appropriate by the DPW to ensure compliance with these Regulations and with applicable requirements of State or Federal laws.
- 4. The DPW may change the conditions of a Sewer User Discharge Permit from time to time as circumstances (including Federal or State statutes or regulations) may require.
 - 5. A permit shall not be assigned or transferred.
 - 6. If an industrial user discharges types, amounts or rates of pollutants in violation of these Regulations or its permit, the DPW may revoke its permit in accordance with Section 10.1.8 of these regulations. If changes in the industrial process have improved the characteristics and/or volume of its discharge, an industrial user may apply to the DPW for modification of its discharge permit.
 - 7. When required by its permit, an industrial user shall submit to the DPW at a designated frequency and in a form acceptable to the DPW a duly signed discharge report containing all information requested by the DPW. Any additional information requested from time to time by the DPW shall also be furnished.
 - 8. The DPW may use the information provided in permit applications, permits and discharge reports as a basis for determining user charges

8.1.4 Monitoring Facility Requirements

When required by the DPW, an industrial user or discharger of industrial wastes shall install suitable control or measuring devices together with manholes, chambers, meters, and other appurtenances in its building sewer(s) to facilitate waste observation, sampling and measurement. Such manholes, chambers or meters shall be accessibly and safely located, shall be constructed in accordance with site plans approved by the DPW, shall be installed by and at the expense of the owner, and shall be maintained by the owner in good operating condition at all times: All meters and other measuring devices shall be approved by the DPW prior to installation and use. The facilities shall be constructed in accordance with all applicable construction standards. Construction shall be completed in compliance with a time schedule established by the DPW and Wareham. All records from meters and measuring devices all be kept for at least two years and furnished to the DPW upon request. During construction and after installation, the DPW shall have the right to inspect the facilities in accordance with Section 10. hereof.

8.1.4.1 Annual Report.

Each industrial user may be required to submit an annual report to the BOSC on the first of July each year or such other time as designated by the BOSC containing information as to the minimum, average and peak industrial wastewater discharges during the previous year.

8.1.5 Sampling and Analysis

All measurements, tests and analyses of the characteristics of water and wastes required to conform with these Regulations shall be performed in accordance with Standard Methods. Samples analyzed shall be collected at locations designated by the DPW and by methods acceptable to the DPW. The DPW will stipulate whether a composite or grab sample(s) should be taken.

8.1.5.1 Measurement and Analysis of Industrial Wastewaters

To be reported in the annual report and shall include the following list where applicable. If any item is not applicable, it shall be so stated on the report of the measurements and the reason for deletion stated.

1. Physical Parameters
 - a. Flow
 - b. pH
 - c. Temperature
 - d. Color
 - e. Specific conductance
2. Chemical and Biological Parameters
 - a. Total solids
 - b. Total volatile solids
 - c. Total suspended solids
 - d. Total dissolved solids
 - e. Acidity
 - f. Alkalinity
 - g. 5-day BOD
 - h. COD
 - i. Oil and grease
 - j. Chloride
 - k. Sulfate
 - l. Sulfide
 - m. Phenols
 - n. NH₃ (as N)
 - o. NO₃ (as N)
 - p. NO₂ (as N)

- q. Kjeldahl Organic Nitrogen (as N)
 - r. Ortho-phosphorus (as P)
 - s. Total phosphorus (as P)
 - t. Cr, CU, Fe, Cd, Pb, Mn, Zn, F, As, Hg, Ni, Ag
3. No statement contained in this section shall be construed as preventing any special agreement or arrangement among the BOSC, the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the BOSC for treatment, subject to payment by the industrial concern.

8.1.6 Notification of Violations

User shall notify the DPW's Superintendent immediately upon discharging wastes in violation of these Regulations or their permits. Each notification shall be followed within 15 days of the date of occurrence by a detailed written statement sent by the user to both the DPW describing the causes of the discharge and the measures being taken to prevent a recurrence. Such notification will not relieve users of liability for any expense, loss or damage to the DPW wastewater system, or for any fines imposed on the DPW due to such discharge.

8.1.7 Preventative Measures

Each user shall provide reasonable and appropriate protection from any discharge, including accidental discharges, in violation of these Regulations.

8.1.8 Notification to Employees

Users other than the owners of private dwelling units shall inform their employees of the existence of these Regulations. At least one copy of the Regulations shall be permanently and conspicuously posted by each user. Each user shall also permanently post a notice identifying the employee who has been designated as the individual responsible for compliance with, and who should be notified of, any violation of these Regulations.

8.1.9 Confidentiality of Data and Documents

All information and data regarding any user, whether obtained from reports, questionnaires, permit applications, permits, monitoring programs, or inspections, may be made available upon request to other governmental agencies and to the public without restriction unless the user makes a specific written request for a more limited distribution. Distribution will be limited only if the user demonstrates to the DPW's satisfaction that the release or communication of such information would divulge methods or processes entitled to protection as trade secrets or would violate any applicable provisions of law.

8.2 PRE-TREATMENT REQUIREMENTS

8.2.1 Pretreatment Regulations,

All industrial users and discharges of industrial wastes shall comply with Federal, State, and DPW regulations pertinent to industrial pretreatment as they now exist or may be amended in the future. The timing of compliance shall be as directed by the DPW.

8.2.2 Pretreatment Facilities

Prior to construction or installation of any pretreatment facilities required by any applicable industrial pretreatment regulations, detailed plans and operating procedures, along with a proposed implementation schedule, shall be submitted to the DPW for review. The review of such plans and operating procedures will in no way relieve such user from the responsibility of modifying the pretreatment facility as may be necessary to produce an effluent acceptable to the DPW under the provisions of their respective regulations and the requirements of Federal or State agencies. An approved implementation schedule will be incorporated in the Sewer Use Discharge Permit. Any subsequent proposed changes in a pretreatment facility or method of operation shall be reported to the DPW before modification of such facility. Pretreatment facilities shall be continuously maintained in satisfactory and effective operation. All costs associated with pretreatment facility planning, design, construction, operation and maintenance shall be borne by the owner or user. The DPW shall have the right to inspect such facilities in accordance with Section 10.0 of these regulations.

9 ENFORCEMENT

9.1 INSPECTION

9.1.1 Right of Access

Duly authorized representatives of the DPW may inspect the property or facilities of any user (including facilities under construction) to ascertain compliance with these Regulations. Owners or occupants of premises where stormwater or wastewater is either generated or discharged shall allow properly identified DPW representatives ready access, at all reasonable times during normal business hours and at such other times as the DPW reasonably suspects that a violation of these Regulations may be occurring, to such parts of the premises as would enable DPW personnel to inspect, observe, measure, sample and test

1. Internal plumbing;
2. Pre-treatment facilities
3. Internal discharge points or connections;
4. Exterior connections;
5. Building sewers;
6. Backwater Valves
7. Sump pumps and basement floor drains;
8. Oil traps and grease traps;
9. Any other facilities required by the DPW utilized; to be constructed, installed or
10. Measurement, sampling and testing facilities and procedures that have been required by the DPW;
11. Such other facilities as the DPW reasonably believes may be contributing to a violation of these Regulations; and
12. DPW shall not be held responsible for damage of property when working on stoppages or backups on private property.

The DPW may conduct routine, periodic inspections of certain types of facilities. It is anticipated that restaurants, other food handling or food processing establishments, service stations, and other entities which deal with petroleum products are particularly likely to be subject to such an inspection program. Other industrial users or generators of high strength wastes (with BOD and TSS concentrations in excess of typical residential or domestic wastewater strength) may also be so inspected, as the DPW deems appropriate. Owners or occupants shall provide any labor or equipment needed by DPW personnel to open and inspect oil and grease traps and other facilities.

