

**SELECT BOARD MEETING AGENDA
TOWN OF PETERBOROUGH**

Tuesday, September 15, 2026 – 5:00 PM
1 Grove Street, Peterborough, New Hampshire

PUBLIC HEARING 5:00pm

- Pursuant to RSA 41:14-a, a Public Hearing to discuss the merits of selling property located at 58 Sharon Road. More information can be found on our website, www.peterboroughnh.gov
- Pursuant to RSA 31:95-b, a Public Hearing to discuss the merits of accepting the following a donation of \$300.00 to support the Boccelli Garden.
- Pursuant to RSA 41:9-a, a Public Hearing to consider amendments to Chapters 161-Municipal Sewer System, and 162 Municipal Water System.

OLD BUSINESS

- Review and vote to approve minutes from September 1, 2026 meeting
- Water Restrictions Update
- Review Building Permit Policy- Third Party Inspections

NEW BUSINESS

- Vote to appoint Carl Staley, Gary Gorski, Richard Lesser, David Odland, David Allen, John Cramer and Raymond LeClair to the CIP Committee
- Vote to expend from Adams Pool Capital Reserve Fund
- Vote to expend from Recreation Equipment Capital Reserve Fund
- Authorize to Proceed- Sludge Dewatering Options Study

NON-PUBLIC SESSION

- RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee

ADJOURN

Peterborough Heritage Commission
Peterborough Town House
1 Grove St.
Peterborough, NH

August 30, 2026

Re: Offer to Purchase Peterborough South Municipal Well Property pursuant to RSA 41:14a.

Dear Office of Planning and Building,

It is the understanding of the Peterborough Heritage Commission that RSA 41:14a requires our input for the proposed sale of Parcel R003-039-000.

As there are no Historical Resources of note present on this parcel there is no reason for the Heritage Commission to stand in the way of this sale.

It is also our understanding that a Conservation Restriction will be placed on this property at the time of sale, thereby preventing any future development.

As stated, the Peterborough Heritage Commission has no objection to this sale.

Respectfully,

Douglas Ward, chair
Pam Murphy
Katie Gardella
Colin Murdough
Tyler Ward, Selectboard Liaison

Deborah Ames
18 Governor Square
Peterborough, NH 03458

August 25, 2026

Town Administrator: Nicole MacStay
Select Board Members: Tyler Ward, William Kennedy, Bonnie Tuckers
Peterborough Parks Group & Maude Odgers

Re: Boccelli Garden Park: Additional bequest donation check to deposit into the Boccelli Garden Bequest Fund honoring Mafalda Boccelli Ames, who was the youngest of Michael & Maria Boccelli's children.

It is with great pleasure that once again Deborah Ames, Susan Lammel, and Janet Boccelli, the daughters of Mafalda (Muffie) are passing along a recent relative's generous contribution for the purchase of flower plantings and funding to hire an arborist to care for the apple tree that Mafalda remembered watching her father plant his baby apple tree where it stands today 85 years ago, which he had started from a seed!

Mafalda, who was named after Princess Mafalda of Italy, lived to be 96 1/2 years young! She loved the USA and always flew the American flag; she was proud to be an Italian American; she loved Peterborough and was active in this community well into her 90's!

Many community highlights in Mafalda's life gave her great pleasure:

1. Marching in Memorial Day Parades wearing her father in-law's, Charles Wheeler Ames's WWI uniform to acknowledge and honor all who served in this war. Mafalda was still standing tall and walking the entire parade's route until the age of 89!

2. In 2002 Dr. Michael Gordon advocated and recommended that the the piece of property now known as the Boccelli Garden and Park be dedicated to Michael and Maria Boccelli. The Peterborough Parks Committee agreed to the dedication, and Mafalda was thrilled to be asked to be the presenter sharing her family's history, some of the many stories, and old photographs of her parents and their property. Its hard even today to believe that a 4 story house, a 2 story barn, yard, gardens, and driveway fit on this small plot of land. At times there could be as many as 18 people living in the Boccelli boarding house along with their own family of 10, and 4 lifetime Italians. For those of you who knew Jim Grant of Peterborough, as a very young man he was a boarder here. The dedication ceremony took place on August 24, 2002!

Since the garden and parks dedication in 2002, there were and still are multiple visits to the Boccelli Garden Park filled with fond memories of starting up conversations with total strangers who were always enthralled with the stories that Muffie would share about her family and growing up there. And, surprisingly, often times they would ask for our picture with them because they had never heard such an unusual, fascinating family history. There were numerous visits just to sit while enjoying an ice cream treat, a picnic, or eat an apple from her father's apple tree , or just to enjoy the beautiful garden and the flowers - particularly the butterflies that visit because Muffie had experienced the magic of caring for and releasing butteries in the last year of her life.

3. On October 6, 2022 the Board of Selectmen presented to Mafalda a PROCLAMATION from the Town of Peterborough highlighting her as an "example of citizenship, and expressing the town's gratitude for the many gifts she has bestowed on our community in her 95 years! " Mafalda passed away on March 15, 2022.

Michael and Maria were forever grateful for the opportunities in town that came their way in the early 1900's and throughout their lives. Michael became well known for his "green thumb" starting off when he arrived in 1909 as a gardener working for Mary Schofield, and other successful residents. He, also, owned and ran a cobbler shop. He bought

a small building on Main Street and had it moved to its current location to the right side of the movie theater, today (2026), it is known as "Alice Blue". Downstairs is where he ran his cobbler shop, and upstairs he rented out an apartment. Maria, ran their home/boarding house, raised their 8 children and at times grandchildren. She was well known for her cooking and sold her spaghetti sauce and wild mushrooms for 50cents a pint. It was not unusual to see her carrying a basket of food or even a newborn in a basket on her head. For a time their only means of transportation was to walk. She did all the cooking for her entire family and all the boarders. Maria's generosity and kindness and cooking became well known; she would even feed the hobos off the train that came to town. Michael and Maria were so grateful for the opportunities and the new life they created for their family in this land of the free, they flew an American flag every day!

Muffie spent many years compiling a notebook of facts, documents, old photos, and friends and family recollections. It is titled,

MEMORIES OF MY PARENTS,
MICHAEL & MARIA BOCCELLI,
PROUD ITALIAN IMMIGRANTS.

Their Life Story in America in the. Early 1900's.

History of the Boccelli Garden 36-38 Grove Street, Peterborough, NH

Personal Memories and Facts
Researched Recalled & Complied
by
Youngest of eight children
Mafalda Boccelli Ames

A copy of this notebook filled with detailed information was donated to the Peterborough Town Library and the Monadnock Center for History and Culture located at 19 Grove Street, Peterborough, NH.

This notebook is available to members to sit and read on location, but may not be signed out nor photocopied or photographed.

Please add this generous bequest in the amount of \$300.00 into the Boccelli Garden Park account in Mafalda Boccelli's Ames' memory! This bequest is from Michael & Maria's great granddaughter , Roxanne Zanga Wise.

Roxanne's grandmother, Virginia Boccelli Zanga, was the 1st child to be born in Italy to Michael & Maria Boccelli. Virginia met and married an Italian boarder who came to live at her mother's boarding house. His name John Zanga, who had also immigrated to the US as well. They married in 1929.

Roxanne's grandfather, John Zanga was a mason and started his own business in Peterborough He was responsible for building the stone stairway which still stands (2026) alongside the stonewall. It provided access to reach the 2nd floor of the barn. It is likely that he may also have built the stone wall that still stands today at the edge of the property along the backside of the Boccelli Garden, which was the location of the driveway which led to the barn that had a two car garage. John was also part of the crews that rebuilt the bridge on Grove street and the bridge passing over over the Contoocook River near the library.

The Boccelli family appreciates all the efforts of the Parks Committee Group and Maude Odgers for keeping the garden looking so inviting and beautiful, and to the arborist who tends to the care of the apple tree (if only this tree could talk)!

Thanks again,
Deborah Ames
Susan Lammel
Janet Boccelli

PS. Any questions or comments can be sent to Deborah's mailing address.



CAROLE ALLEN/Monadnock Ledger Staff



CAROLE ALLEN/Monadnock Ledger Staff

A crowd gathers to hear Muffie Ames tell the story of her parents, Michael and Maria Boccelli, at the dedication of the Boccelli garden in Peterborough Saturday morning.

Twenty-nine relatives of the Boccelli family from Peterborough and as far away as Kansas, Nebraska and New Mexico gathered for the dedication of the Boccelli Garden in Putnam Park II on Grove Street Saturday morning. The family photo includes, first row, from left: Sue Lammel, Janet Shipley, Deborah Ames, Muffie Ames, Adelina Emery and Rose Emery; second row: Mark Briggs, Jim Murphy, Penny Briggs, Lucy McDonald, Brian McDonald, Sandy Zanga, Steve Emery and George Zanga; top row: Michael Emery, Stephen Emery, John Zanga, Megan Briggs, Nancy Zanga, Hannah Zanga, Andy Briggs, Eric Briggs, Patrick Skertich, Erica McKenzie, Keenan McKenzie, Kameron McKenzie, Sarah Lammel, Jen Briggs and Lucy Briggs.

A family gathers, and remembers

By BETHANY PAQUIN
Monadnock Ledger Staff

PETERBOROUGH — Mafalda "Muffie" Ames, named after an Italian princess, remembers the day her family moved to Grove Street. She was 5 years old.

"Balancing the platter of pasta on her head with one hand and holding my hand with the other, Ma and I walked from Factory Street down the path through the woods and the park to our new home ... Ma Boccelli always had dinner on time."

Saturday, the Peterborough Parks Committee dedicated the site of that house to the memory of Ames' parents, Michael and Maria Boccelli.

The site, between the G.A.R. Hall and the Nubanusit River, today is home to a large garden kept by the Parks Committee, particularly member Michael Gordon.

Michael Boccelli arrived in Peterborough from Italy in 1909. For three years he worked as a gardener for such people as

► Turn to BOCCELLI ..Page 9



I AM WITHOUT WORDS
WITHOUT LIGHT
BEYOND SPACE BEYOND TIME
I AM IN EVERYTHING
EVERYTHING IS ME
I AM THE BLISS OF THE UNIVERSE.
AS I





TOWN OF
PETERBOROUGH
NEW HAMPSHIRE

1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000 x.101
Fax: (603) 924-8001
Web: www.townofpeterborough.com

PROCLAMATION

- WHEREAS Mafalda "Muffie" Boccelli Ames, the daughter of Italian immigrants, has permanently resided in the Town of Peterborough since the day of her birth, September 28, 1925, through present day; and
- WHEREAS Mafalda has demonstrated outstanding patriotism as a member of the Auxiliary Committee and a volunteer on the Patriotic Committee, calling over 200 veterans each year to inform them of events, arrange for transportation, and encourage participation in Memorial Day & Veterans Day Parades, in which she proudly and tirelessly participated herself until 89 years of age; and
- WHEREAS Mafalda, during her 25 years as a union worker for the Peterborough A&P, brought attention to the harmful effects on employee health resulting from the misuse of a toxic chemical spray, therefore resulting in an eventual chain-wide ban; and
- WHEREAS Mafalda has contributed to the cultural fabric of Peterborough by serving as a resource of historical knowledge, providing detailed family histories to the Monadnock Center for History and Culture, and generously donating documents, artifacts, and family memorabilia to the Peterborough Town Library and the Monadnock Center for History and Culture; and
- WHEREAS Mafalda has been an active community volunteer and has for decades demonstrated commitment to the betterment of Peterborough, the town she has called home her entire life;
- NOW, THEREFORE, We the members of the Select Board of the Town of Peterborough, do hereby proclaim Mafalda "Muffie" Boccelli Ames to be a shining example of citizenship, and express our gratitude for the many gifts she has bestowed on our community in her 95 years.

Set our hands on this 6th day of October, 2020.

PETERBOROUGH
SELECT BOARD:


Tyler Ward, Chair
Bill Taylor
Ed Juengst

Boccelli family gathers for garden dedication on site of former home

· BOCCELLI(from page 1)

ry Cheney Schofield, George Ed-
rds, Walter Haskins and Mary Mori-
a. When he had enough money, he sent
taly for his wife, Maria, and their three
ldren — two daughters and a son.
The family's first home was a stucco
rding house on Factory Street. "So
is how my mother, Maria, had started
own little business of renting rooms
talian boarders.

Five more Boccelli children were born
eterborough. A daughter died at birth
an epidemic took the lives of the only
Boccelli sons.

