

Town of Plainfield Wastewater System Policies
Updated June 2023

WASTEWATER RESERVE – CAPACITY ALLOCATION

1. Introduction to Reserve Capacity Allocation

The permitted capacity of the Plant and Sewers is the property of the Town of Plainfield. The uncommitted reserve capacity of the Plant and Sewers shall be allocated by the Commission in the manner described below. The Town of Plainfield has a permitted treatment capacity of 125,000 gallons per day. If 80% of hydraulic or BOD(Biochemical Oxygen Demand)capacity is allocated the State requires planning and design of a larger facility, for this reason the commission will not allocate more than 100,000 gallons per day of hydraulic capacity or 80% of BOD capacity.

2. Reserve Capacity Allocation

A. Allocation Flow Basis

All allocations to projects shall be based on the development wastewater flow. Any differential between actual flows and development wastewater flows that occurs is not available to the development owner for allotment to another project or a project expansion.

B. Allocation Priorities

Allocation of uncommitted reserve capacity shall comply with the following priority intended to govern the gross allocation of reserve capacity before the allocation principles are applied to specific projects. Residential, commercial, institutional and industrial facilities existing shall be entitled to first priority in allocation of uncommitted reserve capacity. New development within the sewer service area will have second priority.

C. Allocation Principles

Subsequent to application of the allocation priority, uncommitted reserve capacity in the wastewater treatment facility may be allocated to specific projects according to the following procedure:

a) Once sewer permit applications have been returned to the Plainfield Town Clerk's office and marked with the time and date by the person receiving the application, the Commission may review and approve the applications on a first come, first serve basis. The total remaining uncommitted wastewater capacity shall be allocated by the Commission in such a way that a yearly limitation exists on distributing remaining uncommitted capacity in any year as long as capacity exists. The annual allotment may be determined by establishing the year when plant expansion may be feasible or necessary and dividing the uncommitted reserve each year by the remaining years to the tentative expansion year. The total reserve capacity will be determined and committed reserve will be continuously recorded for use in allocation decisions.

3. Awarding Allocation

For allocating of new water and/or wastewater service or changes to a property with pre-existing water and/or wastewater service: The allocations for either residential or non-residential usage (volume of water expressed in gallons per day) will be based on the State of Vermont Environmental Protection Rules, Water Supply Rule, Chapter 21, and dated December 1, 2010 Appendix A, Table A2-1 and as amended by the State from time to time, thereafter.

Allocations will be awarded based on Equivalent Dwelling Unit, used to determine business or industrial water allocation based on design flow of a given business compared to design flow of a "single family dwelling" containing 3 bedrooms. As such each allocation shall be based on 450gallons per day. No building shall be assigned less than 1 EDU. Any additional EDUs that have been assigned in ½ unit increments shall be phased out if and when a change of use occurs on the property. No additional ½ units shall be assigned after 6/16/2021.

Any In-law apartment, Apartment, Single-family dwelling, Tiny Home, Condominium, or other structure that contains, at a minimum, a bedroom, bathroom, and kitchen/kitchenette shall require an individual allocation or more based on design flow.

Outbuildings whose primary use is not intended for dwelling and does not contain a bedroom, bathroom, and kitchen/kitchenette may have water and or wastewater service without additional allocation so long as water is accounted for through the meter of the primary structure on a lot.

4. Application Requirement

Persons wishing to apply for new allocation or change of use allocation may find an application at the Town Clerks office.

Such application shall:

- a) Be accompanied by a calculation of the development wastewater flow to be generated by the project/development, with calculation done by applicant;
- b) Include calculations for the volume, flow rate, strength and any other characteristics determined appropriate by the Commission;
- c) Unless waived by the Commission all calculations required in (a) and (b) above for developments generating over 450 gpd shall be certified by a Vermont registered engineer;
- d) Be accompanied by plans and specifications for the construction of building sewers (from the buildings to municipal sewers) and any municipal sewer extensions, including pump stations, required to service the development prepared by a Vermont registered engineer.
- e) Be accompanied by an approved Vermont State Project Review Sheet.

5. Preliminary Connection Approval Findings

Upon receipt of the connection/allocation application and supportive documents, the Commission may make preliminary approval of uncommitted reserve capacity upon making affirmative findings that:

- a) The proposed wastewater is of domestic sanitary origin and that there is sufficient uncommitted reserve capacity to accommodate the volume and strength of the proposed connection; or
- b) The proposed wastewater is not of domestic sanitary origin and that sufficient evidence has been presented by the applicant to demonstrate that the flow and character of the wastewater is compatible with the proper operation of the Plant and Sewers and that the proposed wastewater will not alone or in combination with other wastes cause a violation of the discharge permit, violate Wastewater Ordinance, pass through the Plant without treatment, interfere or otherwise disrupt the proper quality and disposal of Plant sludge or be injurious in any other manner to the Plant or Sewers and that there is sufficient uncommitted reserve capacity to accommodate the strength and volume of the proposed development;
- c) The proposed use of wastewater capacity complies with the allocation priorities and principals and is not in conflict with any other enactment adopted by the Commission or Town of Plainfield.

