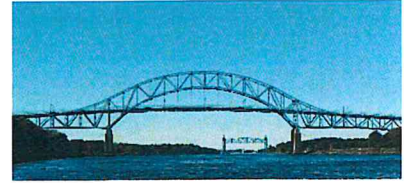


# Board of Sewer Commissioners Meeting Agenda



Date

July 27, 2021

Time

7:00 P.M.

Location

Bourne Veteran's Memorial Community Center  
239 Main Street, Buzzards Bay

Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

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

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

RECEIVED

TOWN CLERK BOURNE  
JUL 23 AM 11:33

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**
  - a. 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:** 04.13.21; 05.26.21; 05.27.21
7. **Board of Sewer Commissioners Business**
  - a. Sewer Overage Bill Abatement Request – Lisa Crockett, 26S Bog View Drive
  - b. Comprehensive Wastewater Management Plan (CWMP) - Watershed Needs Assessment Public Workshop Comment Review
  - c. Comprehensive Wastewater Management Plan (CWMP) Timeline – Review the target dates for CWMP Milestones/Reports/Meetings.

**Board of Sewer Commissioners  
Minutes of Tuesday, July 27, 2021  
Bourne Veterans' Community Center  
Buzzards Bay, MA**

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**TA Tony Schiavi  
ATA Glenn Cannon**

**RECEIVED  
2022 JUL 20 AM 11:03  
TOWN CLERK BOURNE**

**Board of Sewer Commissioners**

Mary Jane Mastrangelo, Chair  
Jared MacDonald, Vice Chair  
George Slade, Clerk  
Peter Meier  
Judy Froman

**Others:** Erica Flemming, Finance Director, Michael Rausch, Bourne Enterprise, Kathleen Thut, Kate Roosa, Helen Gordon, and Tim Lydon.

**7:00 PM Call Public Session to Order in Open Session**

**Chair Mary Jane Mastrangelo called the meeting of the Sewer Commissioners to order.**

**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.** Michael Rausch acknowledged that he is recording the meeting.

- 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**
  - a. 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: 04.13.21; 05.26.21; 05.27.21**

**Voted:** Judy Froman moved, and Jared MacDonald seconded to approve the minutes of April 13, 2021.

**Vote:** 5-0-0.

**Voted:** Judy Froman moved, and Peter Meier seconded to approve the minutes of May 26, 2021.

**Vote:** 4-0-1. Jared MacDonald abstained.

**Voted:** Judy Froman moved, and Peter Meier seconded to approve the minutes of May 27, 2021.

**Vote:** 3-0-2. Jared MacDonald and Judy Froman abstained.

**7. Board of Sewer Commissioners Business****a. Sewer Overage Bill Abatement Request – Lisa Crockett, 26S Bog View Drive.**

Town Manager Tony Schiavi said that an abatement request for Lisa Crockett of Hideaway Village was received. He said that they do not get many of these requests and they do take some time researching the request.

Kathleen Thut said Ms. Crockett called due to concern about an enormous overage bill that she had not encountered before. She said that usually her water usage is about 14 to 15 thousand gallons, and this bill was well over 100 thousand gallons. She is a seasonal resident, and the water gets turned off by the water department in November and turned back on in April. Her bill covering January through the end of June in 2020 was an average bill, and it was the bill covering July to November 4<sup>th</sup> that had the huge overage. The Water Department did check the water meter and installed a new meter in April and the overage is an anomaly. Mr. Schiavi added that they are confident that the water did not go through the sewer system and the meter reading was somewhat fictitious.

**Voted:** Peter Meier moved, and Judy Froman seconded to grant a sewer overage abatement to Lisa Crockett at 26 S. Bog View Drive, in the amount of \$730.00 and any demand or interest charges of sewer bill #12282.

**Vote:** 5-0-0.

**b. Comprehensive Wastewater Management Plan (CWMP) – Watershed Needs Assessment Public Workshop Comment Review.**

Kate Roosa, Environmental Partners, showed a short slide presentation on the CWMP update #2. She said that they held two public sessions in May and had over 80 participants and received 18 public comment letters via email to the Bourne CWMP email address and 45 comments via the public map that was set up on the website. She said that they received over 100 signatures on a petition in opposition from the Save the Cape Cod Canal group. She discussed the most discussed topics in the breakout workshops. She said that they are working with Town staff to draft an "It's all connected" worksheet to talk about how stormwater management and eelgrass relate to nitrogen pollution concerns.

Ms. Roosa said that both slide presentations from the May sessions are on the CWMP website.

**c. Comprehensive Wastewater Management Plan (CWMP) Timeline – Review the target dates for CWMP Milestones/Reports/Meetings.**

Ms. Roosa started by talking about the work that has been completed. She said they incorporated the comments from the Board of Sewer Commissioners and MassDEP and finalized the Plan of Study. They conducted the workshops and summarized the comments and feedback. They have begun the literature review of previous studies and posted additional background documents. They will continue the analysis of the existing on-site systems.

Ms. Roosa said that in August there will be a town staff workshop. The next update to the Sewer Commission will be in September, as well as having a booth at Cape Cod Canal Day. In October they will have a workshop on the Public Needs Assessment. There was some discussion about the September meeting being a quarterly meeting. Glenn Cannon said that September 18<sup>th</sup> is Canal Day and he and Helen Gordon will be distributing literature on the CWMP.

**8. Board of Sewer Commissioners Workshop**

**a. Annual Sewer User Rates – Review and discussion of the Annual Sewer User Rates, Overage Fees and Other Sewer User Fees and Charges.**

Mr. Schiavi said that right now there is a base rate which is one of the things that the Board of Sewer Commissioners votes on and then there is an overage fee which is a penny a gallon, which generates \$130,000.00 in revenue. If it went up to .012 it would generate an extra \$26,000.00 and at .013 would be about \$39,000.00 additional revenue. He said he feels that they are attacking the rate increase issue from the wrong end, and they need to look at the root cause of why there are these large increases.

Mr. Schiavi said that the new sewer plant adds cost to the enterprise fund. He said that if this stays a closed system, then it is about users, and more users are needed on this system. He talked about the impacts of turning on the new system and taking the flow in the new system from what was going to Wareham. He said the rates need to be set next month.

Chair Mastrangelo said that before the August meeting she would like to schedule an Executive Session to talk about strategy.

Jared MacDonald said that he was quoted in the newspaper as saying that they were working “outside the bounds”. He said that means that they were working outside the limitations trying to get two full sewer boards to come to a meeting on a regular basis. The previous Board of Sewer Commissioners had voted on two of the commissioners to meet with two of the Wareham Sewer Commissioners to work together to try and figure out some of the issues, with one of them being the administrative fee. Mr. MacDonald feels that those meetings with a reduced number of commissioners should continue. Judy Froman said that the mission of those meetings was fact-finding and was reported back to the full Board of Sewer Commissioners.



There was more discussion on overage rates and the number of new users that was previously forecast to what the actual number of users is at the present time. There was some discussion about the rate analysis and retained earnings. Mr. Schiavi said that Calamar is back to work and there is the possibility that they will be done next year at this time and that will add 122 users.

Chair Mastrangelo said that there was \$24,000.00 collected in allocation fees in September and October of 2020. These fees were supposed to go into the Sewer Capital Stabilization Fund to be able to help support the rates in this initial time when the users aren't there. She said that this needs to be thought about and what the allocation fees should be for.

**b. Board of Sewer Commissioner's Policy Sub-Committee – Discussion and possible vote to create a policy sub-committee to work on drafting policy with staff to present to the full Board.**

Chair Mastrangelo said it is hard to establish policy with the whole board and there are a lot of policy things to be talked about. She feels it would be beneficial for a sub-committee to work with staff and the Wastewater Advisory Committee if re-established. Peter Meier said that it is a good idea because it will lessen the load on the whole board, and he feels that the Wastewater Advisory committee should be re-energized. Judy Froman agrees about starting a Policy Sub-Committee and feels staff should be involved with the policies, although she is unsure about the Wastewater Advisory Committee. There was some discussion about re-establishing the Wastewater Advisory Committee and the pros and cons of having one. There was a discussion about committees and volunteers and who is in charge.

**Voted:** Judy Froman moved, and Peter Meier seconded to create a Board of Sewer Commissioners Policy Sub-Committee consisting of three board members of the Board of Sewer Commissioners.

**Vote:** 5-0-0.

**Voted:** Peter Meier moved, and Judy Froman seconded to appoint George Slade, MJ Mastrangelo, and Jared MacDonald to the Board of Sewer Commissioners Policy Sub-Committee for one-year appointments.

**Vote:** 5-0-0.

**c. Sewer Development Charge – Discussion relative to the definition of the Sewer Development Charge and clarification on who pays this charge and when the charge is to be assessed. Possible referral to Policy Sub-Committee for discussion.**

**d. Commercial Wastewater management Allocation Policy and the Sewer Regulations – Discussion and possible vote to recommend having a consultant advise and work with the Board of Sewer Commissioners or the Policy Sub-Committee on these policies.**

- e. **Wastewater Advisory Committee – Discussion and possible vote to reactivate the Wastewater Advisory Committee and how it could potentially work with the Comprehensive Wastewater Management Plan consultants.**

**Voted:** Peter Meier moved, and Judy Froman seconded to direct the Board of Sewer Commissioners Policy Sub-Committee to review and make recommendations relative to amending or creating a new system development charge, reviewing the allocation policy and the sewer regulations to be presented to the Board of Sewer Commissioners at a future meeting.

**Vote:** 5-0-0.

9. **Board of Sewer Commissioners Meeting Schedule – Set regular dates for Board of Sewer Commissioner's meeting as fourth (4<sup>th</sup>) Tuesday of each month (November and December may need to be altered).**

There was a consensus to have meetings on the 4<sup>th</sup> Tuesday of each month.

10. **Correspondence**

There is no correspondence.

11. **Adjourn**

**Voted:** Jared MacDonald moved, and Judy Froman seconded to adjourn.

**Vote:** 5-0-0.

This meeting of the Bourne Board of Sewer Commissioners was adjourned at 8:34 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

8.. Board of Sewer Commissioners Workshop

- a. [Annual Sewer User Rates](#) – Review and discussion of the Annual Sewer User Rates, Overage Fees and Other Sewer User Fees and Charges
- b. [Board of Sewer Commissioner’s Policy Sub-committee](#) – Discussion and possible vote to create a policy sub-committee to work on drafting policy with staff to present to the full Board
- c. [Sewer Development Charge](#) – Discussion relative to the definition of the Sewer Development Charge and clarification on who pays this charge and when the charge is to be assessed. Possible referral to Policy sub-committee for discussion.
- d. [Commercial Wastewater Management Allocation Policy and the Sewer Regulations](#) – Discussion and possible vote to recommend having a consultant advise and work with Board of Sewer Commissioners or the Policy Sub-committee on these policies.
- e. [Wastewater Advisory Committee](#) – Discussion and possible vote to reactivate the Wastewater Advisory Committee and how it could potentially work with the Comprehensive Wastewater Management Plan consultants.

9. [Board of Sewer Commissioner Meeting Schedule](#) - Set regular dates for Board of Sewer Commissioner’s meeting as the fourth (4<sup>th</sup>) Tuesday of each Month ( November and December may need to be altered) .

10. [Correspondence](#) – No Correspondence

11. [Adjourn](#)

05/20/2021

Dear Sewer Commissioner, Mr. James Potter,

I am requesting an abatement of my sewer overage bill (Bill #12282, issued on 4/13/21) for the period 1/1/20-12/31/20.

I have been a seasonal resident of 26S Bog View Drive for the last nine years and have maintained an average total of 20,000 gallons a year water usage as documented by your office: 2020-118,000 gal, 2019- 19,000 gal, 2018-14,000 gal, 2017-18,000 gal, 2016-22,000 gal.

The extraordinary overage for 2020 was thoroughly investigated by the Buzzards Bay Water Department and my plumber in November 2020 and again in May 2021 and no leaks or defective plumbing were found. My water is only turned on for a 6-month period each year (April 28-November 9, 2020). Surely a leak of this magnitude (approximately 100,000 gallons) in such a short timeframe would have had catastrophic results inside my 400 sq ft cottage and/or completely flooded my small yard, which thankfully neither has happened.

The only conclusion is that the water meter may have been defective and consequently when the water was turned back on April 30, 2021, it was replaced by a new digital meter which is being carefully monitored by Steven Sousa, Superintendent Buzzards Bay Water Dept.

I ask that the Sewer Committee review my records and, hopefully, agree that this was a false reading and that no overage of \$730 was incurred at 26S Bog View Drive in 2020. Thank-you for your time and attention.

Sincerely,

Linda Crockett

26S Bog View Drive, Buzzards Bay

7

**A & W Plumbing and Heating**  
On time and Within your Budget  
749 Head of the Bay Road  
Buzzard Bay, MA 02532  
774-219-3172

One call does it all!

**Joe Auditore**  
Owner and President

Josep Auditore - A+W Plumbing - 774-219-3172  
**Proposal**

Custom Building

Masonry  
Plumbing

**Philip A. Lanza**

Post Office Box 292  
East Wareham, MA 02538  
508-295-8328

Remodeling

Lic. #025862

Lic 12398

Home Improvement Specialist

Proposal Submitted To <b>LINDA</b>	Phone <b>508-561-4103</b>	Date <b>5/16/2021</b>
Street <b>26C BOEVIEW DR.</b>	Job Name <b>LINDA</b>	
City, State and Zip Code <b>Wareham MA 02532</b>	Job Location <b>26C BOEVIEW DR.</b>	
Architect <b>Village.</b>	Date of Place <b>WAREHAM MA</b>	Job Sheet <b>02532</b>

To Whom It May Concern.

This letter is To Inform the Bourne Water Dept. That Joe from A+W Plumbing Has Been Taking Care of Linda At 26C BOEVIEW DR. For the Last 3 years To Inform the Water Dept. There Has Been No Plumbing Issues Since I've Been Taking Care of this Property The last 2 Times I've Been there on Nov. 9 2020 And April 30 2021 There's Been No Leaks At All I've Had 3 Different Men From the Bourne Water Dept. There And All of us found no problems on leaks with Linda Plumbing Everything is up to Code and working perfect. And the Men from Bourne Water Dept Has Heard Also. We All Checked from the street to the Meter No Leaks As from the Meter to the House Also No Leaks As far As we we came to a conclusion the Water Meter Must of Been defective. No Neighbors have used Linda's Water We Asked the Neighbors they All Said No they Haven't Used it. I Joseph Auditore have been a Plumber Since 1983 And I found that the Plumbing is in Perfect Condition.