Michael opened a cobbler shop on
n Street in the building that now
ses Joseph's Coat, which once was
r the tavern. He ran his shop on the
om floor and rented out the upstairs
an apartment. He also owned the land
is now the municipal parking lot and
ntal house on Summer Street.

round 1930, Mary Cheney Schofield
ided to build a third home on
anusit Lane across the river from the
celli boarding house and three other
rding houses.

She wanted to have a beautiful view
ss the river from her new home, so
bought all the land including the four
rding houses," Ames said. As the sto-
goes, Schofield tore down all the
rding houses except the Boccelli
se, which she moved to Winter Street.
hat's when Michael and Maria
ght the home on Grove Street where
again opened as a boarding house.
s said four Italian men lived in the
se most of their lives: Jimmy, Silvio
Angelo Rossi and Leberato Rustici.
The house that stood here was four
ies high with a two-story porch along
ront," Ames remembered. "It had a
a barn in the back on the right hand
" She said Maria rented out bed-
is on the third and fourth floors. The
llis lived on the first two floors with a
of five bedrooms.

its peak, after the flood of '38, the
e was home to 18 boarders. "The
uilt the bridge back and most of the
ers wanted to stay at our home,"
s said. "We even set up a bed in the
for one of the workers."

aria was known all over town for her
Italian cooking. Jim Lawn remem-
He said Maria gave him his first
when he arrived in Peterborough.

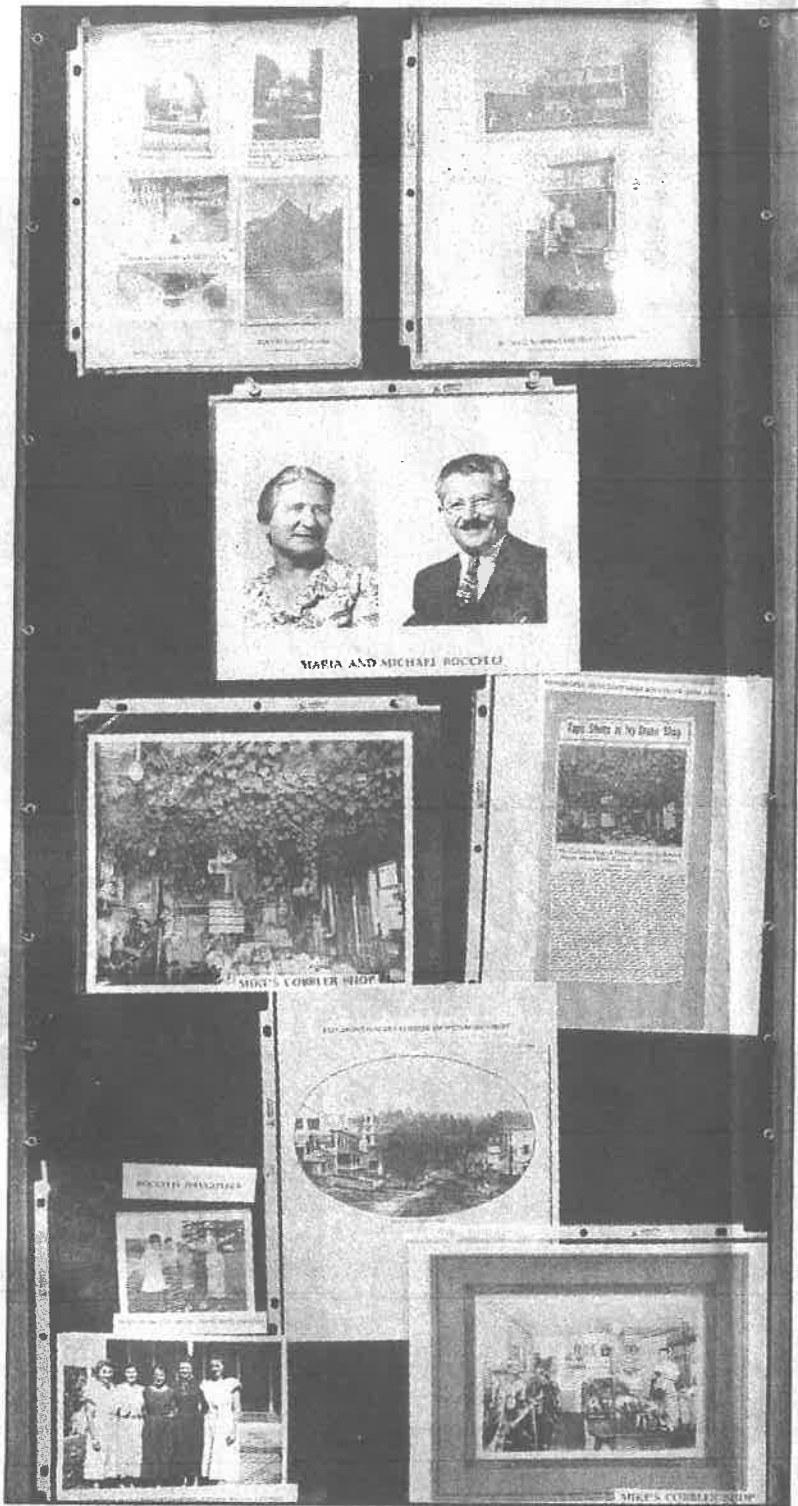
(you didn't make any lunch for Sun-
you could take over a pot or a pan," he told the Ledger. For 35 cents,
said, you could get enough food for a whole family.

even the hobos that would hop a ride on the train would come and
in our kitchen door and ask for food," Ames recalled. "She never
ed anyone away because of his heritage."

ie Peterborough family even shipped Maria's canned mushrooms to
see who was in the service during World War II, Ames said.

aria Boccelli had no formal education and came to the United States
ut knowing English, but she managed to keep her money, do her
ping and cooking all by memory. "Ma never measured anything for
ing and knew recipes by taste," said Ames.

nes recalled the once-a-month Italian market deliveries from
endon, Mass., and the annual delivery of 100 boxes of grapes for
making. She said the whole family would stack crates of grapes in the
r then carry them to another cellar where they were pressed into a 6-
wide wooden barrel.



CAROLE ALLEN/Monadnock Ledger Staff

Above: Muffie Ames of Peterborough, daughter of Maria and Michael Boccelli, told her family's story during the dedication of the Boccelli garden Saturday morning. In the background is Carmen DuHaime of the Parks Committee.

Left: Maria and Michael Boccelli's story board was on display at the Boccelli garden dedication ceremony Saturday morning. Michael and Maria were married in Italy on Nov. 24, 1905. Maria ran a boarding and rooming house in her Grove Street home while Michael was a cobbler and gardener for Mary Cheney Schofield of Peterborough. Michael Boccelli died in 1949 and Maria died in 1964.

"The pressed grapes re-
mained there 'til they bubbled
and fermented," Ames said.
"Then the wine was carried by
buckets to an underground
cellar, hand dug by the board-
ers and my dad." A cement
frame that used to go around
the hand-dug cellar still sits
behind the fence on the prop-
erty, one of the last remnants
of the old house, Ames told the

Last year, she came across Parks Committee member Michael Gordon
working in the garden and mentioned her idea to him. Shortly afterward
her daughter had an eye exam with Gordon and brought up the idea again.

Gordon encouraged Muffie to write a history of the house and her fam-
ily and before long the committee and the town were in agreement the
park should carry the name of the Boccelli family.

"The garden is here and my father was such a great gardener," Ames
told the Ledger. "I'm so proud ... they did have a special life and a special
story."

Speakers at the dedication ceremony, in addition to Ames and Gordon,
were Ellen Derby of the Peterborough Historical Society, Selectman
Roland Patten and Master of Ceremonies C. Robert Moberg.

Ledger.

If Maria Boccelli was known for her cooking, Michael Boccelli was
known for his green thumb. Ames told the Ledger he planted all the trees
in the park. But he's probably best known for a potted ivy plant at his cob-
bler shop.

Jim Lawn remembers it. "It grew up the side and covered the ceiling —
the whole ceiling was ivy." Ames said her sister Virginia brought the orig-
inal plant home from her senior class trip to Washington D.C. in 1926.
Michael called it his Washington Ivy.

"People would come from all over to see his ivy," Ames said. It was the
subject of a newspaper article and several paintings.

Years ago, when the town purchased the Grove Street property and re-
placed the building with a garden, Selectman Ed Lobacki suggested
Ames talk to selectmen about dedicating the park to her parents. She nev-
er went to the selectmen but always thought the park should carry her
parents' name.

Chapter 161
MUNICIPAL SEWER SYSTEM

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ARTICLE II
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§ 161-26. Limitations If Harmful Discharge Occurs or is Proposed.

§ 161-27. Interceptors and Separators

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§ 161-29. Requirement of a Suitable Control Structure

§ 161-30. Requirements of User of Sewer Services

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ARTICLE VII
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- § 161-56. Costs Incurred By Damage Done
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ARTICLE X
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- § 161-64. Private Sewage Disposal

ARTICLE XI
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- § 161-66. Action Taken In Response to Violations
- § 161-67. Violations and Compliance
- § 161-68. Cease and Desist Orders
- § 161-69. Civil Penalty
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ARTICLE XII
Validity

- § 161-72. Conflict with Other Ordinances, Rules and Regulations
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- § 161-74. Effect After Passage

ARTICLE XIV

Rate Schedule

§161-75. Rate Schedule.

[HISTORY: Adopted by the Board of Selectmen of the Town of Peterborough: Art. I, 7-1-1997; Art. II, 7-1-1984; Art. III 12-1-1971, as amended through March 17, 2026.]

ARTICLE I

Objectives

§ 161-1. Objectives.

Pursuant to enabling authority in New Hampshire Revised Statutes Annotated 149-I:6, the following is an ordinance regulating the use of public and private sewers and drains, private wastewater disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and providing penalties for violations thereof: in the Town of Peterborough, County of Hillsborough, State of New Hampshire. The objectives of this ordinance are:

- A. To prevent the introduction of pollutants into the Publicly Owned Treatment Works (POTW) that will interfere with the operation of the POTW;
- B. To prevent the introduction of pollutants into the POTW which will pass through the POTW, inadequately treated, into receiving waters or otherwise be incompatible with the POTW;
- C. To ensure that the quality of the wastewater treatment plant bio-solids are maintained at a level which allows beneficial use and/or disposal in compliance with applicable statutes and regulations;
- D. To protect POTW personnel who may be affected by wastewater and bio-solids in the course of their employment and to protect the general public;
- E. To improve the opportunity to recycle and reclaim wastewater and bio-solids from the POTW;
- F. To enable Peterborough to comply with its NPDES permit, bio-solids reuse and disposal requirements, and any other Federal or State laws to which the POTW is subject.

Be it ordained and enacted by the Board of Selectmen of Peterborough, State of New Hampshire as follows:

ARTICLE II

Definitions and Abbreviations

§ 161-2. Definitions.

Unless the context specifically indicates otherwise, the meaning of terms and' phrases, as used in this Ordinance, shall have the meanings hereinafter designated:

- A. "Act" or "the Act": The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251 et seq.
- B. "Approval Authority": For the Sewer Use Ordinance (SUO) and user charge system, the approval authority is the N.H. Department of Environmental Services (NHDES), and for the Industrial Pretreatment Program (IPP), the approval authority is the United States Environmental Protection Agency (USEPA).
- C. "Authorized Representative of the Industrial User":
 - a. If the Industrial User is a corporation, authorized representative shall mean:
 - i. the president, vice-president, secretary, or treasurer of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or
 - ii. the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. If the Industrial User is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
 - c. If the individual user is representing Federal, State or local governments, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.