9.1.2 Right of Entry

Upon proper identification and at reasonable times during normal business hours and at such other times as the DPW reasonably suspects that a violation of these Regulations may be occurring, duly authorized representatives of the DPW shall be permitted to enter all private property through which the DPW holds an easement for the purposes of inspection, observation, measurement, sampling, testing, maintenance, repair, or reconstruction of any portion of the Town's wastewater systems lying within said easement.

1. Security Clearance

Where a user has security measures in force which would require clearance before any entry to the premises, the user shall make all necessary arrangements to permit DPW personnel to enter without undue delay for the purpose of carrying out their specific responsibilities.

9.1.3 Governmental Function

The Town and the DPW shall be deemed to be performing a governmental function for the benefit of the general public. The Town and the DPW shall not be liable for any loss or damage as a result of the performance of such government function.

9.1.4 Consequences of Denial or Entry or Access

Where an owner or user, after having received reasonable notice from the DPW, refuses to permit properly identified DPW personnel or designee to enter or have access to premises or facilities in accordance with Sections 9 above, the DPW may give written notice of its intent to notify the Board of Sewer Commissioners to assess fines and/or terminate sewer service to such user.

9.1.5 Indemnification

An owner or user shall indemnify and hold harmless the DPW for any damages or civil liabilities the DPW may sustain or be required to pay in consequence of an injury or property damage resulting from that owner's or user's violation of these Regulations.

9.1.6 Record Keeping

9.1.6.1 Maintenance of Records

An owner or user shall maintain on its premises all documents pertinent to any of (a) the volume, components or frequency of its discharges to the Town's wastewater system, (b) its industrial pretreatment equipment and procedures, if any, and (c) its design, installation, maintenance, and operation of any special facilities (per Section 7.0), grease or oil traps, building sewers or storm sewers, private sewers, or other wastewater-related facilities or equipment. Every such document shall be maintained for at least five full years following its preparation or receipt by the user.

9.1.6.2 Inspection of Records

Users and owners shall permit duly authorized and properly identify representatives of the DPW to inspect and review, upon reasonable notice and during normal business hours, any and all of the records maintained pursuant to this section.

9.1.6.3 Consequences of Denial of Access to Records

Where an owner or user, after having received reasonable notice from the DPW, refuses to permit properly identified DPW personnel to have access to records in accordance with this section., the DPW may give written notice of its intent to notify the Board of Sewer Commissioners to assess fines and/or terminate sewer service to such user.

9.1.7 Monetary Liability

9.1.7.1 Penalties

- a. Any person who violates any provision of these Regulations shall forfeit and pay to the DPW Sewer Division an amount not exceeding five thousand dollars (\$5,000) as set by the Board of Sewer Commissioners, pursuant to attached Schedule of Penalties, in accordance with Massachusetts General Laws Chapter 83, Section 10, as then in effect. For purposes of this section, each day of a continuous violation shall be deemed to be a separate violation. If a violation is intermittent, each occurrence shall be deemed to be a separate violation.

9.1.7.2 Reimbursement for Costs to DPW

- b. Failure to comply with any portion of these Regulations, or with any permit or order issued thereunder, shall be sufficient cause for the DPW to levy on and collect from each violator any additional cost for any expense, loss, or damage occasioned by such violation, including assessment of penalties or fines levied or imposed on the DPW pursuant to Bourne's Sewer Policy and Regulations, or the United States Environmental Protection Agency.

9.1.8 Enforcement Actions

Any person found to be violating any provision of these regulations shall be served by the BOSC or their designee, with written notice stating the nature of the violation and providing a time limit of ten calendar days for the satisfactory correction thereof, The offender shall, within the period of time stated in such notice, permanently cease all violation.

Multiple Alternatives exist when the DPW determines that a violation of these Regulations or any permit, or (b) any damage to the Town's collection system, is threatened or has occurred. The DPW shall take the following actions, in any sequence or simultaneously:

1. The DPW may issue a request or an order to cease and desist any such violation, and/or an implementation schedule for undertaking specific actions or practices.
2. The DPW may require the user in question to submit a detailed time schedule setting forth specific actions to be taken in order to prevent or correct a violation. The DPW may issue an implementation schedule to the user containing or modifying such specific actions within such times as the DPW deems appropriate.
3. The DPW may issue an order directing the user to pay to the Town penalties and costs in accordance with Section 6.3. above and/or discontinue sewer service to the property.
4. The DPW may request that the Sewer Commissioners take direct enforcement action by filing suit in any court of competent jurisdiction pursuant to Massachusetts General Laws Ch. 83, or any other applicable statute or regulation.
5. The DPW may take any other action available to it under any applicable statute or regulation.
6. The DPW may issue citations pursuant to M.G.L. ch. 40 § 210, non-criminal disposition, to the extent allowed by Ordinance.
7. Any person who shall continue any violation beyond the time limit provided herein, shall be charged with a misdemeanor.
8. Any person who shall be charged with a misdemeanor and on conviction, shall be fined in the amount not exceeding Five Hundred Dollars (\$500) .

Any person violating any of the provisions of these regulations shall become liable to the BOSC or Town for any expense, loss, or damage occasioned the BOSC or town by reason of such violation.

10 APPELLATE PROCEDURES

10.1 ADMINISTRATIVE PROCEDURE AT THE SUPERINTENDENT LEVEL

10.1.1 Informal Conference by the Superintendent

Whenever the DPW issues a Sewer Use Discharge Permit; denies, revokes, modifies, or amends any form of permit or application; requires an owner or user to build or install any particular facility or devices; issues a cease and desist order, a compliance order, or an implementation schedule; or assesses penalties or other charges for non-compliance with these Regulations, any permit, or other lawful requirement, the DPW shall promptly inform the owner or user to whom such action is addressed. Such notice shall be sent first class mail and shall inform the addressee of his/her right to submit, within 14 days after the date of such notice, a written request for reconsideration of the DPW's action.-

A request for reconsideration shall be addressed to the DPW Superintendent at the DPW's office and shall set forth in detail the facts supporting it. Such a request shall not have any effect to stay or delay the DPW action, unless the DPW Superintendent provides otherwise in a writing mailed to the entity making the request. Upon receiving a timely request for reconsideration, the DPW Superintendent or his/her designee shall schedule an informal conference with the entity making the request. Written notice of the conference date, time and place shall be mailed to that entity at least 10 (unless waived by the owner) days before the date of the conference, which shall be held no later than 21 days (unless waived by the owner) after receipt of the request. The DPW's superintendent or his/her designee shall rule in writing on the request for reconsideration within 14 days (unless waived by the owner) after completion of the conference.

10.1.2 Right to Hearing by the Superintendent

A copy of the ruling on the request for reconsideration shall be mailed to the entity which submitted the request. The ruling shall be accompanied by a notice that such entity has the right to request a hearing before the Board of Sewer Commissioners. The notice shall inform the addressee that a hearing on the DPW's action must be requested within 30 days after the date of such notice, by a writing addressed to the Town Administrator at the Board of Sewer Commissioners' Office.

10.1.3 Notice of Hearing by the Board of Sewer Commissioners

Within 45 days (unless waived by the owner) after receiving a timely written request for a hearing, the Board of Sewer Commissioners shall schedule a hearing and shall mail to the entity which requested the hearing, written notice specifying the date, time, place, and subject matter of the hearing. The notice shall also state that the entity requesting a hearing has the right to be

represented by legal counsel and to present evidence (in the form of both documents and testimony) at the hearing.

10.1.4 Hearing Record and Decision by the Board of Sewer Commissioners

The documents and other evidence offered at the hearing shall constitute the hearing record. The hearing decision shall be based solely on the hearing record and shall be made within 30 days (unless waived by the owner) after the conclusion of the hearing. The decision shall be embodied in a writing which summarizes the matters considered and the reasons for the determination made on each such matter. The written decision shall be signed by the Sewer Commissioners and shall be mailed to the entity which had requested the hearing.

