



TOWN OF GILFORD

BOARD OF SELECTMEN
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GILFORD BOARD OF SELECTMEN

PUBLIC HEARING NOTICE

SEWER ORDINANCE AMENDMENTS

Wednesday, July 26, 2023
7:00pm
Gilford Town Hall – Conference Room A

The Gilford Board of Selectmen will hold a public hearing to solicit input on proposed re-writes to the Town's Sewer Ordinance that has not been updated since 1986, along with the Sewer User Charge System Ordinance last updated in 2007 and the Sewer System Operation & Maintenance Ordinance last updated in 1986.

The new regulations are designed to better comply with applicable state and federal laws, along with the Code of Administrative Rules applicable to the Winnepesaukee River Basin Program.

A complete copy of the proposed amended Sewer Ordinances are available at the Selectmen's Office upon request and on the Town's website www.gilfordnh.org. Copies will also be made available at the public hearing.

Any interested person may present testimony at the public hearing in-person or submit written comments on this matter by email to selectmen@gilfordnh.org or by regular mail to 47 Cherry Valley Road, Gilford, NH 03249.

ORDINANCE

GILFORD, NEW HAMPSHIRE

**AN ORDINANCE RELATIVE TO THE
OPERATION AND MAINTENANCE OF THE GILFORD MUNICIPAL SEWER
SYSTEM AND REGULATION GOVERNING SUBSURFACE SEWAGE DISPOSAL**

Adopted: 3/6/81

Amended: 8/26/82; 1/17/86

In the year of our Lord one thousand nine hundred and eighty, the Town of Gilford ordains:

That the Ordinance regulating the use of private sewers and drains and private sewage disposal in the Town of Gilford, adopted May 18, 1967, as amended, is hereby rescinded and replaced by Chapter 4; this Ordinance effective upon adoption.

That the rules and regulations herein set forth for the maintenance and operation of the Gilford Municipal Sewer System and those controls governing subsurface sewage disposal are necessary and desirable for effective and efficient operation of said systems and for accomplishing the purpose set forth in RSA's 147 (adopted March 5, 1975, Article 4) and 149-I (adopted March 3, 1972, Article 15) to provide for the protection of the health and safety of the people of Gilford. This Ordinance applies only to sewers installed in conjunction with the Winnepesaukee River Basin Project and does not apply to any pre-existing sewer systems.

Pursuant to RSA 149-I and every other authority thereto enabling, the Town of Gilford enacts and ordains the following rules and regulations, which are also adopted by the Health Officer and Public Works Director of the Town of Gilford and approved by the Board of Selectmen, pursuant to RSA 147.

This Ordinance is not intended to replace or void the B.O.C.A. Basic Plumbing Code (latest edition) or any other code, ordinance, regulation or lawful requirement of the Town of Gilford (see Article IX).

The Health Officer, Public Works Director, Building Official and Gilford Sewer Superintendent of the Town of Gilford shall be responsible for the enforcement of this Ordinance, for issuing permits, for the inspection of facilities and systems inspection and for the collection of permit fees as provided herein.

CHAPTER I

ARTICLE I: DEFINITIONS

Sec. 1. "BOARD" shall mean the board for the examination and licensing of plumbers.

Sec. 2. "B.O.C.A." shall mean Building Officials and Code Administrators International, Inc.

- Sec. 3. "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. 4. "BUILDING DRAIN" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the buildings and conveys it to the building sewer beginning five (5) feet (1.5 meters) outside the inner face of the building wall.
- Sec. 5. "BUILDING SEWER" shall mean the extension from the building drain to the service connection or other place of disposal.
- Sec. 6. "CHEMICAL OXYGEN DEMAND" (COD) shall mean a measure of the oxygen equivalent of that portion of the organic matter in a sample that is susceptible to oxidation by a strong chemical oxidant. (See Standard Methods, latest edition).
- Sec. 7. "COMBINED SEWER" shall mean a sewer receiving both surface runoff and sewage.
- Sec. 8. "COMMISSION" shall mean the New Hampshire Water Supply and Pollution Control Commission.
- Sec. 9. "COOLING WATER" shall mean the clean wastewater from air conditioning, industrial cooling, condensing and similar apparatus and from hydraulically powered equipment. Cooling water shall include only water which is sufficiently clean, uncontaminated and unpolluted and may be discharged, without treatment or purification, and with written permission of the Commission, into any natural open stream or watercourse.
- Sec. 10. "CONTRACTOR" shall mean either an individual, partnership or corporation and the proper agents and representatives thereof.
- Sec. 11. "EPA" shall mean the Federal Environmental Protection Agency.
- Sec. 12. "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. 13. "GREASE" shall mean volatile and non-volatile residual fats, oils, fatty acids, soaps, waxes, mineral oils and other similar materials.
- Sec. 14. "GRIT" shall mean heavy inorganic matter such as stone, gravel, cinders, sand, silt, ashes, and heavy particulate matter such as bone chip and coffee grounds.
- Sec. 15. "IMPROVED PROPERTY" shall mean any property located within the jurisdiction upon which there is erected a structure intended for continuous or periodic habitation, occupancy or use by human beings or animals and from which structure Sanitary Sewage and/or Industrial Wastes shall be or may be discharged.

- Sec. 16. "INDUSTRIAL ESTABLISHMENT" shall mean any room, group of rooms, building or other enclosure used or intended for use, in the operation of one (1) business enterprise for manufacturing, processing, cleaning, laundering or assembling any product, commodity or article or from which any process waste, as distinct from Sanitary Sewage, shall be discharged.
- Sec. 17. "INDUSTRIAL WASTES" shall mean any liquid, gaseous or solid waste substance resulting from any process of industry, manufacturing, trade or business or from development of any natural resources, and shall exclude Sanitary Sewage as described herein.
- Sec. 18. "INSPECTOR" shall mean the person or persons duly authorized by the Town of Gilford to inspect and approve the installation of building sewers and their connection to the sewage collection system.
- Sec. 19. "INTERCEPTOR" shall mean a channel or sewer which serves to collect the flow from the sewage collection system.
- Sec. 20. "MAJOR INTERCEPTOR" shall mean a channel or sewer which serves to collect the flow from the sewage collection system and is owned and maintained by the State.
- Sec. 21. "NATURAL OUTLET" shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.
- Sec. 22. "OTHER WASTES" shall mean garbage, municipal refuse, decayed wood, sawdust, shaving, bark, lime, ashes, offal, oil, tar, chemicals and other substances harmful to human, animal, fish or aquatic life.
- Sec. 23. "PERSON" shall mean any individual, partnership, company, association, society, corporation or other legal entity.
- Sec. 24. "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- Sec. 25. "PROPERLY SHREDDED GARBAGE" shall mean the wastes from the preparation, cooking and dispensing of foods that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewer, with no particle greater than one-half (1/2) inch.
- Sec. 26. "PRETREATMENT" shall mean the application of physical, chemical, and biological processes to reduce the amount of pollutants in or alter the nature of the pollutant property of a waste prior to discharging such waste into a public treatment works.
- Sec. 27. "PROPERTY OWNER" or "OWNER" shall mean any person vested with ownership, legal or equitable, sale or partial, or possession of any improved property.

- Sec. 28. "PUBLIC SEWER" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by public authority.
- Sec. 29. "SEWAGE" shall mean a combination of the water carried wastes residences, business buildings, institutions and industrial establishments, excluding such ground, surface and storm waters as may be present through natural infiltration processes.
- Sec. 30. "SANITARY SEWAGE" shall mean a combination of the water-carried household and toilet wastes from residences, business buildings, institutions, and industrial establishments, excluding such groundwater infiltration, surface and storm waters as may be present.
- Sec. 31. "SANITARY SEWER" shall mean a sewer which carries sewage and to which storm, surface, and groundwaters are not intentionally admitted.
- Sec. 32. "SERVICE CONNECTION" shall mean that part of the sewer system extending from a sewer to the curb line, or, if there shall be no curb line, to the property line, or, if sewer is located in a right-of-way, to the edge of the right-of-way or beyond the normal traveled way, or if no such service connection shall be provided, then "service connection" shall mean that portion of, or place in, a sewer which is provided for connection of any building sewer.
- Sec. 33. "SEWAGE COLLECTION SYSTEM" shall mean each, and all, of the common lateral sewers, within a publicly-owned treatment system, which are primarily installed to receive wastewaters directly from facilities which convey wastewater from individual structures from private property, and which include service connection "Y" fittings, designed for connection of those facilities.
- Sec. 34. "SEWAGE TREATMENT PLANT" shall mean any arrangement of devices and structures used for treating sewage.
- Sec. 35. "SEWERAGE" shall mean a system for the collection and pumping of sewage.
- Sec. 36. "SEWER" shall mean a pipe or conduit for carrying sewage.
- Sec. 37. "SHALL" is mandatory, "MAY" is permissive.
- Sec. 38. "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 flow during normal operation.
- Sec. 39. "STANDARD LABORATORY PROCEDURE" shall mean those procedures or tests for the examination of water and wastewater as described in "Standard Methods for the Examination of Water and Wastewater", latest edition, as published jointly by the

American Public Health Association, Inc., American Water Works Association and the Water Pollution Control Federation.

- Sec. 40. "STATE" shall mean the State of New Hampshire.
- Sec. 41. "STATE PLUMBING CODE" shall be as defined under Chapter 330 of the Revised Statutes Annotated of the State of New Hampshire. (B.O.C.A. Basic Plumbing Code, latest edition and amendments thereto.)
- Sec. 42. "STORM DRAIN" (sometimes termed "storm sewer") shall mean a conduit which carries storm and surface waters and drainage, but excludes Sanitary Sewage and Industrial Wastes, other than cooling water.
- Sec. 43. "SUPERINTENDENT" shall mean that individual employed by the State of New Hampshire who is responsible for the operation and maintenance of the treatment works, or his authorized deputy, agent or representative.
- Sec. 44. "SUPERINTENDENT, TOWN" shall mean that individual employed by the Town of Gilford who is responsible for the operation and maintenance of Town collection systems, pump stations, metering devices and sub-surface inspection or his authorized deputy, agent or representative.
- Sec. 45. "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. 46. "TOWN" shall mean the Town of Gilford, a municipality in the County of Belknap, State of New Hampshire acting by and through its Board of Selectmen and through its authorized representatives.
- Sec. 47. "TRAPS" shall mean intercepting devices, grease traps, oil separators or grit removal chambers located at the source and placed in the building drain prior to discharge to the sewage collection system.
- Sec. 48. "TREATMENT WORKS" shall mean any device or system used in the storage, treatment, recycling, or reclamation of sanitary sewage or industrial waste as those terms are defined herein. It shall mean the sewage collection system, interceptor sewers, pumping stations, sewage treatment plant and appurtenant facilities essential to the operation of the entire system.
- Sec. 49. "WATERCOURSE" shall mean a channel in which a flow of water occurs, either continuously or intermittently.
- Sec. 50. "UNPOLLUTED WATER" shall mean water that does not contain any pollutants limited or prohibited by effluent standards in effect or water whose discharge will not cause any violation of receiving water quality standards.

ARTICLE II: USE OF PUBLIC SEWERS REQUIRED

Sec. 1. Pursuant to the provisions of RSA 147 and 149-I, and any other authority thereto enabling the owner of any improved property benefited, improved, served or accommodated by any public sewer, or to which any public sewer is available, shall connect such improved property therewith, in such manner as the Town may require, within sixty (60) days after notice to such owner from the Town to make such connection, for the purpose of discharge of all Sanitary Sewage and Industrial Wastes from such improved property into the sewage collection system subject to such limitations and restrictions as shall be established by the Town from time to time. Each such owner shall, within the same time limit, cease and desist from all further discharge of Sanitary Sewage and/or Industrial Wastes into any other conduit or pre-existing system, whether privately or publicly owned.

A sewage collection system shall be deemed available to improved property if such improved property is such improved property is within two-hundred fifty (250) feet of the sewage collection system as measured from the closest part of any structure which contains plumbing on said improved property, along or across the shortest available easement to the centerline of the sewage collection system. All facilities located between a sewage collection system and Lake Winnepesaukee must connect. All commercial or industrial users must connect in entirety if any portion of the site is within the two-hundred fifty (250) foot limit, including, but not limited to, marinas, motels, stores and mobile home parks.

Sec. 2. A. EFFLUENT CHANGES AND PROPOSED NEW DISCHARGES:

Any person proposing a new discharge or a substantial change in the volume or character of pollutants that are being discharged into the treatment works, shall notify the Town at least forty-five (45) days prior to the proposed change and/or connection.

B. Proposed new discharged from residential or commercial sources involving loadings exceeding 50 population equivalents or any increase in industrial discharge must be approved by the New Hampshire Water Supply and Pollution Control Commission.

Sec. 3. All Sanitary Sewage and Industrial Wastes from any improved property, after connection of such improved property to a public sewer as required under Article II-1, shall be conducted into a public sewer, subject to such limitations and restrictions as shall be established herein or otherwise shall be established by the Town from time to time.

Sec. 4. No person shall place or deposit or permit to be placed or deposited upon public or private property within the Town's jurisdiction, any Sanitary Sewage, Garbage, or Industrial Wastes in violation of Article II-1. No person shall discharge or permit to be discharged to any natural outlet within the Town's jurisdiction, any Sanitary Sewage, Garbage or Industrial Wastes in violation of Article II-1, except where suitable treatment has been provided which is satisfactory to the Town.

- Sec. 5. No privy vault, cesspool, sinkhole, septic tank or similar receptacle shall be used and maintained at any time upon any improved property which has been connected to a public sewer or which shall be required under Article II-1 to be connected to a public sewer. Aforesaid privy vaults, cesspools, sinkholes, septic tanks or similar receptacles shall be abandoned and filled with suitable material.
- Sec. 6. No privy vault, cesspool, sinkhole, septic tank or similar receptacle shall, at any time, be connected with a public sewer.

ARTICLE III: BUILDING SEWERS AND CONNECTIONS

- Sec. 1. A separate and independent building sewer shall be provided for every building on an improved property; except where one building stands at the rear of another, and no private or public sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway; in such instance the building sewer from the front building may then be extended to the rear building and the whole considered as one building sewer. This modification shall require the approval of the Town in writing.
- Sec. 2. Old building sewers may be used in connection with new buildings only when they are found, on examination and tested by the Town, to meet all requirements of this ordinance.
- Sec. 3. The size, slope, alignment, materials of construction, methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench of the building sewer, shall all conform to the requirements or the building and plumbing code or applicable rules and regulations of the Town.
- Sec. 4. 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, sewage carried by such building drain shall be lifted, at the owner's expense, by means approved by the Town and discharged to the building sewer.
- Sec. 5. No person shall connect roof downspouts, exterior or interior foundation drains, areaway drains, or other sources of surface runoff or groundwater or building floor drains to a building sewer or building drain which in turn is connected directly or indirectly to a sanitary sewer. No person shall remove a cleanout cap from any drain, vent waste pipe or fixture for purposes of allowing water, surface or subsurface, by sump pump or by gravity flow, to enter into the sanitary sewer. No person shall obstruct the free flow of air through any drain or soil pipe.
- Sec. 6. The connection of the building sewer into the public sewer shall conform to the requirements of the building and State Plumbing Code or other applicable rules and regulations of the Town.

- Sec. 7. During construction of a new sanitary sewer, the Town will construct the service connections for existing building to the curb or property line or edge of the rights-of-way or normal traveled way, whichever is appropriate. Construction of the building sewer, including connection to the structures served, shall be the responsibility of the owner of the improved property to be connected; and such owner shall indemnify and save harmless the Town, its officers, and agents from all loss or damage that may be occasioned, directly or indirectly, as a result of construction of a building sewer on his premises or its connection to the sewage collection system. After the initial construction of the building sewer, the owner shall thereafter be obligated to pay all costs and expenses of operation, repair and maintenance, and of reconstruction (if needed) of the building sewer and service connection.
- Sec. 8. The building sewer shall be continued to the building from the stub end provided by the Town at the curb or property line or edge of right-of-way or normal traveled way, and from no other point, unless the owner is authorized to do otherwise by the Town. The invert of the building sewer at the point of connection to the stub provided by the Town at one of the proceedings described point shall be at the same elevation as the stub provided by the Town. A smooth, neat joint shall be made at the connection of the building sewer to the stub provided by the Town and shall be made secure, watertight and acceptable to the Town with the cost of said connection to be borne by the owner.
- Sec. 9. If the owner of any improved property, located within the Town's jurisdiction, is benefited, improved, served or accommodated by any public sewer, or to which any public sewer is available, shall after sixty (60) days notice from the Town, in accordance with Article II-1, fail to connect such improved property, as required, he shall be subject to the actions and penalties prescribed in RSA 149-I and RSA 147 and regulations issued pursuant thereto; or the Town may make such connection and may collect from such owner the costs and expenses thereof by such legal proceedings as may be permitted by law.
- Sec. 10. There shall be two classes of building sewer permits: (A) for residential, commercial and institutional service, and (B) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application for permission to connect to a public sewer. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Town. A permit and inspection fee of \$25 shall be paid to the Town at the time the application is filed, for each and every connection to the public sewer for each residential, commercial and institutional unit, structure, facility or integral part thereof and for each industrial unit, structure, facility or part thereof.
- Sec. 11. No person shall uncover, connect with, make any opening into or use, alter or disturb in any manner any public sewer or any part of the sewage collection system, service connection or building sewer without first obtaining a permit, in writing, from the Town. In the event that a connection must be made to a major interceptor sewer, it will first be necessary to obtain a permit in writing from the Commission and the Town. Any costs for labor or materials incurred by the Town during the connection process shall be borne

by the owner, where applicable. Said costs shall be paid to the Town Treasurer for deposit to the "Sanitary Sewage Fund" at the time the connection process is complete. Where excavation in a public street is involved, a digging permit must be obtained from the appropriate agency.

Sec. 12. The applicant for the building sewer permit shall notify the Town when the building sewer is ready for inspection and connection to the public sewer. The connection to the main sewer line will be made under the supervision and in the presence of the Town or its representative. Other associated work (ditching, laying pipe, etc.) may be performed by an approved contractor or homeowner.

Sec. 13. Suitable provisions must be made at the point of connection for testing, which responsibility shall rest with the holder of the sewer connection permit. Details of connections and bedding are specified by the Town. The building sewer shall be tested by insertion of a test plug at the point of connection with the public sewer. The building sewer shall then be filled with water under a head of not less than ten (10) feet or the equivalent air pressure. The water level at the top of the test head of water shall not drop for at least 15 minutes. If air is used, the test acceptance criteria shall be consistent with the technical paper entitled, "Low Pressure Air Test for Sanitary Sewers" as published in the Journal of the Sanitary Engineering Division from the proceedings of the American Society of Civil Engineers, dated April, 1964.

ARTICLE IV: RULES AND REGULATIONS GOVERNING BUILDING SEWERS AND CONNECTIONS TO SEWERS

Sec. 1. No building sewer shall be covered until it has been inspected and approved by the Town. If any part of a building sewer is covered before being inspected and approved, it shall be uncovered for inspection at the cost and expense of the owner of the improved property to be connected to the public sewer.

Sec. 2. Every building sewer of any improved property shall be maintained in a sanitary and safe operating condition by the owner of such improved property.

Sec. 3. Every excavation for a building sewer shall be guarded adequately with barricades and lights to protect all persons from damage and injury. Streets, sidewalks and other public property disturbed in the course of the work on a building sewer shall be restored, at the cost and expense of the owner of the improved property being served, in a manner satisfactory to the Town.

Sec. 4. If any persons shall fail or refuse, upon receipt of a notice from the Town, in writing, to remedy any unsatisfactory condition with respect to a building sewer, within forty-five (45) days of receipt of such notice, the Town may remedy any unsatisfactory condition with respect to a building sewer and may collect from the owner the costs and expenses thereof by such legal proceedings as may be provided by law. The Town shall have full authority to enter on land of the property owner to do whatever is necessary to remedy the unsatisfactory condition.

Sec. 5. The Town reserves the right to exclude or adopt, from time to time, rules and regulations as it shall deem necessary and proper, relating to connections with a public sewer and the sewage collection system. Such additional rules and regulations, to the extent appropriate, shall be part of these regulations.

ARTICLE V: RULES AND REGULATIONS GOVERNING DISPOSAL OF SEPTIC TANK WASTES

Sec. 1. Septic tank and holding tank wastes will be accepted into the treatment works at designated receiving structures within the treatment works area, provided such wastes do not violate any of the terms or conditions of this ordinance, or any other special requirements established by the Commission and/or the Town. Permits to use such facilities and assessment of fees for such use shall be under the jurisdiction of the Commission or their duly authorized representatives. The sewage treatment plant superintendent, acting in behalf of the Commission, shall have authority to limit the disposal of such wastes, if such disposal would interfere with the treatment plant operation. Procedures for the disposal of such wastes shall be in conformance with the operating policy of the Winnepesaukee River Basin Sewage Treatment Plant superintendent, and disposal shall be accomplished under his supervision unless specifically permitted otherwise.