Any Question Feel Free to Call Me 774-219-3172

We Propose hereby to furnish material and labor - complete in accordance with above specifications

Dollars (\$

5116 2021

*Philip A. Lanza*

5/19/21

To whom it may concern:

I am Linda Crockett's neighbor and my house (27s Windy Rd) is directly to the right, if you are looking at her residence. Our houses are separated by approximately 15 feet and we have a direct view of each other from the front yards. From April 16<sup>th</sup> to October 31<sup>st</sup> of 2020, I looked after Linda's home on a weekly basis many times, as she was not there, due to a death in her family.

It's my understanding that Linda has received a bill reflecting that she used approximately 114,000 gallons of water. To put that amount of water into simpler terms to understand, it would take that much to fill 8 to 9 average size underground swimming pools.

For this to happen there would have to be a pipe that burst or a constant running hose, etc. I can assure you, that amount of water would not only flood her property but mine as well. In addition, the water would flow into the street due to the downgrade of her property.

If this outcome were to occur, our condo association would certainly be made aware of this issue. Our maintenance crew that works on the grounds daily, would report it to not only our association, but to the Buzzard Bay Water Department so they could inspect the area. That has been the prior protocol when other properties have had burst pipes or flooding issues in general. This is something the Buzzard Bay Town Hall would have record of. There is nothing on file of this happening.

I hope you will reconsider adjusting her bill accordingly to her prior average yearly usage.

I can be reached for further questions or comments on my cell phone 617-504-7686 or my employment (MA State Police Barracks) 617-727-2917.

Thank you for your time.

Stephen J. Kavol

27s Windy Rd (Hideaway Village) Bourne



**26S Bog View**  
**Water Department Facts**  
**July 21, 2021**

Jan – June 2020 bill = \$93.00  
July – Dec 2020 bill = \$782.25  
Jan – June 2021 bill = \$84.00 (current)

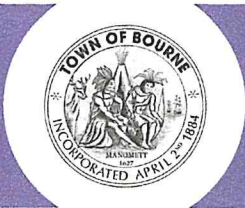
Water turned off by Water Department Superintendent, Steve on 11/9/20. At which time he read the meter and discovered the unusual amount of usage.

In April 2021 the Water Department changed the water meter on the house.

The homeowner has spoken to the Water Department many times about the issue and is in fact meeting with the Water Commissioners to request an abatement.

Her overage bill from the Town of Bourne was \$730.00 (bill #12282)

Respectfully submitted by K. Thut



# Comprehensive Wastewater Management Plan

Town of Bourne, MA

## Project Update #2

Update: 07/12/2021

### Work Completed:

1. Incorporated comments from Board of Sewer Commissioners and MassDEP to finalize the Plan of Study for Bourne's CWMP process.
2. Conducted two public workshops to present Existing Conditions and to collect feedback from citizens for Community Wastewater and Water Quality Needs.
3. Summarized public comments and feedback from discussions collected at the public workshops (see Page 2)
4. Began literature review of previous studies, including findings, recommendations and any preliminary cost estimates.
5. Posted background documents and resources for community members to learn more about Water Quality Issues on the CWMP Website

### Contact Info

Questions, comments and concerns? Email:  
[BourneCWMP@envpartners.com](mailto:BourneCWMP@envpartners.com)

### Upcoming Events

#### Board of Sewer Commissioners Meeting

Tuesday, July 27

Check for Posting on [Sewer Commission Webpage](#)

#### Cape Cod Canal Day

Saturday, September 18, 2021, 11 am—6 pm

Check for Posting on [CWMP Webpage](#)

### Work Planned:

1. Perform an analysis of existing on-site systems and wastewater treatment facilities to assess risks of future degradation and wastewater flows.
2. Post additional fact sheets and resources for community members to learn more about Water Quality Issues.
3. Coordinate with stakeholders for public workshops and educational events.
4. Present Needs Assessment Findings to public through Public Workshops.

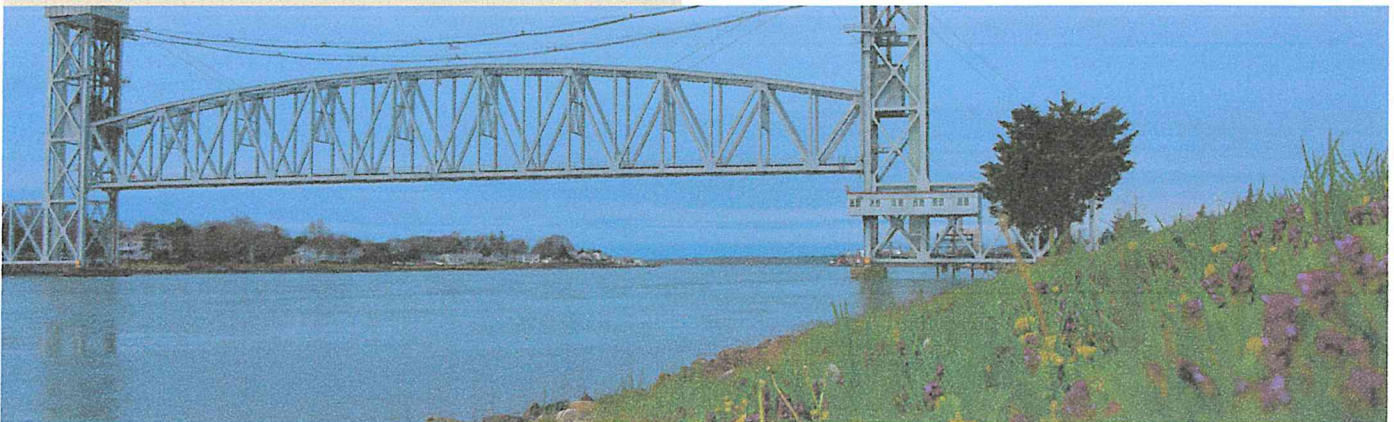


Photo: Bourne Bridge, Credit: Photogs R Us

Prepared By:

**ENVIRONMENTAL**  
 **PARTNERS**





# Comprehensive Wastewater Management Plan

## Town of Bourne, MA

### Public Workshop Summary

Update: 07/12/2021

#### Summary

- Over 80 participants total attended Virtual Workshops
- 18 Public Comment Letters Received via Email
- 45 Comments Received via Public Map
- Over 100 signatures received on a petition in opposition from Save the Cape Cod Canal group

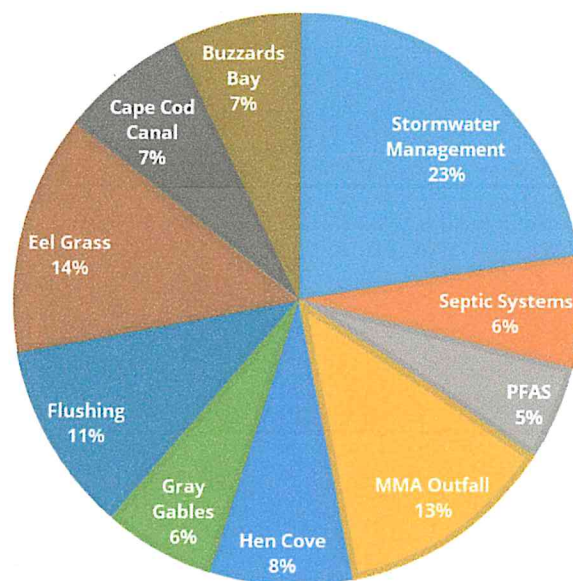


Photo: Cataumet, Credit: Photogs R Us

#### North of Canal—Top 10 Comments:

1. Stormwater Runoff and Management
2. Loss of Ecosystems (shellfish, wildlife, and plants)
3. Loss of Blue Economy
4. Mass Maritime Academy proposed outfall project
5. Concerns about algal and cyanobacteria blooms
6. Old Septic Systems and Title 5 Compliance
7. Cape Cod Canal and Buzzards Bay Water Quality
8. Septic Systems on Small Lots
9. Drinking Water Quality and protecting Aquifer
10. Permanent or Temporary Beach Closures

#### Written Comment Top 10 Concerns



#### South of Canal—Top 10 Comments:

1. Algal growth
2. Mass Maritime Academy proposed outfall project
3. Loss of Eel Grass
4. Rate paying of septic or sewer upkeep/installation
5. Micro plastics and contaminants of emerging concern
6. Loss of Ecosystems (shellfish, wildlife, and plants)
7. Stormwater Runoff and Management
8. Fertilizer Use
9. Old Septic Systems and Title 5 Compliance
10. Drinking Water Quality and protecting Aquifer

## Bourne, MA - Comprehensive Wastewater Management Plan

### 2021 Schedule of Activities

Updated: 21-Jul-21

[illegible]



**Bourne, MA - Comprehensive Wastewater Management Plan**  
**CWMP Schedule of Activities**

**Legend:** Solid colors match tasks, Hatched cells indicate flexibility or float time, "X" indicates completed

[illegible]

Materials for all meetings should be fully developed and delivered 2 weeks prior to the meeting  
For full sections of the CWMP, schedule deliveries 3 weeks prior to the next meeting

## Existing Allocation Fees vs. ERUs Title V

Type of Project	GDP Required-Title V	Current fees <sup>2</sup>	ERU Fees <sup>3</sup>	Delta
Residential (new) <sup>1</sup>	330	\$5,979	\$3,600	(\$2,379)
Commercial (small)	15243	\$69,697	\$365,832	\$296,135
Commercial (large)	46475	\$93,966	\$1,115,400	\$1,021,434
				<b>\$1,315,191</b>

<sup>1</sup>3 bedroom house on 1/8 acre with 40 ft. of frontage.

\$1442.42 for 1/8 acre + \$1600 Inspection/construction fees + \$2936.24 frontage fee

<sup>2</sup>based on 2006 and 2017 sewer rate allocation policies

<sup>3</sup>Title V estimate ÷ 150 gpd actual usage x \$3600

## Existing Allocation Fees vs. ERUs 45% of Title V

Type of Project	Expected Flow Rate (GPD)	Current fees <sup>2</sup>	ERU Fees <sup>3</sup>	Delta
Residential (new) <sup>1</sup>	148	\$5,979	\$3,600	(\$2,379)
Commercial (small)	6859	\$69,697	\$164,616	\$94,919
Commercial (large)	20913	\$93,966	\$501,912	\$407,946
				<b>\$500,487</b>

<sup>1</sup>3 bedroom house on 1/8 acre with 40 ft. of frontage.

\$1442.42 for 1/8 acre + \$1600 Inspection/construction fees + \$2936.24 frontage fee

<sup>2</sup>based on 2006 and 2017 sewer rate allocation policies

<sup>3</sup>Title V estimate x .45 ÷ 150 gpd actual usage x \$3600

Source: Tighe & Bond "Bourne Sewer Rate Evaluation" PowerPoint - Revised Edition - 7-10-2020

4/5/2021



## Buzzards Bay Commercial Wastewater Summary Sheet (July 21, 2021)

OWNER	LOCATION	GPD Req'd	GPD Exist'g	\$1500 App Paid Date	Planning Board Approval Date	Preliminary Allocation Approval Date	Prelim Alloc Fee (2017) <sup>1</sup>	Prelim Allocation Date Paid	Sewer Develop Charge (2006) <sup>2</sup>	Comments	6-Month Review Date
	2020 GPD Downtown Actual Use	112496									
	2% Residential Reserve	6000									
<b>Operational Allocations</b>											
Vincent Michienzi	85-93 Main Street	13000	931	10/24/2018		10/15/2018	\$18,000.00	10/24/2019		Temporary Certificate of Occupancy	11/25/19, 5/25/2020, 9/8/2020, 4/27/21
HAMPTON INN	12 Kendall Rae Place	15243	4614			9/30/2014		11/11/2019	\$48,533.12	Certificate of Occupancy issued in January 2020	On-line (3 year review Jan 2023) 2020 = 4614gpd
	<i>Total Operational GPD</i>	<b>146739</b>									
<b>Preliminary Allocations</b>											
Maritime Holdings LLC/Rob	12 Wagner Way	17750		1/5/2018		6/18/2019	\$22,750.00	11/20/2019			11/25/2019, 5/25/2020, 2/1/2021, 4/27/21
CALAMAR	13 Kendall Rae Place	16800			1/29/2018	9/19/2017	\$21,800.00	1/6/2020		Calamar representatives appeared at the Board of Selectmen on April 6, 2021	11/25/19, 5/25/20, 4/6/21
Vincent Michienzi	100 Block	26080				10/13/2015				-1000 gpd 11/25/2019 (originally 27080)	11/25/19, 5/25/2020, 9/8/2020, 4/27/21
Oak Bay Brewery	140 Main Street	2256		8/23/2019	11/14/2019	12/18/2019	\$7,256.00	1/16/2020		Sewer Allocation revoked on March 23, 2021	N/A
MMA Cadet Housing	11 Buttermilk Way	7070	310	12/27/2019	N/A	1/28/2020	\$12,070.00	2/20/2020		11 Buttermilk Way was reviewed by the BOSC on Feb 23, 2021	9/8/2020
James McLaughlin	227 Main Street	79	40	12/31/2019	10/10/2019	1/28/2020	\$5,079.00	2/7/2020			9/8/2020, 4/27/21
Bay Motor Inn	223 Main Street	11985	640	5/20/2020		7/28/2020	\$16,335.00	9/1/2020		Approval after BBWD moratorium sent letter 08.03.2020	2/1/2021, 4/27/21
CMP Development LLC	2 Kendall Rae Place	46475		2/25/2020		7/28/2020	\$0.00			Approval after BBWD moratorium sent letter 08.03.2020	10/28/2020, 4/27/21
340 Main St LLC	340 Main St	3095		8/19/2020	2/27/2020	8/25/2020	\$8,095.00	11/2/2020		Potential 2nd phase to include 18-24 residential units / sent letter 09.01.2020	2/1/2021, 4/27/21
	<i>Total Approved GPD</i>	<b>278329</b>									
	<i>Total Available GPD</i>	<b>21671</b>									
<b>Pending Applications</b>											
		Requested:									
<b>Projects Not Counted</b>											
		Requested:									
Louis Costa	25-27 Main Street	0	36				\$0.00	N/A		Waiver Received	Waiver Req'd
Judah Branagan	6 Washington Ave	880	0					N/A		Approval not required	
						Fees total to Date:	\$111,385.00		\$48,533.12		

<sup>1</sup> Preliminary Allocation Fee is based on the Commercial Wastewater Management Allocation Policy approved in 2017

<sup>2</sup> Sewer Development Charge based on the Sewer Use Charges Certificate of Vote dated January 17, 2006

## CERTIFICATE OF VOTE

At a meeting of the Sewer Commissioners of the Town of Bourne, held on January 17, 2006, a quorum being present and voting throughout, upon a motion duly made and seconded, it was

VOTED: Sewer Use Charges as follows:

Design Review and Construction Inspection Fee: \$1,500

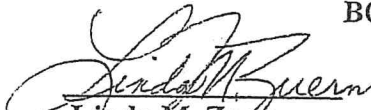
Commercial Sewer Permit Fee:  
\$150 plus \$.10 per square foot of building floor space

Sewer Connection Fee:  
Annual sewer use fee times the number of business units

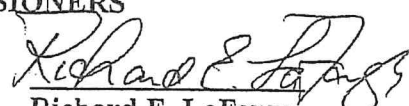
Residential Sewer Permit Fee:  
\$100 for residential properties plus \$100 for each addition unit


Sewer System Development Charge:  
\$73.406 per foot of frontage plus \$11,539.356 per acre

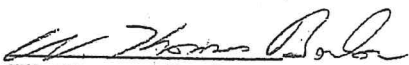
### BOARD OF SEWER COMMISSIONERS

  
Linda M. Zuern

  
Carol A. Cheli

  
Richard E. LaFarge

  
Galon "Skip" Barlow

  
W. Thomas Barlow

A True Record

  
Town Clerk

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Town of Bourne  
Board of Sewer Commissioners  
Commercial Wastewater Management Allocation Policy

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TOWN CLERK BOURNE

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I. Purpose of these Policies and Procedures

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. Further, it is anticipated that another 100,000 gpd will be available for allocation when a new package treatment plant on the Town's Queen Sewell Park site becomes operational. The Board of Sewer Commissioners (referred to herein as the Board) 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.