11 DEFINITIONS

Terms which are not defined herein shall be interpreted as defined in the most recent edition of Glossary Water and Wastewater Control Engineering, published by the Water Pollution Control Federation (WPCF), Washington, D.C. Throughout these Regulations, shall is mandatory, and may is permissive. Unless the context specifically indicates otherwise, the meaning of the terms used in these Regulations shall be as follows:

Acceptance	shall mean the wastewater system is substantially complete in accordance with industry standards and all permit requirements and/or conditions have been completed and the wastewater system has been formally accepted by the Board of Sewer Commissioners.
Act	shall mean the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 United States Code 1251, et seq.
Actual Flow	The volume of wastewater from any individual unit (residential, commercial or institutional) connected to the sewers as measured by a certified watermeter.
Allocation	A specified amount of wastewater treatment capacity measured in gallons per day (gpd) assigned to a specific project on a specific parcel or parcels upon a majority vote of the Board. All allocations to projects shall be based on state and local regulations. The transfer of all or part of an allocation is prohibited unless approved in writing by the Board.
Allocation Fee:	A non-refundable fee established by the Board to be paid by the Applicant within 30 days of the time the Allocation, Preliminary or Operational, is voted.
Applicant	Shall mean any person or entity applying for sewer service or for a sewer main extension, replacement, alteration, removal or relocation. If Applicant is different than Property Owner, the Applicant must receive a signature from the Property Owner and/or an Agent Letter from the Property Owner.
Application	A form which shall be completed by the Applicant to request an allocation of wastewater management capacity from the Uncommitted Reserve Capacity. A sample form is attached to this policy statement. The Board may from time-to-time vote adjustments in the information requested on the form.
Application & Design Review Fee	A non-refundable one-time fee established by the Board to be paid at the time the Application is deemed complete and accepted. An application shall be deemed complete when it is date stamped and signed by the receiving Town official. Incomplete applications, including applications without the required fee, shall not be processed.
Approval	Shall mean written approval by the Board of Sewer Commissioners or their authorized representative.
Available	A public sewer or storm sewer shall be considered available when the property upon which a building is situated abuts a street, alley, easement or right of way

	in which a public sewer is located. If the property line of the subject parcel is more than one hundred (100) feet from the nearest public sewer, application may be made in writing to the Department to declare the public sewer "Not Available."
ASTM:	Shall mean the American Society of Testing and Materials. When referenced it shall mean the latest edition/version of the specification.
Authority	Shall mean the Board of Sewer Commissioners or their authorized representative.
Available:	Shall mean the property upon which a building is situated abuts a street, alley, easement or right-of-way in which a public sewer is located. If the property line of the subject parcel is more than one hundred (100) feet from the nearest public sewer, application may be made in writing to the Board of Sewer Commissioners to declare the public sewer "Not Available."
Backflow Valve	Shall mean a valve located at the property line and installed by the property owner which is used to prevent wastewater backup from flowing from the Town's wastewater infrastructure into the building/structure located on the property.
Biochemical Oxygen Demand or BOD	Shall mean the quantity of oxygen utilized in 5 days at 20 degrees Celsius (C), expressed in milligrams per liter (mg/l), in the biochemical oxidation of wastewater as determined by a procedure described in Standard Methods.
Board of Health	The Board of Health (BOH)
Building	Shall mean any structure used for human occupancy, employment, recreation other purposes.
Building Drain	Shall mean that part of the lowest horizontal piping of a plumbing system, which receives the discharge from soil, waste, and other pipes, inside the walls of the building, and conveys it to the building sewer, beginning ten (10) feet outside the inner face of the building wall.
Building Sewer	Also referred to as house connections, shall mean the pipe which extends from the building drain to the sewer connection conveying wastewater to a public sewer, a private sewer, or other place of disposal.
Building Sewer Connection	Shall mean the connection of a building sewer to a public sanitary sewer owned and operated by the DPW.
Cape Cod Commission	Shall mean the Regional planning agency that oversees Developments of Regional Impact (DRI) in Barnstable County.
Chemical Oxygen Demand or COD	Shall mean the oxygen equivalent of the portion of the organic matter that is susceptible to oxidation by a strong chemical oxidant, expressed in milligrams per liter, as determined by a procedure described in Standard Methods.
Cleanout/Inspection Port	

	Shall mean a capped pipe or capped access point used to inspect and/or clean out blockages in the sewer or services lateral.
Color	Shall mean the optical density at the visual wavelength of maximum adsorption, relative to distilled water One hundred (100) percent transmittance is equivalent to zero (0) optical density.
Collection System	Shall mean the pipes (gravity sewer and low-pressure sewers), conduits, pumping stations, and appurtenances involved in the collection and transport of wastewater and stormwater.
Commercial User	Shall include any property occupied by an establishment which is not a residential property and not within the definition of an "Industrial User" and which is connected to the wastewater system. Commercial users include, but are not limited to, dry cleaning, hairdressing and film processing.
Commonwealth	Shall refer to the Commonwealth of Massachusetts
Composite Sample	Shall mean a combination of individual samples of wastewater taken at pre-selected intervals to represent the integrated composition of the sample source.
Comprehensive Wastewater Management Plan (CWMP)	Shall mean the plan prepared by the Town to evaluate the current and future wastewater needs as amended and as may be subsequently modified by the BOSC. through poisoning or through the spread of disease.
Contractor	shall mean a person, partnership or corporation which has been actively engaged in work of similar nature, and which has sufficient equipment, labor, and resources to construct the proposed work, and which has obtained a valid drain layers license from the BOSC or the Board of Health. The Contractor shall be employed by the Applicant and shall be responsible to him/her for the construction in accordance with the approved plans.
Cooling Water	Shall mean clean wastewater from air conditioning, industrial cooling, condensing and similar apparatus and from hydraulically powered equipment. In general, cooling water will include only water that is sufficiently clean and unpolluted to be discharged, without treatment or purification, into any natural open stream or watercourse without offense.
Development and re-development	The construction of improvements on a parcel or parcels of land for any purpose, including, but not limited to institutional, commercial and/or industrial activity.
DPW	Shall mean the Town of Bourne Department of Public Works. However, the Town Administrator has all the authority and powers of the Department and its Director.

Design Engineer Shall mean Engineer under contract with the Property Owner or Applicant and acting entirely within the scope of the authority granted by the Property Owner or Applicant, directly or through properly authorized agents. The Design Engineer shall be a Professional Civil or Environmental Engineer registered in the Commonwealth of Massachusetts.

Domestic Wastewater

Shall mean liquid wastes from non-commercial preparation, cooking, and handling of food or containing human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities, and institutions.

Drain Layer Shall mean a person or corporation who has met the qualifications set by the Town to install sewer and/or sewer connections.

Dwelling Unit Shall mean one or more rooms intended as a single housekeeping unit for use of one (1) or more individuals living together, and having cooking, sanitary and sleeping facilities. A "dwelling unit" does not include garages, sheds or accessory or additional structure, whether attached or unattached.

Easement Shall mean an acquired legal right for the specific use of land owned and maintained by others.

Effluent Shall mean wastewater or other liquid, partially or completely treated, flowing out of a treatment facility or part thereof.

Excessive Amounts or Concentration of a Constituent

Shall mean more than the limits established in these Regulations, directly or by reference, or more than limits judged by the DPW or Wareham will cause damage to the Town's wastewater system; (b) will be harmful to a wastewater treatment process; (c) cannot be removed in the Town treatment works to the degree required to meet the discharge permit; (d) can otherwise endanger life, limb or public property; or (e) can constitute a nuisance.

Fats, Oils, and Grease (FOG)

Shall mean shall mean organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules that are used in, or are byproducts of, the cooking or food preparation process, and that turn or may turn viscous or solidify with a change in temperature or other conditions. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as "grease" or "greases" such that it will separate by gravity from wastewater by treatment in an approved pre-treatment facility.