- d. The individuals described in paragraphs 1-3 above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the authorization is submitted to the Town. (See Article V, Section 2.F)
- D. "Biochemical Oxygen Demand (BOD)" shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Centigrade, expressed in milligrams per liter (mg/l).
- E. "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 building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.
- F. "Building sewer" shall mean the extension from the building drain to the public sewer or other place of disposal, also called house connection.
- G. "Building sewer lateral" shall mean a pipe or conduit laid incidental to the original construction of a public sewer, from that public sewer to some point at the side of the street, highway, or similar location and there capped, having been provided and intended for extension and of use at some time thereafter as part of a building sewer as defined in SECTION 2;F.
- H. "Bypass" shall mean the intentional diversion of waste streams from any portion of a wastewater treatment facility.
- I. "Combined sewer" shall mean a sewer intended to receive both wastewater and storm or surface water.
- J. "Director" shall mean the Director of Public Works, acting under the direction of the Board of Selectmen of the Town of Peterborough, or his authorized deputy, agent, or representative.
- K. "Domestic wastewater," or "sanitary sewage," shall mean normal water; carried house hold and toilet wastes or waste from sanitary conveniences, excluding ground, surface, or storm water.
- L. "Easement" shall mean an acquired legal right for the specific use of land owned by others
- M. "Floatable oil" shall mean oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A waste water shall be considered free of floatable fat if it is properly pretreated and the waste water does not interfere with the collection system.
- N. "Garbage" shall mean the animal and vegetable waste resulting from the handling, preparation, cooking, and serving of foods.
- O. "Grit" shall mean the sand, gravel, cinders, or other heavy solid materials that have subsiding velocities or specific gravities substantially greater than those of the organic putrescible solids in wastewater. Grit also includes eggshells, bone chips, seeds, coffee grounds, and large organic particles, such as food or waste.
- P. "Holding tank waste" shall mean any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.
- Q. "Industrial User" shall mean a person who discharges industrial wastes to the sanitary sewer of the Town.
- R. "Industrial wastes" shall mean the wastewater from industrial processes, trade, or business as distinct from domestic or sanitary wastes.
- S. "Instantaneous maximum discharge limits" shall mean the maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composite sample collected, independent of the industrial flow rate and the duration of the sampling event.
- T. "Interference" shall mean a discharge by an Industrial User which alone or in conjunction with discharges by other sources, inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal and which is a cause of a violation of any requirement of the POTW's National Pollutant Discharge Elimination System (NPDES) permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal by the POTW in accordance with Section 405 of the Clean Water Act, 40 CFR Part 503, the Solid Waste Disposal Act (SWDA) (including Title 11, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA), groundwater protection rules, State of New Hampshire Ws 410, solid waste rules, State of New Hampshire WMD 100- 2800, hazardous waste rules, WMD100-1000 and Appendix III, the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection Research and Sanctuaries Act.
- U. "May" is permissive (see "shall", Section 38).
- V. "National Categorical Pretreatment Standard" or "Categorical Pretreatment Standard" shall mean any regulations containing pollutant discharge limits promulgated by USEPA in accordance with Section

307(b) and (c) of the Clean Water Act (33 USC 1317), which apply to a specific category of Industrial Users and which are found in the Code of Federal Regulations 40 CFR, Subchapter N, parts 401 through 471, incorporated herein by reference.

- W. "Natural outlet" shall mean any outlet, including storm sewers and combined "sewer overflows," to a watercourse, pond, ditch, lake, or any other body of surface or ground water.
- X. The term "National Pretreatment Standard," "Pretreatment Standard," or "Standard" shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act, which applies to Industrial Users. This term includes prohibitive discharge limits established pursuant to §403.5.
- Y. NHDES shall mean the New Hampshire Department of Environmental Services.
- Z. "New Source" shall mean any building, structure, facility or installation from which there is or may be a Discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307(c) of the Act which will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that:
 - a. The building, structure, facility or installation is constructed at a site at which no other source is located; or
 - b. The building, structure, facility or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - c. The production of wastewater generating processes of the building, structure, facility or installation is substantially independent of an existing source at the same site. In determining whether these are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source should be considered.Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility or installation meeting the criteria of items 2 or 3, but otherwise alters, replaces, or adds to existing process or production equipment.
Construction of a new source as defined under this paragraph has commenced if the owner or operator has begun, or caused to begin as part of a continuous on-site construction program any placement, assembly, or installation of facilities or equipment; or significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies, do not constitute a contractual obligation under this paragraph.
- AA. "Pass through" shall mean the discharge of pollutants through the POTW into surface waters, in quantities or concentration, which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirements of the POTW's National Pollutant Discharge Elimination system (NPDES) permit (including an increase in the magnitude or duration of a violation) or of applicable water quality criteria.
- BB. "Person" shall mean any individual, firm, company, association, society, corporation, group, partnership, municipality, governmental subdivision or other entity.
- CC. "pH" shall mean the logarithm of the reciprocal of the hydrogen-ion concentration. The concentration is the weight of hydrogen-ions in grams, per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen-ion concentration of 10.
- DD. "POTW or Publicly Owned Treatment Works" shall mean a wastewater treatment works which is owned by a State or a municipality. This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial waste of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW wastewater treatment works. The term also means the municipality with jurisdiction over discharges to and the discharges from such a treatment works.
- EE. "Pretreatment requirements" shall mean any substantive or procedural requirement related to pretreatment, other than National Pretreatment Standards, imposed on an Industrial User. National standards will be administered to industries directly by the EPA.

- FF. "Properly shredded garbage" shall mean the animal or vegetable wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.
- GG. "Public sewer" shall mean a common sewer controlled by a governmental agency or public utility.
- HH. "Regional Point Sources" shall mean any point source(s) of discharge from a town connected to the Peterborough sewage works under the regional concept of wastewater collection and treatment plan.
- II. "Sanitary sewer" shall mean a sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of ground, storm, and surface waters that are not admitted intentionally.
- JJ. "Screening level" means that concentration of a pollutant which under baseline conditions, would cause a threat to personnel exposed to the pollutant, or would cause a threat to structures of wastewater facilities. To be administered as limits applicable to a particular discharge, the screening levels must be adjusted to account for conditions at the point of discharge, which differ from baseline conditions.
- KK. "Septage" shall mean the sludge and floatables produced principally from septic tanks and cesspools from on-site wastewater disposal systems.
- LL. "Sewage" is the spent water of a community. (The preferred term is "wastewater", section 47.)
- MM. "Sewer" shall mean a pipe or conduit that carries wastewater or drainage water.
- NN. "Shall" is mandatory (see "may", Section 20).
- OO. "Significant Industrial User" shall mean all Industrial Users subject to categorical pretreatment standards or any Industrial User that: discharges an average of 25,000 gallons per day or more, of process wastewater (excluding sanitary, non-contact cooling and boiler blow down wastewater); contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW on the basis that the Industrial User has a reasonable potential for adversely affecting the POTW or for violating any pretreatment standard or requirement.
- PP. "Significant noncompliance" shall mean an Industrial User is in significant noncompliance if its violation meets one or more of the following criteria:
- Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all the measurements taken during a six month period exceed (by any magnitude) the daily maximum limit or the average limit for the same pollutant parameter;
 - Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of all of the measurements for each pollutant parameter taken during a six month period equal or exceed the product of the daily maximum limit or the average limit multiplied by the applicable TRC (TRC = 1.4 for BOD, TSS, fats, oil, and grease and 1.2 for all other pollutants except pH);
 - Any other violation of a pretreatment effluent limit (daily maximum or longer-term average) that the Control Authority determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of POTW personnel or the general public);
 - Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the POTW's exercise of its emergency authority under 40 CFR 403.8 (f)(1)(vi)(B) to halt or prevent such a discharge;
 - Failure to meet within 90 days after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance;
 - Failure to provide, within 30 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules;
 - Failure to accurately report noncompliance;
 - Any other violation or group of violations, which the Control Authority determines, will adversely affect the operation or implementation of the local pretreatment program.
- QQ. "Slug" shall mean any discharge of water or wastewater, 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 flows during normal operation, or which shall adversely affect the collection system and/or performance of the wastewater treatment works.
- RR. "Storm drain" (sometimes termed "storm sewer") shall mean a drain or sewer for conveying stormwater, groundwater, subsurface water, or unpolluted water from any source.

- SS. "Superintendent" shall mean the supervisor of wastewater facilities, and/or of wastewater treatment works for the Town of Peterborough, or his authorized deputy, agent, or representative.
- TT. "Suspended solids" (SS) shall mean total suspended matter that either floats on the surface of, or is in suspension in; water, wastewater, or other liquids, and that is removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater" and referred to as non-filterable residue.
- UU. "Town" shall mean the Town of Peterborough or the Board of Selectmen of Peterborough, New Hampshire.
- VV. "Unpolluted water" is water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.
- WW. "Wastewater" shall mean the spent water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with any groundwater, surface water, and stormwater that may be present.
- XX. "Wastewater facilities" shall mean the structures, equipment, and processes required to collect, carry away, and treat domestic and industrial wastes and dispose of the effluent.
- YY. "Watercourse" shall mean a natural or artificial channel for the passage of water either continuously or intermittently.

§ 161-3. Abbreviations.

The following abbreviations shall have the designated meanings:

BOD	Biochemical Oxygen Demand
CFR	Code of Federal Regulations
COD	Chemical Oxygen Demand
EPA	Environmental Protection Agency
IDP	Industrial Discharge Permit
L	Liter
mg	Milligrams
mg/L	Milligrams per liter
NPDES	National Pollutant Discharge Elimination System.
POTW	Publicly Owned Treatment Works
SIC	Standard Industrial Classification
SWDA	Solid Waste Disposal Act, 42 U.S.C. 6901, et. seq.
TKN	Total Kjeldahl Nitrogen
TSS	Total Suspended Solids
USC	United States Code

ARTICLE III

Use of Public Sewers Required

§ 161-4. Unlawful Disposal.

It shall be unlawful for any person to place, deposit, or permit to be deposited any human or animal excrement, garbage, or other objectionable waste, in any unsanitary manner on public or private property within the Town of Peterborough, or in any area under the jurisdiction of said town.

§ 161-5. Unlawful Discharge to Natural Outlet.

It shall be unlawful to discharge to any natural outlet within the Town of Peterborough, or in an area under the jurisdiction of said town, any wastewater or other polluted waters; except where suitable treatment has been provided in accordance with federal, state and local requirements.

§ 161-6. Facility Intended or Used for Disposal of Wastewater.

Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater within the sewer service area.

§ 161-7. Requirement of Property Owners Within 100 ft. of Public Sewer.

The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the Town and abutting on any street, alley, right-of-way, or easement in which a public

sanitary sewer of the Town is located within 100 feet of said houses, buildings, or properties, is hereby required at the owner(s) expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance, within ninety (90) days after date of official notice to do so.

In accordance with RSA 147:8, the Board of Selectmen may grant a waiver from this connection requirement provided the property is served with an adequate alternate sewage disposal system that complies with applicable state and local regulations, was designed by a designer licensed in New Hampshire, and approved for construction by the NHDES after January 1, 1985.

ARTICLE IV

Building Sewers and Connections

§ 161-8. Connections

No person(s) shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Department of Public Works.

§ 161-9. Building Sewer Permits

There shall be two (2) classes of building sewer permits: (a) for residential service, single family or duplex units, producing only domestic wastewater; and (b) for commercial including residential units greater than a duplex or industrial establishments. In either case, the owner(s) or his agent shall make application on a special form furnished by the Planning and Building Department. The sewer connection application forms, which may be periodically revised by the Superintendent, are included in Appendix A. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent, in the judgment of the Department of Public Works. A permit and inspection fee for a residential building sewer permit or a commercial/industrial building sewer permit, shall be paid to the Department of Public Works at the time the application is filed, of which fifty dollars will be retained as a processing charge if a sewer permit is not granted. See Appendix B for current fee structure.

§ 161-10. Expenses

All costs and expenses incidental to the installation and connection of the building sewer from the main to the building shall be borne by the owner(s). The owner(s) shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

§ 161-11. Independent Building Sewer

A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or cannot be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such instances, the front building sewer may be extended to the rear building and the whole considered as one building sewer, but the Town does not and shall not, assume any obligation or responsibility for damage caused by or resulting from any such single connection aforementioned.

§ 161-12. Old Building Sewers

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Department of Public Works, to meet all requirements of this ordinance.

§ 161-13. Application of Specifications

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the current specifications of the Peterborough Department of Public Works. In the absence of specifications or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Society of Testing and Materials (ASTM) and Recommended Standards for Wastewater Facilities, 2014 edition, shall apply.

§ 161-14. Sewer Height (Amended by the Select Board November 15, 2016)

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, sanitary sewage carried by such building drain shall be lifted by a means in accordance with the State Building Code, as set forth in RSA Chapter 155-A, as amended, and with approval of the Town of Peterborough Building Inspector/Code Enforcement Officer, and discharged to the building sewer at the owners expense.

§ 161-15. Connections to Source of Surface or Run-Off Groundwater

No person(s) shall make connection of roof downspouts, foundation drains, floor drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn, is connected directly or indirectly to a public sanitary sewer.

§ 161-16. Compliance with Town Rules and Regulations

The connection of the building sewer into the public sewer shall conform to the requirements of the current building and plumbing code or other applicable rules and regulations of the Town, or the procedures set forth in appropriate specifications of the ASTM. All such connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials shall be approved by the Superintendent before installation.

§ 161-17. Inspection of Sewer

The applicant for the building sewer permit, prior to burial of the building sewer, shall notify the Department of Public Works when the building sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the representative of the Department of Public Works. Burial of the building sewer is prohibited until the line passes inspection and testing.

