

## TERMS AND CONDITIONS

Lubec Water District

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The following Terms and Conditions made by the Lubec Water District and filed with the Maine Public Utilities Commission constitutes a contract between the Customer and the Utility. The Customer agrees to adhere to these Terms and Conditions and to take water only for purposes stated in the application and at the established rates.

### DEFINITIONS

The word "Commission" refers to the Maine Public Utilities Commission.

The word "Utility" refers to the Lubec Water District.

The word "Customer" means any person, firm, corporation or governmental division who has applied for and is granted service or who is responsible for payment of the service.

The word "Main" means a water pipe, owned, operated and maintained by the Utility, which is used to transmit or distribute water but is not a water Service Pipe.

The words "Service Pipe" mean the pipe running from the Main to the premises of the Customer.

**1. APPLICATION OF SERVICE.** The owner or the owner's agent, or the occupant of the establishment to be served may apply for service on forms provided by the Utility. If seasonal rental property, only the property owner may be an applicant for service. Any tenant may become a Customer if the tenant assumes responsibility for future service under the conditions set forth in 35-A M.R.S.A. Sec. 706(2), Chapter 810, Sec. 9(l)(2) of the Commission's Rules, and Section 5 below. If a new service connection or other work on the establishment is required, the owner must authorize the Utility to enter the premises to do the necessary work.

**2. SEASONAL CUSTOMER.** A seasonal Customer regularly takes service for only a portion of the year from either a summer or year-round main. A seasonal Customer will be subject to the rules and charges of seasonal rates in effect. A Customer regularly vacating the premises for three months or less may elect in writing to be classified as an annual Customer subject to annual charges.

**3. BILLING PROCEDURES.** Annual metered and annual flat rate charges are normally billed quarterly. The Utility does reserve the right to render bills monthly if it so desires.

Minimum meter charges for annual metered service shall be billed quarterly in advance and water used in excess of the minimum will be billed in arrears at the end of the billing quarter. The Utility reserves the right to bill monthly in advance for annual metered service.

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Seasonal minimum meter charges will be billed and due immediately after the meter is set for the season. Bills for water used in excess of the minimum amount will be billed immediately after the final reading for the season. The Utility reserves the right to render bills quarterly for excess water used by seasonal Customers. Seasonal flat rate charges will be billed and due immediately after the service is turned on for the season.

Public fire protection charges shall be due and payable in advance, each year, on a quarterly basis.

Private fire protection charges shall be due and payable in advance, each year, on a biannual basis.

All bills shall be payable at the office of the Utility or at any designated collection station. Failure of the Customer to receive his/her bill does not relieve him/her of the obligation of its payment nor for the consequences of non-payment.

**4. CREDIT AND COLLECTION PROCEDURES.** All credit and collection procedures for residential Customers will be based upon Chapters 810 and 870 of the Commission's Rules and Regulations. The Utility may demand a deposit from any residential Customer if it has proof (as defined in the regulations) that the Customer is likely to be a credit risk or will damage the Utility's property. The amount of a deposit shall not exceed a reasonably estimated bill for two (2) average billing periods. The interest rate on Customer deposits shall be the rate set from time to time by the Commission.

All procedures for nonresidential Customers will be based upon Chapters 860 and 870 of the Commission's Rules and Regulations.

**5. DISCONNECTION OF LEASED OR RENTED PROPERTY.** Before disconnecting a leased or rented single-meter, multi-unit residential property, the Utility shall:

- A. Comply with the notice requirements in Chapter 810 of the Maine Public Commission's Rules and regulations, and
- B. Assess, against the landlord, a collection fee of \$187 in addition to any applicable reconnection fee set forth in Section 6 of these Terms and Conditions, and
- C. At the Utility's option, the Utility may separately meter or cause to be separately metered each dwelling unit within the property at the landlord's expense, and
- D. Apply any existing deposit to the current account balance, and
- E. File a lien authorized by Title 35-A M.R.S.A. Sec.6111A, and
- F. Notify the Consumer Assistance Division of the actions taken pursuant to this Term and Condition and their results.

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**6. RESTORATION OF SERVICE.** The Utility will charge a Customer a reconnection fee to restore services at the Customer's premises if service was disconnected for non-payment of bills, violation of these Terms and Conditions, fraudulent use of water, dangerous conditions on the Customer's premises, violation of Commission rules or at the Customer's request.

The reconnection charge is \$23.50 for each resumption of service made during the normal business hours of 8:00 a.m. to 3:30 p.m., Monday through Friday. During holidays and other than normal business hours, there will be a minimum one hour charge of \$53.00, with each additional hour billed at \$45.00 per hour.