- Indoor Automatic Grease Recovery Unit or Device: (AGRU or AGRD) are active automatic grease traps which separate and remove FOG from effluent discharge and clean themselves of accumulated FOG at least once every

twenty-four (24) hours utilizing an electromechanical apparatus to accomplish removal to separate FOG from wastewater.

- Indoor Passive Grease Trap: A passive grease trap installed inside a building designed to remove FOG from flowing wastewater while allowing wastewater to flow through it. Wastewater flows from the drain of the sink into the inlet side of the trap which must have a vented flow restrictor. As the wastewater slows and cools, the FOG hardens and floats to the top and the food solids (sludge) settle and sink to the bottom displacing the wastewater from the middle of the grease trap and into the sanitary sewer.
- Outdoor/Underground Grease Tank: A passive grease tank installed outside a building (having a capacity of 1,000 Gallons or more) designed to remove FOG from flowing wastewater while allowing wastewater to flow through it.
- For our purposes Trap and Interceptors are interchangeable and devices which will be referred to as Grease Tanks. Grease trap requirements and sizing should follow 248 CMR Board of State Examiners of Plumbers and Gas Fitters.

Food Grinder Shall mean any device installed in the plumbing or sewage system for the purpose of grinding food waste and/or food preparation byproducts prior to disposing of in an onsite wastewater disposal system or wastewater sewer.

Food Establishment

Shall mean, but is not limited to, any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafes, lunch counters, cafeterias, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, bakeries, grocery stores with food preparation and packaging, meat cutting and preparation (excluding grocery stores with only food warming operations), meat packing facilities and other food handling facilities not listed above where fats, oil and grease may be introduced into the wastewater infrastructure, either directly or indirectly via haulers and cause line blockages and sewer overflows.

Garage Shall mean any building wherein one or more motor vehicles are serviced, kept, or stored, and shall include (without limitation) a public or private garage, carport, motor vehicle repair or paint shop, service station, car wash, or any building used for similar purposes.

Garbage Shall mean the animal and vegetable wastes resulting from the domestic or commercial handling, storage, sale, preparation, cooking, or dispensing of food.

General Service Application

Shall mean the form completed by the property owner or by the owner's agent prior to construction, reconstruction, repair or modification to the Town's sanitary sewers or storm drains.

GPD Shall mean gallons per day.

Grab Sample Shall mean a sample of wastewater taken on a one-time basis without

	consideration of lime.
Grease Trap	Referred to as a grease interceptor by the Commonwealth of Massachusetts, "Uniform State Plumbing Code and Massachusetts Fuel Gas Code", shall mean a receptacle designed to collect and retain or remove grease and fatty substances from wastewater normally resulting from the commercial handling, preparation, cooking, or dispensing of food.
Groundwater	Shall mean a supply of water under the earth's surface contained within or flowing through a geological formation.
Groundwater Discharge Permit	Shall mean a permit issued to the Town for operation of the Wastewater Treatment Facility by the Massachusetts Department of Environmental Protection (the MassDEP) in accordance with the Massachusetts Clean Water Act (M.G.L. c.21, s.21-53) which was amended by Chapter 246 of the Acts of 1973.
Hauler	Shall mean any person who contracts for the pumping, transports, and legally disposal of septage and FOG and who has obtained a license to do so from the Town.
Hazard Communication	Standard (HCS), also known as HazCom, HCS, 29 CFR 1910.1200, is a U.S. regulation that governs the evaluation and communication of hazards associated with chemicals in the workplace. The HCS mandates that chemical manufacturers must communicate a chemical's hazard information to chemical handlers by providing a Safety Data Sheet (SDS).
Holding Tank Waste	Shall mean any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump trucks.
Incompatible Pollutant	Shall mean a substance that is not amenable to removal by the receiving wastewater treatment facility or which may cause damage to the transmission or treatment facilities or adversely impact overall treatment. Incompatible pollutants include, but are not limited to, heavy metals and persistent organics.
Industrial User	Shall mean any user identified in the U.S. Office of Management and Budget Standard Industrial Classification Manual, 1972, as amended and supplemented, under the following divisions: <ul style="list-style-type: none"> a) Division A - Agriculture, Forestry, and Fishing b) Division B - Mining c) Division D - Manufacturing d) Division E - Transportation, Communication, Electric, Gas, and Sanitary Service e) Division I - Services Class III also shall include any user that

discharges wastewater containing toxic or poisonous substances as defined in Section 307 and Section 502 of the Clean Water Act or substance(s) causing interference in the wastewater system.

Industrial User Discharge Permit

Shall mean a non-transferable written and duly signed document by the Town issued to all Significant Industrial Users (SIU) for a period not to exceed five years. This document shall contain, at a minimum, operational parameters, sampling requirements and schedules, discharge limitations, and statements of violation penalties.

Industrial Wastes Shall mean the solid, liquid, or gaseous wastes generated by industrial users from, but not limited to, industrial manufacturing processes; trade, business, or service activities; or the development, recovery or processing of natural resources. Industrial wastes do not include, and are distinct from, sanitary sewage, uncontaminated cooling water, and uncontaminated industrial process water.

Infiltration Shall mean water other than wastewater that enters any sanitary sewer (including building sewers) from the ground through means which include, but are not limited to, defective pipes, pipe joints, service connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

Infiltration and Inflow (I/I)

Shall mean the quantity of water from both infiltration and inflow.

Inflow Shall mean precipitation or surface runoff that enters a sanitary sewer through direct and indirect sources such as downspouts, catch basins, area drains, sump pumps, subsurface drains, interconnections between sanitary sewers and storm drains, etc.

Interference Shall mean an inhibition or disruption of the wastewater treatment facility, its treatment process, treatment operation, effluent disposal, or sludge processes, use or disposal which is a cause in whole or part of a violation of any requirement of the Town's Groundwater Discharge Permit.

Invert shall mean the bottom inside of the sewer pipe.

Manhole Shall mean a vertical access shaft from the ground surface to a sewer or storm drain, usually at a junction, to allow cleaning, inspection, connections, and repairs.

MassDEP Shall mean Massachusetts Department of Environmental Protection

May Shall mean permissible

Medical Waste Shall mean isolation wastes, infection agents, human blood and blood byproducts, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, dialysis wastes, and medications.

Massachusetts Environmental Policy Act (MEPA)

Requires that state agencies study the environmental consequences of their actions, including permitting and financial assistance. It also requires them to

take all feasible measures to avoid, minimize, and mitigate damage to the environment.

Massachusetts Environmental Policy Act Office

Is part of the Executive Office of **Energy** and **Environmental Affairs (EEA)**. The office provides meaningful opportunities for public review of the **potential environmental** impacts of projects for which state **agency action** is required. The office serves the general public, state agencies, municipalities and project proponents.

National Categorical Pretreatment Standard

Shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act which applies to specific category of Industrial Users

Natural Outlet Shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

Oil Trap Referred to as a separator by the Commonwealth of Massachusetts, "Uniform State Plumbing Code and Massachusetts Fuel Gas Code", shall mean a receptacle used for separating materials of different specific gravity, such as oil from water and sand from water that meets these Standards

Owner Shall mean a person who alone or jointly or severally with others has the legal title to any premises or has care, charge or control of any premises as agent, executor, administrator, trustee, lessee, or guardian of the estate of the holder of legal title.

Pass Through Shall mean the discharge of pollutants through the wastewater treatment facility into navigable water in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the Town's Groundwater Discharge Permit, including an increase in the magnitude or duration of a violation.