§ 161-18. Protection of Public From Hazard

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Department of Public Works, at the expense of the owner(s).

§ 161-19. Proposals

Any person proposing a new discharge into the system, or a discharge of characteristic waste (as defined by 40 CFR 216), or an increase in the volume, or in the strength or character of pollutants that are discharged beyond limits previously permitted into the system shall notify the Director and Superintendent at least sixty (60) days prior to the proposed change or connection. Proposed new discharges from residential or commercial sources involving loading exceeding 50 population equivalents (5,000 gpd), any new industrial discharge, any new sewer involving more than a straight connection to the municipal sewer, or any alteration in either flow or waste characteristics in industrial discharge shall be approved by the NHDES.

§ 161-20. Stoppage or Backflow

Should there be a stoppage or flow back-up found to be in the building sewer and assistance is requested by the owner from the DPW, costs for the work effort by the DPW in freeing the stoppage shall be assessed to the Owner. Charges will be based on time and material, but shall not be less than the minimum amount stated in Appendix B, Current Fee Structure, payable to the Peterborough Sewer Fund for each service resulting from the Owner's request.

§ 161-21. Backwater Valves (Amended by the Select Board November 15, 2016)

A backwater valve shall be installed on the building drain when, in the opinion of the Town of Peterborough Building Inspector/Code Enforcement Officer or Superintendent, plumbing fixtures are subject to backflow from the public sewer. Backwater valves shall be installed in accordance with the State Building Code, as set forth in RSA Chapter 155-A, as amended, and with the approval of the Town of Peterborough Building Inspector/Code Enforcement Officer. Backwater valves shall be of a size and type as indicated by the Building Inspector/Code Enforcement Officer in accordance with the State Building Code, as set forth in RSA Chapter 155-A, as amended. Backwater valves shall be located and installed so their working parts are readily and easily accessible for cleaning and inspection and shall be maintained by the Owner(s) at the Owners expense, in a continuous, efficient, operating condition at all times.

ARTICLE V Use of the Public Sewers

§ 161-22. Unlawful Discharge

No person(s) shall discharge or cause to be discharged to the wastewater facilities any unpolluted waters such as stormwater, groundwater, roof runoff; subsurface drainage, or non-contact cooling water.

§ 161-23. Unpolluted Drainage

Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or a natural outlet approved by the Department of Public Works. Industrial cooling water or process waters require an NPDES permit prior to discharge to a storm sewer or natural outlet.

§ 161-24. Pollutants

Pollutants introduced into the sanitary sewer by an Industrial User shall not pass through or interfere with operation or performance of the POTW.

No person(s) shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- A. Pollutants which create a fire or explosion hazard in the POTW, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 CFR 261.21.
- B. Any industrial wastes including oxygen demanding wastes (BOD, etc.) at a flow rate and/or concentration that would cause interference with the wastewater treatment works, constitute a hazard to humans or animals, create a public nuisance, exceed any applicable National Categorical Pretreatment Standards, or cause pass through. Any waters or wastes having a pH lower than 6.0 standard units or higher than 11.0 standard units or having any other corrosive property capable of causing drainage or hazard to structures, equipment, and personnel of the wastewaterworks.
 1. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, any form of offal, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
 2. Wastewater sufficiently hot to cause the influent at the wastewater treatment facilities to exceed 104 degrees F (40 degrees C) or cause inhibition of biological activity in the POTW.
 3. Any substance which may cause the treatment plant effluent or any other residue, sludge, or scum to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case shall a substance discharged to the system cause the Town to be in noncompliance with sludge use or disposal regulations or permits issued under Section 405 of the Act, the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or other Federal and State requirements applicable to the sludge use and disposal practices being used by the Town.
 4. Any material identified as hazardous waste according to 40 CFR Part 261.
 5. Wastes prohibited by this section shall not be processed or stored in such a manner that these wastes could be discharged to the municipal wastewater system. All floor drains located in process or material storage areas must discharge to the industrial user's pretreatment facility before connecting with the system, otherwise the Superintendent shall order such owner(s) of such floor drains to plug them or disconnect them if deemed necessary to comply with any part of this Ordinance.
 6. Any pollutants which result in the presence of toxic gases, vapors or fumes within the system in a quantity that may cause worker health and safety problems.
 7. Any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye waste and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the Town's NPDES permit. Color (in combination with turbidity) shall not cause the treatment plant effluent to reduce the depth of the compensation point for photosynthetic activity by more than 10 percent (10%) from the seasonably established norm for aquatic life.
 8. Any wastewater causing the treatment plant effluent to show a lethal concentration of fifty percent (LC 50) as determined by a toxicity test of ninety-six (96) hours or less, and/or show a violation of the Town's NPDES permit in regards to this or any other Toxicity Analysis of the Town's effluent.
 9. Any wastes containing detergents, active surface agents, or other substances which may cause excessive foaming in the municipal wastewater system and/or cause a violation of the Town's NPDES permit.
 10. Any trucked or hauled pollutants, except at discharge points designated by the POTW.
 11. Any medical waste except as specifically authorized in a discharge permit.

§ 161-25. Limited Discharge to Municipal Systems

The following described substances, materials, waters, or waste shall be limited in discharges to municipal systems to concentrations or quantities which will not harm the sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream, or will not otherwise endanger life, limb, public property, or constitute a nuisance. The Superintendent may alter the limitations established in the regulations below if in his opinion such alternations are necessary, to meet the above objectives. In forming his opinion as to the acceptability, the Superintendent, will give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, wastewater treatment process employed, capacity of the wastewater treatment plant, degree of treatability of the waste in the wastewater treatment plant, and other pertinent factors. The Superintendent shall not permit those discharges that are prohibited by Section 3 of this Article. The limitations or restrictions on materials or characteristics of the waste or wastewater's discharged to the sanitary sewer shall not cause interference or pass through.

- A. Any garbage that has not been properly shredded (see Article I Section 31). Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.
- B. Any waters or wastes containing heavy metals, solvents, and similar objectionable or toxic substances to such degree that any such material discharged to the public sewer exceeds the limits established by the Superintendent, or the NHDES, for such materials.
- C. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the Superintendent.
- D. Any radioactive wastes, or isotopes of such half-life or concentration as may exceed limits established by the Superintendent in compliance with applicable state or federal regulations.
- E. Quantities of flow, concentrations, or both which constitute a "slug" as defined herein. (See Article I, Section 42)
- F. Waters or wastes containing substances that are not amenable to treatment by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the permitted discharge.
- G. Any water or wastes which, by interaction with other water or wastes in the public sewer system, release obnoxious gases, form suspended solids which interfere with the collection system, or create a condition deleterious to structures and treatment processes.
- H. The Town reserves the right to impose pollutant limits to protect the POTW against passthrough and interference for the following constituents:

1. Local Limits

<u>Constituent</u>	<u>Maximum Concentration (mg/l)</u>
Arsenic	0.484
Cadmium	0.987
Copper	0.634
Mercury	0.057
Molybdenum	0.926
Silver	3.132
Zinc	7.483

2. Screening Levels

The following discharge screening levels are established to protect against pass through and interference. The Superintendent may require an Industrial User who exceeds the following screening levels at the point of discharge into the municipal sewer system to conduct periodic sampling and analyses for those parameters that are exceeded. Such sampling and analyses as well as reporting requirements shall be in accordance with Article IV, Section 10 of this ordinance. The Town may establish a local limit for any of the following parameters to protect the POTW from interference.

	<u>Constituent</u>	<u>Maximum Concentration (mg/l)</u>
A.	Chromium	5.0

B.	Lead	5.0
C.	Nickel	15.4
D.	Selenium	1.0
E.	Cyanide	32.0
F.	Sulfide	1.0
G.	Sulfate	1000.0
H.	Sulfite	1.0
I.	Petroleum Oil, non-biodegradable cutting oils, or products of mineral oil origin.	25.0
J.	All grease or floatable oil not limited by I above	100.0

The following discharge screening levels are based upon fume toxicity to public and POTW employee safety and the integrity of the POTW and collection system.

<u>Constituent</u>	<u>Maximum Concentration (mg/l)</u>
Acrylonitrile	1.19
Benzene	0.14
Chlorobenzene	0.31
Chloroform	0.41
1,1 - Dichloroethane	2.29
1,2 - Dichloropropane	3.60
1,3 - Dichloropropene	0.08
Ethyl Benzene	1.58
Formaldehyde	0.02
Hexachloroethane	0.09
Methylene Chloride	2.06
Toluene	0.68
1,2,4 - Trichlorobenzene	0.39
1,1,1 - Trichloroethane	1.56
Trichlorofluoromethane	1.23
Vinyl Chloride	0.004

3. Maximum Allowable Headworks Loading Limits

The following pollutant limits maybe established to protect against pass through and interference at the POTW. In no case shall the influent headworks loading at the POTW exceed the following limits:

<u>Constituent</u>	<u>Lbs/Day</u>
Chromium	2.2032
Lead	0.5931
Nickel	1.0957
Selenium	0.3155
Cyanide	2.2729

The Town of Peterborough may develop maximum allowable discharge limits for each permitted significant contributing Industrial User and implement them as part of their Industrial User Discharge Permit to ensure that these limits are not exceeded. Such discharge limits shall be calculated utilizing a mass proportion allocation.

$$C_{Lim(x)} = \frac{L_{curr(x)} / L_{curr(t)}}{(8.34) \times (Q_x)} \times L_{all}$$

Where:

$C_{Lim(x)}$	=	Discharge limit for I.U. _(x) in mg/L
$L_{curr(x)}$	=	I.U. _(x) current loading in lb/day
$L_{curr(t)}$	=	Total industrial loading in lb/day
$Q_{(x)}$	=	I.U. _(x) flow in MGD
L_{all}	=	Maximum allowable industrial loading

The limits calculated using the above formula shall be included in each contributing significant Industrial User's discharge permit and shall be applied at the point of discharge sanitary sewer system.

4. Peterborough's Right of Revision
Peterborough reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

§ 161-26. Limitations if Harmful Discharge Occurs or is Proposed

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 Superintendent, may have a deleterious effect upon the wastewater facilities, or which otherwise creates a hazard to life or constitutes a public nuisance, the Superintendent may, subject to limitations in Section 3 and 11 of this Article:

- A. Reject the wastes;
- B. Require pretreatment to an acceptable condition for discharge to the public sewers;
- C. Require control over the quantities and rates of discharge; and/or
- D. Require payment to cover added cost of handling and treating the wastes.

If the Town permits the pretreatment or equalization of waste flows, the design and installation of the pretreatment facilities shall be subject to the review and approval of the Town, its Consulting Engineer, and the NHDES, and subject to the requirements of all applicable codes, ordinances and laws, including industrial permitting requirements as outlined in Article V. Such facilities shall not be connected to the sanitary sewer until said approval is obtained in writing. Such approval shall not relieve the responsibility of discharging treated waste meeting the requirements of this ordinance. Plans and specifications for a proposed pretreatment facility shall be the result of the design of a professional engineer registered in New Hampshire.

§ 161-27. Interceptors and Separators (Amended by the Select Board November 15, 2016)

Interceptors for oil, grease, sand or other substances harmful or hazardous to the building drainage system, the public sewer or POTW shall be required when in the opinion of the Superintendent or Town of Peterborough Building Inspector/Code Enforcement Officer, are necessary for the proper handling of wastes containing oil and grease, sand or other harmful or hazardous materials as contained in this Ordinance and the State Building Code, as set forth in RSA Chapter 155-A, as amended, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors and separators shall be capacity approved by the Superintendent, or the Town of Peterborough Building Inspector/Code Enforcement Officer in accordance with the State Building Code, as set forth in RSA Chapter 155-A, as amended, and shall be located as to be readily and easily accessible for cleaning inspection, and shall be maintained by the owner(s) at the owners expense, in a continuous, efficient operating condition at all times. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates, and means of disposal that are subject to review by the Superintendent. Any removal and hauling of the collected materials not performed by owner(s) personnel must be performed by currently licensed waste disposal firms.

§ 161-28. Pretreatment

All industrial waste shall be pretreated in accordance with federal and state regulations and this ordinance to the extent required by applicable National Categorical Pretreatment Standards, state pretreatment standards or standards established by the Superintendent, whichever is more stringent. Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner(s) at the owner's expense.