ARTICLE VI: SEWERED WASTE RESTRICTIONS

Sec. 1. 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. 2. Stormwater and all other unpolluted drainage shall be discharged to storm drains, if available, or to a natural outlet approved by the Town. Industrial cooling water or unpolluted process waters may be discharged, with written permission of the Town, to a storm drain, if available, or an approved natural outlet providing the industry has a State permit or a permit issued by the Environmental Protection Agency.

Sec. 3. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- (a) Any gasoline, benzine, 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, to injure or interfere with any sewage treatment process, constitute a hazard to human or animals, create a public nuisance, or create any hazard at the sewage treatment plant, or its receiving waters, including but not limited to cyanides in excess of 0.004 mg/l as CN in the wastes as discharged to the public sewer.

- (c) Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable to causing damage or hazard to structures, equipment, and personnel of the sewage works.
- (d) Solid or viscous substances in quantities or of such size capable to causing obstruction to the flow in sewers, or other interference with the proper operation of the sewer system such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair or fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

Sec. 4. 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 Commission and/or the Town, that such wastes can harm either the treatment works, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming such opinion as to the acceptability of these wastes, the Commission and/or Town will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capability of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances prohibited are, but not limited to:

- (a) Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F, (65 degrees C).
- (b) Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred mg/1 or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees F, (0 to 65 degrees C).
- (c) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.
- (d) 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 EPA or the State for such materials.
- (e) Any waters or wastes containing phenols or other taste or odor-producing substances in such concentrations as to exceed limits which may be established by the Commission and/or the Town as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.

- (f) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Commission and/or Town, in compliance with applicable State or Federal regulations.
- (g) Any water or wastes having a pH in excess of 9.5.
- (h) Material which exerts or causes:
 - (1) Unusual concentration of inert suspended solids (such as, but not limited to, fuller's 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 solution).
 - (3) Unusual BOD, COD, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.
 - (4) Unusual volume of flow or concentration of wastes or both constituting "slugs" as defined herein.
- (i) Waters or wastes containing substances which are not amendable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to receiving waters.

Sec. 5. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 4 of this Article, and which in the judgment of the Commission and/or the Town, may have a deleterious effect upon the treatment works, processes, equipment, or receiving waters or which otherwise create a hazard to life or constitute a public nuisance, the Commission and/or Town may:

- (a) Reject the waste.
- (b) Require pretreatment to an acceptable condition for discharge to public sewers.
- (c) Require control over the quantities and rates of discharge, and/or
- (d) Require payment to cover the added cost of handling and treating the wastes.

If the Commission and/or Town permits to 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 Commission and/or Town and subject to the requirements of all applicable codes, ordinance and laws.

- Sec. 6. Grease, oil, and sand traps shall be provided when, in the opinion of the Commission and/or the Town, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes and/or other harmful ingredients; except that such traps shall not be required for private living quarters or individual dwelling units. All traps shall be of a type and capacity approved by the Commission and/or Town, and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining the interceptors, the owner shall be responsible for the proper removal and disposal of captured materials by himself or a currently licensed waste disposal firm.
- Sec. 7. Where pretreatment 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.
- Sec. 8. When required by the Commission and/or the Town, any property owner served 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 accessible and safely located, and shall be constructed in accordance with plans approved by the Commission and/or the Town. 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. 9. All industries discharging into a public sewer shall perform such monitoring of their discharges as the Commission and/or the Town may reasonably require including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Commission and/or the Town. Such records shall be made available upon request by the Commission to other agencies having jurisdiction over discharges to the receiving waters.
- Sec. 10. The Commission and/or the Town, through its duly authorized employees and officials, 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 this ordinance. The Commission and/or the Town or its representatives 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 waste treatment.
- Sec. 11. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the 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 from the building sewer in the public sewer to which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the treatment works and to determine the existence of hazards to life, limb and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premises is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four (24) hour composites of all outfalls whereas pH's are determined from periodic grab samples.)

Sec. 12. The Town and/or Commission may require a user of sewer services to provide information needed to determine compliance with this Ordinance. These requirements may include:

- (a) Wastewaters discharge peak rate and volume over a specified time period.
- (b) Chemical analyses of wastewaters.
- (c) Information on raw materials, processes and products affecting wastewater volume and quality.
- (d) Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control.
- (e) Details of wastewater pretreatment facilities.
- (f) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.

Sec. 13. No statement contained in this Article shall be construed as precluding any special agreement or arrangement between the Commission and/or the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Commission and/or the Town for treatment, subject to extra payment therefore, by the industrial concern, and provided that such agreements do not contravene any requirements of existing Federal laws and are compatible with any User Charges and Industrial Cost Recovery System in effect.

ARTICLE VII: APPROVAL OF CONTRACTORS

Sec. 1. The Town reserves the right to prohibit any person from installing building sewers, septic tanks, leaching fields or any other facilities for the handling or disposing of Sanitary Sewage or Industrial Wastes, if in the past, said person has refused to abide by this ordinance or if said person's performance has proven to be of inferior quality and, therefore, requires an unusual amount of supervision by the Town in relation to other persons.

ARTICLE VIII: PRIVATE WASTEWATER DISPOSAL SYSTEMS

Sec. 1. The type, capacity, location, layout and installation (including inspection) of a private wastewater disposal system shall comply with all requirements of the New Hampshire Water Supply and Pollution Control Commission. No permit shall be issued for any new private wastewater disposal system employing subsurface soil absorption facilities where the lot area is less than is required by subdivision lot size requirements of the New Hampshire Water Supply and Pollution Control Commission. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

ARTICLE IX: PENALTIES

Sec. 1. Any person found to be violating any provisions of this ordinance or the State Plumbing Code shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

Sec. 2. Any person who shall continue any violation beyond the time limit provided for in Article IX, shall be subject to all penalties provided by New Hampshire RSA 252:8 and 252:24 and other applicable legislation.

Sec. 3. Any person violating any of the provisions of this ordinance or the State Plumbing Code shall become liable to the Commission and/or the Town for any expense, loss, or damage occasioned by the Commission and/or the Town by reason of such violation.

This Ordinance shall take effect upon its passage. Passed and approved this 6th day of March 1981.

Sandra T. McGonagle, Chairman
Lawrence W. Guild, II
Thomas T. Weekes

GILFORD BOARD OF SELECTMEN

CHAPTER II SEWER USER CHARGE SYSTEM

General Requirements:

1. This user charge system is established to insure the equitable distribution of the costs of operation, maintenance, management, reconstruction, replacement, and repairs of the wastewater collection system within the Town of Gilford. Each individual user or user class within the Town shall pay in proportion to their contribution to the total wastewater loading on the treatment works.
2. Annual Review of Charges – The Town of Gilford, through its Board of Selectmen, shall annually review the wastewater contribution of users, the total costs of the sewage system, and its approved charge system. The Town shall revise charges, as appropriate, for use or user classes to accomplish the following:
 - A. Maintain the proportionate distribution of costs among users and use classes as required.
 - B. Generate sufficient revenue to pay the total costs necessary to properly maintain the system to include replacement costs as required and necessary.
3. Connection Fees – No application for a permit to connect to the Town’s sewer system shall be approved until the Permit Fee is paid in full. The permit fee shall be reviewed annually by the Board of Selectmen to ensure that it accurately reflects the average cost to buy in to the investment in the total sewer system.
4. Charges for Extraneous Flows – The user charge system shall provide that the costs of all flow not directly attributable to users or user classes (ie. infiltration/inflow) be distributed among all users of the system in the same manner that system costs are distributed among users or user classes for their actual use, or under a system which uses one or any combination of the following factors:
 - Flow Volume of users
 - Land area of users
 - Number of hook ups or discharges to the users.
5. Sewer Fund – The funds received from the collection of the sewer charges authorized by this ordinance and all other receipts resulting from the operation of the sewage system shall be deposited with the Town Treasurer and shall be separately accounted for and be known as the “Sewer Fund”. This fund, when appropriated by the Board of Selectmen, shall be available for the payment of the first instance of the cost and expense of the management, maintenance, operation and repair of the Town Sanitary Sewage System and Sewage Disposal and any surplus thereafter for the cost of construction, reconstruction, replacement and for the payment of any interest and principal of any debt incurred to pay such costs for the improvement of the Town’s sanitary sewage system or regional system.

6. Sewer User Charges – The user charge shall be sufficient to cover all costs associated with the operation and maintenance of the collection system as well as providing a replacement fund. The charges for use of the system will be based upon volume as measured by installed water or wastewater meters as approved by the Town of Gilford. The basic charges for each individual connection to the sewer system will be determined by one of the following methods of assessment:
- A. Upon the metered volume of water consumed as it relates to wastewater generated. Volume shall be directly measured by a metering device approved by the Town.
 - B. Where a metering device cannot be reasonably utilized, an adjustment as to sewer charges may be made by the execution of a contract between the owner and the Town.
 - C. Industrial Users are those whose wastes entering the Town’s sewer system (following pretreatment) exceed the following standards:
 - I. Five (5) day BOD of not more than 200 milligrams per liter at twenty degrees centigrade (20° C).
 - II. Suspended solids concentration of not more than 200 milligrams per liter or in any way cause additional treatment expenses to be incurred will be charged at a rate determined at the time such conditions occur. The strength of wastewaters exceeding the normal characteristics as specified above is to be determined by the Town, employing the services of an approved testing firm and/or the services of the State. Any testing costs shall be born by the User.

Charges shall be based on:

- A rate per 1,000 gallons of measured volume, plus
- A rate per pound in excess of 200 mg/liter of BOD concentration, plus
- A rate per pound in excess of 200 mg/liter of Suspended Solids concentration.

- D. The basic charges for seasonally operated cottages, camps, motels, hotels, homes and similar users shall be assessed the Administrative fee plus a fee per 1,000 gallons of water consumed for each unit during the period of use. The term “unit”, as used herein, refers to each living unit.
 - E. A surcharge shall be levied on all users whose wastes exceed the normal concentration for BOD and/or suspended solids as outlined above in C. I, and II. The surcharge will be established as a rate per pound as described in paragraph C.
7. User Charge Computation - All costs related to the municipal sewer collection system will be borne by those utilizing the system. Included in these costs are those fees necessary to operate, maintain, administer, upgrade and provide for limited future expansion. The costs will be calculated by determining an Administrative Fee and a usage rate per thousand gallons.
- A. Each sewer user (living unit) shall pay the Administrative Fee each quarter of the year to cover administrative costs. The Administrative Fee shall be reviewed annually, and is intended to cover certain costs of the system that are not dependant on usage volume. Including, but not limited to: personnel, office expenses, and the administrative portion of the WRBP billing.

Fee = Administrative Costs / # of living units / 4 quarters

- B. The rate per gallon shall be calculated by dividing the total estimated budget for the Sewer Fund, less revenue to be generated by the administrative fee and any other projected revenues, by the total estimated annual usage (per thousand gallons).

Rate = Total Sewer Costs – projected revenues / total estimated usage per 1,000 gallons

8. Meter Rules and Regulations

- A. Meters for the purpose of metering private water supplies will be provided by the owner of the premises at their own expense and accepted and approved by the Town.
- B. Meters may be purchased from the Town, at cost, by individuals for installation by a licensed plumber on their premises.
- C. In the case of a meter stopping or failing to register, the quantity of water used shall be based upon the average of past usage which most accurately reflects current usage.
- D. Any owner may place on his premises, at his own expense, a meter which shall be approved by the Town, to measure the flow of water which does not enter the sewage system, and an adjustment of the sewer charge shall be made commensurate with said metered use in accordance with the applicable rate charged by the Town.
- E. The Town's duly authorized personnel shall have the right to enter the premises to read said meter.
- F. No person shall maliciously, willfully, or negligently damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is part of the public sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct pursuant to the local ordinances, and shall also be subject to penalties under State and Federal statutes.

9. Billings and Other Charges

- A. Billing: Pursuant to RSA 149-I:11 and 38:22, the Town shall issue a warrant to the Tax Collector four (4) times a year, who shall send bills and collect these charges for sewer services.
- B. Payment: Payment is due within thirty (30) days of said billing. Any bills not paid within this time period will be subject to collection procedures of the Tax Collector, as defined in NH RSA 80.
- C. Delinquency: The Tax Collector shall include, on an annual basis with the list of unpaid property taxes, all delinquent sewer accounts and shall have all the rights and remedies, including a lien on the real estate, and be subject to the same liabilities in relation thereto, as in the collection of taxes as provided in RSA 80.
- D. Abatements: Upon written request to the Board of Selectmen within thirty (30) days of the due date, an abatement of all or a portion of sewer charges will be considered. The request may be granted for good cause and with proper justification.

(Chapter II, Sewer User Charge System, Amended 3/14/07)

CHAPTER III
OPERATION AND MAINTENANCE

Adopted August 26, 1982

ARTICLE I: General

The operation and maintenance (O&M) costs of the Gilford Municipal Sewer System as relating to the Winnepesaukee River Basin Program will be based upon those costs as provided by the Water Supply and Pollution Control Commission. These costs are to be specified annually in Water Supply and Pollution Control Commission Control Regulation, WS 1200, or as provided in quarterly billings from the State will be utilized to adjust sewer user charges as necessary to defray costs. Administrative costs relating to the costs of administrating the program at both State and Municipal level are to be included.

Sec. 1 “Operations and Maintenance Costs”

- (A) State: These costs relate to those billed by the State on a periodic basis for those O&M items directly related to the total Winnepesaukee River Basin Project which includes the Franklin Treatment Plant. Such costs are: chemicals for the plant, utilities at the plant and various pumping stations, fuel, and salaries of plant and maintenance personnel. These costs are estimated in advance of the fiscal year, July, billed quarterly, and adjusted in the 1st quarter of the following fiscal year. At this time, estimating the rates consists of two variables, operational costs and flow costs. This total estimated cost is then divided by the estimated flow to arrive at a unit flow charge, usually dollars per thousand gallons. As both flow and operational costs are varying greatly as the system grows, these costs will tend to stabilize as it reaches design capacity. Gilford is billed upon their contribution to the system and includes the following:

1. Treatment Charge:

Franklin Treatment Plant _____ MG @ \$ _____ /1,000 gal.

2. System Replacement Charge _____ MG @ \$ _____ /1,000 gal.

3. Maintenance Charge _____ MG @ \$ _____ /1,000 gal.
(27.52 mi.)

4. Pump Station Charges:

Pendleton Beach: _____ MG @ \$ _____ /1,000 gal.

Gilford: _____ MG @ \$ _____ /1,000 gal.

Glendale: _____ MG @ \$ _____ /1,000 gal.

Winnisquam: _____ MG @ \$ _____ /1,000 gal.

Total State O&M Charges \$ _____ /1,000 gal.

- (B) Town O&M Costs: Town O&M costs are required to perform the same type functions as for the State, but upon Town owned assets. It will include such items as meter repair and maintenance; repair items and tools; line cleaning and repair; manhole cleaning and repair; etc. The amount to be charged is to be 15% of the total State O&M charges.

Total State O&M Charges x 15% \$ _____ /1,000 gal.

- (C) Total O&M charges is the sum of the results of Paragraph "A" and "B" above at a rate of \$ _____ /1,000 gallons.

Sec. 2 "Administrative Costs"

- (A) State: These costs relating to the administration of the program are limited to the salaries of the Administrator, secretarial help, and those office related duties. These costs are determined by the State utilizing design system flows as contributed by each community according to the following formula.

$$C_u = \frac{\text{Total State Administrative Costs} \times \text{_____ MGD}}{\text{Total Estimated Flow}} = \text{Town \% Contribution}$$

$$C = \frac{\text{Total State Administrative Costs} \times \text{_____ MGD}}{\text{_____ MGD}} = \text{\$Town Charge}$$

- (B) Town: Town costs are again required to perform the same type function as for the State and are limited to the salaries of the Sewer Superintendent, secretarial help, billing preparation, and related office duties. The formula to be used will be as the State's.

$$c_{ut} = \frac{\text{Town's Administrative Costs} \times \text{Town's \% Contribution}}{\text{Total Estimated Flow}}$$

or

$$c_{ut} = \frac{\text{Total Town's Administrative Costs}}{\text{_____ MGD}} = \text{_____ MGD} = \text{\$ _____}$$

Where:

c_{ut} = Town's user's charge for administration per unit of time

MGD – Million Gallons per day.

- (C) Total administrative charges is the sum of paragraph “A” and “B” above at a rate of \$_____/per connection.

Sec. 3 “Total Sewer User Rate”

The total sewer user rate to be charged each customer serviced by the Winnepesaukee River Basin Project will be that resulting from those charges stated in Paragraph C of Sections 1 and 2. This rate will be recomputed annually based upon estimated costs provided by the State during the 4th quarter of the State fiscal year (April – June) to become effective the 1st fiscal quarter (July – September) of the following State fiscal year. See Attachment #1 for actual computations which is to be updated at least annually or as dictated by State billing procedures.

ATTACHMENT #1
SEWER USER RATE COMPUTATIONS

Administrative Costs:

	1	
State:		\$13,950.
	2	
Town:		<u>\$60,389.</u>
		\$74,339.

Service Connections: 600 (Estimated)

Administrative Cost Computations:

Total costs – number of connections – four quarters = Administrative Costs

$$\$74,339 - 600 - 4 = \$28.60 (\$25.50)$$

Operation & Maintenance Costs:

	3	
State:		\$106,600.
	4	
Town:		<u>\$ 15,975.</u>
Total		\$122,575.

Flow:

5
58,612,800 Gals. + 8,791,920 (Est.) Gals – 67,404,720 Gals.

Flow Charge Computations:

Total cost – number of Gallons x 1,000 = Flow Charge

$$\$122,575 - 67,404,720 \times 1,000 = \$1.81/1,000 \text{ Gals. } (\$1.70)$$

/s/ Sandra T. McGonagle
Sandra T. McGonagle

/s/ Richard L. Richardson
Richard L. Richardson

/s/ Thomas T. Weekes
Thomas T. Weekes

GILFORD BOARD OF SELECTMEN
Revised 11/86



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Technical Memorandum

To: Gilford Department of Public Works
Meghan Theriault P.E., Director; Kevin Carlisle, Sewer Superintendent

From: Benjamin T. Dreyer, P.E.

Date: 4/8/22

Subject: Town of Gilford - Sewer Use Ordinance Update
Board of Selectmen Meeting – April 13, 2022

Introduction and Purpose

Underwood Engineers is under contract with the Town of Gilford to help the Town update their Sewer Use Ordinance (SUO) (ESR #11; 9/2/21). This update builds on previous work and recommendations. The purpose is to align the SUO with the practices and operating procedures of the Public Works Department.

Summary of Key Updates

The following changes are highlighted and should be reviewed in further detail:

- Article I; Section 36. Service Connection - Clarifies limits and ownership
- Article III; Section 7. Responsibility of Property Owners
- Article IV – Multiple updates including standards for connecting and meter requirements
- Article VI; Section 1 and 2 addressing Infiltration/Inflow and Stormwater
- Attachment 2 – Flow chart and related forms to help streamline the approval process

A more detailed summary of updates is provided in Attachment A.

Recommended Next Steps

- Upon concurrence by Board of Selectmen, submit the ordinance as follows for review/approval/action:
 - Town Legal Counsel
 - NHDES
 - WRBP

Attachments

- *Attachment A* – Summary of Updates
- *Attachment B* – Existing Sewer Use Ordinance
- *Attachment C* – Proposed Sewer Use Ordinance Update

Attachment A

Summary Description of Updates

NOTE: Sections cited in this summary description reference the proposed SUO (Attachment C).

General

- Replace “B.O.C.A Basic Plumbing Code” with “New Hampshire Building Code”
- Replace “New Hampshire Water Supply and Pollution Control Commission” with “New Hampshire Department of Environmental Services”
- Add references to New Hampshire Department of Environmental Services (DES) and the Winnepesaukee River Basin Program (WRBP) rules; included in, but not limited to the redlines
- Add subheadings to sections to clarify what standard is being discussed and make the SUO easier to navigate
- Add the Town’s standard construction details for sewer system components (e.g. manholes, service connection and cleanout, trench section, etc.)

Article I – Definitions

- Modify the existing definition of “Service Connection” to clarify the service line in the ROW is private, specifically:
 - Define the private part of sewer so it includes building drain, building sewer, and service connection.
 - Service connection is the transition from public to private (at the main), but the connection itself is private.
 - If the problem is not at the main, it may be difficult to determine if the problem is in the private or public part of the service.
 - Also require cleanouts at the ROW for access and maintenance.
- Define private wastewater collection systems to help clarify the boundaries for operation and maintenance (O&M) responsibilities between the users and the Town.
- Modified/added other definitions to support other suggested SUO updates and be consistent with the WRBP ordinance, plumbing code, and industry standards.
- Incorporate the definitions from the WRBP and the relevant DES rules by reference.

Article II – Use of Public Sewers Required

- Add opening paragraphs to incorporate requirements of the WRBP rule Env-Wq 1200 and Env-Wq 305, which Gilford is subject to as a WRBP co-permittee, into Gilford’s SUO by reference.
- Add Section 7 “New or Changed Discharges” to define what is required of a user who is proposing a new discharge or a substantial change in volume (or character of waste) of an existing discharge.