**7. CHARGE FOR ESTABLISHMENT OF SERVICE.** The Utility will charge \$10.00 to establish water service if it is not necessary for the Utility to visit the premises to connect the service. If it is necessary for the Utility to visit the premises to connect the service, the Utility will charge \$23.50 during the normal business hours of 8:00 a.m. to 3:30 p.m., Monday through Friday. During holidays and other than normal business hours, there will be a minimum one hour charge of \$53.00, with each additional hour billed at \$45.00 per hour.

**8. COLLECTION TRIP FEE.** If Utility personnel visit the Customer's premises to disconnect service for non-payment and in lieu of actual disconnection the Customer pays or makes a payment arrangement for the entire past due balance, the Utility will charge a collection fee of \$18.00.

**9. TERMS OF PAYMENT.** All bills are due and payable upon presentation. A late payment charge may be made on any unpaid balance outstanding after 28 days from the postmark of any bill. The late payment charge will be the maximum amount allowed under Chapter 870 of the Commission's Rules. Payments may be made at the office of the Utility or at any designated collection station. Failure of the Customer to receive his/her bill does not relieve him/her of the obligation of its payment nor from the consequences of non-payment.

**10. ABATEMENT POLICY FOR VACANT SEASONAL PROPERTY HOME INSPECTIONS.** Owners of vacant seasonal property, requiring water service to be connected for no more than five days for the sole purpose of home inspections, shall be charged a flat rate of \$50 for this service. An agreement to this effect between the Utility and the owner must be made and approved in advance and in writing by both parties. Owners who choose to keep the water service for more than 5 days or for purposes other than home inspections will void the agreement, and will be charged for water service at the regular seasonal rates in effect at the time.

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**11. CHARGE FOR RETURNED CHECKS.** As provided in Chapter 870 of the Maine Public Utilities Commission Rules, the Utility charges \$5.00 per account to which the check is applied or the amount the bank charges the Utility, not to exceed \$15.00 for each check returned for nonpayment by a bank. If the Utility charges more than \$5.00, the Utility shall furnish the customer with proof of the bank charge.

**12. UNAUTHORIZED USE OF WATER.** No person shall tamper with or bypass any meter, nor restore service without Utility authorization, nor unreasonably interfere with Utility service. In the event of such unauthorized use of water, the Customer shall be subject to immediate disconnection. In addition, the Customer may be subject to the criminal and/or civil penalties then in force.

**13. MAINTENANCE OF PLUMBING.** A Customer must maintain the plumbing and fixtures within his/her own premises in good repair and protect them from freezing or from heat damage. If damage does occur, the Customer is liable for any expenses incurred.

**14. NO TAMPERING WITH UTILITY PROPERTY.** No person may tamper with Utility property. No valve, shutoff, hydrant or standpipe that is the property of the Utility will be opened or closed or otherwise operated by other than persons authorized by the Utility.

**15. ACCESS TO PREMISES.** Employees of the Utility having proper identification shall have free access to all premises supplied with water, at all reasonable hours to permit the inspection of plumbing and fixtures, to set, remove or read meters, to ascertain the amount of water used and manner of use, and to enforce these Terms and Conditions.

**16. LIABILITY.** The Utility will only be liable for any damages arising from claims to the extent liability is provided in the Maine Tort Claims Act, as set forth in Title 14, Chapter 741 of the Maine Revised Statute Annotated. The Utility makes no representations or warranties about the suitability of the water for any particular purpose.

**17. SERVICE INTERRUPTION.** The Utility will provide notice of any planned shut-off to affected Customers at least twenty-four hours in advance of the interruption of service. The Utility will give notice of any unplanned shut-off when practicable. If a Customer requests, the Utility will make a pro rata reduction in the Customer's minimum bill if service is interrupted for longer than forty-eight hours and the interruption is not the Customer's fault.

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### 18. METERING POLICIES

**A. Metering of Single-Unit Buildings.** No Customer shall supply water to another without prior Utility written approval. All single-unit buildings must be individually serviced and metered, unless otherwise agreed upon with the Utility in advance and in writing.

**B. Metering of Multi-Unit Buildings.** Except as provided in Chapter 810 of the Commission's Rules, where there is more than one occupant of a building supplied with water, the Utility may require the owner to arrange the plumbing to permit separate connections with shutoffs and meters in locations acceptable to the Utility for each place of business or abode.

**C. Metering of Mobile Homes.** Meters for mobile homes must be installed inside the mobile home.

**D. Submetering.** Additional or auxiliary meters for showing subdivision of water use must be furnished, installed, read and maintained at the Customer's own expense.

**E. Meter Location.** Meters shall be set within two feet of a point of entry into the building in accordance with the Utility's metering policy. Meters once set may be relocated with prior, written Utility approval, at the Customer's expense.