§ 161-29. Requirement of a Suitable Control Structure

When required by the Superintendent, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control structure together with such necessary meters and other appurtenances in the building sewer to facilitate observations, sampling, and measurement of the wastes. Such structure, when required, shall be accessible and safely located and shall be constructed in accordance with plans approved by the Superintendent. The structure shall be installed by the owner(s) at the owners expense and shall be maintained by the owner(s) as to safe and accessible at all times. All Industrial Users shall perform such monitoring as the Superintendent or duly authorized employees of the Town may reasonably require including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Superintendent. Such records and all other records pertaining to pretreatment program requirements or actions shall be made available upon request by the Superintendent to other agencies having jurisdiction over discharges to the receiving waters.

§ 161-30. Requirements of User of Sewer Services

The Superintendent may require a user of sewer services to provide information needed to determine compliance with this ordinance. These requirements may include but are not limited to:

- A. Wastewater discharge peak rates and volume over a specified time period.
- B. Chemical analyses of wastewater.
- 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. A plot plan of sewers on the user's property showing sewer and pretreatment facility location.
- F. Plans, and specifications of wastewater pretreatment facilities.
- G. Details of systems to prevent and control the losses of materials through spills to the municipal sewer.

§ 161-31. Measurements, Tests and Analyses

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 EPA approved methods published in the Code of Federal Regulations, Title 40, Part 136 (40 CFR 136) or as may be revised. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA Region I Administrator has determined that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical procedures, including procedures suggested by the POTW or other parties, approved by the EPA Region I Administrator,

§ 161-32. Prevention of Special Agreements/Arrangements

No statement contained in this article, except for Section 3, shall be construed as preventing any special agreement or arrangement between the Town and any Industrial User whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, provided that such agreements do not contravene any requirements of existing Federal or State laws and/or regulations promulgated thereunder, are compatible with any User Charge System in effect, and do not waive applicable National Categorical Pretreatment Standards.

§ 161-33. Receiving Structure/Holding Tank

Septic tank waste (septage) may be accepted into the sewer system at a designated receiving structure within the treatment plant area, and at such times as are established by the Superintendent, provided such wastes do not contain toxic pollutants or materials, and provided such discharge does not violate any other special requirements established by the Town. Permits to use such facilities shall be under the jurisdiction of the Board of Selectmen or their duly authorized representatives. The discharge of industrial wastes as "industrial septage" requires prior approval by the NHDES and the Superintendent. Fees for dumping septage will be established as part of the User Charge System. The Superintendent acting on behalf of the Town and its Board of Selectmen shall have authority to limit the disposal of such wastes, if such disposal would interfere with the treatment plant operation or violate the NPDES permit. Procedures for the disposal of such wastes shall be in conformance with the operating policy established by the Superintendent and disposal shall be accomplished under his supervision or a designee unless specifically permitted otherwise.

Any person who desires to discharge septage or holding tank wastewater from a domestic source at the Town's

wastewater facilities must conform to the following minimum requirements:

- A. The hauler shall have a permit with the Town and the State of New Hampshire;
- B. The hauler shall be responsible to see that septage or holding tank wastewater does not leak on the ground near the discharge point, and that all exposed areas were washed to remove traces of septage or holding tank wastewater;
- C. The hauler shall identify the source, i.e. Owner's name, telephone number, address or location of the tank, and volume of septage or holding tank wastewater removed from the tank and discharged to the Town's wastewater facilities;
- D. The septage or holding tank wastewater shall not contain toxic pollutants or materials detrimental to the proper operation of the wastewater facilities. Discharge of sewage, septage or other wastes through a manhole outside the treatment plant area is prohibited and any person unlawfully doing so shall be prosecuted.
- E. Any other requirements as may be determined by the Superintendent.

§ 161-34. Increasing the Use of Process Water and Dilution

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment, to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The Superintendent may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

§ 161-35. Evaluations of each Significant User

The Superintendent shall evaluate each significant Industrial User once every two years to determine if the SIU needs to develop a slug control plan as required in 40 CFR 403.8(f)(2)(v). If the Superintendent determines that an evaluated SIU requires a slug discharge plan, the plan shall be submitted to the Superintendent for approval and shall contain at a minimum the following elements:

- A. Description of discharge practices, including non-routine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the POTW of slug discharges, including any discharge that would violate a prohibition under 40 CFR 403.5(b), with procedures for follow-up written notification within five days;
- D. If necessary, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment necessary for emergency response.

Facilities to prevent slug discharges shall be provided and maintained by the owner(s) at the owners expense.

§ 161-36. Prohibition of Bypass Treatment Unless

A bypass of the treatment system is prohibited unless:

- A. The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage; and
- B. There was no feasible alternative to the bypass, including the use of auxiliary treatment, or retention of the wastewater. The Industrial User shall notify the Superintendent immediately in the event of any bypass. The Superintendent may require the Industrial User to submit a written report explaining the cause(s), nature and duration of the bypass and the steps being taken to prevent its recurrence.

§ 161-37. Posted Notice

A notice shall be permanently posted plainly visible to an Industrial User's personnel responsible for managing wastewater discharges which shall instruct all employees whom to call in the event of a spill, slug discharge, pretreatment upset or bypass. Employers shall insure that all employees who may cause or suffer such a discharge to occur, know of the required notification of the Superintendent.

§ 161-38. Violation of Industrial User

If sampling performed by an Industrial User indicates a violation, the user shall notify the Town within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analyses to the Town within thirty (30) days after becoming aware of the violation, except that the Industrial User is not required to resample if:

- A. The Town performs sampling at the Industrial User at least once per month, or
- B. The Town performs sampling at the Industrial User between the time when the user performs its initial sampling and the time when the User receives the results of this sampling.

ARTICLE VI

Industrial Pretreatment

§ 161-39. Applicability

"Applicability." All persons discharging industrial process wastes into public sewers connected to the Town's wastewater facilities, shall comply with applicable requirements of federal and state industrial pretreatment regulations (as amended), in addition to the requirements of these INDUSTRIAL PRETREATMENT RULES.

§ 161-40. Industrial Discharge Permit

Industrial Discharge Permit (IDP)

- A. IDP Required. The discharge of any industrial waste to the Town's wastewater works or to a public or private sewer connected to the Town's wastewater facilities are prohibited without a valid Industrial Discharge Permit (IDP).
- B. IDP Application. Within 60 days after the effective date of these INDUSTRIAL PRETREATMENT RULES, and subsequently when required by the Town, persons subject to these rules shall submit an application for an IDP containing information required under applicable federal, state, and local industrial pretreatment, reporting regulations. Such information, as a minimum, shall include:
 1. The name and address of the facility, including the name of the operators and owners.
 2. A list of all environmental permits held by or for the facility.
 3. A brief description of the nature, average rate of production, and Standard Industrial Classification of the operations carried out at such facility.
 4. An identification of the categorical pretreatment standards applicable to each regulated process.
 5. An analysis identifying the nature and concentration of pollutants in the discharge.
 6. Notification to the Town of any proposed or existing discharge of listed or characteristic hazardous waste (as required by 40 CFR 403.12(p)), other appropriate regulations and any future revisions to the same.
 7. In those instances in which the Industrial User provides notification of the discharge of hazardous waste, the Industrial User shall also provide the following certification: I certify that (the company) has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree (the company) has determined to be economically practical. The requirements for execution of this certification are outlined in Article V, Section 2 (G).
 8. Information showing the measured average daily and maximum daily flow, in gallons per day, to the public sewer from regulated process streams and from other streams.
 9. A schedule of actions to be taken to comply with discharge limitations.
 10. Additional information as determined by the Superintendent may also be required.
 11. Any other information which may be needed to meet the baseline monitoring requirements applicable to Industrial Users subject to National Categorical Pretreatment Standards as required under 40 CFR 403. 12(b)(6). (See Article V, Section 3.F)
- C. Provisions. The IDP will outline the general and specific conditions under which the industrial waste is accepted for treatment at the Town's wastewater treatment plant. Specifically included in the IDP is the following:
 1. Pretreatment and self-monitoring facilities required.
 2. Parameters to be monitored, type of samples and monitoring frequencies required.
 3. Location of sampling site.
 4. Notification by the Industrial User of slugs, bypass or noncompliance.
 5. Penalties for noncompliance.
 6. Compliance schedules.

7. Effluent limitations on the industrial process waste.
8. Reporting Requirements:
 - a. Industrial Users shall submit periodic reports as required, but not less often than semiannually, indicating the nature and concentration of pollutants of pollutants in the discharge from the regulated processes governed by pretreatment standards and the average and maximum daily flow for these process units. The reports shall state whether the applicable categorical pretreatment standards and effluent limitations are being met on a consistent basis and, if not, what additional operation and maintenance practices and/or pretreatment are necessary. Additional requirements for such reports may be imposed by the Superintendent.
 - b. If an individual user subject to the reporting requirements in the previous paragraph of this section monitors any pollutant more frequently than required by this Ordinance, using procedures prescribed in Article IV, Section 10, the results of this monitoring shall be included in the report.

D. Monitoring Records.

Industrial Users subject to the reporting requirements under this Section shall maintain records of information resulting from monitoring activities required to prepare such reports. Such records shall include for each sample:

1. The date, exact place, method and time of sampling and the names of person or persons taking the sample.
2. The date's analyses were performed.
3. The laboratory performing the analyses.
4. The analytical techniques and methods used; and
5. The results of such analyses.

Such records shall be maintained for a minimum of five (5) years and shall be made available for inspection and copying by the Superintendent. The retention period may be extended during litigation or at the request of the Approval Authority.

E. Additional Conditions.

The Permit will be in effect for three (3) years and must be renewed prior to expiration. Application for renewal must be submitted 90 days prior to expiration of the existing IDP. As a minimum, prior to permit renewal, the facility will be inspected and recent monitoring data reviewed. Renewed permits will include process changes and/or any changes in requirements as may be necessary.

The Permit is non-transferable, and may be revoked by the Superintendent for non-compliance, or modified so as to conform to discharge limitation requirements that are enacted by federal or state rules and/or regulations.

An industry proposing a new discharge or a change in volume or character of its existing discharge must submit a completed IDP application to the Town of Peterborough Wastewater Treatment Facility, to the Superintendent's attention, at least 60 days prior to the commencement of such discharge. The submitted application must include plans and engineering drawings, stamped by a professional engineer registered in New Hampshire, of the proposed pretreatment facilities. Upon approval of the application by the Superintendent, a Discharge Permit Request is submitted by the NHDES on behalf of the industry. Upon approval of the Discharge Permit Request by the Water Supply and Pollution Control Division of the New Hampshire Department of Environmental Services, the industry and the Town will enter into a new or amended IDP in accordance with the procedure outlined in this subpart.

Industrial Users will be assessed an annual fee by the Town, in accordance with the Peterborough User Charge Ordinance, to defray the administrative costs of the IDP program.

F. Signature for Reports. The reports, required by Section 2.B, Section 2.C. (4), and Section 3.E. and F., shall include the certification as set forth in Section 2.G. and shall be signed as follows:

1. By a responsible corporate officer, if the Industrial User submitting the reports required by this Ordinance is a corporation. For the purpose of this paragraph, a responsible corporate officer means (1) a president, manager, treasurer, or vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision making functions for the corporation or (2) the manager of one or more manufacturing, production, or operation facilities.
2. By a general partner or proprietor if the Industrial User submitting the reports required by this Ordinance is a partnership or sole proprietorship respectively.
3. By a duly authorized representative of the individual designated paragraph (1) or (2) of this subsection if:

- a. The authorization is made in writing by the individual described in paragraph (1) or (2);
 - b. The authorization specified either an individual or a position having the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters, for the company; and
 - c. The written authorization is submitted to the Town of Peterborough Wastewater Treatment Facility, to the attention of the Superintendent.
4. If an authorization under paragraph (3) of this subsection is no longer accurate because a different individual or position has responsibility for the overall operation of the facility; or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (3) of this subsection must be submitted to the Superintendent prior to or together with any reports to be signed by an representative.
- G. Certification. All reports required to be signed as specified in Section 2.C(8) shall include the following certification:
- 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 ensure 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 and imprisonment for knowing violations.