Article III – Building Sewers and Connections

- Add supplements to this section using the NH Model SUO section 2.2 and Env-Wq 1203 to help delineate the responsibilities of the Owner and the Town and clarify Town's design standards for sewer services.
- Modify Section 6. Connection Standards to include a standard for cleanouts on service connections, which are typically installed at the ROW.
- Modify Section 7. Responsibility of Property Owners:
 - The Town only takes responsibility for the sewer main. The service line from the connection at the main to the connection at the building is the property owner's responsibility. Cleanouts or replaced portions of services provided on Town projects is a value add to users, but Town does not own them.
 - Add clarification of the responsibilities of the Owner regarding service connection maintenance, repair, replacement etc.
- Modify Section 13. Testing
 - Add a requirement for manhole testing to Section 13.
 - Update sewer testing requirement references to current standards referencing Env-Wq 700.
- Add Section 14. Permit Application to clarify the sewer Permit Application process/requirements to help facilitate that new sewers, sewer extensions, or other improvements are completed according to Town standards.
- Add Section 15. Industrial Discharge Permit to clarify requirements for Industrial Users to be more consistent with Town, State, and WRBP standards/requirements.

Article IV – Rules and Regulations Governing Building Sewers and Connections To Sewers

- Replace Section 1. with Standards for Sewer Design and Construction to summarize design standards and references for sewer extensions and improvements built by others.
 - Give the Town the authority to determine the size and type of the extension.
 - Require an engineering analysis of the existing system including pump stations and treatment plant to ensure adequacy and capacity for proposed future flows.
 - Pump station design subject to Town standards and/or Env-Wq 705
 - Must be designed by a Professional Engineer licensed in the state of NH.
 - Require Engineer of Record to issue/approve design changes necessary due to construction field conditions.
 - Require observation of construction by Town official or representative.
 - Require sewer main and manhole testing.
 - Provide as built record drawings.
- Replace Section 2. With Connection of Building Sewer that requires an approved sewer connection for final Certificate of Occupancy
- Add Section 5. Maintenance of Meters including the following information to clarify ownership and responsibility of meters:
 - Ownership – property owner purchases meter initially
 - Maintenance – Town maintains and replaces existing meters using funds from user fees

More discussion is anticipated on this topic, specifically the considerations below:

- The Town intends to provide one master meter for condo properties where some locations currently have a single meter at each condo building unit
- If a master meter is provided, billings would be sent to the condo association and not individual sewer users
- An advantage to this approach is convenience and less staff time required for billing
- Potential disadvantages include challenges with enforcement and collections
- Timing and approach on making a change and addressing existing situations also needs to be considered

Article V – Rules and Regulations Governing Disposal of Septic Tank Wastes

- Add reference to Env-Wq 1203.10 in this section to ensure they follow WRBP rules on disposal of septic tank waste.

Article VI – Sewered Waste Restrictions

- Modify Section 2. Storm Drains to clarify that each user is responsible for infiltration and inflow that enters their private lateral.
- Add adoption of WRBP rules to ensure compliance with all restricted discharges to the WRBP wastewater treatment plant.
- Add Section 4.j Special Discharges of Limited Duration to provide provisions for approving special discharges of limited duration, such as pool draining or construction dewatering.

Article VII – Approval of Contractors

- Add Section 2-7 to provide requirements for a performance bond to cover sewer extension
 - 2. Bonding Requirements
 - 3. Security Forms (cash escrow, letter of credit, bond certificate)
 - 4. Security Estimate
 - 5. Security Increases
 - 6. Security Releases and reductions
 - 7. Security Lapse

Article VIII – Private Wastewater Disposal Systems

- Update Section 2. Private Collection System to establish O&M responsibilities of Owners of existing private sewer systems including conformance to all the requirements of this ordinance, other Town standards, and Env-Wq 1200, Env-Wq 700, Env-Ws 305, WRBP’s NPDES permit No. NH0100960, and state plumbing codes.

New Article – Powers and Authorities of Inspectors

- Add Article X – Powers and Authorities of Inspectors to help limit Town exposure and establish user compliance with Town sewer investigations when required. This article also provides guidance and authority for entrance to private property to access meters.

New Attachment – Summary of Application Forms and Reference Documents

- Add Attachment #2 for quick and easy reference to Town application forms and documents. This includes a flow chart outlining the Town sewer connection approval process.



TOWN OF GILFORD, NEW HAMPSHIRE

SEWER ORDINANCE (CHAPTER 28)

Previously adopted on March 6, 1981; amended on August 26, 1982 and January 17, 1986

KNOW ALL PERSONS BY THESE PRESENTS, the Gilford Board of Selectmen hereby ordains to adopt this amended Sewer Ordinance relative to the operation and maintenance of the Gilford municipal sewer system and the regulation of subsurface sewage disposal.

28.1 AUTHORITY

This Sewer Ordinance is adopted pursuant to the applicable provisions and authority granted by RSA 41:11-a, RSA 147, 149-I, and RSA 485-A:45, et seq.

28.2 PURPOSE

The purpose of this Sewer Ordinance is to establish rules and regulations for the maintenance and operation of the Gilford Municipal Sewer System and controls governing the subsurface sewage disposal as may be necessary and desirable for effective and efficient operation of said system; and to provide for the protection of the health and safety of the people of Gilford.

28.3 REPEAL OF PREVIOUS REGULATIONS

This Sewer Ordinance shall repeal and replace, in its entirety, the previous Sewer Ordinance as originally adopted on May 18, 1967, and subsequently amended on March 6, 1981, August 26, 1982 and January 17, 1986.

NOTE: This Sewer Ordinance is not intended to replace or void any applicable provision of the New Hampshire Building Code or New Hampshire Fire Code, including, but not limited to applicable State electrical, plumbing, mechanical, residential dwellings, commercial dwellings or life safety codes. In the event of any conflict between this Ordinance and the provisions of the State Building Code or the State Fire Code, the provisions that are more stringent shall apply.

28.4 ENFORCEMENT

The Town of Gilford Health Officer, Public Works Director, Building Inspector/Code Enforcement Officer and/or the Sewer Superintendent shall be responsible for the enforcement of this Sewer Ordinance; and for the issuance of all permits applicable herein; and for the inspection of facilities and systems related thereto; and for the collection of permit fees as provided herein.

NOTE: The WRBP and NHDES shall be the enforcement authority for compliance with Env-Wq-700, Env-Wq 305, Env-Wq 1200 and other applicable State Statues and Rules. The WRBP and NHDES shall be responsible for issuing applicable permits and for collection of their respective application fees.

28.5 DEFINITIONS

- 28.5.1 "BOARD" shall mean the Gilford Board of Selectmen as the governing body of the Town of Gilford.
- 28.5.2 "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 (mg/L).
- 28.5.3 "BUILDING DRAIN" shall mean the plumbing inside the building that is maintained by the wastewater generator. The part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the buildings and conveys it to the building sewer beginning five (5) feet (1.5 meters) outside the inner face of the building wall.
- 28.5.4 "BUILDING SEWER" shall mean the extension outside the building from the building drain to the service connection or other place of disposal.
- 28.5.5 "CHEMICAL OXYGEN DEMAND" (COD) shall mean a measure of the oxygen equivalent of that portion of the organic matter in a sample that is susceptible to oxidation by a strong chemical oxidant. (See Standard Methods, latest edition).
- 28.5.6 "COMBINED SEWER" shall mean a sewer receiving both surface runoff and sewage.
- 28.5.7 "COOLING WATER" shall mean the clean wastewater from air conditioning, industrial cooling, condensing and similar apparatus and from hydraulically powered equipment. Cooling water shall include only water, which is sufficiently clean, uncontaminated and unpolluted and may be discharged, without treatment or purification, and with written permission of the NHDES, into any natural open stream or watercourse.
- 28.5.8 "COMMERCIAL DISCHARGE" shall mean non-industrial wastewater and sewage discharged from commercial facilities including, but not limited to, auto and truck service facilities, car washes, hospitals, laboratories, machine shops, marinas, newspaper printing, kennels and animal boarding facilities, photo processing centers, printing shops, restaurants, schools, supermarkets, convenience stores with food preparation, facilities or institutions with food preparation, and funeral homes.
- 28.5.9 "COMMERCIAL DISCHARGE PERMIT (CDP)" shall mean a regulatory document issued by the WRBP designed to control the discharge of pollutants from commercial users into the public sewer as authorized in RSA 485-A:45-54.
- 28.5.10 "CONTRACTOR" shall mean either an individual, partnership or corporation and the proper agents and representatives thereof.
- 28.5.11 "EPA" shall mean the Federal Environmental Protection Agency.

- 28.5.12 "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.
- 28.5.13 "GREASE" shall mean volatile and non-volatile residual fats, oils, fatty acids, soaps, waxes, mineral oils and other similar materials.
- 28.5.14 "GRIT" shall mean heavy inorganic matter such as stone, gravel, cinders, sand, silt, ashes, and heavy particulate matter such as bone chip and coffee grounds.
- 28.5.15 "IMPROVED PROPERTY" shall mean any property located within the jurisdiction upon which there is erected a structure intended for continuous or periodic habitation, occupancy or use by human beings or animals and from which structure Sanitary Sewage and/or Industrial Wastes shall be, may be, or is required to be discharged.
- 28.5.16 "INDUSTRIAL DISCHARGE PERMIT (IDP)" shall mean a regulatory document issued by the WRBP designed to control the discharge of pollutants from industrial users into the public sewer as authorized by the provisions set forth in RSA 485-A:45-54 and its federal NPDES permit.
- 28.5.17 "INDUSTRIAL ESTABLISHMENT " shall mean any room, group of rooms, building or other enclosure used or intended for use, in the operation of one (1) business enterprise for manufacturing, processing, cleaning, laundering or assembling any product, commodity, or article or from which any process waste, as distinct from Sanitary Sewage, is provided and must be discharged.
- 28.5.18 "INDUSTRIAL WASTES" shall mean any liquid, gaseous or solid waste substance resulting from any process of industry, manufacturing, trade or business or from development of any natural resources and shall exclude Sanitary Sewage as described herein.
- 28.5.19 "INSPECTOR" shall mean the person or persons duly authorized by the Town of Gilford, the WRBP, or NHDES to inspect and approve the installation of building sewers and their connection to the sewage collection system, and who is authorized to perform compliance sampling and inspection activities associated with monitoring the wastewater discharge.
- 28.5.20 "INTERCEPTOR" shall mean a channel or sewer which serves to collect the flow from the sewage collection system.
- 28.5.21 "MAJOR INTERCEPTOR" shall mean a channel or sewer which serves to collect the flow from the sewage collection system and is owned and maintained by the State.
- 28.5.22 "NATURAL OUTLET" shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.
- 28.5.23 "NHDES" shall mean New Hampshire Department of Environmental Services
- 28.5.24 "OTHER WASTES" shall mean garbage, municipal refuse, decayed wood, sawdust, shaving, bark, lime, ashes, offal, oil, tar, chemicals and other substances harmful to

human, animal, fish or aquatic life.

- 28.5.25 "PERSON" shall mean any individual, partnership, company, association, society, corporation, trust, organization, or other legal entity.
- 28.5.26 "pH" shall mean the logarithm of the reciprocal of the concentration of hydrogen ions in grams per liter of solution.
- 28.5.27 "PRIVATE WASTEWATER COLLECTION SYSTEM" shall mean a service connection that collects wastewater from more than one user and/or building drain and may include gravity sewers, manholes, pumping stations, force mains, and other infrastructure that collects and conveys wastewater to the public sewer. In addition, commercial, industrial or multi-unit residential service connections that include significant infrastructure (manholes, pumping stations, force mains, etc.), even if they include only one building drain, shall be considered private wastewater collection systems.
- 28.5.28 "PROPERLY SHREDDED GARBAGE" shall mean the wastes from the preparation, cooking, and disposal of foods that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewer, with no particle greater than one-half (1/2) inch.
- 28.5.29 "PRETREATMENT" shall mean the application of physical, chemical, and biological processes to reduce the amount of pollutants in or alter the nature of the pollutant property of a waste prior to discharging such waste into a public treatment works.
- 28.5.30 "PRETREATMENT DEVICE" shall mean intercepting devices, grease traps, oil separators or grit removal chambers located at the source and placed in the building drain prior to the connection point and discharge to the sewage collection system.
- 28.5.31 "PROPERTY OWNER" or "OWNER" shall mean any person vested with ownership, legal or equitable, sale or partial, or possession of any improved property.
- 28.5.32 "PUBLIC SEWER" shall mean a sewer in which all owners of abutting properties have rights to access under the provisions of this Ordinance and which is controlled by the Town, WRBP, or another public authority.
- 28.5.33 "PUBLICALLY OWNED TREATMENT WORKS (POTW)" shall mean a "treatment works," as defined by Section 212 of the Clean Water Act as amended, the components of which are owned by the New Hampshire Department of Environmental Services or the Town of Gilford, NH including sewer mains, pumping stations, the Winnepesaukee River Basin Program (WRBP) wastewater treatment plant, interceptor sewers, any device or systems used in the collection, storage, treatment, recycling or reclamation of sewage or industrial wastes of a liquid nature, any conveyances which convey wastewater to the treatment plant, and appurtenant facilities essential to the operation of the entire system.
- 28.5.34 "RIGHT OF WAY (ROW)" shall mean an acquired legal right to land, property or interest therein benefitting the Town, usually as a linear corridor, established by usage or grant and acquired for or devoted to public transportation access and/or public utility service.

- 28.5.35 "SEWAGE" shall mean a combination of the water carried wastes created by residences, business buildings, institutions, and industrial establishments, excluding such ground, surface and storm waters as may be present through natural infiltration processes.
- 28.5.36 "SANITARY SEWAGE" shall mean a combination of the water-carried household and toilet wastes from residences, business buildings, in situations, and industrial establishments, excluding such ground water infiltration, surface and storm waters as may be present.
- 28.5.37 "SANITARY SEWER" shall mean a sewer which carries sewage and to which storm, surface, and groundwaters are not intentionally admitted.
- 28.5.38 "SERVICE CONNECTION" shall mean the line/sewer maintained by the wastewater generator that connects the wastewater generator to the POTW. This includes the physical connection (wye, tee, saddle, break-in-tap, etc.) to the sewer system extending from the sewer main to the sewer drain located approximately 5' of the building or structure. For vacant lots, service connection may initially extend to the curb line, or, if there shall be no curb line, to the property line, or, if sewer is located in a right-of-way, to the edge of the right-of-way or beyond the normal traveled way, and temporarily terminated with a clean-out until such time that connection to the building sewer is made.
- 28.5.39 "SEWAGE COLLECTION SYSTEM" shall mean each, and all, of the common lateral sewers, within a publicly owned treatment system, which are primarily installed to receive wastewater directly from facilities which convey wastewater from individual structures to the POTW, and which include service connection "Wye" fittings, designed for connection of those facilities.
- 28.5.40 "SEWAGE TREATMENT PLANT" shall mean any arrangement of devices and structures used for treating sewage.
- 28.5.41 "SEWERAGE" shall mean a system for the collection and pumping of sewage.
- 28.5.42 "SEWER" shall mean a pipe or conduit for carrying sewage.
- 28.5.43 "SHALL" is mandatory, "MAY" is permissive.
- 28.5.44 "SIGNIFICANT INDUSTRIAL USER (SIU)" shall be as defined in Env-Wq 1202.64 – 40 CFR 403.3(v), as reprinted in Appendix C or so listed in the WRBP NPDES permit, to include all Industrial Users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N. SIU shall also include any other Industrial User that discharges more than 25,000 gallons per day of process wastewater; or contributes a process waste stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the WRBP by considering such factors as pollutants being introduced that are not amenable to treatment or reduction by the processes employed at the POTW, spill potential, potential to (a) cause the POTW to violate its NPDES permit, (b) adversely affect the treatment process or sludge use and/or disposal, and (c) violate any pretreatment standards or requirements; or (d) such other factors as deemed relevant by the Town or WRBP.
- 28.5.45 "SLUG DISCHARGE" 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 flow during normal operation.

- 28.5.46 "STANDARD LABORATORY PROCEDURE" shall mean an EPA-approved method published in 40 CFR 136 or a method approved for use pursuant to Env-C 300 or identified in the WRBP NPDES permit.
- 28.5.47 "STATE" shall mean the State of New Hampshire.
- 28.5.48 "STATE PLUMBING CODE" shall be as defined under Chapter 330 of the Revised Statutes Annotated of the State of New Hampshire. (B.O.C. A. Basic Plumbing Code, latest edition, and amendments thereto.)
- 28.5.49 "STORM DRAIN"(sometimes termed "storm sewer") shall mean a conduit which carries storm and surface waters and drainage, but excludes Sanitary Sewage and Industrial Wastes, other than cooling water.
- 28.5.50 "SUPERINTENDENT, TOWN" shall mean that individual employed by the Town of Gilford who is responsible for the operation and maintenance of Town collection systems, pump stations, metering devices and subsurface inspection or his authorized deputy, agent or representative.
- 28.5.51 "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.
- 28.5.52 "TOWN" shall mean the Town of Gilford, a municipality in the County of Belknap, State of New Hampshire acting by and through its Board of Selectmen and through its authorized representatives.
- 28.5.53 "TREATMENT WORKS" shall mean any device or system used in the storage, treatment, recycling, or reclamation of sanitary sewage or industrial waste as those terms are defined herein. It shall mean the sewage collection system, interceptor sewers, pumping stations, sewage treatment plant and appurtenant facilities essential to the operation of the entire system.
- 28.5.54 "WATERCOURSE" shall mean a channel in which a flow of water occurs, either continuously or intermittently.
- 28.5.55 "WINNIPESAUKEE RIVER BASIN PROGRAM (WRBP)" means an operating bureau of the NHDES charged with implementing RSA 485-A:45-54.
- 28.5.56 "UNPOLLUTED WATER" shall mean water that does not contain any pollutants limited or prohibited by effluent standards in effect or water whose discharge will not cause any violation of receiving water quality standards.

NOTE: Additional definitions are incorporated herein to the extent relevant, being those contained in Env-Wq 1202, Env-Wq 700 and Env-Wq 305 or superseding NH Administrative Rules governing wastewater systems. The most current New Hampshire Administrative Rules (Rules) are available from the Department of Environmental Services (DES). Wherever these regulations reference and/or incorporate an existing local, state, or federal law, rule, regulation, or ordinance, this Ordinance shall be deemed to include those provisions of law as may be updated or amended.

NOTE: The terms and definitions set forth in Section 28.5 shall be deemed incorporated into this Ordinance regardless of whether the term is capitalized or uncapitalized elsewhere in this Ordinance.

28.6 USE OF PUBLIC SEWERS REQUIRED

The Town hereby adopts and incorporates herein to this Sewer Ordinance, New Hampshire Administrative Rule, Chapter Env-Wq 1200, et seq., Winnepesaukee River Basin Program (WRBP) and Env-Wq 305, et seq., Standards for Pretreatment of Industrial Wastewater, and all rules and laws referenced therein and applicable thereto. Where conflicts exist between this Sewer Ordinance and WRBP regulations, the more restrictive standard shall apply.

All sewer users in Gilford shall conform to all requirements of this Sewer Ordinance, Env-Wq 1200, and Env-Wq 305 as may be necessary and shall provide to the Town of Gilford any and all information required by the WRBP or DES described therein. It is the responsibility of the sewer user to comply with all applicable federal, state and local regulations, rules, or laws.

28.6.1 Connection Required:

- (a) Pursuant to the provisions of RSA 147 and 149-1, and any other authority thereto enabling the owner of any improved, properly benefited, served or accommodated by any public sewer, or to which any public sewer is available, shall connect such improved property therewith, in such manner as the Town may require, within sixty (60) days after notice to such owner from the Town to make such connection, for the purpose of discharge of all Sanitary Sewage and Industrial Wastes from such improved property into the sewage collection system subject to such limitations and restrictions as shall be established by the Town from time to time. Each such owner shall, within the same time limit, cease and desist from all other discharge of Sanitary Sewage and/or Industrial Wastes into any other conduit or pre-existing system, whether privately or publicly owned.
- (b) A sewage collection system shall be deemed available to improved property if such improved property is within two-hundred fifty (250) feet of the sewage collection system as measured from the closest part of any structure which contains plumbing on said improved property, along or across the shortest available easement to the centerline of the sewage collection system. All facilities located between a sewage collection system and Lake Winnepesaukee shall be required to connect. All commercial or industrial users shall connect in the entirety if any portion of the site is within the two hundred fifty (250) foot limit, including, but not limited to, marinas, motels, stores and mobile home parks.
- (c) The installer or the property owner must obtain a permit from the Town of Gilford prior to any work or connection to the sewage collection system. See Section 28.7.10 for permitting requirements.

28.6.2 Effluent Changes and Proposed New Discharges:

- (a) Any person proposing a new discharge or a substantial change in the volume or character of pollutants that are being discharged into the treatment works, shall notify the Town and the WRBP at least forty-five (45) days prior to the proposed change and/or connection.