6. Conditions of Preliminary Connection Approval

The Commission, after making the approval findings above, may issue a preliminary connection/allocation approval, which approval shall be a binding commitment of capacity to the project contingent on compliance with any conditions attached to the preliminary approval and the subsequent issuance of a final connection approval. The preliminary approval conditions may include:

- a) Specification of the period of time during which the interim connection approval shall remain valid; 120 days. Provisions for time extensions if approved by the Commission.
- b) Incorporation of specific conditions which must be fulfilled by the applicant to maintain validity of the preliminary connection approval.
- c) Provision for revocation by the action of the Commission on failure of the applicant to fulfill requirements of the preliminary connection approval.
- d) Specification that the recipient of the preliminary connection approval may not transfer, by any means, the preliminary connection approval to any other person or connect to the Sewers.

PRIOR TO FINAL CONNECTION APPROVAL THE FOLLOWING COMMITMENTS SHALL BE MET BY THE APPLICANT:

- a) Applicable Local, State and Federal permits have been secured for the development/project;
- b) Connection fees, impact fees, permit fees and other local fees or taxes all set by the Commission, have been paid in full to the Town of Plainfield. Impact fees will be partially based on the volume and strength of the proposed wastewater flow.

c) The plans and specs for connection to and, if necessary, extension of the municipal Sewers is acceptable to the Commission.

7. Final Connection Approval Requirements

The Commission on making affirmative findings that all conditions of the preliminary connection approval and final connection approval prerequisites in Section 5 have been fulfilled shall issue the final connection approval permit which approval may be conditioned as follows:

- a) The permit shall specify the allowed volume, flow rate, strength, frequency and any other characteristics of the proposed discharge determined appropriate by the Commission.
- b) The construction of the connection and, if necessary, the municipal Sewer extension, must be overseen to assure compliance with the plans and specs and good construction practice in a manner acceptable to the Commission.
- c) Capacity allocated in conjunction with the final connection permit for building development shall revert to the Town of Plainfield if the permit recipient has failed to initiate construction within one year of the issued date on the permit.
- d) The permit shall expire 1 (one) year from the date of issuance based on the original development plan at the time of permit approval. The unused portion of the committed capacity allocation will revert to the Town of Plainfield and there will be no refund of connection, impact, permit or other fees. Generally, the unused capacity reverting to the municipality is associated with buildings that do not at least have foundations. Regardless of the permit expiration period above, the Commission may order construction of the development over a longer period if this action is in the municipality's best interest.
- e) For subdivision projects the permit holder (developer) of a proposed subdivided parcel must indicate the development planned for each lot. If all prerequisites defined for final connection approval herein are met, final connection permits will be issued to the subdivision owner for each lot with a specific reserve capacity allocation associated with the proposed development. These final connection permits will expire after 1 (one) year from the date of initial issuance unless the developer has sold the lot for development or has completed construction in accord with the approved development plan. The expiration at one year from original issuance will not be modified by any revisions to the subdivision or development plan subsequent to the initial approval. The Commission shall then notify the Vermont Agency of Natural Resources of the expired subdivision sewer permit. The reserve capacity allotted to lots that are either unsold or do not have building construction completed at the time of permit expiration 1 (one) year shall revert to the municipality without refund of any fees paid. Reserve capacity shall also revert to the municipality from any reductions made to the development of wastewater flow planned for each lot subsequent to initial approval. The subdivision owner shall file the final connection permits in the land records of the Town of Plainfield along with copies of all fees paid and reference to the location of the approved connection plans and specifications.

When the owner/developer of a subdivision sells individual lots within the one-year time frame, the final connection permit shall transfer when the property transfers and the new owner becomes bound to comply with all permits issued and the plans and specifications for connecting the municipal Sewers. The transferred permit will be considered a new permit issued on the date of property transfer and the constraints of 9 (e) will apply to this permit. The permit will expire as provided in 9 (e).

f) In cases where a final connection permit expires and a new person applies for capacity on the same or a different project, the Commission may consider previous fees paid by the original person when setting fees for the new person applying for capacity.

g) The chief wastewater treatment plant operator or other designated municipal official shall be notified one week in advance of any proposed sewer connection authorized by a final connection permit. The connection to the municipal sewer shall not be performed unless the municipal official is present and shall not be covered until approved by the official. Additional constraints may be found in the Sewer Use Ordinance.