§ 161-41. National Categorical Pretreatment Standards

National Categorical Pretreatment Standards

- A. Notification. The Town shall provide timely notification to appropriate industries of applicable categorical pretreatment standards.
- B. Compliance Date for Categorical Standards. Compliance with categorical pretreatment standards shall be achieved within three (3) years of the date such standards are effective, unless a shorter compliance time is specified in the standards.
- C. Amendment to IDP Required. An Industrial User subject to categorical pretreatment standards shall not discharge wastewater directly or indirectly to town wastewater facilities after the compliance date of such standards unless the Town has issued an Amendment to its IDP.
- D. Application for IDP Amendment. Within 120 days after the effective date of a categorical pretreatment standard, an industry subject to such standards shall submit an application for an IDP Amendment. The application shall contain the information noted under Section 2(B) of this Article.
- E. Categorical Compliance Schedule Reports. Each user subject to a compliance schedule as required under Article V, Section 2.C(6), or Federal Regulation 40 CFR 403. 12(b)(7), shall report on progress toward meeting compliance with these regulations as follows:
 - 1. Not later than 14 days following each date in the schedule, and the final date for compliance, the Industrial User shall submit a progress report to the Town indicating whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply, the reason for the delay, and the steps being taken by the Industrial User to return the progress to the schedule established.
 - 2. The time for any increment in the schedule, or the interval between reports required in paragraph (1), shall not exceed 9 months. An increment is the time between the dates for commencement and completion of major events leading to the construction and operation of pretreatment facilities necessary to achieve compliance with this ordinance and national categorical pretreatment standards.
- F. Report on Compliance with Categorical Standard Deadline. Within 90 days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new Industrial User following introduction of wastewater into the Town's POTW, any Industrial User subject to pretreatment standards and requirements shall submit to the Town a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and the average and maximum daily flow for these process lines. The report shall state whether the applicable pretreatment standards are being met on a consistent basis, and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the Industrial User into compliance with the applicable pretreatment standards. This statement shall be signed by an authorized representative (see

Section 2.F) and certified by a qualified professional engineer in accordance with 40 CFR 403. 12(b)(6).

§ 161-42. Slug Discharge Notification

Slug Discharge Notification. All Industrial Users shall notify the Superintendent immediately of all discharges which could cause problems to wastewater treatment facilities, including any slug loadings as defined in Article I Section 42. Within five days of the unauthorized discharge, the Industrial User shall provide the Superintendent with a written report fully describing any discharge not allowed, the pollutants involved, the cause of the unusual discharge and the measures taken and to be taken to avoid recurrence of the discharge not allowed.

§ 161-43. Imminent Endangerment

Imminent Endangerment. The Town may, after informal notice to the Industrial User discharging wastewater to the public sewer, immediately halt or prevent any such discharge reasonably appearing to present an imminent endangerment to the health and welfare of person, or any discharge presenting, or which may present, an endangerment to the environment, or which threatens to interfere with operation of the public sewer or wastewater treatment facilities.

§ 161-44. Monitoring and Surveillance

Monitoring and Surveillance. The Town shall, as necessary, sample and analyze the wastewater discharges of contributing Industrial Users and conduct surveillance and inspection activities to identify, independently of information supplied by such Industrial Users occasional and continuing noncompliance with industrial pretreatment standards. Each Industrial User will be billed directly for costs incurred for analysis of its wastewater. All Industrial Users shall allow unrestricted access by town, WSPCD, and EPA personnel for the purposes of investigating and sampling discharges from the industries.

§ 161-45. Investigations

Investigations. The Town shall investigate instances of non-compliance with industrial pretreatment standards and requirements.

§ 161-46. Public Information

Public information. Information and data submitted on an industrial user obtained from reports, questionnaires, permit applications, permits, and monitoring programs, and from Town inspection and sampling activities, shall be available to the public without restriction unless the industrial user specifically requests and is able to demonstrate to the satisfaction of the Town that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets under applicable State law.

- A. Wastewater constituents and characteristics and other “effluent data” as defined by 40 CFR Section 2.302 will not be recognized as confidential information and will be available to the public without restriction.
- B. When requested and demonstrated by the industrial user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available immediately upon request to governmental agencies for uses related to this Ordinance, the National Pollutant Discharge Elimination System (NPDES) program, and in enforcement proceedings involving the person furnishing the report.

§ 161-47. Public Participation

Public Participation. The Town shall comply with the public participation requirements of 40 CFR Part 75 in the enforcement of industrial pretreatment standards and requirements. The Town shall annually publish in the largest daily newspaper published in the town, a list of the users which were in significant non-compliance with any pretreatment requirements or standards. The notification shall also summarize any enforcement action taken against the user(s) during the same twelve months.

ARTICLE VII Sewer Line Extensions

§ 161-48. Terms and Conditions

Main pipe extensions will be made subject to the following terms and conditions:

- A. Main pipe extensions and building service laterals shall be laid by, or to, the current specifications of the Peterborough Department of Public Works and shall become the Property of the Town of Peterborough upon completion, acceptable operation, and formal acceptance by the Town or its designated agent.
- B. New street, or extensions of present streets in which main pipe extensions are to be made must have been laid out, to, and have lines and grades established in conformance with the current specifications of the Department of Public Works and Planning Board, and the plans shall be approved by the Water Division of the New Hampshire Department of Environmental Services.
- C. The size and type of pipe shall be determined by the Department of Public Works in accordance with conditions surrounding the extension, including the possibilities of future expansion.
- D. Extensions of sewer mains will be made upon petition of seventy-five percent (75%) the prospective customers within the limits of said extension, provided that such prospective customers are located on already accepted roads. No sewer extension will be installed unless seventy-five percent (75%) of the lots are involved, with the exception that one (1) individual could initially guarantee the entire project, subject to the following conditions:
 - 1. Each lot, condominium unit or commercial – industrial building, either existing or approved by the Planning Board, at the time of application shall be considered a unit for the purpose of calculating the seventy-five percent requirement. Each shall be known as “guaranteed extension,” and the owners of the properties supplied with a sewer therefore shall be required to pay for the sewer at the regular metered rates.
 - 2. The size of the sewer main shall be determined by the Sewer Department, giving weight to the conditions surrounding the extension, including the possibility of future expansion. The cost to the petitioners shall be based on an eight-inch main line installation.
 - 3. Each petitioner shall pay, in addition to the regular sewer rates, his proportionate share of the total cost of the extension. The charge will be billed quarterly from the completion date of the extension for a period up to twenty (20) years or until the investment has been recovered.
 - 4. The cost of engineering, installation material and inspection shall be chargeable components of the guaranty.
 - a. Competitive construction bids will be sought for all guaranteed main line projects.
 - b. Engineering will be required to be submitted by the applicant in the case of large-scale projects. Small-scale projects will be engineered and inspected by the Water and Sewer Departments designated consultant engineer and will become components of the guaranty.
 - c. Applicants shall have the opportunity to terminate a sewer extension project should the cost estimate be higher than they may feel is in their best interest, provided that the remaining applicants no longer total the required seventy-five percent (75%).
 - d. Applicants shall, however, be liable for engineering and estimation costs incurred prior to the time of termination. Applicable charges will be billed at the time of termination.
 - e. The investment charge guaranty will be assumed on an equal basis by the extension customers served by such extension unless otherwise mutually agreed.
 - f. Additional customers requiring service along any such guaranteed extension shall be liable for an equal share of the balance remaining on the original investment.
 - g. The length of the guaranty period may be changed by the Sewer Department.
 - h. The Sewer Department may refuse to make an extension under the terms set forth above if such extension does not appear to be in the best interest of the town.

§ 161-49. Costs

Any property owner who desires service from the municipal sewerage system shall pay all costs incurred to install the building sewer lateral from the main to the property line and into the building.

§ 161-50. Sewer Department Capital Reserve Fund

The Board of Selectmen shall be authorized to withdraw money from the Sewer Department Capital Reserve Fund, or borrow money from private institutions, and establish the interest rate for guaranteed main line extensions. According to the Capital Improvement Plan, the Board of Selectmen are also authorized to withdraw from the Capital Reserve Funds for capital improvements and repairs to the sewer system.

ARTICLE VIII

Regional Point Sources

§ 161-51. Regional Point Source

Any town applying for a Regional Point Source connection shall have a wastewater collection system that conforms to the latest requirements of the Water Supply and Pollution Control Division of the New Hampshire Department of Environmental Service, and submit documentation as evidence of their approval.

§ 161-52. Engineering Report

When an applicant has satisfied Article VII, Section I above, the applicant must submit to the Board of Selectmen, an Engineering Report, prepared by a licensed Professional Engineer of the State of New Hampshire, relating to infiltration and inflow (I&I) condition and presenting existing and future sanitary flow, and organic loadings as required by the Town of Peterborough. This report shall have had prior approval from the Water Supply and Pollution Control Division of the New Hampshire Department of Environmental Services.

§ 161-53. Metering Chamber

A metering chamber must be installed and maintained at the applicant's expense at each connection of the Regional Point Source discharge and be equipped with the following accessories:

- A. Sewage flow metering device,
- B. 24-hour flow chart and totalizer,
- C. A refrigerated sampling device capable of obtaining a 24-hour flow proportional composite sample,
- D. Any other accessories as may be required by the Town of Peterborough or the Water Supply and Pollution Control Division of the New Hampshire Department of Environmental Services.

The metering chamber and accessories must be approved by the Superintendent prior to construction of any such facilities.

§ 161-54. Costs of Determining Capacity

The applicant shall be required to pay any and all costs incurred by Peterborough to determine existing and future capacities of the Town's facilities and any requirements needed to further expand these capacities.

§ 161-55. Costs of Modifications

Any and all costs associated with modification to the existing Peterborough wastewater facilities, including engineering designs and construction costs as a result of the collection, transporting, and treatment of the applicant's projected wastewater flow shall be borne by the applicant.

§ 161-56. Costs Incurred By Damage Done

Any and all damage, and their associated costs caused to the Peterborough collection and treatment system by the applicant's wastewater as a result of noncompliance with these rules and regulations shall be borne by the applicant.

§ 161-57. Other Towns Involvement

Any and all towns discharging wastewater classified as a Regional Point Source shall be required to fully comply with all rules and regulations of sewer use including Industrial Pretreatment Requirements as established by the Town of Peterborough.

§ 161-58. Submission of Applicant to Superintendent

The applicant shall submit to the Superintendent, at least once per month, recorded flow data, five-day BOD analyses obtained from a twenty-four hour composite taken on a specified weekday and any other analyses the Superintendent deems applicable. Billing will be established on a per thousand gallon basis for the proportional share of operation and maintenance and construction costs. Details are to be stipulated in the contract agreement between the applicant and the Town of Peterborough, New Hampshire.

§ 161-59. Inter-Municipal Agreement

Any time a project meeting the criteria listed in Sections 1 through 8 above are considered and the project exceeds the legal boundaries of the Town of Peterborough, the applicant for such project shall enter into an inter-municipal agreement with the Town of Peterborough in accordance with RSA 53.A.

ARTICLE IX**Powers and Authority of Inspectors****§ 161-60. Authorized Employees**

The Superintendent and other duly authorized employees of the Town bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, inspection and copying of records and testing pertinent to wastewater facilities, in accordance with the provisions of this ordinance.

§ 161-61. Obtaining Information

The Superintendent or other duly authorized employees are authorized to obtain information concerning industrial processes that have a bearing on the kind and source of discharge to the public sewer. The Industrial User may request that the information in question not be made available to the public if it can establish that revelation to the public might result in an advantage to competitors. The burden of proof that information should be held confidential rests with the Industrial User. However, information about wastewater discharged by the Industrial User (flow, constituents, concentrations, characteristics, and similar information) shall be available to the public without restriction.

§ 161-62. Safety

While performing the necessary work on private properties referred to in Article VIII, Section I, above, the Superintendent or duly authorized employees of the Town shall observe all safety rules applicable to the premises, established by the company. The company shall be held harmless for injury or death to the Town employees, and town shall indemnify the company against loss or damage to its property by town employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required in Article IV, Section 8.

§ 161-63. Permission to Enter Private Properties

The Superintendent and/or other duly authorized employees of the Town of Peterborough, bearing proper credentials and identification, 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 wastewater facilities 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.

ARTICLE X**Private Sewage Disposal Systems****§ 161-64. Private Sewage Disposal**

- A. Where a public sanitary sewer is not available under the provisions of Article II, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Article.
- B. A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Peterborough Code Enforcement Officer. He/she shall be allowed to inspect the work at any stage of construction, and in any event, the applicant for the permit shall notify the Peterborough Code Enforcement Officer when the work is ready for final inspection and before any underground portions are covered. The inspection shall be made within forty-eight (48) hours of the receipt of notice by the Peterborough Code Enforcement Officer.
 1. There shall be a fee of fifteen dollars (\$15.) for inspection of a private system. In the event that the system has deficiencies in construction requiring additional inspections, there shall be a fee of fifteen dollars (\$15.) for each additional inspection.
 2. All fees must be paid prior to the issuance of the final permit. Failure to obtain a final permit shall cause the withholding of a certificate of occupancy.