Person Shall mean any individual, firm, company, partnership, association, society, corporation, group, or any political subdivision of the Commonwealth.

pH Shall mean the logarithm of the reciprocal of the hydrogen ion concentration, expressed in moles per liter. Neutral water, for example, has a pH value of 7 and a hydrogen ion concentration of 10^{-7} . Any method of measurement approved by the U.S. Environmental Protection Agency may be used.

Plumbing Shall mean piping falling under the jurisdiction of the plumbing code, generally piping within a building and extending outside the building ten (10) feet from the building wall.

Pollutant Shall mean dredged spoil, solid waste, incinerator residue, wastewater, garbage, sewage sludge, chemical wastes, biological materials, radioactive materials, heat, rock, sand, dirt, and industrial, municipal and agricultural waste.

Pollution Shall mean the presence of any foreign substance (organic, inorganic, or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual

hazard to the public health, but which does adversely and unreasonably affect such waters for domestic use.

Preliminary Allocation

An amount of wastewater treatment capacity in gallons per day assigned for a period of two years to a project in its early stages of development. If all appropriate conditions to the project are met, this Preliminary Allocation assures the applicant that the required wastewater treatment capacity will be available when the project is ready for operations. As a condition for retaining the Preliminary Allocation, the Applicant must provide status reports to the Board every six months. The Preliminary Allocation shall be voided by majority vote of the Board if the Applicant does not provide information for these periodic reviews or no if no progress has been demonstrated. The Board can extend a Preliminary Allocation beyond two years or convert a Preliminary Allocation to an Operational Allocation by majority vote.

Preliminary Allocation Fee

A non-refundable one-time fee based on the project's projected flow. This fee shall be due within 30 days of the Board's vote to grant a Preliminary Allocation.

Premises

Shall mean a parcel of real estate or portion thereof, including any improvements thereon, which is determined by the DPW to be a single user for purposes of receiving, using, and paying for service.

Pretreatment

Shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the wastewater system. Dilution is not pre-treatment.

Pretreatment Regulation

Shall mean any regulation containing pollutant discharge limits promulgated by the EPA, MassDEP and/or Town's Pre-Treatment Standards and shall include National Categorical Pretreatment Standards, prohibited discharges and local limits.

Private Sewer

Shall mean a sewer which is not owned by the Town.

Projected Available Capacity

The projected capacity based on estimated actual use – which is generally 50% of Title 5 requirements. Since Preliminary Allocations are based on Title 5, if the Uncommitted For example, if the Allocation is 25,000 gpd then Projected Available Capacity is 50,000 gpd.

Properly Shredded Garbage

Shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely

	under the flow conditions normally prevailing in public sewers with no particle greater than one-half-inch in any dimension.
Property Owner	Shall mean the individual or entity in possession of title for land and/or structure. The property owner may be responsible for paying taxes in relation to the property.
Public Sewer	Shall mean the system of pipes used to convey wastewater from the private building sewer and service connection to the wastewater treatment facility. In addition, it shall mean every sewer laid in any land, easement, street or way, public or private, to which all owners of abutting properties have equal rights, and which is controlled and has been accepted by the Town. No sewer shall be deemed to be a public sewer unless it meets all of these criteria, even if such sewer is located in any land, street or way, public or private.
Pump Stations	<ol style="list-style-type: none"> 1. Pump Station shall mean a system designed to take the flow from a gravity sewer system and boost it to a higher elevation. The Town Pumping Station shall include, but not be limited to (a) Wetwell with submersible pumps, piping, and level controls; (b) Valve Vault with Piping, Flow Meter(s) and Odor Control System; (c) Stand-by Generator; and (d) Control Pedestal with Control Panels, Transfer Switch, and SCADA System 2. Prefabricated Low-Pressure Sewage Pump System (complete factory-built and tested system of the wetwell/drywell type) designed to take the flow from the property and boost into the Town's wastewater infrastructure (gravity sewer or low-pressure sewer). The System shall include, but not be limited to: (a) wetwell containing grinder pump(s) (semi-positive displacement type grinder unit) mounted in a high-density polyethylene (HDPE) basin and anti-siphon valve and check valve assembly; (b) drywell containing an electrical quick-disconnect; pump removal system and shut-off valve; and (c) electrical alarm/disconnect panel.
Receiving Waters	Shall mean any watercourse, river, pond, ditch, lake, aquifer, ocean, or other body of surface water or groundwater that receives a discharge of wastewater or effluent.
Record Drawings	<p>Shall mean detailed drawings prepared upon completion of the wastewater infrastructure, sealed by the Design Engineer which show actual construction and field dimensions, elevations, details, changes made to the construction drawings by modification, details which were not included on the construction drawings, and horizontal and vertical locations of underground utilities, which have been impacted by the utility installation.</p> <ul style="list-style-type: none"> • The Horizontal Datum used for Record Drawings shall be Massachusetts State Plane, Mainland Coordinate System (NAD83). • The Vertical Datum used for Record Drawings shall be North American Vertical Datum of 1988 (NAVD88). • Record Drawings shall be compatible with the Department's CAD

- System.
- Digital photographs of the site and wastewater infrastructure shall be submitted with the drawings.

Residential Reserve

Two percent of the systems' designated treatment capacity held in reserve to allow expansion by existing single-family residences. This reserve is to be calculated annually as part of the determination of the Uncommitted Reserve Capacity.

Sanitary Sewage Shall mean liquid and water-carried human and domestic wastes from buildings, exclusive of ground, storm, and surface water, and industrial wastes and uncontaminated cooling water and uncontaminated industrial process water.

Sanitary Sewer Shall mean a sewer designed to carry sewage and industrial wastes.

Septage Material passing through any part of the sewer system, including, but not limited to, the solids, semi-solids, scum, sludge and liquid contents of a septic tank, privy, chemical toilet, cesspool, holding tank, or other sewage waste receptacle. It does not include any material which is hazardous waste.

Sewer Shall mean a pipe or conduit that carries either wastewater or storm or surface water.

Sewer Commissioner

Shall mean a member of the Bourne Board of Sewer Commissioners

Sewer Extension Shall mean the addition to a sewer system of a sewer pipe, together with appurtenant works which extend and increase the facilities used for collecting and conveying sewage.

Sewer Unit Shall mean the unit of measure which the BOSC shall use to assess the owners of land abutting the wastewater system installed by the Town based upon the uniform unit method. A single residential Sewer Unit shall be equal to 55 gallons per day of water usage. The number of Sewer Units assessed shall be calculated in accordance with the Town's Sewer Assessment By-Law.

Sewer User Discharge Permit

Shall mean the permit required and issued by the DPW to an industrial user for discharging wastewater to the Town's wastewater system.

Sludge Shall mean waste containing varying amounts of solids that are removed from water and wastewater through treatment by physical, chemical, or biological processes

Slug or Shock Load Shall mean any discharge of water, wastewater or industrial waste that will interfere with the operation or efficiency of a wastewater treatment facility due to an excessive concentration of any given constituent or due to an excessive rate of flow in a reduced period of time or at intermittent intervals. Slug shall also mean any discharge of water, wastewater or industrial waste which contains a concentration of any given constituent or a rate of flow that exceeds more than five times the average twenty-four (24) hour concentration or flow

during normal operation for any period of duration longer than fifteen (15) minutes.

Spill Shall mean the release, accidental or otherwise, of any material not normally released in the Town's wastewater system, which by virtue of its volume concentration or physical or chemical characteristics creates a hazard to the Town's wastewater system, its operation or personnel. Such characteristics shall include, but are not limited to, volatile, explosive, toxic, or otherwise unacceptable materials.

State Shall mean the Commonwealth of Massachusetts.

Storm Drain Shall mean a drain which carries storm and surface waters and drainage, but excludes wastewater and industrial wastes, other than unpolluted cooling water.

Standard Methods Shall mean the current edition of Standard Methods for the Examination of Water and Wastewater, as published by the American Public Health Association, American Water Works Association, and the WPCF.