- (b) Proposed new discharges from residential or commercial sources involving loadings exceeding 50 population equivalents (5000 gpd), construction of a sewage pumping stations (greater than 50 gpm), connection into or construction of a manhole structure, or any increase in industrial discharge, must be approved by the Town, the WRBP, and the New Hampshire Department of Environmental Services' Wastewater Engineering Bureau.
- 28.6.3 Use of Sewers: All Sanitary Sewage and Industrial Wastes from any improved property, after connection of such improved property to a public sewer as required under Section 28.6.1, shall be conducted and disposed into a public sewer, subject to such limitations and restrictions as shall be established herein or otherwise shall be established by the Town from time to time.
- 28.6.4 Unlawful Acts: No person shall place or deposit or permit to be placed or deposited upon public or private property within the Town's jurisdiction, any Sanitary Sewage, Garbage, or Industrial Wastes in violation of Section 28.6.1 or Section 28.6.3. No person shall discharge or permit to be discharged to any natural outlet within the Town's jurisdiction, any Sanitary Sewage, Garbage, or Industrial Wastes in violation of Section 28.6.1, except where suitable treatment has been provided which is satisfactory to the Town and NHDES.
- 28.6.5 Abandonment of Individual Systems Upon Connection: No privy vault, cesspool, sinkhole, septic tank or similar receptacle shall be used and maintained at any time upon any improved property which has been connected to a public sewer or which shall be required under Section 28.6.1 to be connected to a public sewer. Aforesaid privy vaults, cesspools, sinkholes, septic tanks or similar receptacles shall be abandoned and filled with suitable material.
- 28.6.6 Illicit Connections: No privy vault, cesspool, sinkhole, septic tank or similar receptacle shall, at any time, be connected with a public sewer. Furthermore, connections from surface and/or groundwater sources such as storm drains, yard drains, sump pumps, roof leaders/gutters, floor drains, foundation drains, underdrains or other connections of similar nature shall not be made. No sanitary sewer shall be used to receive and convey or dispose of any storm or surface water, subsoil drainage, or unpolluted water.
- 28.6.7 New or Changed Discharges: Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Town and the WRBP at least forty-five (45) days prior to the proposed change or connection. Proposed new or changed discharges shall submit a permit application in accordance with the requirements of Section 28.7.10 and Env-Wq 1200.

28.7 BUILDING SEWERS AND CONNECTIONS

- 28.7.1 Building Sewers to be Independent; Exception: A separate and independent building sewer shall be provided for every building on an improved property; except where one building stands at the rear of another, and no private or public sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway; in such instance, the building sewer from the front building may then be extended to the rear building and the whole considered as one building sewer. This modification shall require the approval of the Town and WRBP in writing. Approval by the Town does not impose obligation on the Town or relieve the Property

Owner(s) of responsibility for damage caused by or resulting from any such connection.

- 28.7.2 Use of Old Building Sewers: Existing building sewers may be used in connection with new buildings only when they are found, on examination and tested by the Town, to meet all requirements of this Sewer Ordinance.
- 28.7.3 Construction Standard: The size, slope, alignment, materials of construction, methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench of the building sewer, shall all conform to requirements of Env-Wq 700, all applicable New Hampshire building codes and/or other applicable rules and regulations of the Town.
- 28.7.4 Elevations: 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, sewage carried by such building drain shall be pumped or lifted, at the owner's expense, by means approved by the Town and discharged to the building sewer.
- 28.7.5 Unlawful Action: No person shall remove a cleanout cap from any drain, vent waste pipe or fixture for purposes of allowing water, surface or subsurface, by sump pump or by gravity flow, to enter into the sanitary sewer. No person shall obstruct the free flow of air through any pipe including but not limited to plugging, collapsing, filling or otherwise tampering with the pipe's intended function. No person shall connect roof downspouts, exterior or interior foundation drains, areaway drains or other sources of surface runoff or groundwater or building floordrains to a building sewer or building drain which in turn is connected, directly or indirectly, to a public sanitary sewer. Exceptions include car washes, boat washes, wash bays, and floor drains in bathrooms that are either 1) equipped with acceptable pretreatment devices, 2) sealed or 3) flow to a holding tank. These drainage exceptions require treatment by an oil and water separator prior to discharge into the public sanitary sewer and shall be located outside of the 100-year floodplain and covered with a roof and/or configured such that the surrounding area is graded/sloped to prevent stormwater from entering the POTW. No person shall connect building floor drains directly or indirectly to a public sewer.
- 28.7.6 Connection Standards: The connection of the building sewer into the public sewer shall conform to the requirements of Env-Wq 700, Env-Wq 1200 (specifically 1203.03 – 1203.08). All applicable New Hampshire building codes or other applicable rules and regulations of the Town. The Town's standard detail for sewer service connections is provided in Attachment 2.4. A cleanout shall be provided at the ROW, at changes in alignment (bends) and/or every one hundred fifty (150) feet for long services. Reports demonstrating successful testing shall be provided to the Town's Sewer Division.
- 28.7.7 Responsibility of the Property Owners: During construction of a new sanitary sewer, the Town will construct the service connections for existing buildings to the curb or property line or edge of the rights-of-way or normal traveled way, whichever is appropriate, as may be determined by the Town. Construction of the building sewer, including connection to the structures served, shall be the responsibility of the owner of the improved property to be connected; and such owner shall indemnify and save harmless the Town, its officers, and agents from all loss or damage that may be occasioned, directly or indirectly, as a result of construction of a building sewer on

his premises or its connection to the sewage collection system. In submitting an application to be connected to the public sewer, the owner and/or applicant shall be deemed to agree to this obligation to indemnify, defend, and hold the Town harmless. After the initial construction of the building sewer, the owner shall thereafter be obligated to pay all costs and expenses of operation, repair and maintenance, and of reconstruction (if needed) of the building sewer and service connection. After the initial construction, the Property Owner's ownership and maintenance responsibility of the sewer service will extend from the sewer main in the street to the building connection. Refer to "A Homeowner's Guide to Sewer Lateral Maintenance" provided in Attachment 2.5. for recommended guidance.

- 28.7.8 Improvements by Town: When the Town makes improvements to the sewer system in the public ROW, the Town may elect to improve a portion of the sewer service connection from the sewer main up to the ROW. Similarly, during construction of a new sanitary sewer, the Town may construct a service connection for each existing building lot along the route from the sewer main to the curb or the property line or the edge of a right-of-way. Construction of the remaining sewer connection including connection to the building sewer for the structures served, shall be the responsibility of the owner of the improved property to be connected. Such owner shall indemnify and save harmless the Town, its officers, and agents from all loss or damage that may result, directly or indirectly, due to the construction of the service connection on his/her premises or its connection to the building sewer. In submitting an application to be connected to the public sewer, the owner and/or applicant shall be deemed to agree to this obligation to indemnify, defend, and hold the Town harmless. The owner shall thereafter be obligated to pay all costs and expenses of operation, repair and maintenance, and of reconstruction, if needed of the building sewer and service connection.
- 28.7.9 Connection by Town; Costs: If the owner of any improved property, located within the Town's jurisdiction, is benefited, improved, served or accommodated by any public sewer, or to which any public sewer is available, shall after sixty (60) days notice from the Town, in accordance with Section 28.6.1, fail to connect such improved property, as required, he/she shall be subject to the actions and penalties set forth in this Ordinance and as otherwise prescribed in RSA 149-I and RSA 147 and all additional applicable regulations issued pursuant thereto; or the Town may declare such property a nuisance and make such connection and may collect from such owner the costs and expenses thereof by such legal proceedings as may be permitted by law.
- 28.7.10 Building Sewer Permits; Application; Fee: There shall be three classes of building sewer permits: (A) residential service, (B) commercial and institutional service, and (C) for service to establishments producing Industrial Wastes. In each case, the owner or their agent shall make application for permission to connect to a public sewer. The permit applications shall contain and identify:
- (a) The name, mailing address, email address and daytime telephone number of the applicant;
 - (b) The location where the connection to the sewer system is to be made;
 - (c) The estimated date of the service connection;
 - (d) The name, mailing address, email address, and daytime telephone number of the

contractor installing the service connection;

- (e) Plans or drawings showing the details of the service connections in sufficient detail to determine the connection's compliance with the New Hampshire Building Code and all other applicable design standards established under the law and this Ordinance. All pumping stations, force mains, gravity sewers 8" diameter and larger and manholes shall be designed and stamped by a Registered NH Professional Engineer in good standing;
- (f) Wastewater flows and loads associated with the service connection; and
- (g) Any other information considered pertinent in the judgment of the Town or WRBP.

NOTE: A permit and inspection fee in accordance with the current year Sewer System Fees and Rates shall be paid to the Town at the time the application is filed, for each and every connection to the public sewer for each residential, commercial and institutional unit, structure, facility or integral part thereof and for each industrial unit, structure, facility or part thereof. Said application will not be deemed complete until accompanied by such fee. A permit process flow chart and sample copies of the Town's sewer permit applications are provided in Attachment 2.

- 28.7.11 Connection Permit Required: No person shall uncover, connect with, make any opening into or use, alter or disturb in any manner any public sewer or any part of the sewage collection system, service connection or building sewer without first obtaining a permit, in writing, from the Town. In the event that a connection must be made to a major interceptor sewer, it will first be necessary to obtain a permit in writing from the Town and the WRBP. Permit fees for the WRBP shall be paid to the Treasurer - State of NH at the time of application. Any costs for labor or materials incurred by the Town during the connection process shall be borne by the owner, where applicable. The Town may retain the services of a contractor, engineer, laboratory, or other professional to assist in the Town's consideration of any application or in reviewing any connection. The costs of such professionals shall be borne by the owner, and the Town may require the owner to provide sufficient funds to be held in escrow to pay for the anticipated costs for such professionals. Said costs shall be paid to the Town Treasurer for deposit to the "Sanitary Sewage Fund" at the time the connection process is complete. Where excavation in a public street is involved, a street opening permit must be obtained from the Department of Public Works.
- 28.7.12 Inspections: The applicant for the building sewer permit shall notify the Town when the building sewer is ready for inspection and connection to the public sewer. The connection to the main sewer line will be made under the supervision and in the presence of the Town or its representative. Other associated work (ditching, laying pipe, etc.) may be performed by an approved contractor or homeowner. All construction must be inspected by a Town inspector before backfilling. If the work is backfilled prior to inspection and acceptance, the Applicant will be required to uncover the work for inspection (at no cost to the Town).
- 28.7.13 Testing:
 - (a) The holder of the sewer connection permit shall be responsible for testing the new sewer connection(s) and/or sewer main extension including any manholes. Details of connections and bedding are specified by the Town,

State, and Federal requirements, including, but not limited to the requirements of NH Code of Administrative Rules Env-Wq 700. The building sewer connection shall be tested for leakage by conducting a low-pressure air test conforming to ASTM F1417-119 or Uni-Bell Specification UNI-B-6 (see Test Forms in Attachment 2.6). The service pipe will be acceptable if any decrease in the initial pressure specified is not greater than 0.5 psi for the specified time based on pipe diameter and length.

- (b) The connection and testing of the service connection directly to the WRBP system shall be made only under the supervision of, and in the presence of, an inspector appointed by WRBP who shall complete the permit application section regarding the exact date, location and description of the connection, including GPS coordinates, and return the completed form to the WRBP and provide a copy to the Town.

28.7.14 Permit Application: The following applications to connect to the sewer system can be obtained from the offices of the Department of Public Works (see Attachment 2.2; 2.9 – 2.12):

- (a) Town of Gilford Sewer Permit Application
- (b) WRBP Wastewater Discharge Permit (WDP) Application (Env-Wq 1023.09)
- (c) WRBP Connection Permit (CP) Application (Env-Wq 1203)
- (d) WRBP Commercial Discharge Permit (CDP) Application (Env-Wq 1206)
- (e) WRBP Industrial Discharge Permit (IDP) Application (Env-Wq 1205)
- (f) NHDES Sewer Connection Permit Application (Env-Wq 700)

NOTE: A flow chart showing the Town's process for sewer connection is provided as Attachment 2.1.

28.7.15 Industrial Discharge Permit (IDP): All proposed work, improvements, or flow changes by Significant Industrial Users (SIUs) are subject to the permit requirements in Section 28.7.14, as well as the following rules and standards related to Industrial Discharge Permit requirements:

- (a) Env-Wq 1205.02 (IDP Required);
- (b) Env-Wq 1205.03 (IDP Application and Approval Process).

All SIUs discharging industrial wastes to the sewage treatment plant are subject to rules in this Sewer Ordinance, Env-Wq 1205 – Industrial Pretreatment, and shall also comply with the applicable requirements of federal and state industrial pretreatment rules and regulations in addition to the requirements of Env-Wq 1200 – Winnepesaukee River Basin Program (see Attachment 2.13 for quick reference sheet)

28.8 RULES AND REGULATIONS GOVERNING BUILDING SEWERS AND CONNECTIONS TO SEWERS

28.8.1 Standards for Sewer Design and Construction: When required by the Town as part of the

permit approval process, sewer connections and/or extensions shall include the following:

- (a) Sewer extension and pumping station designs must be designed and stamped by a professional engineer licensed in the state of NH;
- (b) Pumping station design shall meet the provisions of Env-Wq 705 (Sewage Pumping Stations);
- (c) Design plans shall be submitted to the Town for review and when necessary, the Town may require a third party independent review at the Applicant's expense (see Section 28.7.11). This may include an engineering analysis of the existing system including pump stations and treatment plant to ensure adequacy for proposed and future flows;
- (d) The Town reserves the right to determine the size of the extension for collectors and interceptors based on planning needs for future expansion in adjacent areas or anticipated additional or future uses;
- (e) The Town may require observation of construction by Town official or independent third party representative;
- (f) The owner shall provide "As Built" information including service connection tie sheets, record drawings and test forms;
- (g) Standard detail drawings (e.g. sewer pipe trench, services and cleanouts, manholes, etc.) and test forms are provided as Attachment and of this Sewer Ordinance.

28.8.2 Connection of Building Sewer: For new construction, the final approval on the Certificate of Occupancy will be withheld until the Applicant's sewer connection permit application has been approved and all conditions have been satisfied.

28.8.3 Temporary Sewer Connection: Temporary residential sewer connections during building construction (e.g. campers) will be allowed with a valid building and sewer permit. The temporary connection shall be removed within thirty (30) days following final certificate of occupancy for the constructed building or structure. Any discharge of wastewater to the sewer from the temporary connection will be estimated by the Sewer Division. Wastewater discharge from the temporary connection to the sewer system beyond thirty (30) days of receiving a certificate of occupancy will be a violation of this Sewer Ordinance subject to fines per Sections 28.13 and 28.14. No temporary connections shall be made to allow the discharge of wastewaters originating from industrial or commercial sources, or from in situ construction dewatering or remedial activities. A temporary residential sewer connection shall not be permitted for a period in excess of ninety (90) days; however, the Town may extent this limitation for good cause. Temporary connections will not be allowed except as expressly provided in this Section 28.8.3.

28.8.4 Maintenance of Building Sewers: Every building sewer of any improved property shall be maintained in a sanitary and safe operating condition by the owner of such improved property.

28.8.5 Maintenance of Meters: When a new sewer service connection is requested, the

Property Owner shall install an approved water meter in their water line for sewer billing purposes (note: meters may be purchased at the Public Works office). The sewer connection may not be used until the water meter installation is inspected and approved by the Town. The Town will arrange for replacement of existing meters when needed at no additional cost to the Property Owner. Replacement meters are funded by user fees.

- 28.8.6 When an improperly installed meter is discovered and corrected by the Town, the Property Owner shall be responsible to pay such fees as are in effect in accordance with the current year Sewer Fees and Rates.
- 28.8.7 When a property is sold, a final meter read shall be completed by the property owner or its agent and sent to the Town within five (5) business days of the closing. The Town will not complete final meter reads.
- 28.8.8 Guarding of Excavations: Any excavation in the Town's ROW shall require a permit for such excavation from the Town's Department of Public Works. Every excavation for a building sewer shall be guarded adequately with barricades and lights to protect all persons from damage and injury. Streets, sidewalks and other public property disturbed in the course of the work on a building sewer shall be restored, at the cost and expense of the owner of the improved property being served, in a manner satisfactory to the Town.
- 28.8.9 Failure to Correct Unsatisfactory Conditions: If any persons shall fail or refuse, upon receipt of a notice from the Town, in writing, to remedy any unsatisfactory condition with respect to a building sewer, within forty-five (45) days of receipt of such notice, the property shall be deemed a nuisance under RSA chapter 147 and the Town may remedy any unsatisfactory condition with respect to a building sewer and may collect from the owner the costs and expenses thereof by such legal proceedings as may be provided by law. In accordance with RSA chapter 147, the Town shall have full authority to enter on land of the property owner to abate the nuisance by remedying the unsatisfactory condition.
- 28.8.10 Additional Rules and Regulations: The Town reserves the right to exclude or adopt, from time to time, rules and regulations as it shall deem necessary and proper, relating to connections with a public sewer and the sewage collection system. Such additional rules and regulations, to the extent appropriate, shall be part of these regulations including the current WRBP rules specified in Env-Wq-1200 and NHDES Standards of Design and Construction of Sewerage and Wastewater Treatment Facilities specified in Env-Wq-700.

28.9 RULES AND REGULATIONS GOVERNING DISPOSAL OF SEPTIC TANK WASTES

- 28.9.1 Septic Tank Waste: All septic tanks and holding tanks shall only be pumped out by qualified professional septic contractors. All septic tanks and holding tanks will be appropriately and regularly pumped to prevent said tank overtopping or resulting in a failure. Septic tank and holding tank wastes will only be accepted at designated receiving structures within the confines of the Franklin Wastewater Treatment Facility, provided such wastes do not violate any of the terms or conditions of this Sewer Ordinance, or any other special requirements established by the WRBP and/or the Town. Permits to use such facilities and assessment of fees for such use shall be under the jurisdiction of the WRBP and NHDES or their duly authorized representatives. The sewage treatment plant Environmental Program Administrator

or designee, acting on behalf of the NHDES, shall have authority to limit the disposal of such wastes, if such disposal would interfere with the treatment plant operation. Procedures for the disposal of such wastes shall be in conformance with the operating policy of the Winnepesaukee River Basin Program and disposal shall be accomplished under the supervision of WRBP personnel. Disposal of septic tank waste shall be in accordance with Env-Wq-1203.10 and Env-Wq 1600 "Septage Management."

28.10 SEWERED WASTE RESTRICTIONS

- 28.10.1 Unpolluted Drainage or Process Waters: No person shall discharge or cause or allow to be discharged any stormwater, surface water, ground water, including but not limited to groundwater from foundation drains, sump pumps, sub-surface drainage, or geothermal systems, runoff from roofs, streets, and other paved areas, uncontaminated cooling water, or unpolluted industrial process waters, wastewaters originating from construction dewatering, or remedial activities, to any sanitary sewer.
- 28.10.2 Storm Drains: Stormwater and all other natural surface drainage shall be discharged to storm drains, if available, or to a natural outlet approved by the Town. Industrial cooling water or unpolluted process waters may be discharged, with written permission of the Town, to a storm drain, if available, or an approved natural outlet providing the industry has a State permit or a permit issued by the Environmental Protection Agency authorizing such discharge.
- 28.10.3 The owner of a private sewer or sewer lateral shall be responsible for maintaining and repairing any defect or illicit connection in the sewer lateral or private sewer that allows or could allow surface water run-off or groundwater directly or indirectly to a public sewer at no cost to the Town.
- 28.10.4 Prohibited Discharges; Waters or Wastes: No persons shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:
- (a) Any gasoline, benzine, naptha, fuel, oil, or other flammable or explosive liquid, solid or gas waste streams with a closed cup flashpoint of less than 140°F, equivalent to 60°C, using the test methods specified in 40 CFR § 261.21.
 - (b) Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to human or animals, create a public nuisance, or create any hazard at the sewage treatment plant, or its receiving waters, including but not limited to cyanides in excess of 0.45 milligrams per liter (mg/L) as CN in the wastes as discharged to the public sewer.
 - (c) Any toxic or hazardous substances or waste, or regulated contaminants, as that term is defined under applicable environmental laws.
 - (d) Any waters or wastes having a pH lower than 5.5 or exceeding 9.5, or having any other corrosive property capable to causing damage or hazard to structures, equipment, and personnel of the sewage works.
 - (e) Solid or viscous substances in quantities or of such size capable to causing obstruction to the flow in sewers, or other interference with the proper

operation of the sewer system such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, wipes, feathers, tar, plastics, wood, fats, oil, grease, grit, unground garbage, whole blood, concentrates, paunch manure, hair or fleshings, entrails, paper dishes, cups, milk containers etc., either whole or ground by garbage grinders.

28.10.5 Prohibited Discharges; Substances or Materials:

- A. No person shall discharge, or cause or allow to be discharged, any substances, materials, waters, or wastes to the POTW that could:
- (1) Damage the POTW or any equipment or other appurtenances associated with the POTW;
 - (2) Pass through or interfere with the operation or performance of the POTW or the WRBP treatment plant;
 - (3) Cause the WRBP to violate either Env-Wq 1703 or its NPDES permit;
 - (4) Have an adverse effect on the receiving stream;
 - (5) Endanger the health and welfare of the WRBP staff; or
 - (6) Otherwise endanger public health, safety, or property or constitute a nuisance
- B. In forming such opinion as to the acceptability of these wastes, the NHDES and/or Town will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, configuration of the public sewer, materials of construction of the sewers, nature of the sewage treatment process, capability of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The following substances are prohibited:
- (1) Any liquid or vapor having a temperature higher than one hundred forty (140) degrees F, (60 degrees C).
 - (2) Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of 50 mg/L for mineral origin or 100 mg/L for animal origin or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred forty (140) degrees F, (0 to 60 degrees C).
 - (3) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.
 - (4) Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable, hazardous, or toxic substances, wastes, or contaminants, as those terms are defined under applicable environmental laws; 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 EPA or the State for such materials.
 - (5) Any waters or wastes containing phenols or other taste or odor-producing substances in such concentrations as to exceed limits which may be established by the WRBP

and/or Town as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.