In order to follow an objective process for awarding wastewater allocations, the Board shall henceforth apply the following procedures for granting allocations from the Town's Uncommitted Reserve Capacity to development and re-development in Bourne's Downtown.

These policies and procedures are in effect primarily for commercial development; single-family residences and residential buildings with up to four units are exempt. The guideline for which properties/projects are required to follow these procedures is: if a development or a change of use requires review by the Bourne Planning Board, 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.

## II. Uncommitted Reserve Capacity

Annually, during the month of September, the Board shall determine the Uncommitted Reserve Capacity, as defined in Section VIII.

The Board shall grant allocations from the Uncommitted Reserve Capacity in a two-step process detailed below: Applicants shall obtain a Preliminary Allocation and, after meeting established Milestones, can request an Operational Allocation.

## III. Obtaining a Preliminary Allocation

A. The Applicant shall apply to the Board for a Preliminary Allocation on a form prescribed by the Board. A sample is appended to this policy statement. An Application Fee (Filing Fee) is due at the time the application is deemed complete and accepted (see Section VII).

B. If the application requests a flow amount that exceeds the Uncommitted Reserve Capacity (see draft application) but is otherwise complete, it will be dated and put on a waiting list. When allocation becomes available, 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, the project application will be deemed complete and accepted.

C. 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 shall 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 been presented to the Planning Board for preliminary project review;
- 4) Have Milestones established with the mutual agreement of the Board and the Applicant; and
- 5) Demonstrate that the requested allocation is based on state and local regulations.

D. If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction. A Preliminary Allocation Fee is due at the time the Board grants the Preliminary Allocation (see Section VII).

- 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 the case of delays not under the control of the Applicant. 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.
- 3) If the Board extends the Preliminary Allocation beyond the designated two-year period, the Applicant shall annually pay a Preliminary Allocation Extension Fee (see Section VII).

E. The Application Fee, the Preliminary Allocation Fee, and any Preliminary Allocation Extension Fees are non-refundable if the Preliminary Allocation is revoked by a majority vote of the Board.

F. After the Board's vote to grant a Preliminary Allocation, the Applicant shall 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. Copies of the letter will be sent to the Town's Building Inspector, Health Agent and Planner.

#### IV. Obtaining an Operational Allocation

The Preliminary Allocation shall be converted to an Operational Allocation by vote of the Board when the project has been issued a Building Permit.

A. The Board may attach conditions and may reduce or increase the Allocation based on Massachusetts DEP regulations and final approved project design. Where capacity is reduced by Board action, the unused capacity shall revert to the Town.

B. After the Board's vote to convert the Preliminary Allocation to an Operational Allocation, the Applicant shall be issued a letter signed by the Town Administrator certifying to the existence of an Operational Allocation for that specific project/parcel(s) and including any conditions imposed by the Board. Copies of the letter will be sent to the Town's Building Inspector, Health Agent and Planner.

#### V. Managing Unused/Underused Allocations

A. Within six months of the adoption of this policy, the Board shall conduct a public hearing in order to review the Allocations made to parcels on which betterments have been paid but no development has occurred. At that hearing, parcel owners shall be invited to provide the Board with a report of their plans for development within the next two years.

- 1) If the parcel owner does not provide such a report, or if the parcel owner reports but has no acceptable plans for development in the next two years, the parcel will be considered as having no allocation.
- 2) If, at a future time, the parcel owner presents a development project, the owner shall go through the full application process as defined herein.

B. If a project with an Operational Allocation has no flow two (2) years after the date that the allocation was granted by the Board, it shall expire and revert to the



Town's Uncommitted Reserve Capacity. There shall be no refund of any fees paid on the reverted Allocation. The Board may grant extensions if it finds that the holder of the Allocation has been working diligently to implement the project and no relevant local or state approvals have expired.

C. When a project that has been granted its Operational Allocation is complete and has been online for three years, the Board shall compare actual flows against the amount granted in the Operational Allocation.

- 1) If the actual average daily flow exceeds the Allocation, the applicant shall apply for an Allocation equal to the difference, and shall pay the user fee assessed per gpd by the Town at that time.
- 2) If the actual average daily flow is less than the Allocation, the difference in gpd shall revert to the Town's Uncommitted Reserve Capacity unless the Applicant can demonstrate a continuing need. There shall be no refund of previously paid fees.

## **VI. Conversion of Existing Allocations**

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- A. At the time of the adoption of this policy, existing Allocations in functional facilities shall be considered Operational Allocations.
- B. Allocations that have been granted by vote of the Board to projects not complete at the time of the adoption of this policy shall be considered Preliminary Allocations. The developer or owner of such projects shall have six months to meet the requirements for a Preliminary Allocation as stated in Section III C. herein and to pay the Preliminary Allocation Fee described herein minus the amount of fees paid previously. When the requirements of Section III C. herein have been met, the procedures in Section III D-F herein shall apply.

## **VII. Fees**

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A. 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:

- 1) Application Fee: due upon application for a Preliminary Allocation.
- 2) 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.
- 3) Preliminary Allocation Extension Fee: due within 30 days of the Board's vote to extend the Preliminary Allocation beyond the original two years and shall be paid annually for as long as the extension is continued.

B. When the allocation is converted to an Operational Allocation by vote of the Board, the applicant shall pay user fees as designated by the Board of Sewer Commissioners.



C. 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.

### **VIII. Definitions**

The following words and phrases have the meanings below:

Actual Flow: the volume of wastewater from any individual unit (residential, commercial or institutional) connected to the sewers as measured by a certified water meter.

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.

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 Fee (Filing 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.

Board: the Bourne Board of Sewer Commissioners.

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.

Gpd: gallons per day

Milestones: goals set by mutual agreement between the Applicant and the Board to measure progress toward meeting the requirements to convert a Preliminary Allocation to an Operational Allocation. Some examples are: finalizing financing, demonstrating control of the parcel(s), receiving final order of conditions from the Planning Board, obtaining all required state and local permits.

Operational Allocation: an amount of wastewater treatment capacity in gallons per day assigned to a project by vote of the Board after the project has been issued a Building Permit. This may or may not be the same allocation amount as in the Preliminary Allocation depending on the parameters of the project, the availability of a different

amount of allocation, and the demonstration by the applicant that the project meets all state and local requirements for wastewater treatment. The Operational Allocation shall be reviewed after three years. Any excess of actual flows over the Operational Allocation shall not be available to the project, to another project, or to project expansion and shall be returned to the Town's Uncommitted Reserve Capacity.

Operational Allocation Fees: annual user fees as designated by Town regulations. The first Operational Allocation Fee shall be due within 30 days of the Board's vote to grant an Operational Allocation.

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 if the Applicant does not provide information for these periodic reviews or if the Board determines by majority vote that the mutually agreed upon Milestones are not met. 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.

Preliminary Allocation Extension Fee: a non-refundable fee paid at the time the Board votes to extend a Preliminary Allocation beyond the normal two-year period. This fee shall be due within 30 days of the Board's vote to extend and shall be paid annually for as long as the extension is continued.

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.

Sewers: the wastewater treatment system.

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 over flow. 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.

User fees or sewer use fees: annual fees established by vote of the Board.

Waiting list: a list of applications where the requested allocation was not available but which are otherwise deemed complete. The list is stored with the dated applications.

Wastewater: used water discharged from buildings to the treatment plant and monitored on a continuing basis. Can be interchanged with "sewage."

**Attachments:**

Proposed Preliminary Commercial Allocation Application Form

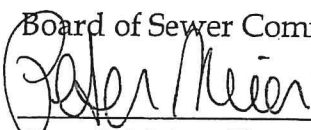
Flow chart

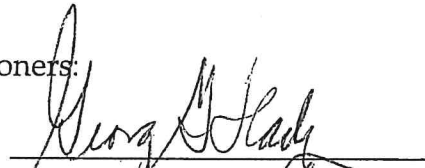
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**Certificate of Vote**

Adopted by vote of the Bourne Board of Sewer Commissioners Oct 4, 2017  
Date

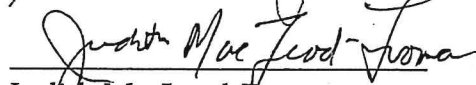
Board of Sewer Commissioners:

  
Peter J. Meier, Chair


  
George G. Slade, Jr. Vice Chair

  
Donald J. Pickard, Clerk

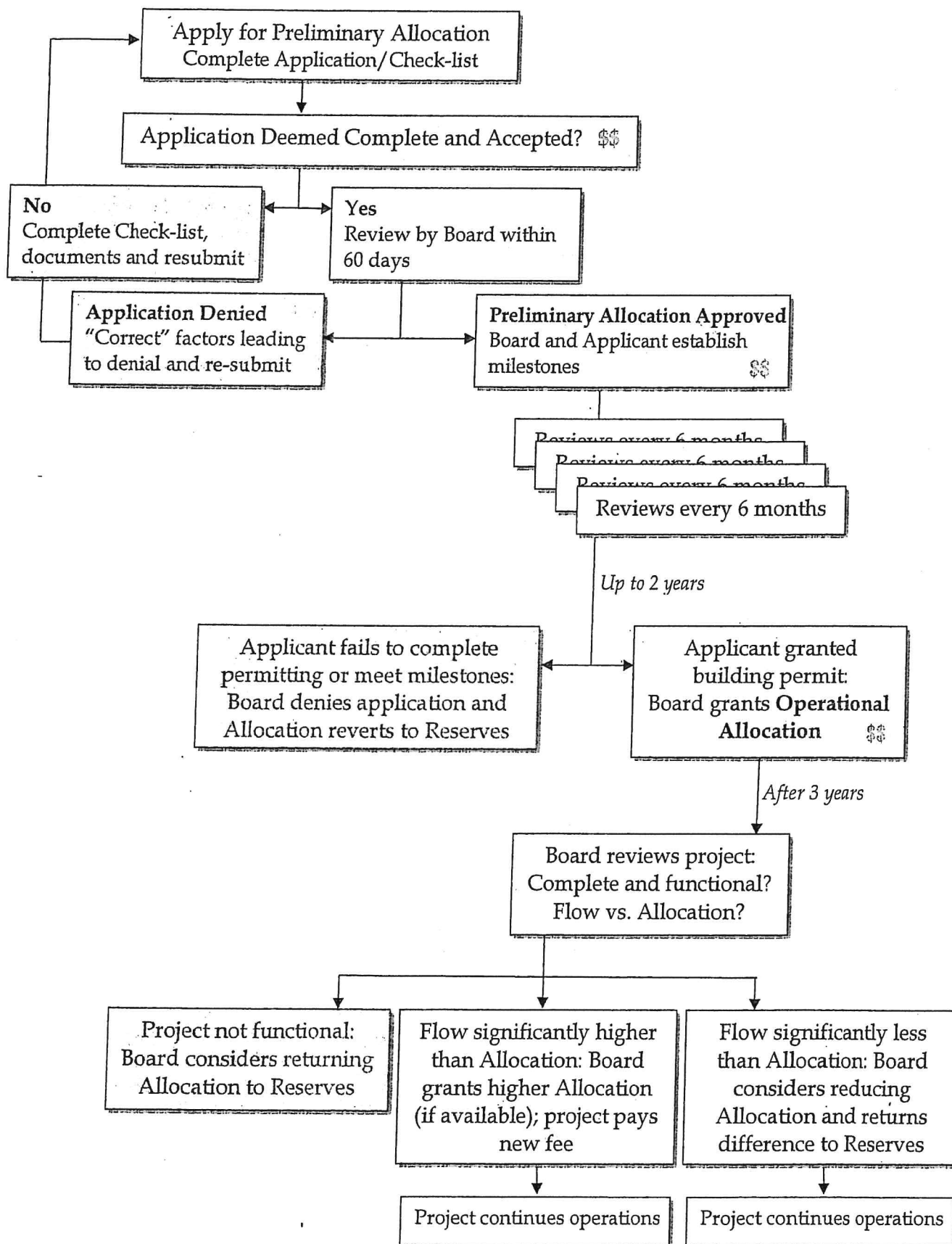
  
Michael A. Blanton

  
Judith MacLeod-Froman

A True Record

  
Barry Johnson, Town Clerk

# Flow Chart of Application Process for Wastewater Allocations





*Town of Bourne*

## Board of Sewer Commissioners



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### Allocation Process Fees

Application Fee (Filing Fee) (one-time): \$1,500

Preliminary Allocation Fee (one-time): \$5,000 plus \$1 per projected gallons per day flow

Preliminary Allocation Extension Fee (annual): \$2,500 plus \$1 per projected gallons per day flow

Operational Allocation Fees or sewer use fees: annual user fees defined by vote of the Board

### Certificate of Vote

Adopted by vote of the Bourne Board of Sewer Commissioners Sept 26, 2017 Date

Board of Sewer Commissioners:

Peter J. Meier  
Peter J. Meier, Chair

George G. Slade, Jr. Vice Chair

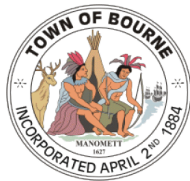
Donald J. Pickard, Clerk

Michael A. Blanton

Judith MacLeod-Froman

A True Record

Barry H. Johnson  
Barry Johnson, Town Clerk



# **Bourne Board of Sewer Commissioners**

## **Sewer Policy and Regulations**

### **TABLE OF CONTENTS**

- 1.0 Use of Sewers
- 2.0 Allocation Policy
- 3.0 Building Sewers and Connections
- 4.0 Wastewater Discharge Prohibitions and Restrictions
- 5.0 Industrial Discharge and Pre-Treatment Requirements
- 6.0 Enforcement
- 7.0 Appellate Procedures
- 8.0 Import and Adoption
- 9.0 Definitions

### **Attachments & Forms**

#### **Residential and Commercial (alterations only) Use Forms:**

- Attachment A – Schedule of Rates, Fees, and Fines
- Attachment B - General Sewer Service Application [New Residential Connection or Commercial Alterations]
- Attachment C – Wastewater Allocation Form [New Applicant or New Entity in Existing Building]
- Attachment D – Financial Security Provisions for New Pump Stations
- Attachment E – Map of Sewer Area
- Attachment F - Sewer Bill Abatement Form



## **Town of Bourne Board of Sewer Commissioners**

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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. With the onset of a focused and goal oriented Board, a new Town Administrator and Assistant Town Administrator, and several newly appointed Department heads, these regulations were a result of comprehensive and extensive review. The Department of Public Works, the Sewer Department, the Engineering Department, Board of Health, and Town Administration have contributed wholly or partly in order 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.