Sump Pump Shall mean a pump used to remove liquid from a sump or pit, especially water that has accumulated in a basement.

Surface Water Shall mean all water appearing on the earth's surface exposed to the atmosphere, such as rivers, lakes, streams, and oceans.

Suspended Solids Shall mean solids that either float on the surface or are in suspension in water, wastewater, or other liquids and are removable by laboratory filtering procedures as described in Standard Methods.

Total Suspended Solids (TSS)

Shall mean solids that either float on the surface or are in suspension in water, wastewater, or other liquids and are removable by laboratory filtering procedures as described in Standard Methods

Title 5 (310 CR 15) Shall mean The State Environmental Code, Title 5: Standard Requirements for the Siting, Construction, Inspection, Upgrade and Expansion of On-site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage (310 CMR 15).

Title 5 Flow Shall mean the design flow of sanitary sewage from a building or buildings as defined by the State Environmental Code, Title 5: Standard Requirements for the Siting, Construction, Inspection, Upgrade and Expansion of On-site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage (310 CMR 15) as amended.

Town Shall mean the Town of Bourne, Massachusetts.

Toxic Shall mean any of the pollutants designated by federal regulations pursuant to Section 307 (a)(1) of the Federal Clean Water Act,

Uncommitted Reserve Capacity

That portion of the wastewater systems' treatment capacity remaining after subtracting the Preliminary Allocations, the Operational Allocations, existing residential flow and the Residential Reserve from the systems' designated treatment capacity. This determination shall begin by comparing all allocations, Preliminary and Operational, with actual flows for the previous fiscal year, on a parcel or project basis. Parcel /project owners with significant differences between allocations and flows shall be requested to explain the difference and describe any changes expected in the next 12 months. The Board reserves the right to reduce the allocation for projects more than three years old demonstrating a significant excess of allocation overflow. In that case, the difference between the new and old allocations shall revert to the Town and be counted in the Uncommitted Reserve Capacity. (See page 3 for parcels with paid betterments and unused flow capacity.) The Board shall determine the amount of the Uncommitted Reserve Capacity annually and designate such Uncommitted Reserve Capacity to be available for the next fiscal year.

Unpolluted Water Shall mean water of a quality equal to or better than the applicable effluent criteria or water that would not cause Violation of receiving water quality standards

User Shall mean any person discharging wastewater directly or indirectly into the public sanitary sewers within the Town.

User Fees or Sewer User Fees
Annual fees established by vote of the BOSC

Waiting List, a list of applications that are otherwise complete but have been held because the requested allocation is not available. The list is stored with the dated applications.

Waste Shall mean wastewater and any and all other waste substances whether liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any production, manufacturing or processing operation.

Wastewater Shall mean the spent water of a community, which may be a combination of the liquid and water-carried wastes from buildings. Groundwater and stormwater entering as infiltration and inflow may also be present.

Wastewater Retaining Tank

Shall mean a tank or a chamber for retaining wastewater for a specified period of time prior to discharge to a wastewater system.

Wastewater System Shall mean the totality of the devices, equipment or works used in recycling, or reclamation of transportation, pumping, storage, treatment, wastewater or in the disposal of the effluent.

Wastewater Treatment Facility

Shall mean an arrangement of devices and structures for treating wastewater, sewage and sludge in the Town of Bourne.

Wastewater Treatment Process

Shall mean the physical, chemical, and biological operations and processes,

considered individually or in combination, that are applied at a wastewater treatment facility to remove, reduce, or alter the pollutant loading of wastewater.

ATTACHMENT A: BUZZARDS BY SEWER INFRASTRUCTURE

**ATTACHMENT B: GENERAL SEWER SERVICE APPLICATION
NEW FORM UNDER DEVELOPMENT**

ATTACHMENT C: SEWER USE RATES, FEES, AND FINES
Adopted by Board of Sewer Commissioners

ATTACHMENT D: SEWER BILL ABATEMENT FORM

**ATTACHMENT E SEWER CONSTRUCTION DETAILS
OBTAIN FROM SHAWN AND TIM**

ATTACHMENT F: DRAINAGE RELEASE FORM

ATTACHMENT G: GRINDER PUMP SPECIFICATIONS

ATTACHMENT H: FINANCIAL SECURITY PROVISIONS FOR NEW PUMP STATIONS

TOWN OF BOURNE

Fund Report by Department

D.

Fiscal Year 2022

From 07/01/2021 to 06/30/2022

60 - SEWER ENTERPRISE		400 - PUBLIC WORKS & UTILITIES		442 - SEWERAGE COLLECTION & DISPOSAL				
Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
5112	SALARIES - SUPERVISORS/ADM.SEC		55,108.00			21,944.08	33,163.92	39.82 %
5116	SALARIES - LABORERS		127,029.00			90,807.81	36,221.19	71.48 %
5130	OVERTIME - WAGES		30,000.00			31,337.22	-1,337.22	104.45 %
5141	LONGEVITY		1,583.00			1,400.00	183.00	88.43 %
5190	INCENTIVE PAY		300.00				300.00	0.00 %
5100 Total PERSONAL SERVICES			214,020.00			145,489.11	68,530.89	
5211	ENERGY - ELECTRICITY	977.00	8,500.00			6,850.10	2,626.90	72.28 %
5213	ENERGY - OTHER FUELS		1,000.00			2,310.77	-1,310.77	231.07 %
5230	NON-ENERGY - WATER	718.39	750.00			1,130.94	337.45	77.01 %
5240	R&M - BLDGS & GROUNDS		300.00			112.00	188.00	37.33 %
5242	R&M - LIGHT TRUCKS		1,000.00				1,000.00	0.00 %
5248	R&M - MACH.& EQUIP (BY OTHER)		27,500.00			8,808.29	18,691.71	32.03 %
5273	RENTALS - HEAVY EQUIPMENT		2,200.00				2,200.00	0.00 %
5274	RENTALS - UNIFORMS		550.00			398.70	151.30	72.49 %
5304	SERVICES - CONSULTANTS	13,140.50	25,000.00			13,277.50	24,863.00	34.81 %
5315	SERVICES-LEGAL,OUTSIDE COUNSEL		5,000.00				5,000.00	0.00 %
5318	SERVICES-WASTE REMOVAL & DISPO		420,250.00				420,250.00	0.00 %
5340	COMMUNICATIONS - TELEPHONE	36.90	2,000.00			1,855.41	181.49	91.08 %
5341	COMMUNICATIONS - POSTAGE		900.00			387.43	512.57	43.04 %
5342	COMMUNICATIONS - PRINTING		300.00			67.12	232.88	22.37 %
5351	CONTRACTED SERVICES - O&M		256,000.00			11,462.23	244,537.77	4.47 %
5200 Total PURCHASE OF SERVICES			14,872.79			46,660.49	719,462.30	
5420	OFFICE SUPPLIES - GENERAL		150.00			30.90	119.10	20.60 %
5432	BLDG./EQUIP.SUPP.- TOOLS		5,000.00			2,318.95	2,681.05	46.37 %
5451	HAZARDOUS MATERIAL EQUIP	2,337.00	4,000.00			2,337.00	4,000.00	36.87 %
5481	VEH.SUPP.- DIESEL		3,500.00			1,455.50	2,044.50	41.58 %
5484	VEH.SUPP.- PARTS		2,500.00			2,348.44	151.56	93.93 %
5485	VEH.SUPP.- REG,INSPECTIONS		350.00				350.00	0.00 %
5584	OTHER SUPP.- PROTECTIVE CLOTH.		4,500.00			2,300.02	2,199.98	51.11 %
5400 Total SUPPLIES			2,337.00			10,790.81	11,546.19	