- (6) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the WRBP and/or Town, in compliance with applicable State or Federal regulations.
- (7) Material which exerts or causes:
 - i. Unusual concentration of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate);
 - ii. Interference with the flow of the sanitary sewerage or industrial wastes through the public sewer by the introduction of gels, surfactants, fats, oils, or similar substances.
 - iii. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solution);
 - iv. Unusual BOD, COD, or chlorine requirements in such quantities as to constitute a significant load on the sewerage treatment works;
 - v. Unusual volume of flow or concentration of wastes or both constituting "slugs" as defined herein.
- C. 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.
- D. WRBP Env-Wq 1203.12 Prohibited Discharges Rules are adopted herein through reference.
- E. WRBP Env-Wq 1203.04 Prohibited Connections Rules are adopted herein by reference.
- F. Special Discharges of Limited Duration: Any person proposing to discharge, as a one-time or otherwise limited duration discharge, waters or wastes to the public sewers shall meet the requirements of Env-Wq 1203.13 so as not to have negative effect upon the POTW, processes, equipment, or receiving waters, or that might otherwise create a hazard to life or constitute a public nuisance, for the WRBP
- G. No person shall discharge or cause or allow to be discharged, the following pollutants directly into any manhole or pump station. All such discharges shall be approved by the WRBP and discharged within the confines of the Franklin Wastewater Treatment Facility:
 - (1) Any Trucked or hauled wastes;
 - (2) Septic and holding tank wastes;
 - (3) Industrial or commercial wastewaters;

- (4) Wastewaters generated from in situ activities such as, but not limited to, groundwater remediation, construction dewatering, or hydrodemolition; or
- (5) Or other toxic or hazardous wastes or substances or contaminants, as those terms are defined under applicable environmental laws.

28.10.6 Town's Options: If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 28.10.5 of this Sewer Ordinance, and which in the judgment of the NHDES and/or the Town, may have a deleterious effect upon the treatment works, processes, equipment, or receiving waters or which otherwise create a hazard to life or constitute a public nuisance, the NHDES and/or Town may:

- (a) Reject the waste;
- (b) Require pretreatment to an acceptable condition for discharge to public sewers;
- (c) Require control over the quantities and rates of discharge;
- (d) Require payment to cover the added cost of handling and treating the wastes; and/or
- (e) Terminate the property's authorized connection to the public sewer and revoke any certificate of occupancy associated with any structure on the property utilizing that connection.

NOTE: If the Town permits to 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 WRBP, NHDES, and the Town and subject to the requirements of all applicable codes, ordinances, regulations, laws, etc.

28.10.7 Grease, Oil and Sand Interceptors: Grease, oil, and sand interceptors shall be provided when, in the opinion of the WRBP or the Town, they are deemed necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes and/or other harmful substances; except that such interceptors shall not be required for private living quarters or individual dwelling units. All interceptors shall be of a type and capacity approved by the WRBP and Town and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining the interceptors, the owner shall be responsible for the proper removal and disposal of captured materials by himself/herself or a currently licensed waste disposal firm and for such other measures as necessary to maintain the proper function of the grease, oil and sand interceptor.

28.10.8 Dental Practices: An amalgam separator shall be installed and maintained by all dental practices covered under Env-Wq 306.

28.10.9 Maintenance of Pretreatment or Equalization and Facilities: Where pretreatment 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/her expense.

28.10.10 Control Manholes: When required by the WRBP or the Town, any property owner served 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 accessible and safely located and shall be constructed in

accordance with plans approved by the WRBP, NHDES and the Town. The manhole shall be installed by the owner at his/her expense and shall be maintained by him/her so as to be safe and accessible at all times. The owner shall provide the Town or WRBP with access to the manhole upon reasonable request.

- 28.10.11 **Monitoring Required:** All industrial users discharging into a public sewer shall perform such monitoring of their discharges as the WRBP and/or the Town may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records, and reporting the results of such monitoring to the WRBP and/or the Town. Such records shall be made available upon request by the WRBP to other agencies having jurisdiction over discharges to the receiving waters and shall be maintained for a minimum of 5 years.
- 28.10.12 **Right of Entry:** The WRBP, NHDES, and/or the Town, through its duly authorized employees and officials, 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 this Sewer Ordinance. The WRBP, NHDES, and/or the Town or its representatives 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 waste treatment. The refusal to provide access to allow for an inspection shall constitute a violation of this Ordinance. Failure to provide access may result in the Town, NHDES, or WRBP to seek an administrative inspection warrant to compel access to the property.
- 28.10.13 **Measurements, Tests and Analyses:** All measurements, tests and analyses of the characteristics of waters and wastes, to which reference is made in this Sewer Ordinance, shall be determined in accordance with the latest edition of 40 CFR Part 136, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole or at sampling location(s) identified in a CDP or IDP. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole from the building sewer in the public sewer to which the building sewer is connected or the upstream sampling point designated in a CDP or IDP. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewer system and to determine the existence of hazards to public health, safety, and welfare. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premises is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four (24) hour composites of all outfalls, whereas pH is determined from periodic grab samples.) Sample type and frequency will be identified within each IDP and CDP issued.
- 28.10.14 **Information Required:** The Town and/or the WRBP may require a user of sewer services to provide information required to determine compliance with this Sewer Ordinance. These requirements may include:
- (a) Wastewaters discharge peak rate and volume over a specified time period;
 - (b) Chemical analyses of wastewaters;
 - (c) Information on raw materials, processes, and products affecting wastewater volume and quality;
 - (d) Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials

important to sewer use control;

- (e) Details of wastewater pretreatment facilities;
- (f) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.

28.10.15 Special Agreement: No statement contained in this Sewer Ordinance shall be construed as precluding any special agreement or arrangement between the WRBP, NHDES, and/or the Town and any industrial user whereby an industrial waste of unusual strength or character may be accepted by the WRBP and/or the Town for treatment, subject to extra payment therefore, by the industrial user, and provided that such agreements do not contravene any requirements of existing state or federal laws and are compatible with any User Charges and Industrial Cost Recovery System in effect.

28.11 APPROVAL OF CONTRACTORS

28.11.1 Approved Contractor: The Town reserves the right to prohibit any person from installing building sewers, septic tanks, leaching fields or any other facilities for the handling or disposing of Sanitary Sewage or Industrial Wastes, if in the past, said person has refused to abide by any applicable Town or State regulations or if said person's performance has proven to be of inferior quality and, therefore, requires an unusual amount of supervision by the Town in relation to other persons.

28.11.2 Bonding Requirements: When bonding is required, the Applicant shall secure the full cost of all required improvements. Based on the approved plans, the Applicant's Design Engineer shall submit the estimated cost of all required improvements. No credit shall be given for onsite materials or Applicant participation in the work. Estimate shall detail all components by unit/cost based on current NHDOT unit costs when available. The estimate shall be subject to approval by DPW Director. The DPW Director shall set the amount of the required security, which may be different from the estimate supplied by the Applicant's engineer if the DPW Director reasonably disagrees with said estimate. The Owner/Developer shall deposit the necessary funds with the Town Treasurer prior to construction.

28.11.3 Escrows and Forms of Security: Acceptable forms of escrow and security are as follows:

- (a) Cash or certified bank check made payable to "Town of Gilford" will be held in accordance with RSA 673:16. A positive balance shall be maintained by the Applicant in the required escrow account(s) at all times. Funds remaining in the escrow account(s) upon successful completion shall be returned to the Owner/Developer.
- (b) Letter of Credit from a local bank with corporate offices (administering collections) located in New Hampshire and within a 60-mile radius of the Town of Gilford, requires pre-approval of the DPW Director and shall be in a form and substance satisfactory to the DPW Director. Letters shall include a self-call clause.
- (c) Bond Certificate, in a form and substance satisfactory to the DPW Director and issued by a reputable surety company pursuant to the U.S. Department of the Treasury Circular 570 with provisions for automatic renewal.

- 28.11.4 Security Estimate: The Applicant shall use the bond estimate spreadsheet format provided in Attachment 2.7 to submit estimates and requests for adjustments. Estimates shall include a 15% project contingency.
- 28.11.5 Security Increases: The DPW Director may require the Applicant to submit an updated estimate and increase the total required security for projects not completed within one (1) year of the date of the original security estimate or where substantial construction or material unit cost changes occur which exceed ten percent (10%) of the original estimate.
- 28.11.6 Security Releases/Reductions: Releases will only be made at the discretion of the DPW Director upon fifty percent (50%) completion, substantial completion and final completion milestones. The process for releases or reduction of project securities is as follows:
- (a) Applicant's Design Engineer shall certify in writing:
 - i. Work to be released is completed in accordance with approved plans;
 - ii. Value of work to be released based on original project estimate including confirmation of quantities installed;
 - iii. Value of remaining security is sufficient to complete project including retainage.
 - (b) Applicant's Design Engineer shall obtain successful report of work to be released by Town's Inspector.
 - (c) Request shall use at a minimum, the bond estimate spreadsheet format and include narrative description of work completed/to be completed. All applicable test results (e.g. compactions, material composition, pressure tests, etc.) shall be included.
 - (d) Release requests will only be considered for work completed and shall not include stockpiled materials that have not been incorporated into the project.
 - (e) Short-term retainage (10%) will be held on all releases until the substantial completion is issued by the DPW Director.
 - (f) Long-term retainage (2%) will be held on all releases until the Final Certificate of Performance (minimum one year and successful operation of all conditions/improvements) is issued by the DPW Director.
 - (g) The DPW Director will make every effort to process requests within thirty (30) days of receipt of a completed request. Security reduction calculations do not take into consideration any amount due the contractor. That is a contractual matter between the Applicant and the Contractor.
 - (h) Record drawings are required for the entire scope of the improvements prior to final release.
- 28.11.7 Security Lapse: Should for any reason the Applicant allow required security to lapse, either through his/her own action or fault, through action of a court because of bankruptcy, or for any other reason, the Town may act to revoke the project approval, issue a cease and desist order, cancel all building permits that have been issued (but upon which work has not started), refuse to issue additional building permits, refuse to issue a certificate of occupancy, and/or pursue all other remedies allowed by law.

28.12 PRIVATE WASTEWATER DISPOSAL SYSTEMS

- 28.12.1 Private Wastewater Disposal System: The type, capacity, location, layout and installation (including inspection) of a private wastewater disposal system shall comply with all requirements of the NHDES. No permit shall be issued for any new private wastewater disposal system employing subsurface soil absorption facilities where the lot area is less than is required by subdivision lot size requirements of the NHDES. No septic tank or cesspool shall be permitted to discharge to any natural outlet.
- 28.12.2 Private Wastewater Collection System: Private wastewater collection systems shall conform to all the requirements of this Sewer Ordinance, other Town standards, and Env-Wq 1200, Env-Wq 700, Env-Ws 305, and state plumbing codes. Additionally, private wastewater collection systems shall be subject to the WRBP NPDES permit No. NH0100960 and follow any requirements therein.
- 28.12.4 Operation and Maintenance: The Owner shall be ultimately responsible for all operation, maintenance, regulatory reporting, regulatory action and fines associated with the private wastewater collection system. Any regulatory action taken against the Town due to the action or inaction of the Owner of the private wastewater collection system shall become the responsibility of the Owner of the private system.

28.13 PENALTIES

- 28.13.1 Written Notice: Any violation of this Ordinance shall constitute a nuisance under RSA 147:4, et seq. Any person found to be violating any provisions of this Sewer Ordinance shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations and correct all non-compliant conditions.
- 28.13.2 Penalties: Any person who shall continue any violation beyond the time limit provided for in any notice issued pursuant to Section 28.13.1 shall be guilty of a violation for each day that said individual shall fail to comply with the order and for all such fines and penalties as may exist under RSA chapter 147, RSA chapter 149, and RSA 485-A:45, et seq.
- 28.13.3 Code Violation: Any person violating any of the provisions of this Sewer Ordinance shall become liable to the WRBP and/or the Town for any expense, loss, or damage occasioned by the WRBP and/or the Town by reason of such violation and for all costs and expenses associated with the abatement of the violation of this Ordinance.

28.14 POWERS AND AUTHORITIES OF INSPECTORS

- 28.14.1 Investigation of Noncompliance: In addition to the remedies set forth in Section 28.13, the Town may investigate instances of suspected noncompliance with this Sewer Ordinance and if confirmed, impose a penalty of one hundred dollars (\$100.00) per calendar day (or portion thereof), until noncompliance is remedied. Penalties imposed will be applied to the permittee's quarterly billing statement.
- 28.14.2 Unrestricted Access: All users discharging to the WRBP sewage treatment plant shall allow unrestricted access by any inspector as designated by the Town, NHDES, or WRBP pursuant to the provisions of Env-Wq 1205.17 for the purpose of determining whether the user is complying with all requirements of this Sewer Ordinance, or any Industrial or Commercial

Discharge Permit or order issued hereunder. Users shall allow the inspector(s) ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties. Inspectors shall provide reasonable written notice of at least forty-eight (48) hours prior to their inspection, unless the inspector determines that under the circumstances an immediate inspection is necessary, in which case notice shall be provided as appropriate unless for good cause or emergency situations none is given.

- 28.14.3 Delays: Unreasonable delays in allowing the inspector(s) access to the user's premises shall be a violation of this Sewer Ordinance.
- 28.14.4 Safety Rules: While performing the necessary work on private properties referred to in this Section, inspector(s) shall observe all safety rules applicable to the premises as may be established by the Owner, in addition to any other applicable safety standards that the inspector(s) deem necessary.
- 28.14.5 Right to Property: The inspector(s) shall have the right to set up on the user's property, or require installation of such devices as are necessary to conduct sampling and/or metering of the user's operations.
- 28.14.6 Monitoring: The inspector(s) may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated at least annually to ensure accuracy.
- 28.14.7 Obstructions: Any temporary or permanent obstruction to safe and easy access to a facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the inspector(s) and shall not be replaced. The costs of clearing such access shall be borne by the user.
- 28.14.8 Information Required: The inspector(s) are authorized to obtain information concerning industrial processes that have a bearing on the kind or source of discharge to the public sewer. The industrial user may request that the information in question not be disclosed to the public in accordance with Section 28.12 of this Sewer Ordinance. The information in question shall be made available upon written request to governmental agencies for uses related to this Sewer Ordinance, the NPDES permit, or the WRBP pretreatment program. The burden of proof that information should be held confidential rests with the user. However, information regarding wastewater discharge by the user (flow, constituents, concentrations, and characteristics) shall be available to the public without restriction.
- 28.14.9 Access to Easement Areas: The inspector(s) shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the POTW lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.
- 28.14.10 Search Warrants: Nothing herein shall prevent or preclude the Town from obtaining an administrative search warrant to carry out its obligations hereunder when it deems such measure appropriate.

28.15 WAIVERS

The Board of Selectmen may, upon written request, grant waiver(s) to the regulations set forth in this Sewer Ordinance, as justice may require, upon a preponderance of scientific evidence submitted under stamp of a professional engineer, that doing so does not jeopardize public health or adversely affect the sewer system, and provided further that such waiver(s) are not contrary to State Law or the rules of the WRBP.

28.17 SEVERABILITY

In the event that any provision of this Ordinance is invalidated or adjudicated unlawful by a court of competent jurisdiction, the remainder of this Ordinance which was not deemed unlawful or invalidated shall remain in full force and effect.

28.17 EFFECTIVE DATE

This amended Sewer Ordinance shall take effect as of August 1, 2023.

IN WITNESS WHEREOF, this Sewer Ordinance is adopted and approved on the ____ day of _____, 20____ by the Gilford Board of Selectmen, after having considered public input during a duly posted and advertised public hearing held on the same date. ATTEST:

Selectman

Selectman

Selectman

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS ____ DAY OF _____, 20____, BY:

Danielle LaFond, Town Clerk-Tax Collector

SEWER USER CHARGE SYSTEM ORDINANCE
(CHAPTER 28-A)

Previously adopted as amended on March 14, 2007

28-A.1 GENERAL REQUIREMENTS:

- 28-A.1.1 Purpose: This user charge system is established to ensure the equitable distribution of the costs of operation, maintenance, management, reconstruction, replacement, and repairs of the wastewater collection system within the Town of Gilford. Each individual user or user class within the Town shall pay in proportion to their contribution to the total wastewater loading on the treatment works.
- 28-A.1.2 Annual Review of Charges: The Town of Gilford, through its Board of Selectmen, shall annually review the wastewater contribution of users, the total costs of the sewage system, and its approved charge system. The Town shall revise charges, as appropriate, for use or user classes to accomplish the following:
- (a) Maintain the proportionate distribution of costs among users and use classes as required;
 - (b) Generate sufficient revenue to pay the total costs necessary to properly maintain the system to include personnel, operation, administrative, and management costs, amortization and depreciation of the acquisition or construction costs for the public sewer, debt service and interest, capital expenditures, reserves for replacement costs, amongst other prudently incurred costs as may be required and necessary.
- 28-A.1.3 Connection Fees: No application for a permit to connect to the Town's sewer system shall be approved until the Permit Fee is paid in full. The permit fee shall be reviewed annually by the Board of Selectmen to ensure that it accurately reflects the average cost to buy in to the investment in the total sewer system.
- 28-A.1.4 Charges for Extraneous Flows: The user charge system shall provide that the costs of all flow not directly attributable to users or use classes (i.e., infiltration/inflow) be distributed among all users of the system in the same manner that system costs are distributed among users or user classes for their actual use, or under a system which uses one or any combination of the following factors:
- Flow Volume of users
 - Land area of users
 - Number of hookup s or discharges to the users.
- 28-A.1.5 Sewer Fund: The funds received from the collection of the sewer charges authorized by this ordinance and all other receipts resulting from the operation of the sewage system shall be deposited with the Town Treasurer and shall be separately accounted for and be known as the "Sewer Fund". This fund, when appropriated by the Board of Selectmen, shall be available for the payment of the first instance of the cost and expense of the management, administration maintenance, operation and repair of the Town Sanitary Sewage System and Sewage Disposal and any surplus thereafter for the cost of construction, reconstruction, replacement, and upgrade and for the payment of any interest and principal of any debt incurred to pay such costs for the improvement of the Town's sanitary sewage system or regional system.

28-A.1.6 Sewer User Charges: The user charge shall be sufficient to cover all costs associated with the operation and maintenance of the collection system as well as providing a replacement fund. The charges for use of the system will be based upon volume as measured by installed water or wastewater meters as approved by the Town of Gilford. The basic charges for each individual connection to the sewer system will be determined by one of the following methods of assessment:

- (a) Upon the metered volume of water consumed as it relates to wastewater generated, volume shall be directly measured by a metering device approved by the Town.
- (b) Where a metering device cannot be reasonably utilized, an adjustment as to sewer charges may be made by the execution of a contract between the Owner and the Town.
- (c) Industrial Users are those whose wastes entering the Town's sewer system (following pretreatment) exceed the following standards:
 - i. Five (5) day BOD of not more than 200 milligrams per liter at twenty degrees Centigrade (20° C).
 - ii. Suspended solids concentration of not more than 200 milligrams per liter or in any way cause additional treatment expenses to be incurred will be charged at a rate determined at the time such conditions occur. The strength of wastewaters exceeding the normal characteristics as specified above is to be determined by the Town, employing the services of an approved testing firm and/or the services of the State. Any testing costs shall be borne by the User.
 - iii. Charges shall be based on:
 - A rate per 1,000 gallons of measured volume, plus
 - A rate per pound in excess of 200 mg/liter of BOD concentration, plus
 - A rate per pound in excess of 200 mg/liter of Suspended Solids concentration.
- (d) The basic charges for seasonally operated cottages, camps, motels, hotels, homes and similar users shall be assessed the Administrative fee plus a fee per 1,000 gallons of water consumed for each unit during the period of use. The term "unit", as used herein, refers to each living unit.
- (e) A surcharge shall be levied on all users whose wastes exceed the normal concentration for BOD and/or suspended solids as outlined above in 28-A.1.6(c)i, and ii. The surcharge will be established as a rate per pound as described in 28-A.1.6(c)iii.

28-A.1.7 User Charge Computation: All costs related to the municipal sewer collection system will be borne by those utilizing the system. Included in these costs are those fees necessary to operate, maintain, administer, upgrade and provide for limited future expansion. The costs will be calculated by determining an Administrative Fee and a usage rate per thousand gallons.