**F. Charges for Repair or Replacement of Damaged Water Meters.** The charges to Customers for costs incurred for the repair or replacement of meter(s) damaged due to improper care by Customers are as follows: \$40.00 per hour during normal business hours of 8:00 a.m. to 3:30 p.m., Monday through Friday, plus the cost of the necessary replacement parts. During holidays and other than normal business hours, there will be a minimum one hour charge of \$53.00, with each additional hour billed at \$45.00 per hour, plus the cost of the necessary replacement parts.

**G. Location of Remote Readers.** Remote readers will be installed in a protected outside area accessible at all times. The owner is responsible for the care of the reader and for any expenses related to remote reader damages.

**H. Meter Testing.** The Utility will test its water meters according to the schedule and standards in Chapter 620 of the Commission's Rules. Upon Customer request, the Utility will test the Customer's water meter at no charge in the presence of the Customer or representative, unless the Customer requests more than one test in an 18-month period. If the Customer requests a test more frequently, the Utility may require the Customer to pay a deposit to cover the cost of the test. If a meter tested at the Customer's request does not conform to standards, the Customer's deposit will be refunded and the Utility will adjust the Customer's bill according to the provisions of Chapter 620. If the meter conforms to standards, the Utility may keep the Customer's deposit and continue to use the meter at the Customer's premises.

**19. STOP VALVE.** Every service must be provided with an operable stop valve located inside the building near the service entrance, easily accessible, and protected from freezing. All plumbing must be installed to prevent back-syphonage and to permit draining whenever necessary.

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**20. CROSS CONNECTIONS.** No cross connection between the public water supply system and any other supply will be allowed unless properly protected in accordance with the directives and rules of the State Bureau of Health, and no new cross connection may be installed without the approval of the Bureau and the Utility. In addition, no connection capable of causing back flow between the public water supply system and any plumbing fixture, device or appliance, or between any waste outlet or pipe having direct connection to waste drains will be permitted. If the owner of such a connection fails or refuses to break or properly protect the connection within a time limit specified by the Utility, the Utility may disconnect the service according to Chapter 810 or Chapter 860 of the Commission's Rules. The Utility's cross connection rules are on file at the Utility office.

**21. FLUCTUATION OF PRESSURES BY CUSTOMER'S APPARATUS.** A Customer may not install or use any device that will affect the Utility's pressure or water quality without prior Utility permission.

**22. SAFEGUARDING DIRECT PRESSURE WATER DEVICES AND SYSTEMS SUPPLIED BY AUTOMATIC FEED VALVES.** Customers must install vacuum, temperature and pressure relief valves or cutouts to prevent damage to a direct pressure water device or secondary system supplied by an automatic feed valve.

**23. UTILITY JOBBING.** A Customer must complete a written application before a Utility will provide unregulated Utility service. The Customer must pay a deposit equal to the Utility's written estimate. Unless the work is done on a flat rate basis, the Utility will return any excess deposit upon completion. If the final cost exceeds the deposit, the Customer must pay the additional amount upon completion.

**24. WINTER CONSTRUCTION.** No new service or extension of Mains will be installed for the convenience of a Customer during winter conditions that increases the cost of the work for the Utility unless the Customer assumes all extra expense over ordinary construction costs.

**25. JOINT USE OF SERVICE PIPE TRENCH.** Normally, water Service Pipes will not be placed in the same trench with other Utility facilities. Where possible, a horizontal separation of ten feet will be provided.

Where extenuating, unusual or special circumstances are encountered, a lesser separation of joint use of trench may be allowed if all parties agree, provided that the installation complies with all applicable laws, rules and regulations.

**26. USE OF HOSE AND LAWN SPRINKLER.** When necessary to conserve the water supply, the Utility may restrict or prohibit the use of hoses and sprinklers for metered and flat rate Customers.

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**27. FIRE HYDRANTS.** Fire hydrants may not be used for any purpose other than to extinguish fires unless prior written permission is given by the Utility. Fire hydrants must not be opened by any person other than an agent of the Utility or a duly authorized representative of the municipality or the owner.

**28. PRIVATE FIRE PROTECTION.** Customers requiring private fire protection must contact the Utility to determine the availability of fire service at their location. Fire service, if available, will be installed at the Customer's expense within the bounds of the public way or right of way. The fire service line, after installation, will be owned and maintained in the public way or right of way by the Utility. Private fire protection charges are billed biannually. The Utility does not guarantee any quantity of water or pressure available through a fire protection service. The owner of the service shall determine, from time to time, the adequacy of supply through the fire service by conducting tests of his private system. Timely notice must be given to the Utility so a representative of the Utility can be present to observe the test.