### **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.)

### **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 Plant (WWTP) 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 WWTP is expected in April 2021 and will allow another 100,000 gpd for expansion of the municipal sewer system.

## 1.0 **USE OF SEWERS**

1.1 These Sanitary Sewer Regulations are promulgated pursuant to Chapter 117 of the Acts of 2012, M.G.L. ch. 83, §10, and shall also constitute a pricing structure adopted pursuant to M.G.L. ch. 40, §39J.

1.2 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.

### 1.3 Rates and Fees

#### A. Allocation Fees

Allocations fees are based on the Allocation Policy 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. See Attachment C.

#### B. Sewer Development Fee (Connection Charges)

Applicants must pay a connection charge 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. 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.

#### C. Sewer Rates (User Charges)

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. Current rates are outlined in Attachment A.

#### D. Sump Pumps

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.

New and Existing Sewer Service Connections:

Minimum application/connection fees for new and existing sewer services are calculated with current connection fees per equivalent unit included in Attachment A.

Fees will apply to all new connections to the public sewer system. The "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 opinion of the DPW Director.

1.4 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, 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.

1.5 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.

1.6 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.

## **2.0 ALLOCATION POLICY**

### **2.1 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 plant on the Town's Queen Sewell Park site. The Board of Sewer Commissioners (referred to herein as the Board) 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. (See Attachment G)

In order to follow an objective process for 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 Reserve Capacity 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.

### **2.2 UNCOMMITTED RESERVE CAPACITY**

Annually, the Board shall determine the Uncommitted Reserve Capacity ~~as defined in Section IV.~~

### **2.3 OBTAINING A PRELIMINARY ALLOCATION**

- A. The Applicant shall apply to the Board for a Preliminary Allocation on a form attached herein (Attachment C~~2~~). An Application Fee is due when the application is submitted (see ~~Attachement A, page 3~~Section IV). The Application is reviewed by staff within 30 days then placed on a Board agenda once deemed complete.
- B. If the application requests a flow amount that exceeds the Uncommitted Reserve Capacity (see draft application), the application ~~will be rejected~~ considered incomplete but is otherwise complete it will be dated and put on a waiting list. When allocation becomes available, it may ask for a meeting with Town Staff to discuss possible solutions and then request a meeting with the Board. he 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~~. The Board will consider requests on the waiting list in the order in which they were dated.

- C. 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.
- D. If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction. A Preliminary Allocation Fee is due within 30 days after the Board grants the Preliminary Allocation.
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.
  3. If the Board extends the Preliminary Allocation beyond the designated two-year period, the Applicant shall annually pay a Preliminary Allocation Extension Fee.
  4. The Application Fee, the Preliminary Allocation Fee, and any Preliminary
  5. 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.

## 2.4 FEES

- A. 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:

1. Application Fee: due upon application for a Preliminary Allocation.
  2. 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.
  3. Preliminary Allocation Extension Fee: due within 30 days of the Board's vote to extend the Preliminary Allocation beyond the original two years and shall be paid annually for as long as the extension is continued.
- B. When the project connects to the sewer system, the applicant shall pay user fees as designated by the Board of Sewer Commissioners
- C. 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.

### 3.0 **BUILDING SEWERS AND CONNECTIONS**

#### 3.1 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.

#### 3.2 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.

#### 3.3 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.



### 3.4 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 Section 6.0 of these 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.

### 3.5 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 6.0 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.

### 3.6 Grease Traps

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 6.0 of these regulations. All grease trap/interceptors shall

be subject to the following:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.

- (h) Any facility with a grease trap/interceptor permit shall keep a maintenance log available at the facility.
- (i) 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.

### 3.7 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.)

### 3.8 Connections 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.

### 3.9 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 6.0, to ascertain compliance with these regulations.

### 3.10 Dewatering Drainage

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

### 3.11 Design and Construction Standards

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.

Building sewer connections shall be laid at least ten (10) feet apart from any new or existing water service connection.

### 3.12 Approved Drain Layer

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.

### 3.13 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.

### 3.14 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 1.3B. 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, any and all costs to uncover the connection as necessary for inspection by the DPW shall be borne by the owner.

### 3.15 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.

### 3.16 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 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 (310 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 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

conveyance capacity cannot be achieved or the proposed work does not conform to the Town's design standards. The Superintendent may require certain conditions as part of the approval of a request to extend, replace or relocate a sewer main or service.

### 3.17 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.

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 as any other **applicable** state or local regulations:

- 3.17.1 301 CMR 11.00, Massachusetts Environmental Policy Act
- 3.17.2 310 CMR 10.00: Wetlands Protection Act Regulations
- 3.17.3 314 CMR 7.00, Sewer System Extension and Connection Permit Program
- 3.17.4 314 CMR 12.00, Operation & Maintenance & Pretreatment Standards for Wastewater Treatment Works and Indirect Dischargers
- 3.17.5 Cape Cod Commission

### 3.18 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.

### 3.19 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

**Commented [LT1]:** Do we need to change this sentence? Property owner owns up to the property line. Bourne sewer owns everything else.



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.

### 3.20 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.

### 3.21 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.

### 3.22 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 B.

### 3.23 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 A. 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.

### 3.24 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:

- (a) 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.
- (b) The permittee must provide a full set of buoyancy calculations for pump station wet well and associated underground vaults.
- (c) At a minimum, pump stations shall be equipped with the following:
  - (1) SCADA (Supervisory Control and Data Acquisition) system
  - (2) Alarm system with visual and audible components mounted outside
  - (3) Alternative/back-up power
  - (4) An Odor Control component for stations with a design flow rate higher than 350 gpm.
  - (5) Flow meter and run-time recorder
- (d) Connection to the public sanitary sewer system shall be by gravity, not under pressure unless part of a low pressure sewer system.
- (e) 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.
- (f) 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.
- (g) 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 Attachment H for Financial Security Provisions for New Pump Stations).

#### 4.0 **WASTEWATER DISCHARGE PROHIBITIONS AND ITEM DISPOSAL RESTRICTIONS**

##### 4.1 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:

- a) Harm any wastewater system, wastewater treatment facility, or wastewater treatment process;
- b) Pass through or be otherwise incompatible with the wastewater treatment process or sludge disposal;
- c) Cause a violation of Federal or State discharge permits issued to either the DPW Sewer Division;
- d) Cause a violation of water quality standards or otherwise adversely affect the receiving waters;
- e) Endanger life, limb or property, or
- f) Constitute a health hazard or nuisance.
- g) Any liquid or vapor having a temperature higher than one hundred and fifty degrees (150 F)
- h) 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).
- i) Any garbage that has not been properly shredded. The installation and operation of any garbage 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.
- j) 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.
- k) 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.

- l) 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.
- m) Any waters or wastes having a pH in excess of 9.5.
- n) Material which exert or cause:
  - 1. 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.
  - 2. Excessive discoloration, such as by not limited to, dye wastes and tanning solutions.
  - 3. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewerage treatment works.
  - 4. Unusual volume of flow or concentration of wastes constituting 'slugs' as defined herein.
- o) Waters or wastes containing substances which are not amenable 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.

#### 4.2 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.

- a) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
- b) 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.
- c) 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

personnel of the sewerage works.

- d) 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, fleshing, entails and paper dishes, cups, milk containers, etc.

- e) **Additional Items that cannot be flushed into the Sewer System:**

- Feminine Hygiene Products
- Wet Wipes
- Floss, Q-tips, and Cotton Balls
- Diapers
- Pills and Medications
- Paper Towels
- Cigarette Butts

#### 4.3 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.

#### 4.4 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.

#### 4.5 Dilution Prohibited

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

#### 4.6 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 (a) any Federal discharge permit then held by the DPW, (b) the municipal discharge permit then held by the DPW, or (c) 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.

## 5.0 **INDUSTRIAL DISCHARGE AND PRE-TREATMENT REQUIREMENTS**

### 5.1 Industrial Discharge Requirements

#### A. 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.

#### B. 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 4.0.

#### C. 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 either 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 6.0 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

D. 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 6.0 hereof.

E. 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.

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.

F. Preventative Measures

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

G. 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.

H. 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.

## 5.2. Pre-Treatment Requirements

### A. 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.

### B. 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 6.0 of these regulations.

## 6.0 **ENFORCEMENT**

### 6.1 Inspection

#### A. 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 Values
- 6) Sump pumps and basement floor drains;
- 7) Oil traps and grease traps;
- 8) Any other facilities required by the DPW utilized; to be constructed, installed or
- 9) Measurement, sampling and testing facilities and procedures that have been required by the DPW;
- 10) Such other facilities as the DPW reasonably believes may be contributing to a violation of these Regulations; and
- 11) 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 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.

#### B. 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. All entry and

subsequent work, if any, shall be done in full accordance with the terms of said easement.

C. 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.

D. 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.

E. 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 6.1A. and 6.1B. 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.

F. 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.

## 6.2 Record Keeping

A. 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 5.0), 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.

B. 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 Section 6.2A. above.



### C. 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 Sections 6.2A. and 6.2B. 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.

## 6.3 Monetary Liability

### A. Penalties

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.

### B. Reimbursement for Costs to DPW

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.

## 6.4 Enforcement Actions

### A. Multiple Alternatives

When the DPW determines

(a) 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 6.3A. and/or 6.3B. 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.

## **7.0 APPELLATE PROCEDURES**

### **7.1 Administrative Procedure at the Superintendent Level**

#### **A. 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.

#### **B. 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.

#### **C. 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.

**D. 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.

**8.0 IMPORT AND ADOPTION**

**8.1 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.

**8.2 Supersedes Prior Regulations**

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

**8.3 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.

**8.4 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.

**8.5 Adoption**

**Effective Date**

These Regulations shall be in full force and effect from and after their adoption and publication of notice of their adoption.

Adopted and approved by the Bourne Board of Sewer Commissioners on:

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## 9.0 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:

Actual Flow	The volume of wastewater from any individual unit (residential, commercial or institutional) connected to the sewers as measured by a certified water meter.
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.
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 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 Department of Public Works or Board of Sewer Commissioners.
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."

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	The Bourne Board of Sewer Commissioners.
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 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.
Collection System	Shall mean the pipes, conduits, pumping stations, and appurtenances involved in the collection and transport of wastewater and stormwater.
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.
Contamination or Contaminated	Shall mean an impairment in the quality of the water by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual hazard to the public health through poisoning or through the spread of disease.
Cooling Water	Shall mean the water discharged from any system of condensation, air conditioning, cooling, refrigeration, or other system of heat transfer.
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 of the authority and powers of the Department and its Director.
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 a house, apartment, mobile home or trailer, group of rooms or single room occupied or intended for occupancy as a separate living quarter.
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	Shall mean more than the limits established in these Regulations, directly or by reference, or more than limits judged by the DPW or Wareham to be acceptable.
Floatable Oil	Shall mean fat, oil, or grease (also referred to as FOG) in a physical state such that it will separate by gravity from wastewater by treatment in an approved pre- treatment facility.
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 time.
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.



**Incompatible Pollutant**

Shall mean a substance that is not amenable to removal by the receiving wastewater treatment plant 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:

- a) Division A - Agriculture, Forestry, and Fishing
- b) Division 8 - Mining
- c) Division D - Manufacturing
- d) Division E - Transportation, Communication, Electric, Gas, and Sanitary Service

**Industrial User Discharge Permit**

Shall mean a Sewer Use Discharge Permit for industrial Wastes as defined herein.

**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.

**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.

**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 MWRA 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.
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. Any method of measurement approved by the U.S. Environmental Protection Agency may be used.
Pollutants	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 if the Applicant does not provide information for these periodic reviews or if the Board determines by majority vote that the mutually agreed upon Milestones are not met. 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.
Preliminary Allocation Extension Fee	A non-refundable fee paid at the time the Board votes to extend a Preliminary Allocation beyond the normal two-year period. This fee shall be due within 30 days of the Board's vote to extend and shall be paid annually for as long as the extension is continued.
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.

Pre-Treatment	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.
Private Sewer	Shall mean a sewer which is not owned by the Town.
Public Sewer	Shall mean a sewer which is owned by the Town.
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.
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 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.
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.
Town	Shall mean the Town of Bourne, Massachusetts.
Toxic Organics	Shall mean organics listed as toxic in Federal or Massachusetts regulations.
Toxic Pollutant	Shall mean any pollutant identified as such in Federal or Massachusetts regulations.
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 over flow. 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 the total available (permitted) capacity minus allocations granted by the Sewer Commissioners, existing residential flow, and the residential reserve (2% of residential flow).
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 Board.
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.