- C. Septage haulers using the public sewer for the disposal of septage shall be assessed a tipping fee of eighty dollars (\$80.) per one thousand (1,000) gallons dumped. This fee shall be payable prior to the dumping.
 - 1. Only septage from the Town of Peterborough or other towns designated by the Public Works Department will be accepted. Septage receiving at the Wastewater Treatment Plant (WWTP) may be restricted or limited certain times of the year due to physical and biological conditions at the WWTP.
 - 2. Sewage originating outside of the Town of Peterborough will be accepted at eighty dollars (\$80.) per one thousand (1,000) gallons dumped.
 - 3. The septage hauler will identify the source and type of the septage, and in no case will septage containing or suspected to be containing hazardous wastes be accepted.
 - 4. The septage hauler will fill out required form at the time of dumping that will include all locations that waste originated from, with the contact information at the wastewater plant.
- D. At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in Article II, a direct connection shall be made to the public sewer in compliance with this Article, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned, drained and filled with suitable material.
- E. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times.

ARTICLE XI

Penalties and Enforcement

§ 161-65. Damaging Property

No person(s) shall break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment that is part of the wastewater facilities. Any person(s) violating this provision shall be guilty of a misdemeanor.

§ 161-66. Action Taken In Response to Violations

The Town may seek exparte judicial injunctive relief for any violation of the ordinance including any pretreatment standards or requirements. Action which may be taken by the Town in response to violations of the ordinance include entry on private property to halt such violation, blockage of a public sewer to halt such violation, or demand of specific action by the person. The Superintendent will notify NHDES of any enforcement action according to RSA 149.

§ 161-67. Violations and Compliance

- A. Notification of Violation. Whenever the Superintendent finds that any Industrial User has violated or is violating this Ordinance, or a wastewater permit or order issued hereunder, the Superintendent or his agent may serve upon said user written notice of the violation. Within 10 days of the receipt date of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Superintendent. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violation.
- B. Consent Orders. The Superintendent, in consultation with the Town solicitor, is hereby empowered to enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the Industrial User responsible for the noncompliance. Such orders will include specific action to be taken by the Industrial User to correct the noncompliance within a time period also specified by the order.
- C. Show Cause Hearing. The Superintendent may order any Industrial User that causes or contributes to violation of this Ordinance or wastewater permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting. The proposed enforcement action and the reasons for such action, and a request that the user show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least 10 days prior to the hearing. Such notice may be served on any principal executive, general partner or corporate officer. Whether or not a duly notified Industrial User appears as noticed, immediate enforcement action may be pursued.
- D. Compliance Order. When the Superintendent finds that an Industrial User has violated or continues to violate the ordinance or a permit or order issued there under, he may issue an order to the Industrial User

responsible for the discharge directing that, following a specified time period, sewer service shall be discontinued unless adequate treatment facilities, devices, or other related appurtenances have been installed and are properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring, and management practices.

The Town may, after informal notice to the person discharging wastewater to the wastewater facilities, immediately halt or prevent any such discharge reasonably appearing to present an imminent endangerment to the health and welfare of the public, or any discharge presenting, or which may present an endangerment to the environment, or which threatens to interfere with the operation of the public sewer or wastewater treatment facilities.

§ 161-68. Cease and Desist Orders

Cease and Desist Orders. When the Superintendent finds that an Industrial User has violated or continues to violate this Ordinance or any permit or order issued hereunder, the Superintendent may issue an order to cease and desist all such violations and direct those persons in noncompliance to:

1. Comply forthwith;
2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operation, and terminating the discharge.

§ 161-69. Civil Penalty

Any person who violates any provision of this ordinance shall be subject to civil penalty not to exceed \$10,000.00 per day of such violation as authorized by RSA 149-I:6.

The Town, through its Superintendent, may pursue any other or any combination of remedies for enforcement of this ordinance available to it under applicable law. Each day in which any such violation shall continue shall be deemed a separate offense.

§ 161-70. Violators Liability

Any person violating any of the provisions of this ordinance shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such violation.

§ 161-71. Criminal Prosecution

Criminal Prosecution. A violation of certain aspects of the within regulations may constitute criminal conduct under applicable state and federal legislation and the Superintendent shall cooperate with all law enforcement officials having jurisdiction over such criminal conduct in the event that a prosecution is undertaken.

ARTICLE XII Validity

§ 161-72. Conflict with Other Ordinances, Rules and Regulations

Any portion of this ordinance, considered to be in conflict with other existing ordinances, rules, and regulations, shall be subject to interpretation by the Town of Peterborough Board of Selectmen, with the view that this Ordinance is not subordinated.

§ 161-73. Invalidity

If any provision of this Ordinance, or the application thereof to any person or circumstance is held invalid, the invalidity does not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or application and to this end the provisions of the Ordinance are severable.

ARTICLE XIII Ordinance in Force

§ 161-74. Ordinance Signed By Selectmen

This ordinance shall be in full force and effect from and after its passage, approval, recording, and publications as provided by law.

**ARTICLE XIV
Rate Schedule**

§161-75. Rate Schedule –

1. **Meter Rates:** A fixed meter rate is charged quarterly as follows:

Meter Size in Inches	Multiplier	Meter Charge
5/8"	1	\$29.52
3/4"	1.5	\$44.27
1"	2.5	\$72.78
1 1/2"	5	\$147.55
2"	8	\$236.16
3"	16	\$472.16
4"	25	\$737.75

2. **Usage Rate:** Sewer usage is charged quarterly at a rate of \$0.08743 per cubic foot.

Chapter 162**MUNICIPAL WATER SYSTEM
Rules and Regulations****ARTICLE I
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Rate Schedule and Other Service Charges

§162-92. Rate Schedule.

§162-93. Other Service Charges.

[HISTORY- Adopted by the Board of Selectmen of the Town of Peterborough: Art. 1, 7-1-1952, revised 7-1-1627; Art. 11, 7-1-1984; Art. III, 12-1-1621, as amended 2-12-1987, March 17, 2026]

GENERAL REFERENCES

Fire Hydrants- See Ch 149

Water - See Ch. A252.

ARTICLE I

General Information

The Rules and Regulations of the Water Department for the Town of Peterborough Public Works (the “Department”) have been adopted by the Town of Peterborough Selectmen pursuant to authority vested in them by the New Hampshire Legislature under Chapter 38 NH RSA 1955, as amended. The Rules and Regulations constitute a part of the Department’s contract with every customer of the Department. Acceptance of and agreement to the Rules and Regulations by the Department’s customers is a condition to the continued provision of water service, and every person, corporation, or property owner served by the Department is bound by the Rules and Regulations.

Today, more than ever before, people realize how essential their water system is to life and health, and for fire protection. In addition to its use in our daily private lives, good water in adequate supply is a necessary basic resource for manufacturing and other commercial operations. Like other raw products, potable water must be processed before it is used. Then, it must be distributed through mains to reach its consumers. And good water system management requires that adequate reserves be

available in reservoirs to meet peak demands.

The Rules and Regulations of the Department (which include the rates charged by the Department and a variety of other arrangements, requirements and conditions governing the Department's operations) are designed to set forth reasonably uniform practices for the management of the Department's water system and for the governance of the Department's relations with its customers. Because the Rules and Regulations bind the Department's customers, the Department encourages its customers to become familiar with the Rules and Regulations, and the Department will make them available to customers upon reasonable request.

The Peterborough Board of Selectmen has ultimate responsibility for and established the policies of the Department. A Director of Public Works shall have immediate control and management of the Department under the general supervision and direction of the Town Administrator who reports to the Board of Selectmen. The Peterborough Finance Director will be responsible for Department billing and collections. The Finance Director reports to the Town Administrator.

§ 162-1. Office.

The main office of the Department is located at the Public Works Office, Town House, 1 Grove Street, Peterborough, NH 03458.

§ 162-2. Office Hours.

Monday - Thursday (except legal holidays): from 8:00 am to 5:00 pm.

Hours for Field Crew are 7:00 am to 3:30 pm.

If assistance is required outside of business hours, call the main office for information.

§ 162-3. Emergency Calls.

An Emergency may be reported during business hours or outside of business hours by calling the number listed in the Telephone Directory under PETERBOROUGH, TOWN OF, Public Works Department, 603-924-8000. If no response, call the Police Department at 603-924-8050.

§ 162-4. Information and Complaints.

Any information regarding water services, rates, rules, etc. may be had by calling the main office of the Department by telephone. Complaints of a minor nature may be made by telephone, or by internet access at dpw@peterboroughnh.gov. Major complaints shall be made in writing and addressed to the Department at its office address. All complaints will receive careful consideration.

§ 162-5. Inspectors and Meter Readers.

Do not allow any person claiming to be an employee of the Department to enter your premises unless he/she can show his/her proper Town identification card. Any imposter should be reported at once to the office of the Department.

§ 162-6. Interruptions.

The Department will not guarantee an uninterrupted or unlimited full supply of water but will use its best endeavors to give satisfaction to all users. Services requiring special notice due to interrupted service or dirty water, shall notify the Department's office in writing giving the name and telephone number of the person to be notified.

§ 162-7. No Liability for Interrupted or Unsatisfactory Service.

If, by reason or shortage of supply or for the purpose of making repairs, extensions or connections, or for any reason beyond the control of the Department it becomes necessary to shut off water in the mains, the Department will not be responsible for any damage occasioned by such shut-off, and no refund or credit will be allowed unless the interruption is in effect for a continuous period in excess of ten (10) days, in which case a proportionate credit will be allowed. Notice of shut-off will be given when practicable, but nothing in this rule shall be construed as requiring the giving of such notice.

The Department will not be responsible for damage caused by dirty water which may be occasioned by cleaning of pipes, reservoirs or standpipes or the opening or closing of any gates or hydrants, unless such damage is caused by failure to use reasonable care on the part of Department.

§ 162-8. Character of Service.

Water is obtained from the three gravel wells in North Peterborough and is transmitted by pumps to three water storage tanks and to the individual service lines with a pressure ranging from thirty to one hundred fifty (30-150) pounds per square inch (psi). In areas where service lines are located less than elevation of the outlet of the reservoir, the Department makes no representation as to pressure.

New gravity service lines will not be connected if the elevation of the customer's site exceeds nine hundred seventy (970) feet Mean Sea Level (MSL) on the Cheney Tank/Sand Hill system or eleven hundred twenty-five (1125) feet MSL on the Cunningham Pond Tank system.

Though exceptions may be permitted by action of the Board of Selectmen, new service lines will not be connected to the distribution system if a minimum pressure of 20 psi during peak flow cannot be maintained. New customer pumping installations are not permitted to boost pressure if 20 psi is not available.

§ 162-9. Rates and Charges.

The Department will furnish water to any and all customers by meter only. The prescribed rates and miscellaneous charges are shown in Section 7, Rate Schedule, and other service charges, as approved by the Selectmen.

§ 162-10. Meter Installation Fee.

Each new customer must pay a one-time meter installation fee. The fee covers service line flushing, the installation of a new meter and remote reading device and water turn-on charges.

This fee will appear on the customer's bill as a flat charge of \$175.00.

§ 162-11. Commercial Meters.

Each new commercial customer requiring a meter greater than one inch will pay an installation fee reflecting the Department's cost to install same. Any commercial customer requiring a meter one-inch or less in size will pay the same fee assessed a residential customer.

§ 162-12. Disconnection of Service.

Service may be disconnected without notice for any one of the following reasons:

1. Use of water for purposes other than described in the application.
2. Misrepresentation in the application.
3. Willful waste of water.
4. Tampering with Department property.
5. Vacancy.
6. Cross-connecting the Department's service pipe with any other supply source.
7. Refusal or reasonable access to property.
8. Any refusal or neglect to comply with any rule or regulation of the department.

ARTICLE II

Information Regarding Bills

§ 162-13. Office.

The main office for utility billing is located at the Finance Office, Town House, 1 Grove Street, Peterborough, NH 03458.

§ 162-14. Office Hours.

Monday-Thursday (except legal holidays): 8:00 am to 5:00 pm.

§ 162-15. Information and Complaints.

Any information regarding bills, notices, usage, miscellaneous charges, abatements, liens, etc. may be made by calling the finance department within six months of the specific billing date at 924-8000 Ext 103 or by e-mail (see Town's website www.PeterboroughNH.gov). Any request for an abatement or duplicate bill regarding tenants must be made in writing by the owner and addressed to the Finance Department at the above address.

A customer who requests research be conducted for prior years billings or meter readings will reimburse the Town at the current fee established by the Finance Department.