- (a) Each sewer user (living unit) shall pay the Administrative Fee each quarter of the

year to cover administrative costs. The Administrative Fee shall be reviewed annually and is intended to cover certain costs of the system that are not dependent on usage volume, including, but not limited to: personnel, office expenses, and the administrative portions of the WRBP billing.

$$\text{Fee} = \text{Administrative Costs} / \# \text{ of living units} / 4 \text{ quarters}$$

- (b) The rate per gallon shall be calculated by dividing the total estimated budget for the Sewer Fund, less revenue to be generated by the administrative fee and any other projected revenues, by the total estimated annual usage (per thousand gallons).

$$\text{Rate} = \text{Total Sewer Costs} - \text{projected revenues} / \text{total estimated usage per 1,000 gallons}$$

28-A.1.8 Meter Rules and Regulations:

- (a) Meters for the purpose of metering private water supplies will be provided by the Owner of the premises at their own expense and accepted and approved by the Town.
- (b) Meters may be purchased from the Town, at cost, by individuals for installation by a licensed plumber on their premises.
- (c) In the case of a meter stopping or failing to register, the quantity of water used shall be based upon the average of past usage which most accurately reflects current usage.
- (d) Any owner may place on his premises, at his own expense, a meter which shall be approved by the Town, to measure the flow of water which does not enter the sewage system, and an adjustment of the sewer charge shall be made commensurate with said metered use in accordance with the applicable rate charged by the Town.
- (e) The Town's duly authorized personnel shall have the right to enter the premises to read said meter.
- (f) No person shall maliciously, willfully, or negligently damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is part of the public sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct pursuant to the local ordinances and shall also be subject to penalties under State and Federal statutes.

28-A.1.9 Billings and Other Charges:

- (a) Billing: Pursuant to RSA 149-1:11 and 38:22, the Town shall issue a warrant to the Tax Collector four (4) times a year, who shall send bills and collect these charges for sewer services.
- (b) Payment: Payment is due within thirty (30) days of said billing. Any bills not paid within this time period will be subject to collection procedures of the Tax Collector as defined in NH RSA 80.
- (c) Delinquency: The Tax Collector shall include, on an annual basis with the list

of unpaid property taxes, all delinquent sewer accounts and shall have all the rights and remedies, including a lien on the real estate, and be subject to the same liabilities in relation thereto, as in the collection of taxes as provided in RSA 80.

- (d) Abatements: Upon written request to the Board of Selectmen within thirty (30) days of the due date, an abatement of all or a portion of sewer charges will be considered. The request may be granted for good cause and with proper justification.

28-A.2 EFFECTIVE DATE

This amended Sewer User Charge System Ordinance shall take effect as of August 1, 2023.

IN WITNESS WHEREOF, this Sewer User Charge System Ordinance is adopted and approved on the _____ day of _____, 20____ by the Gilford Board of Selectmen, after having considered public input during a duly posted and advertised public hearing held on the same date. ATTEST:

Selectman

Selectman

Selectman

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS ____ DAY OF _____, 20____, BY:

Danielle LaFond, Town Clerk-Tax Collector

SEWER SYSTEM OPERATION AND MAINTENANCE ORDINANCE (CHAPTER 28-B)

Previously adopted August 26, 1982; amended on November 1986

28-B.1 GENERAL

The operation and maintenance (O&M) costs of the Gilford Municipal Sewer System as relating to the Winnepesaukee River Basin Program will be based upon those costs as provided by the NHDES. These costs are to be estimated annually base on the State Operating Budget for the WRBP. Quarterly billings from the WRBP will be utilized to adjust sewer user charges as necessary to defray costs. Administrative costs relating to the costs of administrating the WRBP at both State and Municipal level are to be included.

28-B.1.1 Operations and Maintenance Costs

- (a) State: These costs relate to those billed by the State on a periodic basis for those O&M items directly related to the total WRBP costs which includes the Franklin Treatment Plant and regional interceptor sewers and pump stations. Such costs include: chemicals for the plant, utilities at the plant and various pumping stations, fuel, and salaries of plant and maintenance personnel. Pursuant to RSA 485-A: 45, these costs are estimated in advance of the State fiscal year, billed quarterly, and adjusted in the second quarter of the following fiscal year. The percentage O&M WRBP assessment to Gilford is based on the hybrid flow model adopted in 2020 as may thereafter be reassessed and/or revised. The WRBP O&M assessments to the Town change each Fiscal Year.
- (b) Town O&M Costs: Town O&M costs are required to perform the same type functions as for the State, but upon Town-owned or maintained assets. It will include such items as meter repair and maintenance; repair items and tools; line cleaning and repair; manhole cleaning and repair; etc. The amount to be charged is to be fifteen percent (15%) of the total State O&M charges.
- (c) Total O&M charges is the sum of the results of subsections (a) and (b) above.

28-B.1.2 Administrative Costs

- (a) State: These costs relating to the administration of the WRBP are to be assessed quarterly pursuant to RSA 485-A:45. These costs are determined by the State utilizing design system flows and capacity contributed by each community and is currently a set percentage for Gilford at 10.75%.
- (b) Town: Town costs are again required to perform the same type of function as for the State and are limited to the salaries of the Town's Sewer Superintendent, secretarial help, billing preparation, and related office duties.
- (c) Total administrative charges is the sum of the results of subsections (a) and (b) above.

28-B.1.3 Total Sewer User Rate: The total sewer user rate to be charged each customer serviced by the Winnepesaukee River Basin Project will be that resulting from those combined charges stated in Paragraph (c) of Section 28-B.1.1 and 28-B.1.2. This rate will be

recomputed annually based upon estimated costs provided by the State during the 4th quarter of the State fiscal year (April - June) to become effective the 1st fiscal quarter (July - September) of the following State fiscal year. See the Town's rate sheet for actual computations which is to be updated at least annually or as dictated by State billing procedures.

28-B.2 EFFECTIVE DATE

This amended Sewer System Operation and Maintenance Ordinance shall take effect as of August 1, 2023.

IN WITNESS WHEREOF, this Sewer System Operation and Maintenance Ordinance is adopted and approved on the ____ day of _____, 20__ by the Gilford Board of Selectmen, after having considered public input during a duly posted and advertised public hearing held on the same date. ATTEST:

Selectman

Selectman

Selectman

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS ____ DAY OF _____, 20__, BY:

Danielle LaFond, Town Clerk-Tax Collector

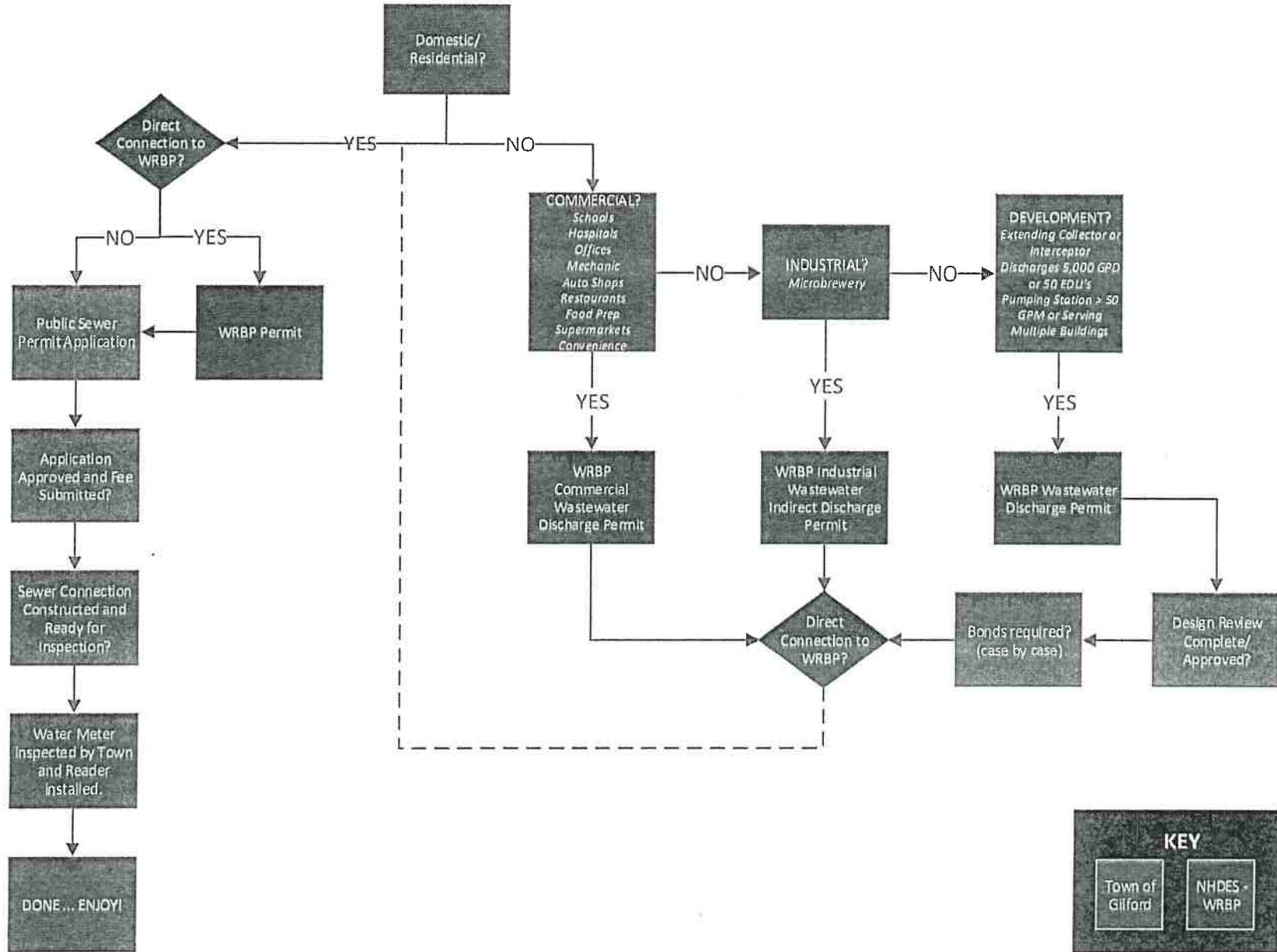
ATTACHMENT# 2
SUMMARY OF APPLICATION FORMS AND REFERENCE DOCUMENTS

- 2.1 Town of Gilford Sewer Connection Process Flow Chart
- 2.2 Town of Gilford Sewer Permit Application
- 2.3 Town of Gilford Public Sewer Connection Rules
- 2.4 Town of Gilford Standard Details for Sewer Construction
- 2.5 Homeowner's Guide to Sewer Lateral Maintenance
- 2.6 Sewer Test Forms
- 2.7 Bond Estimate Worksheet
- 2.8 WRBP Permitting Fact Sheet
- 2.9 WRBP Wastewater Discharge Permit (WDP) Application (Env-Wq 1023.09)
- 2.10 WRBP Wastewater Connection Permit (CP) Application (Env-Wq 1203)
- 2.11 WRBP Commercial Discharge Permit (CDP) Application (Env-Wq 1206)
- 2.12 WRBP Industrial Discharge Permit (IDP) Application (Env-Wq 1205)
- 2.13 NHDES ENV-Wq 1200 – Winnepesaukee River Basin Program Quick Reference Sheet

The documents referenced above are available at the DPW office or on the Town's website (www.gilfordnh.org).

SEWER CONNECTION FLOW CHART

"So you want to connect to the Gilford Sewer System ..."



KEY

Town of Gilford	NHDES - WRBP
-----------------	--------------

DPW Permit # _____

Permit Fee Paid: _____

Att 2.2

TOWN OF GILFORD

Public Sewer Permit Application

Department of Public Works, 55 Cherry Valley Road, Gilford, NH 03249-6843
Tel: (603) 527-4778 Fax: (603) 527-4781

_____	Initial Connection to Public Sewer	\$1,500.00	
_____	Repair Existing Connection to Public Sewer	\$ 25.00	
_____	Disconnect / Reconnection to Public Sewer	\$ 25.00	Date _____ 20____

Owner / Applicant (print) _____ Phone: _____

Mailing Address: _____

Sewer Connection Address: _____

Tax Map & Parcel Number: _____ Requested Start Date: _____

Contractor Name & Address: _____

Email address: _____

Phone: _____ FAX: _____

The undersigned hereby applies for permission to connect/disconnect from to the public sewer system. All construction to be completed in accordance with the Gilford Sewer Ordinance and all State Regulations.

**DO NOT COVER site before project can be inspected by this department.
24 Hours notice required for inspection.**

Signature of Owner / Applicant: _____

Address: _____

INSTRUCTIONS FOR CONSTRUCTION

INITIAL HERE

- _____ All construction will follow Town and State Codes.
- _____ **** ALL SEWER PIPE INSTALLATION WILL BE INSPECTED BY SEWER DEPARTMENT PRIOR TO COVERING ****
- _____ Any changes to the existing drawings will be submitted to the Sewer Department for prior approval.
- _____ Fees listed above do not include the purchase cost of a water meter. Water meter may be purchased from DPW Office.
- _____ All meters must comply with the Town's billing system.
- _____ The installation of meters is the responsibility of the Property Owner and an **INSPECTION OF THIS INSTALLATION WILL BE REQUIRED BY THE SEWER DEPARTMENT.**

Department Official: _____ Date: _____

PERMIT IS VALID FOR 6 MONTHS FROM DATE OF ISSUANCE

Site Inspection Date: _____ Inspected by: _____

(Project notes/comments on back of permit)

Original Permit on file at Gilford Sewer Department
Distribution Copies: Applicant, Building Inspection Office

DEPARTMENT OF PUBLIC WORKS

Public Sewer Connection Rules

Please read when inquiring about a public sewer connection:

- ⇒ When connecting to public sewer, ALL domestic waste must be connected ...
- ⇒ SEPTIC TANKS must be pumped, disconnected and either filled or removed.
- ⇒ NO floor drains, down spouts, sump pumps, foundation drains or other non-domestic water may be connected to public sewer.
- ⇒ No hazardous materials may be introduced into public sewer.
- ⇒ All construction **MUST** be inspected by a town inspector **BEFORE BACKFILLING** ...
- ⇒ Homeowners **MUST** install a water meter in their water line for sewer billing purposes
- ⇒ Meters may be purchased @ Public Works office.
- ⇒ No sewer connection may be used until a water meter is installed and inspected.
- ⇒ **NO EXISTING WATER METERS MAY BE REMOVED UNTIL A REPLACEMENT METER IS PURCHASED AND INSTALLED FOR SEWER BILLING PURPOSES.**

DEPARTMENT OF PUBLIC WORKS

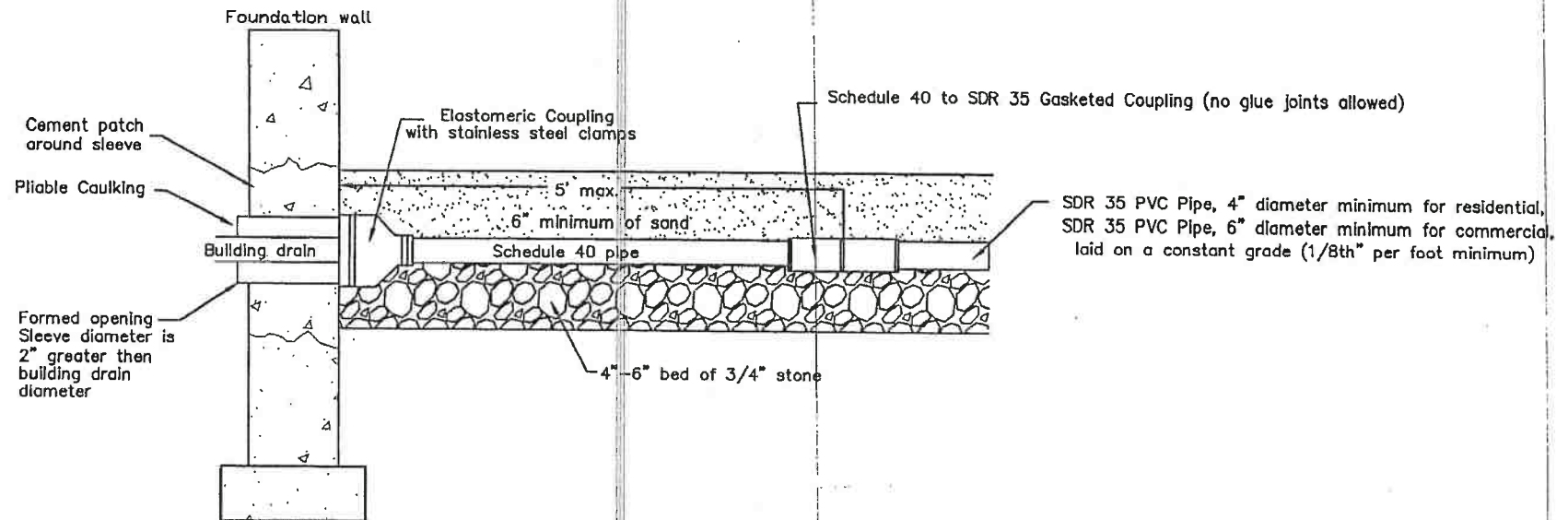
55 Cherry Valley Road
Gilford, NH 03249

Phone: (603)527-4778
Fax: (603)527-4781
Email: smorgan@gilfordnh.org



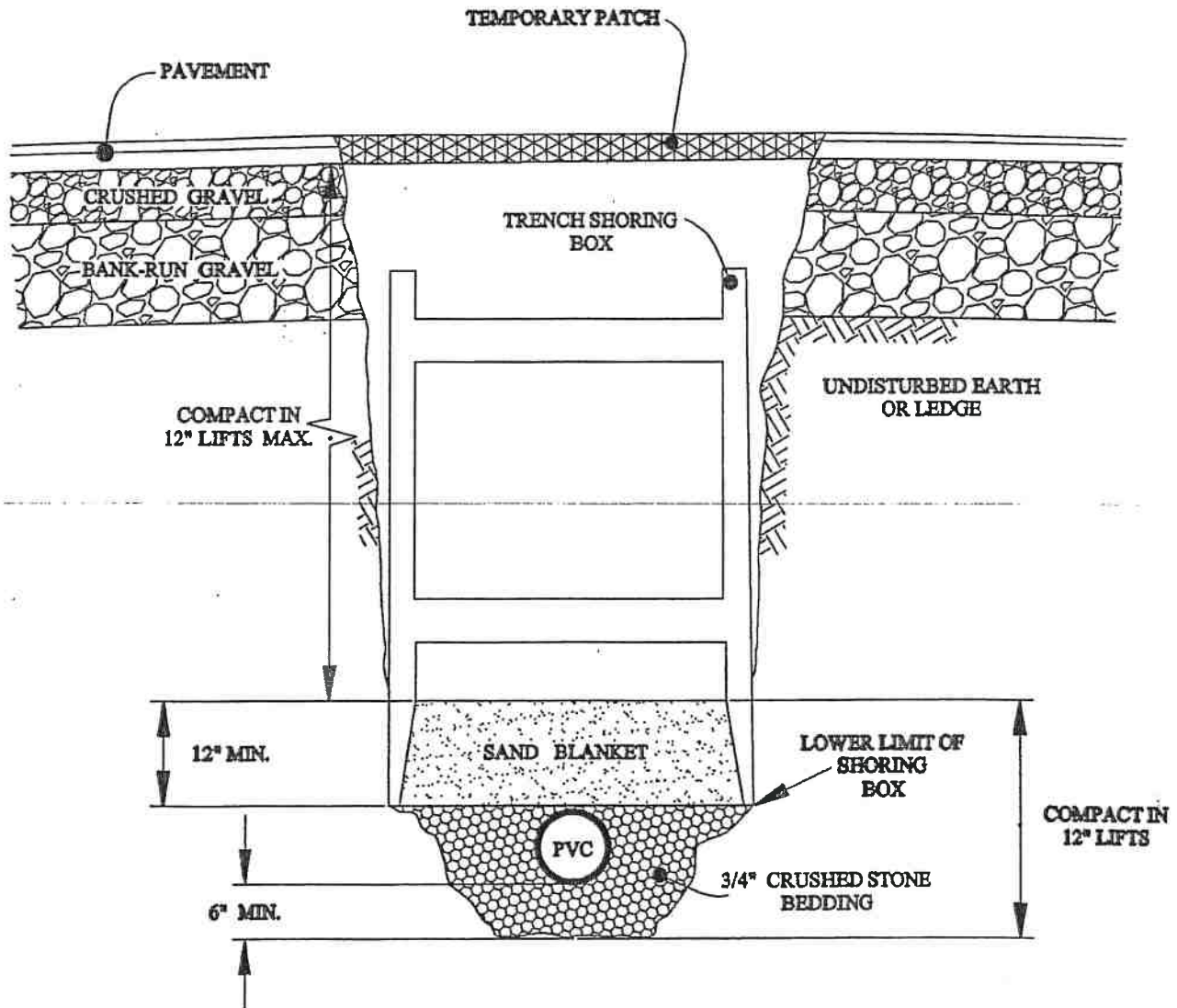
D-23 SANITARY SEWER CONNECTION DETAIL

(NOT TO SCALE)