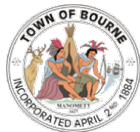
**Wastewater Treatment Plant**

Shall mean an arrangement of devices and structures for treating wastewater, septage 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 plant to remove, reduce, or alter the pollutant loading of wastewater.

**ATTACHMENTS & FORMS**



Bourne Sewer Regulations

**ATTACHMENT A**

Schedule of Rates, Fees, & Fines

Page 1 of 3

Sewer Rates (FY21- Effective July 1, 2020):

Sewer User Base Fee:

**CERTIFICATE OF VOTE**

At a meeting of the Bourne Sewer Commissioners of the Town of Bourne, held on July 28, 2020, a quorum being present and voting throughout, upon a motion duly made and seconded, it was

**VOTED:** Sewer User Fees of \$1,051.00 are determined as follows:  
Residential and Commercial

Semi-Annual billing from July 1, 2020 – December 31, 2020  
\$526.00 per unit

Semi-Annual billing from January 1, 2021 – June 30, 2021  
\$525.00 per unit

Rates effective for the Fiscal Year 2021

**BOARD OF SEWER COMMISSIONERS**

James L. Potter  
James L. Potter

Jared P. MacDonald  
Jared P. MacDonald

Judith MacLeod Froman  
Judith MacLeod Froman

Peter J. Meier  
Peter J. Meier

George G. Slade, Jr.  
George G. Slade, Jr.

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TOWN CLERK BOURNE

Fines:





Bourne Sewer Regulations

**ATTACHMENT A**

Schedule of Rates, Fees, & Fines

Page 2 of 3

Sewer Rates (FY21- Effective July 1, 2020):

Sewer User Overage Fee:

**CERTIFICATE OF VOTE**

At a meeting of the Bourne Sewer Commissioners of the Town of  
Bourne, held on August 25, 2020, a quorum being present and voting  
throughout, upon a motion duly made and seconded, it was

**VOTED:** Water Overage Fees determined as follows:  
Residential and Commercial

A fee of \$0.01 per gallon for sewer overages in excess of 45,000 gallons per  
calendar year

Rates effective for the calendar year 2020

**BOARD OF SEWER COMMISSIONERS**

James L. Potter  
James L. Potter

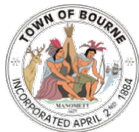
Jared P. MacDonald  
Jared P. MacDonald

Judith MacLeod Froman  
Judith MacLeod Froman

Peter J. Meier  
Peter J. Meier

George G. Slade, Jr.  
George G. Slade, Jr.

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TOWN CLERK BOURNE



Bourne Sewer Regulations

**ATTACHMENT A**

Schedule of Rates, Fees, & Fines

Page 3 of 3

**CERTIFICATE OF VOTE**

At a meeting of the Sewer Commissioners of the Town of Bourne, held on  
January 17, 2006, a quorum being present and voting throughout, upon  
a motion duly made and seconded, it was

**VOTED:** Sewer Use Charges as follows:

Design Review and Construction Inspection Fee: \$1,500

Commercial Sewer Permit Fee:  
\$150 plus \$.10 per square foot of building floor space

Sewer Connection Fee:  
Annual sewer use fee times the number of business units

✓ Residential Sewer Permit Fee:  
\$100 for residential properties plus \$100 for each addition unit

✓ Sewer System Development Charge:  
\$73.406 per foot of frontage plus \$11,539.356 per acre

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PO BOX 1888

**BOARD OF SEWER COMMISSIONERS**

Linda M. Zuern

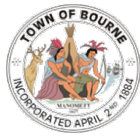
Carol A. Choff

Richard E. LaFarge

Galon "Skip" Barlow

W. Thomas Barlow

A True Record  
  
Town Clerk  
BST

**ATTACHMENT B****General Sewer Service Application Form**

Page 1 of 2

To the Town of Bourne, Massachusetts:

The undersigned, being the, \_\_\_\_\_ (Owner name, Owner's Agent)

Of the property located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_ (Map) \_\_\_\_\_ (Lot)

Does hereby request a permit to connect to a public sewer main to serve the

**Residence** or **Commercial Building** at said location.

1. Number of Residential Bedrooms: \_\_\_\_\_
2. The following indicated fixtures will be connected to the proposed sewer service pipe:

Number	Fixture Type	Number	Fixture Type
_____	Kitchen Sinks	_____	Water Closets
_____	Lavatories	_____	Bath Tubs
_____	Laundry Tubs	_____	Showers
_____	Urinals	_____	Garbage Grinders

Specify other fixtures \_\_\_\_\_

3. The maximum number of persons who will use the above fixtures is: \_\_\_\_\_

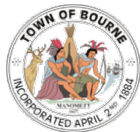
4. The name and address of person or firm who will perform the proposed work is:

Contact Info: \_\_\_\_\_

Drainlayer's or Master Plumbing License # \_\_\_\_\_

Dig Safe # \_\_\_\_\_ Water District/Dept Connection # \_\_\_\_\_

5. Plans and specifications for the proposed building sewer, as required, are attached hereto.

Bourne Sewer Regulations**ATTACHMENT B****General Sewer Service Application Form**

Page 2 of 2

In consideration of the granting of this permit, the undersigned agrees:

1. To accept and abide by all provisions of the "Sewer Use Regulations" of the Town of Bourne, Massachusetts and of all other pertinent rules and regulations that may be adopted in the future.
2. That no person shall excavate, construct, effect, maintain, modify or use any sewer connection or extension without a currently valid permit from the Town of Bourne. The permit must be "in-hand" before work can commence.
3. To pay all the cost of said particular sewer and its connection with the public sewer in said street, including all labor and materials or any other expense incurred necessary for the proper construction of said particular sewer as determined by the Sewer Commission.
4. To maintain the building sewer at no expense to the Town.
5. For himself, his heirs, devisees and assigns, that the said Department of Public Works shall have access at all reasonable hours, to the said premises, to see that all the laws, rules and regulations relating to the sewer are complied with.
6. To notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered. Notice of two (2) business days shall be provided to the Superintendent.
7. That construction of the sewer connection will be completed within ninety (90) days of issuance of this permit.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

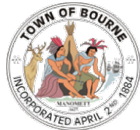
Total FEE PAID: \_\_\_\_\_

☐ Street Opening Permit☐ Valid Bond and Insurance☐ Approved☐ Not Approved

Permit Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Signed: \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_



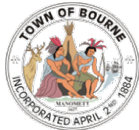
Bourne Sewer Regulations

**ATTACHMENT C**

**Commercial Wastewater Allocation Form**

Page 1 of 2

The Bourne Board of Sewer Commissioners require any property that is either changing business entities in an existing building (even if presently connected to sewer), or connecting to the sewer system for the first time, to fill out this form, to ensure wastewater allocation and connection.



## Bourne Sewer Regulations

**ATTACHMENT C****Commercial Wastewater Allocation Form**

Page 2 of 2

Date submitted \_\_\_\_\_

Applicant name \_\_\_\_\_

Applicant contact address \_\_\_\_\_

Applicant e-mail and phone number \_\_\_\_\_

Is applicant the property owner? Yes ☐ No ☐

If no, who is owner? \_\_\_\_\_

If no, is applicant: leasing ☐ buying ☐ the property

If buying, attach copy of P&S \_\_\_\_\_

If leasing, attach copy of lease agreement \_\_\_\_\_

Location of proposed project:

Street address \_\_\_\_\_

Map and parcel number(s) \_\_\_\_\_

Description of proposed project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financing:

Financing is in place - documentation to that effect is attached ☐ Documentation attached

OR Applicant has letter of intent to finance - copy is attached ☐ Letter of Intent attached

Date of Planning Board preliminary review \_\_\_\_\_

Allocation requested \_\_\_\_\_ gallons per day

Basis of request: \_\_\_\_\_

\_\_\_\_\_

Any unusual characteristics of projected flow? \_\_\_\_\_

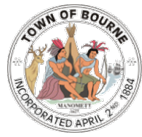
Requested amount exceeds available allocation Yes ☐ No ☐ If yes, application is wait-listed \_\_\_\_\_

Application is Accepted ☐ Rejected ☐ Wait-listed ☐ and dated \_\_\_\_\_

Application Fee attached: Yes ☐ No ☐

Reviewed for completeness - Signed \_\_\_\_\_

Date Stamp when determined to be complete \_\_\_\_\_



Bourne Sewer Regulations

**ATTACHMENT D**

**Financial Security Provisions for New Pump Stations**

Page 1 of 2

Introduction. The Town of Bourne requires prospective permittees of sewer system extensions or connections that include pump station(s) to demonstrate the ability to finance the operation, maintenance and repair of pump station(s) in the event of an emergency and on a long term basis.

The Town of Bourne has enacted these special conditions to provide for and assure compliance with the U.S. Clean Water Act and to specify additional permit requirements that it deems necessary to safeguard the quality of the environment or comply with pertinent provisions of state or federal law. The Town considers these financial security requirements a best management practice.

There are two components to the financial security requirements: 1) A financial security amount to fund the immediate repair of the facility, and 2) a dedicated capital reserve account capable of accumulating sufficient funds to replace the facility within twenty (20) years of initial operation. The immediate repair security amount is necessary to ensure that adequate funds are available to correct unanticipated problems at the facility immediately so that any disruption of the operation of the facility is minimized and no violation of the Clean Water Act is experienced. The capital reserve account will ensure that the facility can continue operation at the end of its useful life and remain in compliance with the Clean Water Act and sewer connection/extension permit at all times.

Except as otherwise provided, all sewer extension and connection permits that include pump station(s) issued by the Town shall contain supplemental conditions requiring the establishment and maintenance of both an immediate repair and/or replacement security amount and capital reserve account as specified below.

Repair. The immediate repair security amount shall be determined in accordance with the following

formula: Estimated construction cost x 0.15 = Security Amount

The estimated construction cost includes the cost of the pump station and all mechanical, electrical, structural, and other equipment associated with the pump station, but does not include land or grounds.

A permittee may satisfy the above financial security condition by means of an escrow account or a letter of credit meeting the Town's requirements. A permittee proposing to satisfy the above financial security condition by means other than an escrow account or a letter of credit must demonstrate to the Town's satisfaction 1) why the use of one of these approved means is not appropriate or necessary, and 2) how the proposed alternative is as effective and protective as an escrow account or letter of credit.





Bourne Sewer Regulations

**ATTACHMENT D**

**Financial Security Provisions for New Pump Stations**

Page 2 of 2

Capital Reserve Account. The capital reserve account shall accumulate sufficient capital to replace, as necessary, the pump station (or components thereof) and all other mechanical, electrical, structural, and other equipment components associated with the pump station, but not including land or grounds, within twenty (20) years from the commencement of pump station operation.

The minimum requirements and timing of funding the capital reserve account are as follows. All permittees shall set aside a minimum of 25% of the construction costs (not including lands and grounds) of the pump station. The 25% may be set aside by the permittee in equal portions during the first fifteen (15) years of operation of the pump station.

*Example:*

*Pump station cost = \$500,000  
 $\$500,000 \times 0.25 = \$125,000$   
 $\$125,000 / 15 = \$8,333/\text{year}$*

Accumulated Interest. All accumulated interest must be accrued to its respective account. However, if funds are withdrawn from the immediate repair security to perform the necessary work, then the fund only has to be replenished up to the original calculated security amount (not including interest).

Transfer of Ownership. Typically the project developer will establish and make the initial contributions to the financial security of the accounts. If ownership of the pump station is thereafter transferred to the town, a transfer agreement must be executed to provide for the financial security requirements to the satisfaction of the town.

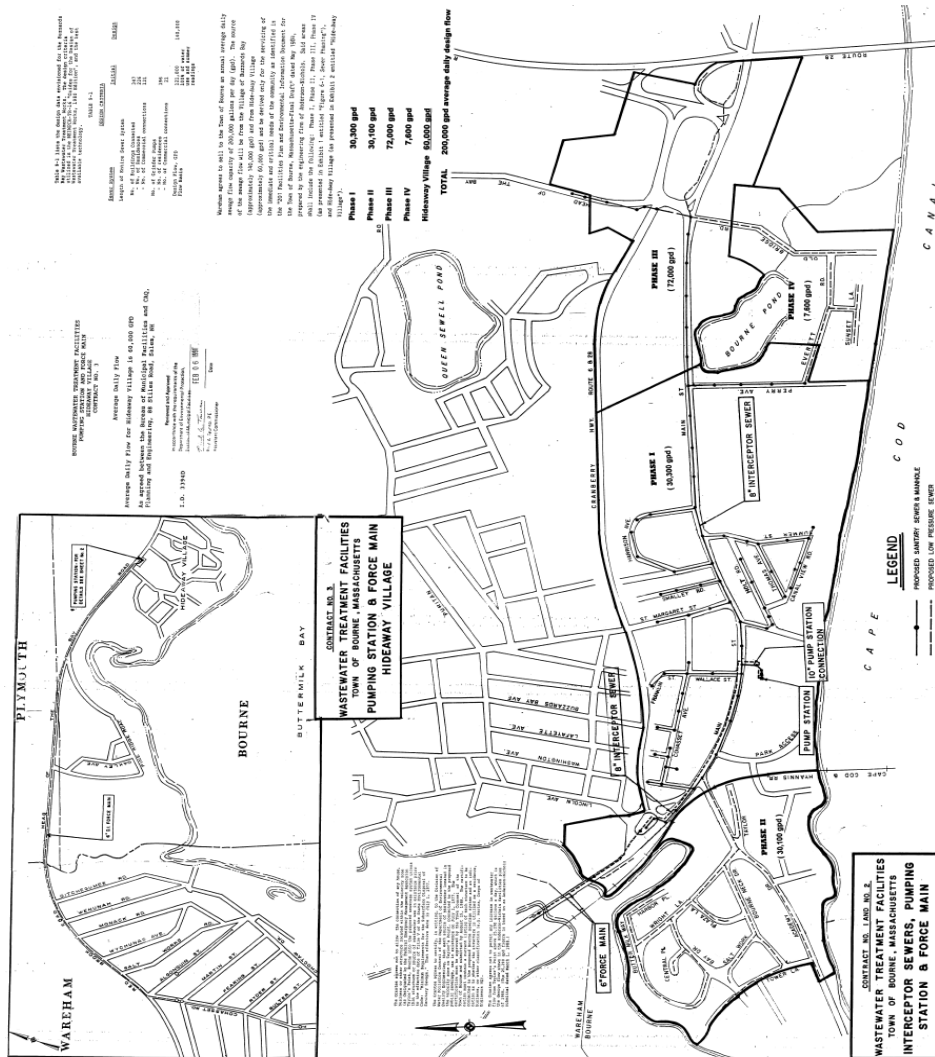
Policy. The following permit conditions and the requirements of this Policy shall apply to all sewer extension/connection permits with pump stations issued by the Town.

