

# **THOMPSON'S POINT WASTEWATER DISPOSAL SYSTEM LEASEHOLDER GUIDELINES**

Last Revised October 8, 2018

## **PURPOSE**

These guidelines are to assist Thompson's Point leaseholders in understanding their rights and responsibilities as related to the Town of Charlotte Thompson's Point Wastewater Disposal System Ordinance.

## **OPERATING SEASON**

The Indirect Discharge Permit restricts the discharge of wastewater to the period between April 15<sup>th</sup> and October 31<sup>st</sup> of each year. It would be a violation of that permit and therefore illegal to discharge wastewater into the disposal fields outside of that date range.

Shutting down the wastewater system for the season requires pumping of tanks and removal of sewer effluent from the pressurized sewer lines serving individual lots as well as the main lines. This process requires at least two weeks to complete, and typically begins along North Shore Road, where early freezing is most likely.

## **PROHIBITED DISCHARGES**

Any structure listed on Schedule A may be renovated or reconstructed provided such renovation or reconstruction does not increase occupancy of the structure. Such renovation or reconstruction must meet the following:

- A. No increase in bedrooms
- B. Bathroom plumbing connections are limited to one toilet, one lavatory, one bathtub, and one showerhead per bathroom
- C. All plumbing fixtures and appliances must incorporate Low Flow Design as described herein.

The Thompson's Point wastewater disposal system is intended only for the treatment and disposal of domestic sanitary waste; which includes toilet wastes, grey water, kitchen sink, lavatory, showers, bathtubs, dishwashers and washing machines only. All such waste shall be conveyed initially by gravity flow or a pump to a septic tank which shall be an integral part of the treatment process. Settled effluent from the septic tank shall be discharged by a pump into a pressurized sewer and conveyed to the treatment facility for additional treatment and disposal.

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to the public sewer.

No person shall discharge or cause to be discharged any substances, materials, waters or wastes if it appears likely in the opinion of the Commission that such wastes can harm the public sewer or sewage treatment process, or can otherwise endanger life, limb, public property, or constitute a nuisance.

The installation or use of garbage disposals is prohibited.

Any person violating any of the provisions of this Ordinance shall become liable to the Town for any expenses, losses, or damage including, without limitation, costs of repair, fines or penalties imposed by any court or government entity or payment in lieu thereof, and attorney's fees.

#### REQUIREMENTS FOR FIXTURES

Toilets using more than 1.6 gallons per flush are specifically prohibited by the Indirect Discharge Permit. Installation of faucets using more than 2 gallons per minute is prohibited, as is installation of showers using more than 2 gallons per minute. Automatic dishwashers must use 3.5 gallons or less per load and clothes washing machines must use 13 gallons or less per load.

#### CONSERVATION AND SYSTEM PRESERVATION

There are a number of simple and inexpensive ways for each leaseholder to reduce their demand on the system. Attention to these conservation measures will greatly increase the likelihood that the wastewater system will not fail and surely aid in a reduction in the annual use fee billed each leaseholder.

1. Leak detection: First, turn off all water-consumption appliances and faucets. Second, look at your water meter. Each water meter is equipped with a red, leak detector dial. If all plumbing fixtures within your camp are turned off and this dial continues to spin, there is a leak. Common leaks include dripping faucets (replace the washer) and leaky toilets (open the tank and check the float and flapper for damage and/or improper alignment). Surprising amounts of water are wasted from such leaks.
2. Delay of use: Avoid doing laundry during peak use periods
3. Conserve water: Make certain dishwashers are full before using. Turn water off when shaving or brushing teeth. Take shorter showers. Verify that all plumbing fixtures are rated "low-flow". Flush the toilet fewer times.

#### WASTEWATER SYSTEM COMPONENTS

All Septic Tank & Effluent Pump Station tanks ("STEP Tanks"), ejector stations, pump basins, valve boxes, and pressurized sewer service lines are the property of the Town of Charlotte. The System Operator, acting on behalf of the Town, is responsible for operation of the wastewater collection system and maintenance of the individual components.

Camp plumbing up to the point of connection to either an ejector station or a STEP tank remains the responsibility of Leaseholders.

#### WASTEWATER PIPING AND STEP TANKS

Most wastewater service lines have little or no soil cover. These service lines are subject to damage from vehicle traffic.

In the event of damage to any wastewater system component, leaseholders should immediately notify the System Operator. Damage caused by leaseholders or by contractors working for leaseholders, will be repaired by the System Operator, at the expense of the leaseholder involved (subject to the latest approved billing rates).

### ELECTRICAL POWER

For the System Operator to complete both spring start-up and fall shut-down operations, electrical power is needed at each camp.

The leaseholders are required to maintain electrical service to wastewater pump basins and STEP Tanks between April 1<sup>st</sup> and November 15<sup>th</sup>.

If electrical power is not available during fall shutdown or spring startup, the Town is entitled to reimbursement by the leaseholder for costs and expenses associated with rental and operation of a generator as necessary to accomplish the required tasks, as well as compensation for additional labor.

### WATER METERS

Water meters are installed on each lot served by the wastewater system to provide a reliable basis for billing. With a portion of the wastewater billing based on water meter readings, *these meters must remain accessible to the System Operator*. This is critical to efficient reading of the meters, and timely billing. Any water usage for lawns, gardening or exterior usage does not need to be metered for wastewater purposes.

Each leaseholder is responsible for providing free access to the water meter(s) on their lot that are used for wastewater billing. The Operator is entitled to fair compensation for return trips to read water meters. The costs associated with return trips will be borne by the leaseholder at the latest approved labor rates.

### RECOVERY OF INCURRED COSTS FROM LEASEHOLDERS

If the Town incurs costs for work outside the scope of the System Operator contract (whether to the System Operator or to a third party) resulting from Leaseholder actions or inactions, the Town may recover such costs from the responsible Leaseholder, following review by the Thompson's Point Wastewater Advisory Committee, and approval by the Selectboard.

### **Requirements**

- 1. Leaseholders are responsible for maintaining clear access to components of the wastewater collection system.**
- 2. Driveways and parking areas are not to be extended over components of the wastewater collection system. Vehicle traffic over exposed or shallow-buried sewer service lines is prohibited.**
- 3. Any damage to wastewater components is to be reported immediately to the System Operator.**
- 4. Problems with wastewater components should be reported to the Operator for repair.**
- 5. All billing and payments to the Town shall be managed by the Town Treasurer.**