

**Administrative Newsletter**

Hello all! We hope everyone is wintering well, and looking forward to spring! We wanted to provide you with some brief information on the administrative side of Ogunquit Sewer District. We encourage you to read the entire newsletter so that you may become familiar with our billing system and District policies. Please refer to our website for more detailed information: [www.ogunquitsewerdistrict.org](http://www.ogunquitsewerdistrict.org). A second newsletter will be going out in the next couple months with information on recent & upcoming projects. Enjoy the rest of your winter!

**2018 Billing Rates:** There is a 10% increase on the 2018 sewer bills. This is our first rate increase since 2015. The purpose of the increase is for us to begin setting aside funds for the probable relocation of the Ogunquit Waste Water Treatment Facility in 25-40 years, due to sea level rise. We will be mailing a newsletter in the next couple months with more information on this subject.

**Billing Definitions:**

**Fixed User Charge** – Represents expenses that are “fixed” to the District, and would be incurred regardless of the amount of flow (i.e. bond payments, electricity, insurances).

**Operating & Maintenance** – Represents the variable costs to the District to operate and maintain the sewer system.

**Treatment Plant Relocation Fund** – Funds from the 10% increase will be set aside in a separate account for the probable relocation of the Treatment Facility.

**Commercial Kitchen Waste** – Restaurant surcharge of \$.015 per cubic foot of usage for stronger waste discharge.

**Well Water:** If you are on a well that is not metered, we will bill you a flat amount of 5,000 cubic feet of water. If you wish to be billed for actual water consumption, you will need to install a cubic foot water meter for your well, and if you have an irrigation system, this would require a 2<sup>nd</sup> meter.

**Payments:** Please make checks payable to: Ogunquit Sewer District and put your account number on the check. You may pay for multiple properties with one check. Payments may also be made on our website with a VISA, MasterCard (1.5015% fee) or E-Check (\$.75 fee). We are not able to do auto pay online or take credit cards over the phone. [www.ogunquitsewerdistrict.org](http://www.ogunquitsewerdistrict.org)

**Early Pay Discount:** Payments must be received by 03/31/2018 to take a 2% discount.

**High Water Usage:** If you notice higher than normal water usage during the year, please call KKWWD (207-985-3385) right away to try to correct the problem. Even something as simple as a dripping faucet or running toilet can cause a significant increase in your sewer bill.

**Abatements:** Abatements will not be allowed for water that goes into the sewer, such as leaking toilets or dripping faucets. The water still has to be treated.

**Seasonal Properties:** As our annual billing is based on your prior year’s water usage, it is important that you turn in your water readings to KKWWD on a timely basis. If we do not have your final water usage at the end of the year, we must estimate your usage, which could result in an inaccurate and/or higher sewer bill.

**Moving or selling your home?** Please let us know so we can update our records.

**Condominiums:** OSD treats each condominium (that is sellable as a separate unit) as a separate user.

**Irrigation System Water Metering:** If you install a **cubic foot** water meter (gallon meters are no longer accepted) to measure water use for your irrigation system or outside watering, you may receive a credit on your sewer bill. It is the property owner’s responsibility to verify that the meter is working throughout the season. It must be a working meter to receive credit. Meters are available for purchase at the Sewer District office. If you purchase a meter elsewhere, please call the District to provide us with your meter information (serial number and beginning reading-if it’s a used meter). Meter users should set a reminder for Nov 1<sup>st</sup> of each year to turn in your meter reading, as readings are not accepted after November 30<sup>th</sup>! If you have multiple meters, we recommend that you put your meters in the same location each year. This could help us to detect if there is a problem with the meter. We also

recommend that you take a photo of your private meter reading at the end of the season, in the event that we have a question and need to confirm your reading. A copy of our **Private Meter Policy** is available on our website.

**Swimming Pools/Hot Tubs:** If you need to fill a swimming pool or hot tub, you may borrow a water meter from the Sewer District to measure the water, and receive a credit on your sewer bill.

**Impact Fees:** Restaurants that add seating, hotels that add rooms & homes that add bedrooms will be assessed an impact fee, based on the number of seats, rooms or bedrooms that are added. See website for impact fee rates and information or call the OSD office for more information.

**Grease Traps:** All food preparation establishments in Ogunquit must install a grease trap, and service the grease trap on a regular basis. See website for more information or call the OSD office.

**Back Flow Prevention:** All sewer system users have the potential of the sewer system backing up. A back flow prevention device should be installed to mitigate any potential problems. This is extremely important for users who are experiencing difficulties in using the system during storms.

**Sump Pumps:** OSD does not allow connection of sump pumps/roof drains to the public sewer system.

**Outside Showers:** Must be enclosed with four walls and a roof, and may be considered a structure by the Code Enforcement Officer.

**Dig Safe:** Before beginning any dig project, call 8-1-1 or go to [digsafe.com](http://digsafe.com). Sewer & water utilities must be notified separately.

**Meetings:** Our meeting agendas are always posted at Town Hall, the Post Office and our website. Our meeting minutes are posted on our website the month following the meeting, after being approved by the board.

**GIS Map to locate sewer lines & manholes:** Go to the Town of Ogunquit's website under "Maps", then "New GIS Maps", then check "layers" (on the left), check "utilites", then "sanitary sewer". Very handy!

Just a reminder that Ogunquit Sewer District is not part of the Town of Ogunquit or KKWWD (Kennebunk, Kennebunkport, Wells Water District).

**Office Hours:** Monday – Friday, 8 am – 2 pm. We recommend calling before coming over.

If you have any questions, please feel free to call Debbie at 207-646-2028 or [Debbie@ogunquitsewerdistrict.org](mailto:Debbie@ogunquitsewerdistrict.org).

Thank you!

*Ogunquit Sewer District*