Permit Conditions.

1. The permittee shall maintain a financial security amount in the sum of \$ \_\_\_\_\_. This source of funding shall be used by the permittee solely for the immediate repair of any failing pump station(s). Such security shall be provided by means of an interest-bearing escrow account and/or letter of credit from a financial institution having place of business in Massachusetts and be in a form satisfactory to the town. The permittee and its successors shall replenish and maintain the required dollar amount thereof in full within ninety days of any disbursement.
2. The permittee shall establish and maintain a capital reserve account in order to accumulate sufficient capital to make any necessary modifications to the pump stations(s) and other related equipment changes within 20 years from the date of commencement of plant operations. The permittee shall make annual contributions in equal installments of \$ \_\_\_\_\_ to accumulate the necessary funds prior to the expiration of the 20-year period. Such funding shall be provided by means of an interest bearing account and/or letter of credit from a financial institution having a place of business in Massachusetts and be in a form satisfactory to the town.
3. Permittees shall submit an annual financial report in accordance with generally accepted accounting principles to the town on January 31 of each year. The report shall, at a minimum, identify the initial and current balances of both the security amount and the capital reserve account and confirm the continuing availability of the funds for the purposes described in the Permit.
4. 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.



Bourne Sewer Regulations  
**ATTACHMENT E**  
**Sewer Area Map**





Bourne Sewer Regulations

**ATTACHMENT F**  
**Sewer Bill Abatement Form**

Page 1 of 2

Application for Abatement

Name of Applicant: \_\_\_\_\_

Property Location: \_\_\_\_\_

Mailing Address (if different) : \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Total Amount of Sewer Bill: \_\_\_\_\_

Amount requested to be abated: \_\_\_\_\_ Account number: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Documentation supporting request is attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
(such as letter from Water Dept. as to when they shut off water/removed meter and/or letter from  
Board of Health giving a date as to when they deemed the property uninhabitable, when  
fire/flood or other disaster destroyed property)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_



Bourne Sewer Regulations

**ATTACHMENT F**  
**Sewer Bill Abatement Form**

Page 2 of 2

Criteria for Requesting an Abatement/Adjustment

A request for an adjustment must be in writing and must contain sufficient information to determine why the value should be changed. For example, the building housed one type of business two years ago and there is an entirely different type of business in the current year.

Request for abatement due to water being shutoff must meet the following criteria:

1. The water has been shut off by the Water Department/District at the street for at least (12) consecutive months. After the year has passed, if the water is still shutoff, the owner can request abatement and ask that the account be put on hold until the water is turned back on, and it must be verified by an accompanying letter from the Water Department/District. Abatements are not granted when the water is shutoff within a building by an owner.
2. The building/dwelling shall not have been occupied for the same time period.

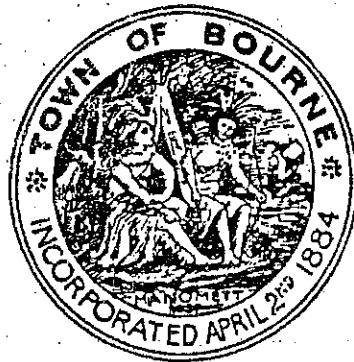
Owner's request for abatements on buildings that have been rendered un-inhabitable through fire, flood, or hurricane, must also request a letter from the Town's Inspectional Services Department stating the condition of the structure, and this letter shall accompany this information.

All abatement requests and accompanying information must be received by the Bourne Selectmen/Sewer Commissioner Office not later than (30) thirty calendar days after the final due date shown on the sewer bill.

Abatements and adjustment requests are reviewed by the DPW Sewer Division staff who will make recommendations to the Sewer Commissioners for a decision.

It is recommended that the current sewer bill is paid, and then the applicant should wait for the abatement process is pursued through the Board of Sewer Commissioners, because interest and demand fees cannot be abated.

TOWN OF BOURNE  
SEWER USE REGULATIONS  
AND  
RULES AND REGULATIONS  
FOR  
INSTALLATION OF SEWER CONNECTIONS



BOARD OF SEWER COMMISSIONERS

W. Thomas Barlow, Chm.  
Marie J. Oliva  
Robert W. Parady

SUPERINTENDENT OF SEWERS

Louis F. Pellegrini

TOWN OF BOURNE,  
MASSACHUSETTS

SEWER USE REGULATIONS  
ADOPTED APRIL 9, 1990

BOARD OF SEWER COMMISSIONERS

W. Thomas Barlow, Chairman  
Marie J. Oliva  
Robert W. Parady

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## SEWER USE REGULATIONS

REGULATIONS REGARDING THE USE OF PUBLIC SEWERS AND DRAINS: PUBLIC SEWAGE DISPOSAL; THE INSTALLATION AND CONNECTION OF BUILDING SEWERS AND GARBAGE DISPOSAL UNITS; THE DISCHARGE OF WATERS AND WASTEWATERS INTO THE PUBLIC SEWERAGE SYSTEMS; THE USER CHARGE SYSTEM; AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF: IN THE TOWN OF BOURNE, COUNTY OF BARNSTABLE, COMMONWEALTH OF MASSACHUSETTS.

Be it ordained and enacted by the Board of Sewer Commissioners of the Town of Bourne of the Commonwealth of Massachusetts as follows:

### ARTICLE I - DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of the terms used in these regulations shall be as follows:

Sec. 1 "Board" shall mean the Board of Sewer Commissioners, Town of Bourne, Massachusetts.

Sec. 2 "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter.



- Sec. 3            "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil pipe, waste pipe, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning ten (10) feet (3.28 meters) outside the inner face of the building wall.
- Sec. 4            "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.
- Sec. 5            "Combined Sewer" shall mean a sewer receiving both surface runoff and sewage.
- Sec. 6            "Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.
- Sec. 7            "Health Agent" shall mean the Health Agent of the Town of Bourne or his authorized representative.
- Sec. 8            "Industrial Wastes" shall mean the liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.

- Sec. 9            "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.
- Sec. 10           "Person" shall mean any individual, firm, company, association, society, corporation, or group.
- Sec. 11           "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- Sec. 12           "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 (1/2) inch (1.27 centimeters) in any dimension.
- Sec. 13           "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by public authority.
- Sec. 14           "Sanitary Sewage" shall mean water-carried waste from the sanitary conveniences such as toilets, washrooms, urinals, sinks, showers, drinking fountains, small laundries and from kitchens, restaurants, cafeterias and

floor drains essentially free of industrial wastes or toxic materials.

- Sec. 15            "Sanitary Sewer" shall mean a sewer which carries sewage and to which storm, surface, and groundwaters are not intentionally admitted.
- Sec. 16            "Septage" shall mean the wastes from holding tanks such as chemical toilets, campers, or trailers; and wastes from septic tanks and cesspools.
- Sec. 17            "Sewage Treatment Facility" shall mean any arrangement of devices and structures used for treating sewage.
- Sec. 18            "Sewerage System" shall mean an integral arrangement of facilities for collecting, pumping, treating, and disposing of sewage.
- Sec. 19            "Sewer" shall mean a pipe or conduit for carrying sewage.
- Sec. 20            "Shall" is mandatory; "May" is permissive.
- Sec. 21            "Slug" shall mean any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period

of duration longer than fifteen (15) minutes, more than five (5) times the average twenty-four (24) hour concentration or flows, during normal operation.

Sec. 22 "Storm Drain" (sometimes termed "Storm Sewer") shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

Sec. 23 "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

Sec. 24 "Town" shall mean the Town of Bourne, Massachusetts, acting through the Board of Selectmen.

Sec. 25 "Wastewater" (sometimes termed "Sewage") shall mean the spent water of the communities and may be a combination of the liquid and water carried waste from residences, commercial buildings, industrial plants and institutions, together with any groundwater and surface water that may be present.

Sec. 26 "Watercourse", as defined in Title V and the Wetlands Protection Act, Chapter 131, Section 40 MGL.

Sec. 27            "User" shall mean any individual, firm, company, association, society, corporation or group having a connection to and deriving a benefit (either actual or potential) from the sewage works.

Sec. 28            "User Charges" shall mean a charge levied on all users of the sewage works for the cost of operation and maintenance.

## ARTICLE II - SPECIAL CONDITIONS

Sec. 1            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 Board 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 sewerage system unless that house, business or structure was in existence prior to the effective date of 310 CMR 15.00, The State Environmental Code Title 5, 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 sewerage system. Living space shall not mean porches, decks, garages or buildable space not suitable for human habitation.

Sec. 2            The connection to the sewerage system of each house, business or other structure, from which sanitary sewage is produced, and which is located in the project area of the Bourne Wastewater Treatment Facilities as identified in

Exhibits 1 and 2 of the Intermunicipal Agreement (January 1989) and served by or proposed to be served by the sewerage system is hereby deemed by the Board to be mandatory unless such house, business or structure is not permitted by Sec. 1 (a) above to connect to the sewerage system.

Such connection shall be made within one year of the completion of the sewerage system.

### ARTICLE III - BUILDING SEWERS AND CONNECTIONS

- Sec. 1           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 Board. Any person proposing a new discharge into the system of a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Board at least forty-five (45) days prior to the proposed change or connection.
- Sec. 2           There shall be two (2) classes of building sewer permits: (a) for residential and commercial service, and (b) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the Board. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgement of the Board or its Agent. A permit and inspection fee of \$45.00 (Forty-Five Dollars) for a residential or commercial building sewer permit and \$90.00 (Ninety Dollars) for an industrial building sewer permit shall be paid to the Board at the time the application is filed. A permit may at any time be revoked and annulled by the Board for such cause as the Board may deem sufficient,



and all parties in interest shall be held to have waived the right to claim damages on account of such revocation, provided said revocation shall be annulled on compliance with the provisions of these regulations.

Sec. 3           All costs and expense incident to the installation and connections of the building sewer shall be borne by the owner. The owner shall indemnify the Board and the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Sec. 4           A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

Sec. 5           The size, slope, alignment, materials of construction of a building sewer, and the methods used in excavating, placing of the pipe, jointing testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town. In the absence of code provisions

or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply. No backfill shall be placed until the work has been inspected by a representative of the Board.

Sec. 6            Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. No water operated ejector shall be used.

Sec. 7            No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater, including basement sump pumps, to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

Sec. 8            The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Board and the Town, or the procedures set forth in appropriate specifications of the ASTM and the WPCF Manual

of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Board before installation.

Sec. 9           The applicant for the building sewer permit shall notify the Board when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of a representative of the Board.

Sec. 10           All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Board.

Sec. 11           Plumbers or Drain Layers shall report to the Board the finding by them of all obstructions in connections or the presence therein, if found, of any substance prohibited by these regulations. The report shall contain a full description of the obstructions or substances and shall be submitted in writing to the Board within twenty-four hours of the findings being made. Failure to do so report shall render the plumber and/or drain layer whether firm or

corporation, liable to the penalty of a fine of not more than Twenty Dollars (\$20) for each failure to so report. Finding substances prohibited by these regulations in the sewer connection of any building shall be prima facie evidence of violation of these regulations by either or both the owner and occupant of the premises.

ARTICLE IV - USE OF THE PUBLIC SEWERS

- Sec. 1           No septage shall be discharged to the public sewers in the Town of Bourne.
- Sec. 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 Pretreatment Regulations.
- Sec. 3           No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.
- Sec. 4           Stormwater and all other unpolluted drainage shall be discharged to drains or such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Board. Industrial cooling water or unpolluted process water may be discharged, on approval of the Board, to a storm sewer, combined sewer, or natural outlet.

Sec. 5

No Person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- a) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
- b) Any waters or wastes containing toxic or poisonous solids, liquids, gases or hazardous materials in sufficient quantity, either singly or by interaction with any sewage treatment process which constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment facility.
- c) Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewerage system.
- d) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewerage system such as,

but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, inground garbage, whole blood, paunch manure, hair and fleshings entrails, paper dishes, cups, milk containers, either whole or ground by garbage grinders.

Sec. 6           No Person shall discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely, in the opinion of the Board that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving waters, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming its opinion as to the acceptability of these wastes, the Board will give consideration to such factors as the qualities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment facilities, degree of treatability of wastes in the sewage, and other pertinent factors. The substances prohibited are:

- a) Any liquid or vapor having a temperature higher than one hundred fifty (150) °F; (65°C).

- b) Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) °F; (0 and 65°C).
- c) Any garbage that has not been properly shredded or any garbage or products from a garbage grinder equipped with a motor greater than 3/4 horsepower.
- d) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.
- e) 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 sewerage treatment facilities exceeds the limits established by the Board for such materials.



- f) Any waters or wastes containing substances or other taste or odor producing substances in such concentrations exceeding limits which may be established by the Board as necessary.
- g) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Board in compliance with applicable State or Federal regulations.
- h) Any waters or wastes having a pH in excess of 9.5.
- i) Materials which exert or cause:
  - 1) Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).
  - 2) Excessive discoloration (such as, but not limited to, dye wastes, and vegetable tanning solutions).

- 3) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment facilities.
- 4) Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
- j) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such degree that the sewage treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

Sec. 7

If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which contain the substances or possess the characteristics enumerated in Section 6 of this Article, and which, in the judgement of the Board, may have a deleterious effect upon the sewerage system, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Board may:

- a) Reject the waters or wastes,
- b) Require pretreatment to an acceptable condition for discharge to the public sewers,
- c) Require control over the quantities and rates of discharge, and/or
- d) Require payment to cover the added costs of handling and treating the waters or wastes not covered by existing taxes or sewer charges under the provisions of Article IX.

If the Board permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Board, and subject to the requirements of all applicable codes, ordinances, by-laws, and regulations.

Sec. 8 Grease, oil, and sand interceptors shall be required by the owner at his expense when, in the opinion of the Board, they are necessary to provide preliminary treatment of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients. All interceptors shall be of a type and capacity approved

by the Board and shall be located as to be safely, readily and easily accessible for cleaning and inspections.