TOWN OF BOURNE

Fund Report by Department

Fiscal Year 2022

From 07/01/2021 to 06/30/2022

60 - SEWER ENTERPRISE		400 - PUBLIC WORKS & UTILITIES		442 - SEWERAGE COLLECTION & DISPOSAL				
Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
5760	CAPITAL ASSESSMENT - TOWN OF W		188,478.00				188,478.00	0.00 %
5781	LICENSE REIMBURSEMENT		375.00			75.00	300.00	20.00 %
5700 Total OTHER CHARGES AND EXPENDITURES			188,853.00			75.00	188,778.00	
5870	REPLACEMENT EQUIPMENT	53.16	90,000.00			2,831.93	87,221.23	3.14 %
5871	NEW EQUIPMENT		5,000.00			1,634.89	3,365.11	32.69 %
5800 Total CAPITAL OUTLAY			95,000.00			4,466.82	90,586.34	
5910	PRINCIPAL LONG TERM DEBT		10,000.00				10,000.00	0.00 %
5915	INTEREST-LONG-TERM DEBT		2,000.00			950.00	1,050.00	47.50 %
5900 Total PERMANENT DEBT SERVICE			12,000.00			950.00	11,050.00	
442 Total SEWERAGE COLLECTION & DISPOSAL		17,262.95	1,281,123.00			208,432.23	1,089,953.72	

TOWN OF BOURNE

Fund Report by Department

Fiscal Year 2022

From 07/01/2021 to 06/30/2022

60 - SEWER ENTERPRISE		900 - MISCELLANEOUS		947 - MISCELLANEOUS				
Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
5798	RESERVE FUND		50,000.00				50,000.00	0.00 %
5700 Total OTHER CHARGES AND EXPENDITURES			50,000.00				50,000.00	
947 Total MISCELLANEOUS			50,000.00				50,000.00	

TOWN OF BOURNE

Fund Report by Department

Fiscal Year 2022

From 07/01/2021 to 06/30/2022

60 - SEWER ENTERPRISE		990 - INTERFUND OPERATING		990 - TRANSFERS		Expend	Unencum Bal	% Exp
Account	Description	Carry Fwd	Orig Bud	Amended	Encumb			
9000	DIRECT EXPENSE					148,315.00	-148,315.00	100.00 %
5961 Total TRANSFER TO GENERAL FUND						148,315.00	-148,315.00	
9000	DIRECT EXPENSE					30,000.00	-30,000.00	100.00 %
5966 Total TRANSFERS TO TRUST & AGENCY						30,000.00	-30,000.00	
990 Total TRANSFERS						178,315.00	-178,315.00	

Grand Total

17,262.95

1,331,123.00

0.00

0.00

386,747.23

961,638.72

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

E.

442 - SEWERAGE COLLECTION & DISPOSAL									
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Twn Adm Rec	\$ Change	% Change
5100 - PERSONAL SERVICES									
5111	SALARIES - DEPT.HEADS	31,931.00	33,916.19	0.00					0.00%
5112	SALARIES - SUPERVISORS/ADM.SEC	61,632.00	46,125.49	55,108.00	20,561.90	41,548.00	13,047.00	-42,061.00	-76.32%
5116	SALARIES - LABORERS	70,959.00	52,861.07	127,029.00	44,318.42	134,594.00	134,594.00	7,565.00	5.95%
5130	OVERTIME - WAGES	30,000.00	42,981.32	30,000.00	20,484.88	40,000.00	40,000.00	10,000.00	33.33%
5141	LONGEVITY	2,858.00	2,918.11	1,583.00		1,500.00	1,500.00	-83.00	-5.24%
5190	INCENTIVE PAY	300.00	0.00	300.00		300.00	300.00		0.00%
Total		197,680.00	178,802.18	214,020.00	85,365.20	217,942.00	189,441.00	-24,579.00	-11.48%
5200 - PURCHASE OF SERVICES									
5211	ENERGY - ELECTRICITY	8,500.00	8,026.03	8,500.00	4,092.98	8,500.00	8,500.00		0.00%
5213	ENERGY - OTHER FUELS	1,000.00	1,165.96	1,000.00	78.00	1,000.00	1,000.00		0.00%
5230	NON-ENERGY - WATER	750.00	475.50	750.00	929.34	750.00	750.00		0.00%
5240	R&M - BLDGS & GROUNDS	300.00	0.00	300.00		300.00	300.00		0.00%
5242	R&M - LIGHT TRUCKS	1,000.00	0.00	1,000.00		1,000.00	1,000.00		0.00%
5248	R&M - MACH.& EQUIP (BY OTHER)	30,000.00	25,658.21	27,500.00	7,482.85	30,000.00	30,000.00	2,500.00	9.09%
5273	RENTALS - HEAVY EQUIPMENT	2,500.00	0.00	2,200.00		2,500.00	2,500.00	300.00	13.63%
5274	RENTALS - UNIFORMS	550.00	316.46	550.00	266.91	550.00	550.00		0.00%
5304	SERVICES - CONSULTANTS	55,000.00	26,197.49	25,000.00	13,277.50	25,000.00	25,000.00		0.00%
5315	SERVICES-LEGAL,OUTSIDE COUNSEL	5,000.00	0.00	5,000.00		5,000.00	5,000.00		0.00%
5318	SERVICES-WASTE REMOVAL & DISPOSAL	410,000.00	410,000.00	420,250.00		430,757.00	430,757.00	10,507.00	2.50%
5340	COMMUNICATIONS - TELEPHONE	2,000.00	1,361.88	2,000.00	1,319.76	2,000.00	2,000.00		0.00%
5341	COMMUNICATIONS - POSTAGE	900.00	884.69	900.00	387.43	900.00	900.00		0.00%
5342	COMMUNICATIONS - PRINTING	350.00	0.00	300.00		300.00	300.00		0.00%
5351	CONTRACTED SERVICES - O&M	0.00	0.00	256,000.00	1,536.00	246,000.00	246,000.00	-10,000.00	-3.90%
Total		517,850.00	474,086.22	751,250.00	29,370.77	754,557.00	754,557.00	3,307.00	0.44%

User: MELLIS
Report:

Last Expenditure Update: 12/08/2021

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02/01/2022 01:18:08 PM

WAKEMAN
Weston & Sampson

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL									
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Town Adm Rec	\$ Change	% Change
5400 - SUPPLIES									
5420	OFFICE SUPPLIES - GENERAL	150.00	220.38	150.00	30.90	150.00	150.00		0.00%
5432	BLDG./EQUIP.SUPP.- TOOLS	5,000.00	3,114.10	5,000.00	2,245.06	5,000.00	5,000.00		0.00%
5450	CUSTODIAL SUPP. - CLEANING	25.00	0.00	0.00					0.00%
5451	HAZARDOUS MATERIAL EQUIP	4,000.00	0.00	4,000.00	2,337.00	4,000.00	4,000.00		0.00%
5480	VEH.SUPP.- GASOLINE	1.00	0.00	0.00					0.00%
5481	VEH.SUPP.- DIESEL	3,500.00	2,265.70	3,500.00	767.68	3,500.00	3,500.00		0.00%
5482	VEH.SUPP.- OIL & LUBE	1.00	0.00	0.00					0.00%
5484	VEH.SUPP.- PARTS	2,500.00	55.45	2,500.00	2,277.95	2,500.00	2,500.00		0.00%
5485	VEH.SUPP.- REG,INSPECTIONS	350.00	110.00	350.00		350.00	350.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH.	4,500.00	4,457.13	4,500.00	1,468.46	4,500.00	4,500.00		0.00%
5588	OTHER SUPP.- 2-WAY DEVICES	1.00	0.00	0.00					0.00%
Total		20,028.00	10,222.76	20,000.00	9,127.05	20,000.00	20,000.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES									
5760	CAPITAL ASSESSMENT - TOWN OF W	188,478.00	188,477.53	188,478.00		188,478.00	188,478.00		0.00%
5781	LICENSE REIMBURSEMENT	375.00	257.00	375.00	75.00	375.00	375.00		0.00%
Total		188,853.00	188,734.53	188,853.00	75.00	188,853.00	188,853.00		0.00%
5800 - CAPITAL OUTLAY									
5870	REPLACEMENT EQUIPMENT	105,000.00	11,630.47	90,000.00	948.29	90,000.00	90,000.00		0.00%
5871	NEW EQUIPMENT	5,000.00	632.40	5,000.00	1,634.89	5,000.00	5,000.00		0.00%
Total		110,000.00	12,262.87	95,000.00	2,583.18	95,000.00	95,000.00		0.00%
5900 - PERMANENT DEBT SERVICE									
5910	PRINCIPAL LONG TERM DEBT	35,000.00	69,250.00	10,000.00		97,816.00	10,000.00		0.00%
5915	INTEREST-LONG-TERM DEBT	35,000.00	3,423.61	2,000.00	950.00	46,024.00	26,000.00	24,000.00	1,200.00%