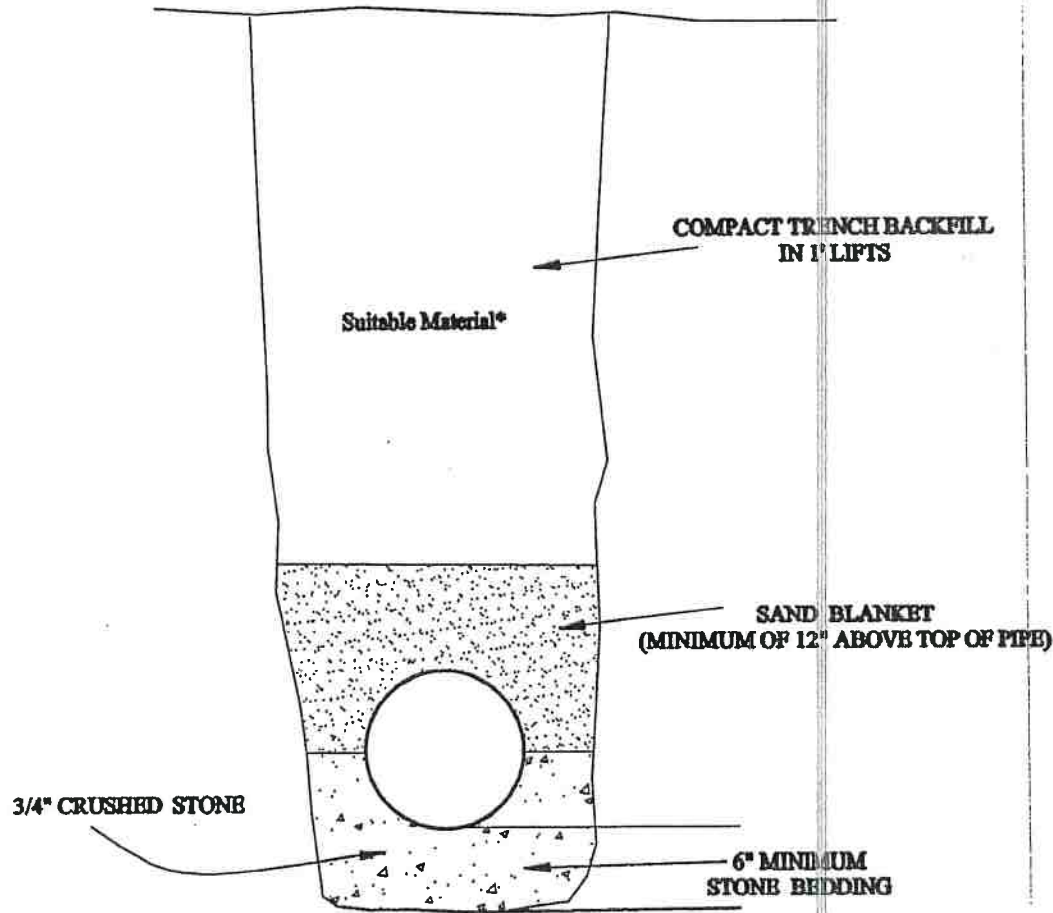
D13-Trench Section for Polyvinyl Chloride Pipe SDR-35

(not to scale)



Att 2.4

D-24 SANITARY SEWER TRENCH DETAIL-SUITABLE MATERIALS



*Suitable Materials

In roads, road shoulders, walk-ways, and traveled ways, suitable material for trench backfill shall be the natural material excavated during the course of construction but shall exclude debris, pieces of pavement, organic matter, top soil, all wet or soft muck, peat or clay, all excavated ledge material, and all rocks over 6" in largest dimension, or any material which, as determined by the engineer, will not provide sufficient support or maintain the completed construction in a stable condition.

In cross country construction, suitable material shall be as described above except that the engineer may permit the use of top soil, loam, muck or peat if he is satisfied that the completed construction will be entirely stable and provided that easy access to the sewer for maintenance and possibly reconstruction, when necessary will be preserved. The backfill shall be mounded to a height of 6" above the original ground surface. The pipe bedding and sand blanket must be as shown on the sanitary sewer trench detail.

STANDARD MANHOLE NOTES:

1. IT IS THE INTENTION THAT THE MANHOLE, INCLUDING ALL COMPONENT PARTS, HAVE ADEQUATE SPACE, STRENGTH, AND LEAKPROOF QUALITIES CONSIDERED NECESSARY BY THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES) FOR THE INTENDED SERVICE. SPACE REQUIREMENTS AND CONFIGURATIONS SHALL BE AS SHOWN ON THE DRAWING. MANHOLES MAY BE AN ASSEMBLY OF PRECAST SECTIONS, WITH STEEL REINFORCEMENT. IN ANY APPROVED MANHOLE, THE COMPLETE STRUCTURE SHALL BE OF SUCH MATERIAL AND QUALITY AS TO WITHSTAND LOADS OF 8 TONS (H-20 LOADING) WITHOUT FAILURE, AND TO PROVIDE A WATER TIGHT SEAL CONTINUOUSLY FOR THE LIFE OF THE STRUCTURE.

2. BARRELS AND CONE SECTIONS: SHALL BE PRECAST REINFORCED CONCRETE.

3. PRECAST CONCRETE: BARREL SECTIONS, CONES, AND BASES SHALL CONFORM TO ASTM C478.

4. LEAKAGE TEST: SHALL BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS. INVERT AND SHELF TO BE PLACED AFTER LEAKAGE TEST.

5. INVERTS AND SHELVES: MANHOLES SHALL HAVE A BRICK PAVED SHELF AND INVERT, CONSTRUCTED TO CONFORM TO THE SIZE OF PIPE AND FLOW CARE SHALL BE TAKEN TO INSURE THAT THE BRICK INVERT IS A SMOOTH CONTINUATION OF THE SEWER INVERT. INVERT BRICKS SHALL BE LAID ON EDGE. AT CHANGES IN DIRECTION, THE INVERTS SHALL BE LAID OUT IN CURVES OF THE LONGEST POSSIBLE TANGENT TO THE CENTER LINE OF THE SEWER PIPES. SHELVES SHALL BE CONSTRUCTED TO AN ELEVATION OF 1" ABOVE THE HIGHEST PIPE CROWN AND SLOPE TO DRAIN TOWARD THE FLOWING THROUGH CHANNEL. UNDERLAYMENT OF INVERT AND SHELF SHALL CONSIST OF BRICK MASONRY.

6. FRAMES AND COVERS: MANHOLE FRAMES AND COVERS SHALL BE OF HEAVY DUTY DESIGN, MANUFACTURED IN USA, AND PROVIDE A 30-INCH CLEAR OPENING, A 3-INCH LETTER "S" FOR SEWERS SHALL BE PLAINLY CAST INTO THE CENTER OF EACH COVER.

7. BEDDING: SCREENED GRAVEL AND/OR CRUSHED STONE FREE FROM CLAY, LOAM, ORGANIC MATTER AND MEETING ASTM C53. STONE SIZE NO. 67.

PERCENT PASSING	SCREEN SIZE
100%	1 INCH
90 - 100%	3/4 INCH
20 - 50%	3/8 INCH
0 - 10%	#4 SIEVE
0 - 5%	#8 SIEVE

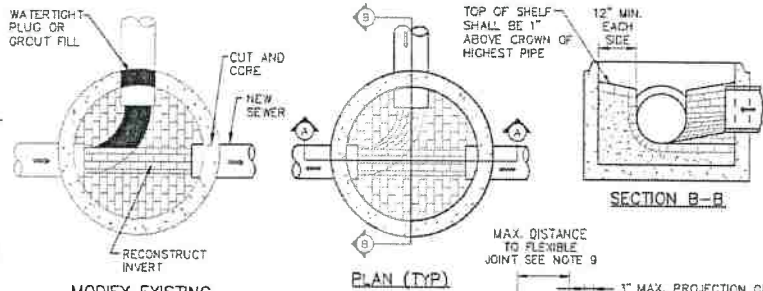
WHERE ORDERED BY THE ENGINEER TO STABILIZE THE BASE, SCREENED GRAVEL OR CRUSHED STONE 1-1/2 INCH TO 1/2 INCH SHALL BE USED.

8. SHALLOW MANHOLE: IN LIEU OF A CONE SECTION, WHEN MANHOLE IS LESS THAN 6 FEET, A REINFORCED CONCRETE SLAB COVER HAVING AN ECCENTRIC ENTRANCE AND CAPABLE OF SUPPORTING H-20 LOADS MAY BE USED.

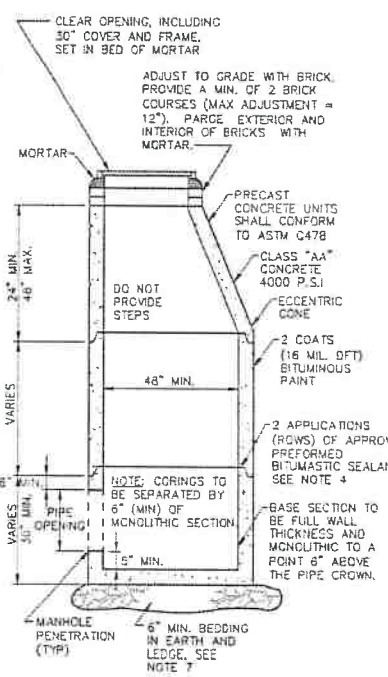
9. FLEXIBLE JOINT: A FLEXIBLE JOINT SHALL BE PROVIDED WITHIN THE FOLLOWING DISTANCES:

DI PIPE - NONE REQUIRED
 PVC (ASTM 3034) - UP THROUGH 15" DIA. - NONE REQUIRED
 PVC (ASTM F679) - LARGER THAN 15" DIA. - 48" TO 80"

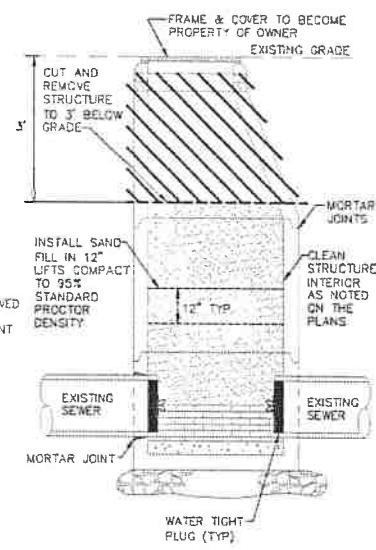
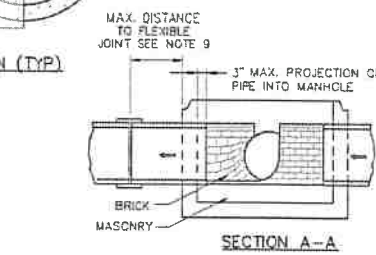
10. SPECIFICATIONS: ADDITIONAL CONSTRUCTION SPECIFICATIONS ARE INCLUDED IN THE CONTRACT DOCUMENTS. THESE STANDARD MANHOLE DRAWINGS ARE NOT COMPLETE WITHOUT THESE SPECIFICATIONS.



MODIFY EXISTING SEWER MANHOLE



SECTION (TYP)



ABANDONED STRUCTURE

STANDARD MANHOLE DETAILS

NOT TO SCALE



Sewer Lateral Maintenance

What every home owner should know about their sewer lateral maintenance responsibility

What are signs that I may have a sewer lateral problem?

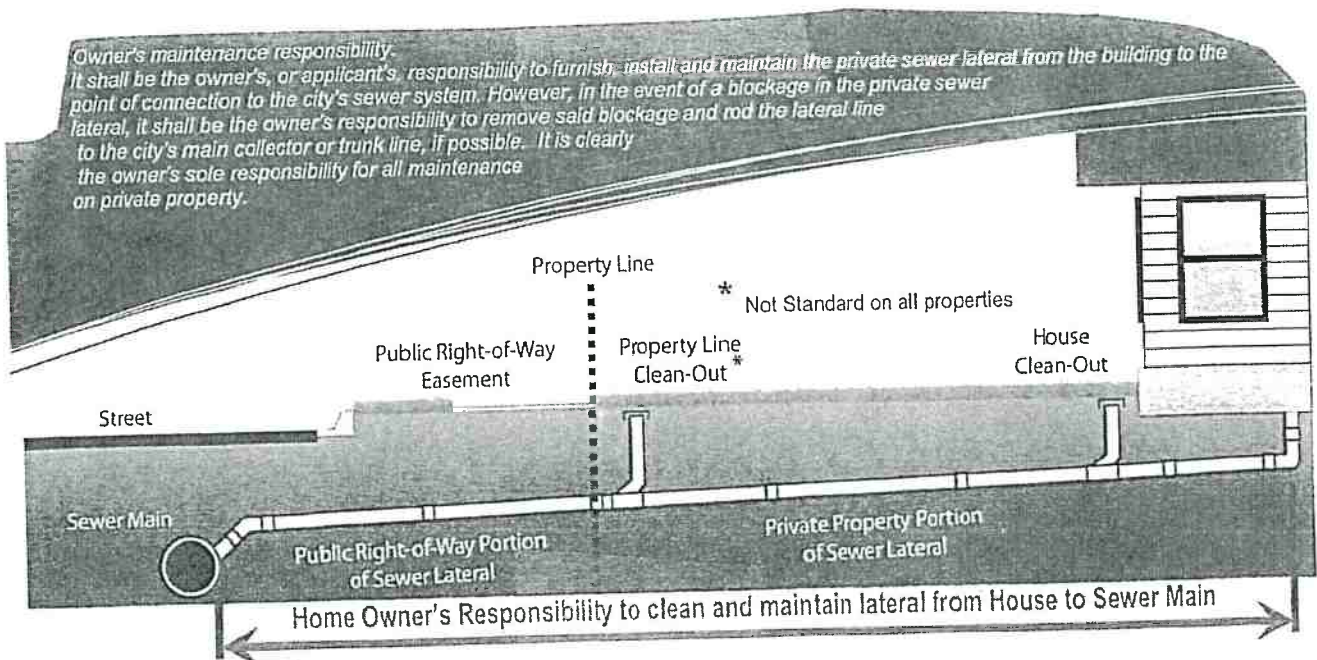
- Drains backup inside your house or building or is slow draining
- Sink holes in yard over sewer lateral
- Wet or soggy ground in your yard over or near your sewer lateral.
- Water standing in or coming out of your sewer clean-outs.
- Unusual odors

What are some things I can do for preventative maintenance?

- Have your sewer lateral video inspected and cleaned regularly
- Repair or replace deteriorated or damaged lateral pipes as soon as possible.
- Have clean-outs installed on lateral.
- Prevent clogs from FROGs (Fats, Roots, Oils and Grease) by following the simple steps outlined in this flyer.
- Do not flush diapers, wipes, feminine hygiene products, paper towels or other items not intended for disposal down the sewer.
- Disconnect all downspout collectors, foundation drains, yard drains, sump pumps and other sources of rainwater or groundwater from your sewer connection.
- Keep all sewer traps full of water in order to avoid sewer gases and odors entering your home.

Owner's maintenance responsibility.

It shall be the owner's, or applicant's, responsibility to furnish, install and maintain the private sewer lateral from the building to the point of connection to the city's sewer system. However, in the event of a blockage in the private sewer lateral, it shall be the owner's responsibility to remove said blockage and rod the lateral line to the city's main collector or trunk line, if possible. It is clearly the owner's sole responsibility for all maintenance on private property.



SEWER MAIN TEST FORM

SMH No. _____ To SMH No. _____ Date _____

Pipe Material _____ Diameter _____

Pipe Length _____ Feet

Minimum Time Required for Test _____ Minutes

See chart below or calculate using formula for lengths greater than that specified for the minimum time.

Diameter (inches)	Minimum Time (Min)	Length for Min. Time (Feet)	Formula for Length Greater than Min.(sec)
4	1:54	597	.190L
6	2:50	398	.427L
8	3:47	298	.760L
10	4:43	239	1.187L
12	5:50	199	1.709L
15	7:05	156	2.671L
18	8:30	133	3.846L

Diameter (inches)	Minimum Time (Min)	Length for Min. Time (Feet)	Formula for Length Greater than Min.(sec)
21	9:55	114	5.235L
24	11:20	99	6.837L
27	12:45	88	8.653L
30	14:10	80	10.683L
33	15:35	72	12.926L
36	17:00	66	15.384L

Height of Water Above Invert of Pipe _____ Feet

Minimum Test Pressure: { _____ Hgt H₂O x 0.431 + 3.5 } = _____

Passed _____ Failed _____
Inspector _____

DEFLECTION TEST

Date _____ Passed _____ Failed _____

VISUAL INSPECTION

Date _____ Passed _____ Failed _____

Comments:

SEWER MANHOLE TEST FORM

SMH # _____

Manhole Height to Top of Cone _____ feet

- A. *Vacuum Test* Date _____
Manholes 0' - 10' 2 Minutes
Manholes 10' - 15' 2.5 Minutes
Manholes 15' - 25' 3 Minutes

Inches Hg Start _____
Time _____ minutes

Inches Hg Stop _____
Inches Hg Stop _____

Passed _____

Failed _____ (Sign)

- B. *Retest* Date _____

Type of Failure & Repairs Made: _____

Passed _____

Failed _____ (Sign)

Comments: _____

Att 2.7

BOND ESTIMATE WORKSHEET
SUBDIVISION, ROADWAY CONSTRUCTION & NON- RESIDENTIAL DEVELOPMENT

PROJECT NAME: _____ OWNER/DEVELOPER: _____ PREPARED BY: _____ DATE: _____	Tax Map: _____ Lot No.: _____ Release No.: _____ Date: _____
--	---

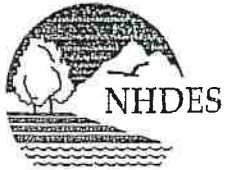
Items	Quantity	Unit	Unit Price (see note 1)	Total Price	% Complete (to date)	Total Release	Previous Release Amount	Release (This Est.)	Value Remaining
CONSTRUCTION									
SANITARY SEWER									
6" PVC Sewer Pipe (612.61506)				\$ -		\$ -		\$ -	\$ -
8" PVC (8' or less)				\$ -		\$ -		\$ -	\$ -
Sewer Manholes				\$ -		\$ -		\$ -	\$ -
Field Core Existing Sewer Manholes				\$ -		\$ -		\$ -	\$ -
Sewer Services				\$ -		\$ -		\$ -	\$ -
E-One Pressure System				\$ -		\$ -		\$ -	\$ -
WATER SYSTEM									
4" and 6" C-900				\$ -		\$ -		\$ -	\$ -
8" C-900				\$ -		\$ -		\$ -	\$ -
Thrust Restraint				\$ -		\$ -		\$ -	\$ -
8" Fittings				\$ -		\$ -		\$ -	\$ -
Hydrant Assembly				\$ -		\$ -		\$ -	\$ -
Gates Valves and Boxes				\$ -		\$ -		\$ -	\$ -
Water Services (incl. pipe, curb & corp stops)				\$ -		\$ -		\$ -	\$ -
3/4" Water Meter				\$ -		\$ -		\$ -	\$ -
Miscellaneous									
Record Drawings				\$ -		\$ -		\$ -	\$ -
SUBTOTAL:				\$ -		\$ -		\$ -	\$ -
CONTINGENCY				\$ -		\$ -		\$ -	\$ -
TOTAL:				\$ -		\$ -	\$ -	\$ -	\$ -
						USE			\$ -
ENGINEERING									

Att 2.7

<i>Items</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price (see note 1)</i>	<i>Total Price</i>	<i>% Complete (to date)</i>	<i>Total Release</i>	<i>Previous Release Amount</i>	<i>Release (This Est.)</i>	<i>Value Remaining</i>
Design Phase				\$ -		\$ -		\$ -	\$ -
Construction Phase				\$ -		\$ -		\$ -	\$ -
SUBTOTAL				\$ -					\$ -
TOTAL				\$ -					\$ -
						USE			\$ -

Notes:

1. Unit Prices, where applicable, are based on recent bid prices from similar projects and/or NHDOT weighted average unit prices.
2. Unit Prices are based on furnishing and installing materials
3. Ancillary items not included in this estimate include pavement, traffic control, temporary bypass pumping, NHDOT permit fees, and restoration



Winnepesaukee River Basin Program (WRBP) Permitting Fact Sheet



If you plan on being connected to the sewer system in the 10 communities served by the WRBP¹ you need a permit when.....

1. You are directly connecting to a WRBP-maintained interceptor sewer either at a manhole or directly to the sewer line. You need a WRBP "Connection Permit", plus you may need another WRBP permit if you meet any of the other conditions below.
2. Your business is an industry – this includes microbreweries! You need a WRBP "Industrial Wastewater Indirect Discharge Permit" that must also be approved by NHDES-Concord.
3. You meet the definition of a commercial facility, including but not limited to municipal/state buildings, schools, hospitals, laboratories, dental/doctor's offices, funeral homes, auto and truck service facilities, car washes, machine shops, marinas, newspaper or printing shops, photo processing centers, restaurants, schools, supermarkets, convenience stores, other facilities or institutions with food preparation, and individual commercial tenants in a multi-tenant building. You need a WRBP "Commercial Wastewater Discharge Permit".
4. You represent an individual property or any development that meets any of the following. You need a WRBP "Wastewater Discharge Permit" that must also be approved by NHDES-Concord:
 - Extending a collector² or interceptor³ sewer line(s), whether public or private, to serve more than one building or that requires a manhole at the connection, regardless of flow;
 - Any connection or other discharge of greater than 5,000 gpd or 50 population equivalents; or
 - Installing a pumping station with a capacity greater than 50 gpm or that serves more than one building

The only time you (usually) DON'T need a permit from the WRBP is for a residential service connection⁴ from one home or residential-only building (apartments/condos) directly to the municipal or private sewer collection system.