Sec. 9           Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense. If, upon inspection by a representative of the Board, such facilities are found to be in unsatisfactory or ineffective operation, the Board shall order that they be cleaned and/or repaired by the owner at his expense. If the owner fails to comply with such order, the Board may cause the facilities to be cleaned and/or repaired and all expenses incurred to be paid by the owner in addition to any penalties specified in Article VIII, Section 2.

Sec. 10          When required by the Board, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters, and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Board. The manhole shall be installed by the Owner at his expense, and shall

be maintained by him so as to be safe and accessible at all times.

Sec. 11            All industries discharging into a public sewer shall perform such monitoring of their discharges as the Board and/or other duly authorized employees of the Town may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records, and reporting the results of such monitoring to the Board. Such records shall be made available upon request by the Board to other Agencies having jurisdiction over discharges to the receiving waters. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with the latest edition of "Standard Methods for Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage treatment facility

and to determine the existence of hazards to life, limb and property.

Sec. 12            Any Person responsible for, or becoming aware of, the discharge to a Sanitary Sewer, accidental or otherwise, of any prohibited substance or of any Slug shall report same immediately by telephone to the Board and Regional Wastewater Treatment Facility in Wareham so that necessary precautions can be taken to minimize the deleterious effects of the discharge.

Sec. 13            All applications to discharge any Industrial wastewater, drainage, substances, or wastes directly into any Sanitary Sewer or tributary thereto, shall be accompanied by an agreement stating that the Applicant agrees to abide by all ordinances and rules and regulations of the Board, that the Applicant will provide such works for the preliminary treatment of the wastewater, drainage, substances or wastes as may be required by the Board, and that the Applicant will permit the Board to enter the premises of the industry to sample and measure wastewaters, as needed to check characteristics of the wastewaters, when so directed by the Board. Applications are to be accompanied by a plan showing essential characteristics of all wastewater outlets, analyses of existing wastewater, and statements as to existing and expected average and

maximum wastewater flows, and must be submitted to and approved by the Board prior to initiating discharge to the Sewage Treatment Facilities. Required wastewater analyses are listed in Section 15 of this Article.

Sec. 14        Each industrial user may be required to submit an annual report to the Board on the first of July each year, or such other time as designated by the Board containing information as to the minimum, average, and peak industrial wastewater discharges during the previous year.

Sec. 15        Measurement and analyses of industrial wastewaters are to 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.

Physical Parameters

Flow

pH

Temperature

Color

Specific conductance

Chemical and Biological Parameters

Total solids

Total volatile solids

Total suspended solids  
Total dissolved solids  
Acidity  
Alkalinity  
5-day BOD  
COD  
Oil and grease  
Chloride

Chemical and Biological Parameters (Continued)

Sulfate  
Sulfide  
Phenols  
NH<sub>3</sub> (as N)  
NO<sub>3</sub> (as N)  
NO<sub>2</sub> (as N)  
Kjeldahl Organic Nitrogen (as N)  
Ortho-phosphorus (as P)  
Total phosphorus (as P)  
Cr, Cu, Fe, Cd, Pb, Mn, Zn, F, As, Hg, Ni, Ag

Sec. 16        No statement contained in this Article shall be construed as preventing any special agreement or arrangement among the Board, the Town, and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Board for treatment, subject to payment therefor, by the industrial concern.



ARTICLE V - LICENSING OF DRAIN LAYERS

Sec. 1            Plumbers and drain layers of established reputation and experience will be licensed by the Board as master drain layers authorized to perform work, subject to compliance with the following requirements:

- (a) Applicants for licenses are required to pay a filing fee of \$25.00 as master drain layer payable to the Sewer Use Account, all of which will be refunded to the applicant if his application is rejected.
- (b) If approved by the Board, applicants for licenses shall file with the Board a proper and acceptable Performance and Guarantee Bond in the amount of \$1,000, which shall remain in full force and effect for a period of one year from the date of application.
- (c) Applicants for licenses, after approval by the Board shall file with the Board a Certificate of Insurance in the sums of \$50,000/\$100,000 to cover Public Liability and a Certificate of Insurance in the sum of \$10,000 covering Property Damage. In addition, a Certificate of Insurance

covering Workmen's Compensation shall be filed, all of which shall remain in full force and effect for a period of at least one year from the date of approval. Said insurance shall indemnify the Board and the Town of Bourne against any and all claims, liability or action for damages, incurred in or in any way connected with the performance of the work by a master drain layer, and for or by reason of any acts or omission of said master drain layer in the performance of his work.

- (d) Applicants for licenses will be approved or disapproved within a period of thirty-one (31) days after filing the application.

Sec. 2           All licenses expire one year from the date of issuance thereof and no licenses are transferable. The fee for each renewal shall be \$10.00, which shall be due and payable on or before the anniversary date of issue.

Sec. 3           The Board reserves the right to revoke any licenses if any provision of said license is violated.

Sec. 4            All licensees are required to give a full written report to the Board within twenty-four (24) hours in the event that prohibited substances are found in a sewer or house drain during the course of the work.

Sec. 5            All licensees shall give written notification of the completion of the work, with certification that all conditions of the Sewer By-Law have been complied with. The notification shall be filed with the Board within twenty-four (24) hours after the completion of the work covered in each permit. This notification shall include a sketch of the work done. The sketch will show sufficient measurements to locate all components of the work installed.

ARTICLE VI - PROTECTION FROM DAMAGE

Sec. 1           No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of the sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or a fine of not more than \$5,000.

ARTICLE VII - POWERS AND AUTHORITY OF INSPECTORS

Sec. 1           The Board and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of these regulations. Such individuals shall have no authority to inquire into any processes, including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for wastes treatment.

Sec. 2           The Board and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds duly recorded easements for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewerage system lying within said easements. All entry and subsequent work, if any, on said easements, shall be done in full accordance with the terms of the duly recorded easements pertaining to the private property involved.

## ARTICLE VIII - PENALTIES

Sec. 1           Any person found to be violating any provision of these regulations, except Article VI, shall be served by the Board 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.

Sec. 2           Any person who shall continue any violation beyond the time limit provided for in Article VIII, Section 1, shall be charged with a misdemeanor and, on conviction thereof, shall be fined in the amount not exceeding Five Hundred Dollars (\$500) for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.

Sec. 3           Any person violating any of the provisions of these regulations shall become liable to the Board or Town for any expense, loss, or damage occasioned the Board or Town by reason of such violation.

ARTICLE IX - SEWER USE CHARGES

Sec. 1           Sewer use charges will be determined by the Board prior to each billing period for the following categories: residential, commercial, industrial, and all other categories as may be found by the Board to be necessary.

ARTICLE X - SEWER ACCOUNT

Sec. 1           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 USE ACCOUNT". Said funds may be expended only upon the authorization of the Board for the operation, maintenance and repair of the sewer system and its related components and for the acquisition, maintenance, repair and replacement of equipment used in connection with the sewer system.

Sec. 2           Any funds derived from penalties assessed under Article VIII, Section 2, shall be deposited into the Sewer Use Account.

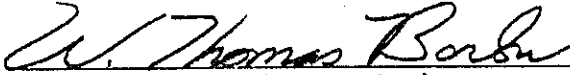


ARTICLE XI - VALIDITY

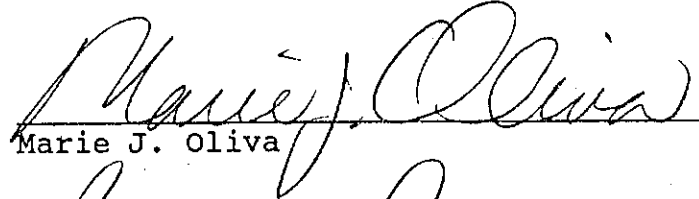
- Sec. 1            All regulations or parts of regulations in conflict herewith are hereby repealed.
- Sec. 2            The invalidity of any Article, section, sentence, clause, or provision of these regulations shall not affect the validity of any other part of these regulations which can be given effect without such invalid part or parts.

ARTICLE XII - REGULATIONS IN FORCE

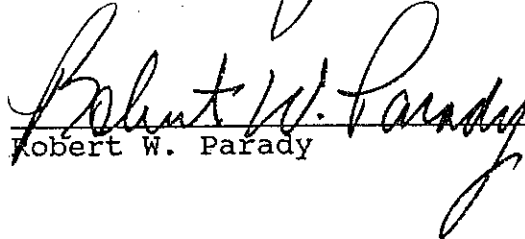
Sec. 1            These regulations shall be in full force and effect from and after their passage, approval, recording, and publication as provided by law and adopted by the Board of Sewer Commissioners of the Town of Bourne, Massachusetts on April 9, 1990.



W. Thomas Barlow, Chairman



Marie J. Oliva



Robert W. Parady

TOWN OF BOURNE  
RULES AND REGULATIONS  
FOR  
INSTALLATION OF SEWER CONNECTIONS

1. All applicants for permits or licenses to connect to the Bourne Sewerage System shall abide by all the Sewer Use Regulations adopted by the Town of Bourne on April 9, 1990 and all subsequent revisions and additions thereto (the "Regulations").
2. No connection to the Bourne Sewerage System shall be made unless a permit is obtained from the Town of Bourne Board of Sewer Commissioners (The Board), and the installer is licensed by the Board, as set forth in these regulations.
3. As stated in Article III, Sec. 2 of the Regulations, there shall be two (2) classes of building sewer permits : (a) for residential and commercial service, and (b) for service establishments producing industrial wastes. In general, residential and commercial properties are those generating sanitary sewage as defined in Article I, Sec. 14 of the Regulations, and industrial facilities are those generating liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.
4. Applications for sewer connections will be received by the Board from 1 PM to 4 PM Monday through Friday at the Town Hall. To be considered for review, the application must

satisfy the following minimum requirements:

a) Proper form (attachment A or B), completely filled out, containing all requested information, including sketches.

b) A properly completed and approved Street Opening Permit Application (attachment C) where necessary.

c) The proper fee payment for each application.

The fees for connecting to the sewer system shall be \$100.00 for residential properties plus \$25.00 for each additional dwelling unit; and \$100.00 for commercial and industrial properties plus \$0.05 per 1000 SF of building floor space. If payment is by check, separate checks must accompany each application.

d) A properly completed "Request for Lateral Location", (attachment D).

5. Permits shall be limited to ten (10) per contractor at any one time, and shall be valid for thirty (30) calendar days and shall expire on the 31st calendar day. Reapplication must then be made, with all fees to be paid in full.

6. 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. 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.

7. The connections to the sewerage system shall be made in accordance with Article III of the Bourne Sewer Use Regulations. The following requirements must be satisfied:
- a) All joints are to be elastomeric gasket joints, which provide a water tight seal. All connections shall be made in accordance with the pipe manufacturer's recommendations.
  - b) 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.
  - c) Bedding material shall be free from clay, loam, and organic matter.
  - d) 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.
  - e) Suitable material for trench backfill above sand cushion shall be material excavated during 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 Inspector, will not provide sufficient support or maintain the completed construction in a stable condition.

- f) Pipe shall be laid with spigot end pointing in direction of flow.
- g) No 90 degree elbows are allowed at any time. 90 degree corners are to be accomplished through the use of smaller bend fittings or are to be a "T" Wye with a cleanout opposing the direction of flow. (Fig. 1)
- h) Proper pitch is to be maintained through out the entire length of the installation.
- i) Cleanouts are required at all directions changes of 90 degrees and at selected locations on extremely long passages in one direction.  
  
Cleanouts shall be brought to within 18 inches of ground level and properly capped.
- j) 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 diameters installed in a uniform matter.
- k) 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 the installation and after ensuring that the connection is tight and the tank is free from foreign materials, the pump core shall be installed.
- l) It is the responsibility of the property owner and the installer to ensure that the provisions of

Article IV-Use of the Public Sewers, of the Bourne Sewer Use Regulations, are not violated.

As stated in Sec. 8 of that article; grease, oil, and sand interceptors shall be required by the Owner at his expense when, in the opinion of the Board, they are necessary to provide preliminary treatment of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients. Interceptors shall be in accordance with 310 CMR 15 (Title 5), and approved by the Board.

8. Before acceptance, the completed installation will be inspected by a representative of the Board 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 inspections at least one day in advance and are to be aware that inspections will be made as promptly as the Inspectors' 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.

9. Permission to view sewer plans may be granted upon request.
10. Installers who are unable to locate connections should contact the Board immediately. Installers are to make their best effort to locate the connection prior to calling for assistance.
11. No installations or inspections are to be made on Saturdays, Sundays or Holidays.
12. Plumbers and Drain layers shall be licensed by the Board as Master Drainlayers authorized to install connections to the Bourne Sewerage System according to Article V-Licensing of Drain Layers of the Bourne Sewer Use Regulations.  
Application shall be made on the appropriate form "Application for Master Drainlayer's License" included with these regulations as Attachment E.  
Proof of all required bonding and insurance and the correct filing fee shall accompany the application.  
All licensed Drainlayers agree to abide by all the provisions of the Bourne Sewer Use Regulations and all other pertinent State and Local laws, by-laws, rules, or ordinances.
13. It is the responsibility of the installer to check with all utilities, as represented by Dig-Safe and with the Buzzards Bay Water District, prior to excavation.



Residential                      Commercial  
      (circle one)

The undersigned being the \_\_\_\_\_ of the  
(Owner, Lessee, Tenant, etc.)  
property located at \_\_\_\_\_

1. A plan of the property showing accurately all sewers, drains, and waste interceptors now existing, is attached hereunto as Exhibit "A".
2. Plans and specifications covering any work proposed to be performed under this permit, including waste interceptors in accordance with 310 CMR 15 (Title 5) if non-existing and required, are attached hereunto as Exhibit "B".
3. Name, address, and license number of the person or firm who will perform the work covered by this permit:

(continued)

4. In consideration of the granting of this permit, the undersigned agrees to:

a. Accept and abide by all provisions of the Town of Bourne Sewer Use Regulations and all other pertinent laws, by-laws, ordinances, and regulations.

b. Maintain the building sewer and all other appurtenances at no expense to the Town.

5. Application/Inspection fee of \$\_\_\_\_\_ paid to the BOURNE SEWER ACCOUNT included with application.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

(Applicant)

Address of Applicant: \_\_\_\_\_

XX  
for office use only do not fill below this line

Application approved and permit granted: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Bourne Board of Sewer Commissioners)

ATTACHMENT B  
TOWN OF BOURNE  
INDUSTRIAL  
SEWER CONNECTION APPLICATION

To the Board of Sewer Commissioners of the Town of Bourne

The undersigned being the \_\_\_\_\_ of the  
(Owner, Lessee, Tenant, etc.)  
property located at \_\_\_\_\_

\_\_\_\_\_  
(address, Map and Lot number)

does hereby request a permit to \_\_\_\_\_ an industrial  
(install/use)

sewer connection serving \_\_\_\_\_,  
(Name of Company)

which company is engaged in \_\_\_\_\_  
\_\_\_\_\_

at said location.