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL									
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Twn Adm Rec	\$ Change	% Change
5900 - PERMANENT DEBT SERVICE									
5920	TEMPORARY INTEREST	2,000.00	941.42	0.00					0.00%
Total		72,000.00	73,615.03	12,000.00	950.00	143,840.00	36,000.00	24,000.00	200.00%
SEWERAGE COLLECTION &		1,106,411.00	937,723.59	1,281,123.00	127,471.20	1,420,192.00	1,283,851.00	2,728.00	0.21%

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

947 - MISCELLANEOUS								
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Twn Adm Rec	\$ Change % Change
5700 - OTHER CHARGES AND EXPENDITURES								
5798	RESERVE FUND	100,000.00	0.00	50,000.00		50,000.00	50,000.00	0.00%
Total		100,000.00	0.00	50,000.00		50,000.00	50,000.00	0.00%
MISCELLANEOUS Total		100,000.00	0.00	50,000.00		50,000.00	50,000.00	0.00%

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

990 - TRANSFERS									
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Town Adm Rec	\$ Change	% Change
5961 - TRANSFER TO GENERAL FUND									
9000	DIRECT EXPENSE	0.00	140,944.00	0.00					0.00%
	Total	0.00	140,944.00	0.00					0.00%
5963 - TRANSFERS TO CAPITAL PROJECTS									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%
5966 - TRANSFERS TO TRUST & AGENCY									
9000	DIRECT EXPENSE	0.00	30,000.00	0.00	30,000.00				0.00%
	Total	0.00	30,000.00	0.00	30,000.00				0.00%
5967 - TRANS TO CAP PROJ GEN FD 30									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%
5978 - TRANSFER FROM BOND PREMIUM									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%
5980 - TRANSFERS OUT									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%
5983 - TRANSFER FROM RET EARNINGS									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%
5984 - TRANSFER FROM RESERVE FOR EXPE									
9000	DIRECT EXPENSE	0.00	0.00	0.00					0.00%
	Total	0.00	0.00	0.00					0.00%

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

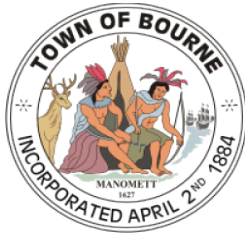
990 - TRANSFERS								
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Twn Adm Rec	% Change
TRANSFERS Total		0.00	170,944.00	0.00	30,000.00			0.00%

TOWN OF BOURNE

Expenditure Budget Report

2023 Town Budget

991 - TRANSFER TO GENERAL FUND									
Account	Description	2021 App	2021 Exp	2022 App	2022 Exp	2023 Request	Twn Adm Rec	\$ Change	% Change
5920 - INTERFUND TRANSFERS									
5922	TRANSFER OF AVAILABLE FUNDS	0.00	0.00	0.00					0.00%
Total		0.00	0.00	0.00					0.00%
TRANSFER TO GENERAL FUND		0.00	0.00	0.00					0.00%
SEWER ENTERPRISE Total		1,206,411.00	1,108,667.59	1,331,123.00	157,471.20	1,470,192.00	1,470,192.00	139,069.00	10.44%



Sewer Commissioners' Correspondence

March 29, 2022

- A. Request from Bourne Scenic Park to connect to Bourne's sewer system.
- B. Sewer rate comment – 1
- C. Sewer rate comment - 2



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

GEORGE M. SALA
Chairman

GREGORY A. FOLINO
Vice Chairman

JOHN A. COUGHLIN
Clerk

JANE A. DUMAS-OTIS
Member

LOUIS R. GALLO
Member

March 9, 2022

Mary-Jane Mastrangelo, Chair

Town of Bourne Sewer Commissioners

24 Perry Avenue

Buzzards Bay, Mass 02532

Re.: Request to Begin Discussions on the Possibility of having the Bourne Scenic Park Campground Become Part of the Town Sewer System.

Dear Chairman Mastrangelo:

This letter is to respectfully inform you and the other Sewer Commissioners that at a recent meeting of the members of the governing Board of the Bourne Recreation Authority (BRA) it was voted that a letter be sent to the Commissioners expressing their interest in having discussions concerning the possibility of having the Bourne Scenic Park Campground become part of the town's sewer system.

BACKGROUND: a few years ago the Commissioner's authorized that preliminary talks with the town's former engineering firm, the BRA and the BRA's consultants Horsley & Witten (H&W) be conducted. There was one (1) meeting at which time H&W presented a DRAFT outline of a collection system within the Park and provided estimates of the effluent that would be generated in the Park's "off seasons" and its "peak season". To date we never heard back from that firm and it is our understanding that town has now engaged another engineering firm to assist the Commissioners in the overall development of the town sewer system.

Therefore, in light of this new development, we are requesting that a meeting be arranged in the near future between the Commissioners and representatives of the BRA to discuss how we can mutually agree as to how we might proceed that would be in the best interest of both parties. Please advise back at your earliest convenience.

Sincerely,


Barry H. Johnson, General Manager, BRA

c.c. Marlene McCollem, Town Administrator

BRA Board Members

Park Manager John Morrill

Simone, Maria

From: Vicki Sakorafos [REDACTED]
Sent: Tuesday, February 22, 2022 3:18 PM
To: Simone, Maria
Subject: Sewer bill

Thank you for taking the time to speak with me about the increase in the sewer bill for the current period. At \$1183 this is a 28% Y/Y increase. While I understand that prior year was mitigated and lowered using retained town earnings, however all this did was make this years increase much higher than expected. For a seasonal cottage that is only open (water flowing) for 6 months a year from May to October this is an exorbitant charge of \$200 a month just to flush. Is there some way that you can tie the sewer bill charges to the water bill usage? For instance, If no water is flowing charge a minimum fee for fixed cost like maintenance.

Vicki and Ken Sakorafos
[REDACTED]

Sent from my iPhone

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Simone, Maria

From: [REDACTED]
Sent: Saturday, February 26, 2022 10:45 AM
To: Simone, Maria
Subject: Sewer bill

As a cottage owner at Hideaway Village for over 50 years it is absurd that as a summer resident (part time at best as I still work as a nurse) I have to pay the same amount for sewage as those who reside either in the Village or in Bourne 365 days a year. My family might use the cottage 60-70 days per year total through the summer and it makes no sense that the bill isn't pro-rated for part time users of the sewage. It feels like those full time residents are getting a great deal and we are really getting screwed. (And have been for a while!) Looking back on sewage bills from years passed, it's ridiculous how much the cost has escalated. Is there any recourse for those of us in the same situation? Rebate or pro-rate? I understand the annual amount is set by the commission, but is it possible for them to examine the user fee and make it fair and equal to those of us part time residents?

Thank you,
Peg Devine
[REDACTED]

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