A new application and/or prior notification are required for changes in ownership, discharge processes/ characteristics/concentration/volume or other parameters that are not covered by an existing permit.

If you meet any of the conditions above and are already connected but don't have an up-to-date permit...please contact the WRBP or your municipality to obtain a new/modified permit.

¹ Communities served by the WRBP include Moultonborough, Center Harbor, Meredith, Laconia, Gilford, Sanbornton, Belmont, Northfield, Tilton, and Franklin.

² A collector sewer is defined as a "sewer that serves the primary purpose of collecting and transporting wastewater to the interceptor sewers."

³ An interceptor sewer is defined as a "sewer which serves to collect the flow from the sewage collection system." *The WRBP maintains the major interceptors and some interceptor sewers as well as the Franklin wastewater treatment plant and major pumping stations transporting flows between communities.*

⁴ A service connection is "the line maintained by the wastewater generator that connects the wastewater generator to the sewage collection system, through a wet well low-pressure pump system or a gravity service tap."



NHDES WATER DIVISION
FRANKLIN WASTEWATER TREATMENT PLANT
PO BOX 68; 528 RIVER STREET,
FRANKLIN, NH 03235
(603) 934-2809 FAX (603) 934-4831

COMMERCIAL WASTEWATER DISCHARGE PERMIT REQUEST
(Winnepesaukee River Basin Program)

The Town/City of _____ proposes:

To connect to its existing sewage collection system the commercial flow from:

(Project/Company Name or Description)

The Town/City hereby requests authorization to add an average commercial wastewater flow of

_____ gallons/day

of (pretreated/untreated) (circle one) commercial waste to the municipal sewage collection, treatment and disposal system. The flow history for this Company (average gallons/day):

Table with 2 columns and 3 rows: Previous Permitted Total (if applicable), This Application, TOTAL

The municipal sewage collection system has no history of surcharge and there is no record of objections from persons presently connected to the system. This proposal meets with the approval of the Planning Board, the Engineering Department and all other local authorities.

Name: _____
(Print or Type)

Title: _____
(Municipal Official)

Signature: _____

Date _____

Name: _____
(Print or Type)

Title: _____
(WRBP Official)

Signature: _____

Date _____

Notes:

- 1. By signing this discharge permit request form, the municipal official certifies that the municipality has evaluated and approves the proposed discharge and the ability of the POTW to take the discharge based on the information submitted by the commercial user, and that the application is complete.
2. The proposed discharge shall meet the requirements of Town/City and the WRBP sewer ordinances.

INSTRUCTIONS - COMMERCIAL WASTEWATER DISCHARGE PERMIT REQUEST

The following information shall accompany the Commercial Discharge Permit Request (yellow form) along with the WRBP CWDPR fee of \$75 [Env-Wq 1204.08(b)] made payable to the "State of NH – Treasurer."

[Please use attached form plus any additional required information if needed] {Note: The paragraph numbers below are keyed to the various parts of the application form}

- (1) Business name, street address and mailing address of the business seeking coverage under this permit.
- (2) Name, position and telephone number of the responsible individual (i.e., owners or partners) who certifies the accuracy and completeness of the information submitted in the application.
- (3) The type of business, commercial enterprise or activity to be covered under the CWDPR. Provide the North American Industrial Classification System (NAICS) code if applicable.
- (4) Identify proposed pretreatment devices. Describe proposed service and maintenance schedule, and method of disposal for material collected in pretreatment devices.
- (5) A map showing the location within the municipality of the enterprise covered under this permit.
- (6) Provide list of any chemicals which are proposed to be used and discharged in conjunction with activities covered under the CWDPR., such as production chemicals, degreasers and solvents.
- (7) Provide Material Safety Data Sheets for the chemicals listed in ¶ (6).
- (8) Provide a list of all environmental permits, if any, held by or for the enterprise.
- (9) Provide any additional information which may be applicable to this application.

NOTE: The certification statement on page 4 of the application must be signed by a responsible official of the commercial facility (Env-Wq 1206.08).

Please contact the Industrial Pretreatment Coordinator at the wastewater treatment plant in Franklin, 934-2809, if you have any questions.

WRBP COMMERCIAL DISCHARGE PERMIT REQUEST APPLICATION FORM

(1) BUSINESS NAME & ADDRESS

Name:	
Street Address:	
Mailing Address:	

(2) RESPONSIBLE OFFICIAL

Official - Name	
Title:	
Phone #:	

(3) BUSINESS TYPE -- NAICS Code (if applicable)

Product/Service	

(4) PRETREATMENT DEVICES

Installed Devices	Yes	No	Not Applicable	If Yes, how often is the unit serviced (x/week, x/month or x/year)
Oil Grit Separators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grease Traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other - describe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other - describe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If any of the devices are serviced, who services them and how is the waste disposed: _____

-----Continued on next page-----

ATTACHMENTS

	Attached	Not Applicable	Remarks/Explanation
(5) LOCATION MAP	<input type="checkbox"/>	<input type="checkbox"/>	
(6) CHEMICAL LIST	<input type="checkbox"/>	<input type="checkbox"/>	
(7) MSDS sheets	<input type="checkbox"/>	<input type="checkbox"/>	
(8) ENVIRONMENTAL PERMITS LIST	<input type="checkbox"/>	<input type="checkbox"/>	
(9) ADDITIONAL INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	
(9) ADDITIONAL INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	
(9) ADDITIONAL INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	

I certify under penalty of law that the information in this document and any attachments hereto is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Date _____

Printed Name

Signature of Responsible Official



NHDES WATER DIVISION
FRANKLIN WASTEWATER TREATMENT PLANT
528 RIVER STREET, P.O. BOX 68
FRANKLIN, NEW HAMPSHIRE 03235
(603) 934-2809 FAX (603) 934-4831



INDUSTRIAL WASTEWATER INDIRECT DISCHARGE REQUEST (IDR) APPLICATION
(Winnipesaukee River Basin Program)

The Town/City of _____ proposes:
To connect to its existing sewage collection system the industrial flow from:

(Project/Company Name or Description)

New Discharge or Modified Discharge

of (pretreated/untreated) industrial waste to the municipal sewage collection system.

Flow: Average Process Wastewater Volume (gallons/day) :

Table with 2 columns: Description (Previous Permitted Total, This Request, TOTAL) and Value (blank lines with asterisk for This Request)

The municipal sewage collection system has no history of surcharge and there is no record of objections from persons presently connected to the system. This proposal meets with the approval of the Planning Board, the Engineering Department and all other local authorities.

Name: _____
(Print or Type)

Title: _____
(Municipal Official)

Signature: _____

Date _____

Name: _____
(Print or Type)

Title: _____
(WRBP Official)

Signature: _____

Date _____

Notes:

- By signing this discharge permit request form, the municipal official certifies that the municipality has evaluated and approves the proposed discharge and the ability of the POTW to take the discharge based on the information submitted by the industrial user, and that the application is complete.
The proposed discharge shall meet the requirements of state and federal pretreatment standards, and local pretreatment programs / sewer use ordinances.
No treatment plant shall allocate or accept for treatment more than 90 percent of the headworks or loading limits.

* This value is the average daily process flow requested by the Applicant on Page 3

INDUSTRIAL WASTEWATER INDIRECT DISCHARGE REQUEST (IDR) APPLICATION

NHDES approval is required for any new or increases in industrial waste being discharged to POTW having a wastewater treatment plant located in New Hampshire. Approval is also required for any proposed changes in the pollutant concentration or characteristics of an industrial waste that could cause interference with or have an adverse effect on the POTW.

The following fees are required with an IDR application: \$1000 when plans and specifications are submitted relative to the construction or installation of waste pretreatment devices or \$50 when plans and specifications are not required made payable to "State of New Hampshire -DES" and a \$75 WRBP IDR application review fee made payable to the "State of NH - Treasurer".

The following information shall accompany any Indirect Discharge Request Application (blue form) submitted for review:

- (1) Name, street address and mailing address of industry.
- (2) Name, position and telephone number of responsible individual at the industry (i.e. plant manager, president or vice president of company, who certifies the accuracy and completeness of the information submitted in the application.)
- (3) The type of industry using the North American Industrial Classification System (NAICS) code if available;
- (4) Whether the industry is subject to national categorical standards, and if so, which;
- (5) The estimated average, minimum, maximum and total daily flow for domestic discharges and each process discharge and the time and duration of those discharges;
- (6) A schematic of the proposed treatment process;
- (7) If applicable plans, specifications, and operation and maintenance procedures for new or modified treatment facilities at the industrial facility which impact the POTW, stamped by a chemical, civil, sanitary, or environmental engineer registered in New Hampshire;
- (8) Schematics or drawings, a major components list, and operation and maintenance procedures for existing treatment works designed to discharge directly to receiving waters which will be utilized for pretreating the wastewater and redirecting the discharge to a POTW, reviewed and certified as suitable for the proposed use by a chemical, civil, sanitary, or environmental engineer registered in New Hampshire;
- (9) A schematic diagram showing the production process, including the origin of each waste stream;
- (10) Analyses of the waste stream(s) to be discharged, which shall include test results or anticipated quantities of pollutants expected to be present, including those regulated by national categorical standards or local sewer use ordinances;
- (11) Information on the toxicity and treatability of the particular pollutants proposed to be discharged, as available from manufacturer's testing, safety and data publications;
- (12) A map showing the location within the municipality of the industrial facility with respect to the POTW;
- (13) A listing of all chemicals used in the industrial facility which will be discharged, such as production chemicals, degreasers, and cleaning solvents;
- (14) A description and location diagram of all sampling locations at the industrial facility;
- (15) A brief narrative describing those measures taken or planned to reduce water usage and implement pollution prevention techniques, if any, such as: flow restrictors, countercurrent rinses, recycling of non-contact cooling water, chemical substitutions, and pollutant source reduction;
- (16) A list of all environmental permits held by or for the facility.

Please contact us if you have any questions.

(1) INDUSTRY NAME & ADDRESS

Name:	
Street Address:	
Mailing Address:	

(2) RESPONSIBLE INDUSTRY OFFICIAL / CONTACT

Official - Name	
Title:	
Phone #:	
Contact Name:	
Title:	
Phone #:	

(3) INDUSTRY TYPE

Product(s):			
NAICS Code #(s)		SIC Code #(s)	

(4) SIU or CATEGORICAL STANDARDS APPLICABLE Yes No

CIU-Category(s) Name:	40CFR Part:	Subpart:
SIU - Description		
Local Permit Class/ Number		

(5) FLOW INFORMATION: TOTAL

This DPR- Ave. Process (gpd)	# of Discharges to sewer:	# of Employees:	# of Shifts:
FLOW SUMMARY	Source	Average (gpd)	Maximum (gpd)
Previous	Sanitary		
	Process		
	TOTAL		
<u>Change - this IDR:</u>	Sanitary		
	Process	*	
	TOTAL		
TOTAL :	Sanitary		
	Process		
	TOTAL		

* This value to match the value of "This Request" on Page 1

NHDES INDUSTRIAL WASTEWATER INDIRECT DISCHARGE REQUEST APPLICATION PG 2 of 2

(7/8) TREATMENT SYSTEM PLANS & SPECS [\$ 1,000 Review Fee]

Engineer:	
Company:	
P.E. #	

ATTACHMENTS

	Attached	Not Applicable	Remarks/Explanation
(6) TREATMENT PROCESS SCHEMATIC	<input type="checkbox"/>		
(9) PRODUCTION PROCESS DIAGRAM	<input type="checkbox"/>		
(10) WASTE STREAM ANALYSES	<input type="checkbox"/>		
(11) TOXICITY/TREATABILITY INFO.	<input type="checkbox"/>		
(12) LOCATION MAP	<input type="checkbox"/>		
(13) CHEMICAL LIST	<input type="checkbox"/>		
(14) SAMPLING LOCATION	<input type="checkbox"/>		
(15) H ₂ O REDUCTION. / P2 NARRATIVE	<input type="checkbox"/>		
(16) ENVIRONMENTAL PERMITS LIST	<input type="checkbox"/>		

CERTIFICATION : (2)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature _____
(Responsible Industry Official)

Note:

- * Attach additional pages as needed.
- * Feel free to call if you have any questions.
- * () Numbers refer to requirement of IDR Instructions (Page 2).
- * Information not designated with shading is requested but optional.

CPR File #: _____



WINNIPESAUKEE RIVER BASIN PROGRAM
528 River Street; PO Box 68
Franklin, NH 03235

CONNECTION PERMIT REQUEST (CPR) - WRBP INTERCEPTOR

The undersigned requests permission to connect to a State-owned interceptor for the following facility:
() Residential () Business () Industrial () Institution

Property Owner Name: _____
(Please print or type)

Mailing Address: _____
City/Town/State/Zip Code _____
Telephone: (day) () _____ (evening) () _____

Site of connection if different than above address:
Address: _____
City/Town/State/Zip Code _____
Tax Map & Lot # of improved property: TM _____ / Lot# _____
Approximate location on the interceptor where the connection will be made:

Plans enclosed: () yes () no

The connection will be installed by:
Name: _____
Address: _____
Telephone: () _____
Estimated date of connection: ____/____/____

The interceptor will be cored by:
Name: _____
Address: _____
Telephone: () _____

Property Owner's Name: _____
(Print or Type)
Signature: _____ Date: _____

City/Town Official's Name: _____
(Print or Type)
Signature: _____ Date: _____

Date fee received: ____/____/____ Check#: _____ Initials: _____

Connection Approved by _____ Date: _____

THIS SECTION TO BE COMPLETED BY STATE OR MUNICIPAL INSPECTOR
() Installation () Testing; observed by:

Name: _____ Date: _____
(Inspector)
Exact location of connection: _____

Connection invert elevation: _____ Size of connection pipe: _____

Interceptor Contract No.: _____ Sheet ____ of ____

INSTRUCTIONS - CONNECTION PERMIT REQUEST
(Winnepesaukee River Basin Program)

Att 2.11

GENERAL: Use this Connection Permit Request (CPR) form to request WRBP authorization to connect to a State-owned interceptor.

1. A "CONNECTION PERMIT REQUEST - WRBP INTERCEPTOR" (pink form) must be submitted to the WRBP Franklin plant for review/approval action - together with a \$200 fee payable to *State of New Hampshire - Treasurer* - at least 15 days prior to any construction of sewers involving a direct connection to a WRBP interceptor. These forms are available from the municipality.
2. Portions of WRBP interceptors are located within or adjacent to State-owned railroad rights-of-way. The NHDOT's Bureau of Rails and Transit in Concord, NH (603-271-2468) should be contacted regarding construction or easement or right-of-way access permits.



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER DIVISION
29 HAZEN DRIVE; PO BOX 95
CONCORD, NH 03302-0095
(603) 271-3503 FAX (603) 271-2867



WASTEWATER DISCHARGE PERMIT REQUEST
(Winnepesaukee River Basin Program)

The Town/City of _____ proposes:

A. To extend its sewage collection system by adding:

_____ LF of _____ inch sewer at _____ Street

and/or

B. To connect to its existing sewerage collection system the domestic flow from:

(Project Name or Description)

The Town/City hereby requests authorization to (add/decrease) _____ gal/day of
(Circle One)
(pretreated/untreated) wastewater to the WRBP Treatment Plant in Franklin, N.H.
(Circle One)

The municipal sewerage collection system has no history of surcharge and there is no record of
objections from persons presently connected to this system. This proposal meets with the
approval of the Planning Board, the Engineering Department and all other local authorities.

Name: _____ Title: _____
(Print or Type) (Municipal Official)

Signature: _____ Date: _____

----- -----
Name: _____ Title: _____
(Print or Type) (WRBP Official)

Signature: _____ Date: _____
----- -----

See reverse side for additional instructions. Feel free to contact the Water Division at 603-271-
3503, or the WRBP Franklin Plant at 603-934-2809, if you have any questions regarding this
form or permit requirements.

**INSTRUCTIONS - WASTEWATER DISCHARGE PERMIT REQUEST
(Winnepesaukee River Basin Program)**

GENERAL: Use this Discharge Permit Request (DPR) form to request NHDES authorization to connect additional wastewater flow to or construct new sewerage facilities connected to the Winnepesaukee River Basin treatment plant in Franklin, NH.

NHDES - Concord/ WRBP – Franklin

1. A FLOW RATE OF MORE THAN 5,000 GAL/DAY OR 50 POP. EQUIVALENTS

A DPR must be submitted to NHDES for any proposed wastewater connection in excess of 50 population equivalents (5,000 gal/day). The DPR must be signed by a municipal official to signify local approval, and forwarded to the WRBP together with a separate \$50 check payable to: *State of New Hampshire - DES* for DES in Concord (RSA 485-A:4, IX-b) and a \$75 check payable to: *State of New Hampshire - Treasurer* for the WRBP in Franklin. [Env-Wq 1204.08(b)] Upon review, the WRBP will forward the submittal to NHDES for review/approval.

A DPR need not be submitted for domestic discharges smaller than 5,000 gal/day *provided that* no sewerage construction is proposed *and provided that* such discharge is not deleterious to treatment plant operation, safety of personnel or receiving stream quality.

2. NEW SEWERAGE FACILITIES REGARDLESS OF FLOW RATE

The WDPR for the construction of new sewerage facilities regardless of flow must be forwarded to the WRBP at least 30 days prior to construction for review together with a \$75 check payable to the *State of New Hampshire – Treasurer*. [Env-Wq 1204.08(b)] Three copies of design plans and specifications must be included with the application along with a NHDES-Concord fee payment based on the project's design flow rate - \$0.10 per gallon per day for design flows up to 10,000 gallons per day, and \$0.05 per gallon per day for all flows in excess of 10,000 gallons. (RSA-A: 4,IX-a) This check is too be made payable to the *State of New Hampshire – DES*

XVIII. "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with permit effluent limitations because of factors beyond the reasonable control of the permittee.

RSA 125-N:2:

VIII. "Medical/infectious waste" means any solid waste that is generated in the diagnosis, treatment, or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals. Medical/infectious waste does not include any hazardous waste regulated under RSA 147-A.

APPENDIX C: FEDERAL DEFINITIONS

40 CFR 122.2:

Pollutant means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 *et seq.*)), heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. It does not mean:

- (a) Sewage from vessels; or
- (b) Water, gas, or other material which is injected into a well to facilitate production of oil or gas, or water derived in association with oil and gas production and disposed of in a well, if the well used either to facilitate production or for disposal purposes is approved by authority of the State in which the well is located, and if the State determines that the injection or disposal will not result in the degradation of ground or surface water resources.

Note:

Radioactive materials covered by the Atomic Energy Act are those encompassed in its definition of source, byproduct, or special nuclear materials. Examples of materials not covered include radium and accelerator-produced isotopes. See *Train v. Colorado Public Interest Research Group, Inc.*, 426 U.S. 1 (1976).

40 CFR 403.3:

(v) Significant Industrial User.

(1) Except as provided in paragraphs (v)(2) and (v)(3) of this section, the term Significant Industrial User means:

- (i) All Industrial Users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N; and
- (ii) Any other Industrial User that: discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process waste stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW Treatment plant; or is designated as such by the Control Authority on the basis that the Industrial User has a reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or requirement (in accordance with 40 CFR 403.8(f)(6)).

(2) The Control Authority may determine that an Industrial User subject to categorical Pretreatment Standards under § 403.6 and 40 CFR chapter I, subchapter N is a Non-Significant Categorical Industrial User rather than a Significant Industrial User on a finding that the Industrial User never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met:

- (i) The Industrial User, prior to the Control Authority's finding, has consistently complied with all applicable categorical Pretreatment Standards and Requirements;
- (ii) The Industrial User annually submits the certification statement required in § 403.12(q) together with any additional information necessary to support the certification statement; and
- (iii) The Industrial User never discharges any untreated concentrated wastewater.

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

(3) Upon a finding that an Industrial User meeting the criteria in paragraph (v)(1)(ii) of this section has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standards or requirement, the Control Authority may at any time, on its own initiative or in response to a petition received from an Industrial User or POTW, and in accordance with 40 CFR 403.8(f)(6), determine that such Industrial User is not a Significant Industrial User.

APPENDIX D: INCORPORATION BY REFERENCE INFORMATION

Rule	Title (Date)	Obtain at:
Env-Wq 1205.03(e)	"Gravity Sanitary Sewer Design and Construction", Manual of Practice No. FD-5, Second Edition, 2007, published by the American Society of Civil Engineers (ASCE) and the Water Environment Federation (WEF)	Water Environment Federation 601 Wythe Street Alexandria, VA 22314-1994 Phone: 1-800-666-0206 Or online at: https://www.techstreet.com/standards/asce-manual-of-practice-no-60-wef-manual-of-practice-no-fd-5?product_id=1377545 \$100.00