8. Transfer of Allocation

a) Initially, reserve capacity is allocated by the Commission to a specific person, project and parcel of land. The allocation is not made solely to a parcel of land and therefore does not run with the land during project completion. After completion of the project or permit expiration, however, the allocation (adjusted to the actual development constructed, if necessary) will run with the land.

b) The transfer of the capacity allocation is prohibited unless approved in writing by the Commission at the original owner's request.

c) The Commission may approve transfer of capacity from one project to another and one owner to another provided the new project and owner meets all the requirements for the final connection approval originally issued and the original owner requests such transfer.

RATES AND FEES

1. CHANGE OF USE OR NEW SERVICE FEES. Application fee for new or altered allocation of Municipal Wastewater: \$10.00

2. IMPACT FEE. The Commission adopts the following formula for the imposition of an impact fee on any new development or increased service to an old development, as follows:

The impact fee (per ERU) will be equal to the prevailing annual cost of debt service, as determined by the Commission at the beginning of each fiscal year, divided by the number of users, multiplied by the year of service of the wastewater system (1998 being the year one, but not to exceed a multiplier of more than 15). The Commission may add surcharges to the fee at the annual adoption of the rate schedule in order to address impacts other than debt service. The fees are intended to contribute toward the existing users' prior commitment to the systems reserve capacity, which makes the new connection feasible. Receipts of impact fees shall be dedicated to a capital improvement fund as governed by Title 24 VSA, Chapter 131.

The Commission from time to time may consider proof of financial hardship provided in a form suitable to the Commissioners when considering impact fees. In the event of a financial hardship the Commissioners may decide to defer the payment of an impact fee to the next water or wastewater bill due, or alternatively until the bill following, if the next bill is less than 90 days from the date of the assessment of impact fees.

2. STANDARD BILLING. Wastewater usage per allocation per year is calculated yearly to reflect the expected requirements of the system and is billed semiannually. The yearly cost per allocation per year or per billing period may be found; on the Town of Plainfield website, in the Town Report or by contacting the Municipal office.

There are 2 billing cycles per year. The billing cycle is from March 1 to August 30 and Sept 1 to February 28. Payments must be received by 4pm or postmarked on the due date to be considered on time.

Goddard College or its successors and assigns are charged wastewater usage under an agreement between the Wastewater Commission and Goddard College, its successors or assigns and filed at the Town of Plainfield Land Records.

All property owners shall be required to pay the semiannual assessment for all allocations owned regardless of usage or occupancy. So long as the property is physically connected to the system the potential for usage exists and payment is required to continue to hold the allocation

3. OVERAGE/ADDITIONAL FEES. Unusual strength wastes or wastes containing elements restricted in the Town of Plainfield Wastewater System Ordinances may be subject to additional charges.

4. DELINQUENT BILLS. Bills in arrears shall be due and payable in accordance with procedures set forth in 24 V.S.A. Chapter 129. Delinquent bills may also be collected pursuant to procedure set forth in 32 V.S.A 5136

1. Failure of the ratepayer to tender payment for a valid bill or charge within 30 days of the postmark date of that bill or charge, or by a "due date" at least 30 days after mailing, shall be considered delinquent.
2. The Commission will notify the delinquent tax collector AND a dated written notice (written notice prescribed in 24 VSA 5144) would be issued within 7-14 business days.
3. If payment in full or agreed upon payment plan are not received within 14 business days of written notice water service will be disconnected.
4. If payments are made via negotiation with the Delinquent Tax Collector and Commission, service will continue. Failure to make an agreed upon payment within 14 business days of an agreed upon payment date shall result in disconnection of water service without further notice.
5. The town shall restore water service within 24 hours of receipt of payment or agreeable payment plan including disconnection and restoration fees.

Town of Plainfield Water Rates and Fees

Application fee for allocation of Municipal Water \$10.00
The Impact fee is determined as stated on the attached Impact Fee policy approved August 6, 2007.

The water usage Base rate is \$303.00 for 30,000 gallons of water billed semi-annually.

An overage charge of \$10.00 per 1000 gallons is charged for usage over the 30,000 gallons allotted.

The billing cycle as determined by the Commissioners in January 1991 is from July 1 to December 31 and then January 1 to June 30.

Disconnect fee \$25.00
Re-connect fee \$25.00

Town of Plainfield Wastewater Rate and Fees

Application fee for allocation of Municipal Wastewater \$10.00
The Impact fee is determined as stated on the attached Impact Fee policy.

The Wastewater usage Base rate is \$404.00 billed semi-annually.

The billing cycle as determined by the commissioners in January 1991 and updated May 2019, is from September 1 to February 28(February 29 in leap year) and March 1 to August 30.

Disconnect fee \$25.00
Re-connect fee \$25.00

Meter Service

Service call	\$10.00 (minimum)
Frost Plate	\$ 7.00
Frost Plate & Replacement	\$ 7.00 and \$18.00 Total \$25.00
Meter Removal	\$25.00

Fees effective July 1, 2023 as adopted by the Water and Wastewater Commission.