Connection is to: gravity system \_\_\_\_\_ or grinder pump \_\_\_\_\_  
Grease, oil, or sand interceptor required \_\_\_\_\_

1. A plan of the property showing accurately all sewers, drains, and waste interceptors now existing, is attached hereunto as Exhibit "A".
2. Plans and specifications covering any work proposed to be performed under this permit, including waste interceptors in accordance with 310 CMR 15 (Title 5) if non-existing and required, are attached hereunto as Exhibit "B".
3. A completed industrial waste survey, if required, attached herunto as Exhibit "C".
4. In the case of commercial enterprises not engaged in manufacturing, a list of facilities and fixtures, location of grease traps if required, etc., attached herunto as Exhibit "D".
5. An Assessor's certified document verifying building size (sq. ft.) attached herunto as Exhibit "D".

(continued)

6. Name, address, and license number of the person or firm who will perform the work covered by this permit:

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7. In consideration of the granting of this permit, the undersigned agrees to:

- a. Furnish any additional information relating to the installation or use of the industrial sewer for which this permit is sought as may be requested by the Board.
- b. Accept and abide by all provisions of the Town of Bourne Sewer Use Regulations and all other pertinent laws, by-laws, ordinances, and regulations.
- c. Operate and maintain any waste pretreatment facilities, as may be required as a condition of the acceptance into the public sewer of the industrial wastes involved, in an efficient manner at all times, and at no expense to the Board, or the Town of Bourne.
- d. Cooperate at all times with the Board and its representatives in their inspecting, sampling, and study of the industrial wastes, and any facilities provided for pretreatment.
- e. Notify the Regional Wastewater Treatment Facility in Wareham and the Board immediately in the event of any accident, negligence, or other occurrence that results in discharging to the public sewers of any wastes or process waters not covered by this permit or allowed by the Regulations.

8. Application/Inspection fee of \$\_\_\_\_\_ paid to the

BOURNE SEWER ACCOUNT included with application.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

(Applicant)

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

(continued)

XX  
for office use only      do not fill below this line

Application approved and permit granted: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Bourne Board of Sewer Commissioners)

EXHIBIT "C"

INDUSTRIAL WASTE QUESTIONNAIRE

GENERAL INFORMATION

1. Standard Industrial Classification Code (SIC) \_\_\_\_\_
2. Company name \_\_\_\_\_
3. Mailing address \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Premise address \_\_\_\_\_ Zip Code \_\_\_\_\_
5. Name and title of signing official:  
\_\_\_\_\_, \_\_\_\_\_
6. Person to contact concerning information provided herein:  
Name & title: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_
7. I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Official  
(Seal if applicable)

PRODUCT OR SERVICE INFORMATION

8. Name or Description of Manufacturing or Service Activity at Premise Address  

		Current Production as percentage of plant capacity
a. _____	)	_____
b. _____	)	_____
c. _____	)	_____
d. _____	)	_____

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

11. Provide Description of Process		Continuous	Batch (Give No. of Batches/Day)
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

- No. days worked/week; \_\_\_\_\_

13. If no:

Average number of employees per shift: \_\_\_\_\_ 1st; \_\_\_\_\_ 2nd;  
\_\_\_\_\_ 3rd

Shift start times: \_\_\_\_\_ 1st; \_\_\_\_\_ 2nd; \_\_\_\_\_ 3rd

Shifts normally worked each day:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1st	_____	_____	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____	_____	_____
3rd	_____	_____	_____	_____	_____	_____	_____

WATER CONSUMPTION AND LOSS

14. Raw Water Source (%)                      Quantity (gal. per day)\*  
   Average                      Maximum
- a. Public Water Supply: \_\_\_\_\_
- b. Private Water Supply: \_\_\_\_\_

15. Describe any raw water treatment processes utilized: \_\_\_\_\_

16. List Water Consumption in Plant\*

Cooling water	_____	gallons per day
Boiler feed	_____	gallons per day
Process water	_____	gallons per day
Sanitary system	_____	gallons per day
Contained in Product	_____	gallons per day
Other	_____	gallons per day
Total	_____	gallons per day

\*Conversion factor for cubic feet to gallons is: 7.48 gallons equals one cubic foot; 748. gallons equal one hundred cubic feet.



17. List average volume of discharge or water loss to

City wastewater sewer \_\_\_\_\_ gallons per day\*  
Natural outlet \_\_\_\_\_ gallons per day  
Waste hauler \_\_\_\_\_ gallons per day  
Evaporation \_\_\_\_\_ gallons per day  
Contained in product \_\_\_\_\_ gallons per day  
Total \_\_\_\_\_ gallons per day

18. Describe any water recycling or material reclaiming processes utilized: \_\_\_\_\_

19. Is discharge to sewer: \_\_\_\_\_ Intermittent \_\_\_\_\_ Steady

20. List average water usage for each process shown on items (8) through (11) above:

Process	Ave. Water Consumption (gal. per day)*
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

21. Are there any proposed process changes or expansion which would alter your present water usage or wastewater discharge? \_\_\_\_\_

If yes, please list and explain these changes: \_\_\_\_\_

\*See conversion factor for gallons to cubic feet on page 3.

SEWER CONNECTION AND DISCHARGE INFORMATION

22. List plant sewer outlets, size and flow (attach and refer to map):

Descriptive location of sewer connection or discharge point	Sewer size (inches)	Ave. flow (gallons/day)*
_____	_____	_____
_____	_____	_____

23. Is a Spill Prevention Control and Countermeasure Plan prepared for the facility?

Yes \_\_\_\_\_ No \_\_\_\_\_

24. Describe what treatment is currently given to waste discharge (attach extra sheet if necessary): \_\_\_\_\_

25. State any known characteristics (i.e. pH, oil and grease, BOD and suspended solids, etc.) of wastewater from each process listed in items (8) through (11) above - (attach copy of wastewater analysis if available):

Process	Wastewater Characteristics
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

\*See conversion factor for gallons to cubic feet on page 3.

Please indicate by placing an "X" in the appropriate box by each listed chemical whether it is Suspected to be Absent, Known to be Absent, Suspected to be Present, or Known to be Present in your manufacturing or service activity or generated as a byproduct. Some compounds are known by other names. Please refer to the instruction packet for those compounds which have an asterisk (\*).

ITEM NO.	CHEMICAL COMPOUND	SUSPECTED ABSENT	KNOWN ABSENT	SUSPECTED PRESENT	KNOWN PRESENT	ITEM NO.	CHEMICAL COMPOUND	SUSPECTED ABSENT	KNOWN ABSENT	SUSPECTED PRESENT	KNOWN PRESENT
1.	ammonia					47.	chlorobenzene				
2.	asbestos (fibrous)					48.	chloroethane*				
3.	cyanide (total)					49.	2-chloroethylvinyl ether				
4.	antimony (total)					50.	chloroform*				
5.	arsenic (total)					51.	chloromethane*				
6.	beryllium (total)					52.	2-chloronaphthalene				
7.	cadmium (total)					53.	2-chlorophenol*				
8.	chromium (total)					54.	4-chlorophenylphenyl ether				
9.	copper (total)					55.	chrysene*				
10.	lead (total)					56.	1,4'-DDD*				
11.	mercury (total)					57.	1,4'-DDE*				
12.	nickel (total)					58.	1,4'-DDT*				
13.	selenium (total)					59.	dibenzo(a,h)anthracene*				
14.	silver (total)					60.	dibromochloromethane*				
15.	thallium (total)					61.	1,2-dichlorobenzene*				
16.	zinc (total)					62.	1,3-dichlorobenzene*				
17.	acenaphthene					63.	1,4-dichlorobenzene*				
18.	acenaphthylene					64.	3,3'-dichlorobenzidine				
19.	acrolein					65.	dichlorodifluoromethane*				
20.	acrylonitrile					66.	1,1-dichloroethane*				
21.	aldrin					67.	1,2-dichloroethane*				
22.	anthracene					68.	1,1-dichloroethene*				
23.	benzene					69.	trans-1,2-dichloroethene*				
24.	benzidine					70.	2,4-dichlorophenol				
25.	benzo(a)anthracene*					71.	1,2-dichloropropane*				
26.	benzo(a)pyrene*					72.	(cis & trans)1,3-dichloropropene*				
27.	benzo(b)fluoranthene					73.	dieldrin				
28.	benzo(g,h,i)perylene*					74.	diethyl phthalate*				
29.	benzo(k)fluoranthene*					75.	2,4-dimethylphenol*				
30.	a-BHC (alpha)					76.	dimethyl phthalate				
31.	b-BHC (beta)					77.	di-n-butyl phthalate				
32.	d-BHC (delta)					78.	di-n-octyl phthalate*				
33.	g-BHC* (gamma)					79.	2,6-dinitro-2-methylphenol*				
34.	bis(2-chloroethyl)ether*					80.	2,3-dinitrophenol				
35.	bis(2-chloroethoxy)methane*					81.	2,4-dinitrotoluene				
36.	bis(2-chloroisopropyl)ether*					82.	2,6-dinitrotoluene				
37.	bis(chloromethyl)ether*					83.	1,2-dimethylhydrazine*				
38.	bis(2-ethylhexyl)phthalate					84.	endosulfan I*				
39.	bromodichloromethane*					85.	endosulfan II*				
40.	bromoform*					86.	endosulfan sulfate				
41.	bromomethane*					87.	endrin				
42.	4-bromophenylphenyl ether					88.	endrin aldehyde				
43.	butylbenzyl phthalate					89.	ethylbenzene				
44.	carbon tetrachloride*					90.	fluoranthene				
45.	chlordane*					91.	fluorene*				
46.	4-chloro-3-methylphenol*					92.	heptachlor				
						93.	heptachlor epoxide				



# INSTRUCTION PACKET - CHEMICAL COMPOUND SYNONYM LISTING

CHEMICAL COMPOUND	SYNONYM	CHEMICAL COMPOUND	SYNONYM
benzo(a)anthracene	1,2-benzanthracene	di-n-octyl phthalate	di(2-ethylhexyl)phthalate
benzo(a)pyrene	2,3-benzphenanthrene	4,6-dinitro-2-methylphenol	4,6-dinitro-ortho-cresol
benzo(g,h,i)perylene	3,4-benzopyrene	1,2-diphenylhydrazine	hydrazobenzene
benzo(k)fluoranthene	1,12-benzoperylene	endosulfan I	a-endosulfan-alpha
g-RHC	11,12-benzofluoranthene	endosulfan II	b-endosulfan-beta
bis(2-chloroethyl)ether	1,indane	fluorene	(alpha)-diphenylene methane
bis(2-chloroethoxy)methane	2,2'-dichloroethyl ether	hexachlorobenzene	perchlorobenzene
bis(2-chloroisopropyl)ether	2,2'-dichloroethoxy methane	hexachlorocyclopentadiene	perchlorocyclopentadiene
bis(chloromethyl)ether	2,2'-dichloroisopropyl ether	hexachloroethane	perchloroethane
bis(2-ethylhexyl)phthalate	(sym)dichloromethyl ether	indeno(1,3,3-cd)pyrene	2,3-ortho-phenylene pyrene
bromodichloromethane	2,2'-diethylhexyl phthalate	isophorone	3,5,5-trimethyl-2-cyclohexen-1-one
bromoform	dichlorobromomethane	methylene chloride	dichloromethane
bromomethane	tribromomethane	2-nitrophenol	para-nitrophenol
carbon tetrachloride	methyl bromide	4-nitrophenol	ortho-nitrophenol
4-chloro-3-methylphenol	tetrachloromethane	N-nitrosodimethylamine	dimethyl-nitrosamine
chloroethane	para-chloro-meta-cresol	N-nitrosodipropylamine	N-nitroso-di-n-propylamine
chloroform	ethylchloride	N-nitrosodiphenylamine	diphenyl-nitrosamine
chloromethane	trichloromethane	PCB-1016	Arochlor-1016
2-chlorophenol	methyl chloride	PCB-1221	Arochlor-1221
chrysene	para-chlorophenol	PCB-1232	Arochlor-1232
4,4'-DDE	1,2-benzphenanthrene	PCB-1242	Arochlor-1242
	dichlorodiphenyldichloroethane	PCB-1248	Arochlor-1248
	p,p'-DDE	PCB-1254	Arochlor-1254
	tetrachlorodiphenylethane	PCB-1260	Arochlor-1260
4,4'-DDE	dichlorodiphenyldichloroethylene	2,3,7,8-tetrachlorodibenzo-	
	p,p'-DDX	p-dioxin	TCDD
4,4'-DDT	dichlorodiphenyldichloroethane	1,1,2,2-tetrachloroethane	acetylene tetrachloride
dibenzo(a,h)anthracene	1,2,5,6-dibenzanthracene	tetrachloroethene	perchloroethylene
dibromochloromethane	chlorodibromomethane		tetrachloroethylene
1,2-dichlorobenzene	ortho-dichlorobenzene	toluene	methylbenzene
1,3-dichlorobenzene	meta-dichlorobenzene		toluol
1,4-dichlorobenzene	para-dichlorobenzene	1,1,1-trichloroethane	methyl chloroform
dichlorodifluoromethane	difluorodichloromethane	1,1,2-trichloroethane	vinyl trichloride
	fluorocarbon-12	trichloroethene	trichloroethylene
	ethylidene chloride	trichlorofluoromethane	fluorocarbon-11
1,1-dichloroethane	ethylene chloride		fluorotrichloromethane
1,2-dichloroethane	ethylene dichloride	vinyl chloride	chloroethene
	1,1-dichloroethylene		chloroethylene
1,1-dichloroethene	acetylene dichloride		
(trans)-1,2-dichloroethene	1,2(trans)-dichloroethylene		
	propylene dichloride		
1,2-dichloropropane	(cis & trans)1,3-dichloropropylene		
(cis & trans)1,3-dichloropropene	ethyl phthalate		
diethyl phthalate	2,4-xyleneol		
2,4-dimethylphenol			

ATTACHMENT D

THE TOWN OF BOURNE  
REQUEST FOR LATERAL LOCATION

Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Street Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Person or Firm requesting location \_\_\_\_\_

License # \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Requested \_\_\_\_\_