§ 162-16. Town Billing Policy (Amended by the Board of Selectmen on 2/19/2008)

The Town of Peterborough has adopted a policy under RSA 38:22 to commit all water bills for charges to the collector of taxes with a warrant signed by the Board of Selectmen. The tax collector is assigned to collect the water bills. The tax collector has the same rights and remedies, including a lien and/or deeding on the real estate for unpaid bills, as in the collection of taxes as provided in RSA 80. All amounts or percentages in this ordinance will automatically be amended by any changes in the RSA's.

The only exception to this policy is the water bills pertaining to commonly held areas within condo and townhouse complexes, both residential and commercial. The water bills for commonly held areas shall not be liened or deeded but will use the established shut-off procedures. All other procedures in this policy will remain the same except where noted.

§ 162-17. Billing.

Water bills in this document shall mean all charges associated with water, including but not limited to water usage, mainline extensions, special reads, turn off and turn on charges, and other miscellaneous charges. Water bills are prepared by the Finance Department and sent to the owner of the property. At the request in writing from the owner, a duplicate bill can be sent to a tenant. Owners of the Property will be held responsible for the payment of water bills. If the owner of a property fails to pay the water bill and sells the property, the new owner is responsible for the unpaid amounts.

The Finance Department bills all customer accounts quarterly. When billing water each quarter, the Finance Department uses cycle billing. All bills are due and payable net term 30 days at the office of the Finance Department. In the event that a meter reading is not taken due to no fault of the DPW Department (e.g.-property locked and meter reader unable to read meter), the current month's billing shall be estimated using the following criteria: 1) usage for the previous billing, or 2) If the customer has less than 12 billing cycles, the estimate may be based on the average of the consumption amounts previously billed, or 3) If the customer has 12 or more billing cycles, the calculation drops the high and low usage and estimates on the average of the remaining billing cycles.

Charges for services furnished under this ordinance or under any agreement between the Department and the customer shall continue to the end of the term specified thereafter or until such time as the Department shall receive reasonable notice in writing from the customer of a desire to terminate the service.

§ 162-18. Payments (Amended by the Board of Selectmen on 2/19/2008)

All water bills are due and payable at the office of the Finance Department. Payment can be made in cash, bank check, money order, certified checks, or by personal checks. Payments are made payable to the Town of Peterborough. Third party checks are not permitted. Cash payments should not be made by mail.

Customers will be charged for any returned checks. The return check fee is a flat dollar amount plus bank and legal fees per RSA 80:56.

The Town of Peterborough has adopted a policy to authorize the acceptance of the payment of the utility charges by use of a credit card. This service will be provided by an outside payment processing company. The following conditions for this service shall apply: 1) An amount shall be added to the amount due for any interest payable, and 2) a service charge for the acceptance of the card will be charged. Such service charge shall be set by the outside payment processing company and no fee will be collected by the Town for this service. This service will automatically be amended by any changes in the RSA regarding credit card charges.

It is the intention of the Department to send courtesy notices of substantial increases in consumption or delinquency notices for unpaid bills, but failure to do so does not relieve the customer of his/her responsibility to pay the outstanding bills promptly or to repair leaky fixtures.

§ 162-19. Interest (Amended by the Board of Selectmen on 2/19/2008)

Interest at 12 percent per annum shall be charged on all amounts not paid within 30 days from date the bills were mailed. Interest due that amounts to less than \$25 on warrants committed to the tax collector may be waived by the tax collector.

§ 162-20. Abatement.

No adjustments or refunds can be made to a customer's account without the approval and consent of the Board of Selectmen through the abatement process under RSA 76. Any request for abatement shall be made in writing within six months of the specific billing date and be addressed to the Board of Selectmen. The letter shall state the amount of the abatement and the reason for the request. The letter shall be sent to the Finance Department who will prepare the abatement form and submit it to the Board of Selectmen. The Selectmen have the right to approve or deny the request. The decision of the Selectmen is final. The Town may charge the customer a fee to cover the costs for the abatement.

After the abatement has been presented to the Selectmen and a decision has been made, the Finance Department will notify the customer. If the abatement is approved, the Finance Department will adjust the customer's account. If the customer has an outstanding amount due, the abatement will be applied to the outstanding amount. If the account is paid in full, a credit will be placed on the customer's account or the customer can receive a refund.

§ 162-21. Liens and Collection of Charges (Amended by the Board of Selectmen on 2/19/2008)

The Town has adopted the following collection procedures for water charges and the use of one collection procedure for one service shall not preclude the use of a different collection procedure for another service. The tax collector shall be presented with a warrant signed and approved by the Board of Selectmen for the collection of the water charges and the collection of the appropriate interest on past due amounts. The tax collector will compile a list of the water bills remaining uncollected after the due date of the final bill for the preceding year. The tax collector shall execute the lien in compliance with RSA 80:58-87 with the exception of the commonly held areas within condo and townhouse complexes, both residential and commercial. The lien amount shall include the outstanding water bill amount, interest at 12 percent from the due date up to and including the date of the lien, and any associated cost. The executed lien will be registered with the Register of Deeds. Interest after the execution of the lien will be at 18 percent. Whenever a customer has an interest in removing the lien from the property, they must contact the tax collector for the amount due. Once the customer pays the amount of the lien, interest, and cost, the tax collector shall send a notice of full redemption to the Register of Deeds. The commonly held areas within condo and townhouse complexes, both residential and commercial that have an unpaid balance on the account after 30 days from the due date shall receive a late notice by mail indicating the amount past due and the intent to shut off service after 60 days past due. If the account still remains unpaid after 60 days past the due date, a notice will be sent by certified mail that the water will be shut off. Any applicable interest and charges shall be charged. The water shall not be turned on until all past due amounts and any applicable interest and charges have been paid in full.

§ 162-22. Deeding Procedures.

After two years from the date of the execution of the tax lien, the tax collector will send a notice of impending deed to the owner of the property and any mortgagees. If total redemption has not been made by the date specified in the notice, the tax collector with the approval of the Board of Selectmen, shall deed the property to the Town (RSA 80:76-77).

**ARTICLE III
Service Line**

§162-23. Applications.

Applications for service connections and the use of (portable) water must be made with the Department on the form prescribed, (see service request packet) and signed by the owner or his duly authorized agent.

See "Temporary Service"

Applications for water must state fully and truly the purpose for which the water is to be use, together with the proper legal description of the property; also the official town, street and the street number of the premises to be supplied (service location).

Also to be included in the Application are the number of family units, tenants, and establishments to be served, the type of business, if any, to be conducted, fire protection required, if any and such other pertinent information as the Department may request.

The owner or person accepting responsibility for payment of the bill may sign the form.

Should substantially increased use be desired at any time, the customer desiring it should notify the Department in writing in advance of such requirements. The application shall contain a provision stating that the applicant, by signing same, agrees to accept the terms and conditions as herein contained, and the Department shall not be obligated to furnish water until receipt of such signed application (and Town of Littleton Building Permit when applicable.)

For commercial applications, an Agreement to extend the Department's water line must be executed. That Agreement will specify all terms and conditions associated with water service including materials requirements, construction standards and required fees.

§162-24. Service Line Connection Fees

The service line charge shall consist of a connection fee as set forth below. The Department does not furnish or install service lines.

All service lines, including the corporation stop, curb stop, service pipe, and all related fittings and appurtenances, shall be furnished and installed by the property owner at the owner's expense. Installation shall be performed by a qualified contractor and in accordance with Department specifications and inspection requirements.

Service lines shall extend from the water main to the Department's meter location. All costs associated with installation, including excavation, tapping of the main, materials, labor, restoration, and related work, shall be borne entirely by the property owner.

Peterborough's potable water supply, once an inexpensive commodity, is subject to increasing regulations for monitoring of the water and maintenance of approximately forty-five (45) miles of water mains, some built in the 1800's. Therefore, revenue from the connection fee shall be applied toward the cost of required system capital improvement projects and system expansion to assure an adequate water supply meeting the requirements of the Safe Drinking Water Act.

The service line connection fee shall be at the following scheduled rates and shall be paid in advance.

SERVICE LINE CONNECTION FEES

Service Size	Connection Fee
(5/8) 3/4 Inch	\$1,500
1 Inch	\$1,750
1 ½ Inch	\$2,500
2 Inch	\$3,000
3 Inch	As Per Agreement
4 Inch	As Per Agreement
6 Inch	As Per Agreement
8 Inch	As Per Agreement

The above connection fee is applied irrespective of the length of the service pipe or the location of the main line. All costs associated with installation of the service line are the responsibility of the property owner.

§162-25. Backfill Requirements and Paving Repairs.

The Service Line Charge does not include any charges in the sand required to bed and cover the service line, the backfill itself, or for the repair or replacement of pavement openings. Any costs for such material and work shall be borne by the property owner.

§162-26. Roadway Permits.

No street or roadway or other public place shall be opened for the laying of service lines until a trench excavation permit has been obtained from the Town or State agency as required.

§162-27. Service Line Ownership.

The service line from the distribution main to and including, the curb stop is owned and maintained by the Department. (Providing that the initial construction and installation meet the current Department standards. The portion of the service line beyond the curb stop is the property of the customer and is installed and maintained by the owner through a plumber licensed or otherwise qualified under laws or ordinances of the state and town in which the work is done; and to the satisfaction of the Department.

A service line tied to the distribution main, not to a curb stop at or near the owner's property line, is entirely the property of the owner. If replaced, the Department shall contribute a sum not to exceed \$250.00 towards labor, equipment and material to install that portion of the pipe from the main to and including, the curb stop.

§162-28. Material for Service Lines.

All service lines 3 /4 inch in diameter, to and including 2 inch in diameter shall be type "K" extra heavy, soft temper, cold drawn, seamless, deoxidized copper tubing, having a minimum ultimate tensile strength of not less than 30,000 lbs. per sq. in. Copper Tube Size (CTS) Polyethylene shall have a working pressure rating of 250 PSI and shall conform to AWWA C901, ASTM D3350 and ASTM D2737.

Service pipes 4 inch in diameter and larger, shall be ductile iron complying with American National Standards Institute (ANSI). Specifications ANSI A21.11-72 (AWWA C151-76) Class 52 with weld on copper conductivity straps. Pipe shall be cement-mortar lined double thickness (1/8") and shall conform or exceed current ANSI A21.4 (AWWA-C104), with bituminous seal coat and shall have coal-tar pitch paint outer coating. Joints shall be rubber gasket, either push on or mechanical joint type conforming to ANSI A21.11-72 (AWWA C111-72). Iron Pipe Size (IPS) Polyethylene Ranges from 100 PSI to 250 PSI and shall conform to AWWA C901, ASTM D3350 and ASTM D2239

Valves, bends, tees, other fittings shall have fully restrained boltless push-on or mechanical type joints. In addition, rods, clamps and accessories shall be used to tie and clamp the installation where specified on the sketches. Steel fittings shall meet ANSI A21.10-71 (AWWA X110-71) and shall have cement-mortar lining in accord with ANSI A21.74 double thickness (1/8") with bituminous seal coat and coal-tar pitch paint exterior coating.

All pipes shall have at least five-feet, six-inches (5'6") of cover, or be protected from freezing using 2" rigid board insulation as appropriate, and shall be laid in a straight line as possible from the curb stop to inside of building.

§162-29. Joint Use of Service Pipe Trench.

Water service will not be placed in the same trench with gas pipes, electric conduits, sewer connections, drains, or similar structures. The distance between utilities will be as permitted by the New Hampshire Department of Environmental Services.

§162-30. Inspection.

Service lines shall be tested for water tightness in the presence of a representative of the Department before being covered up.

§162-31. Main Shut-Off Valve.

On every new service line, immediately after its entry into the building, shall be an approved type ball valve.

Existing service lines not equipped with the above type of valve, when renewed, replaced, or repaired, shall conform to the requirements for new service pipes.

§162-32. Meter Setting.

Every new service installation must include a meter horn and a backflow prevention device (BFPD) located inside the building near the service entrance, easily accessible and protected from freezing. It shall be the customer's responsibility to keep the meter from freezing. All inside piping should be arranged as to permit draining whenever necessary. Where a meter horn is not suitable, or if other than a residential style dual check valve assembly is required, the meter and applicable backflow prevention device shall be installed in a horizontal meter setting. Any relocating of the service pipe on the customer's premises shall be at the owner's expense. In no event shall the

Department be responsible for any damage done by water escaping there from.

§162-33. Horizontal Meter Setting.

All small meters on new installations shall be set at least twelve inches above the floor immediately after the main shut-off, and as near to where the service pipe enters the building as is practicable. The plumber shall provide an approved support for the meter.

Existing installations not set in accordance with the above, when renewed, replaced, or repaired, shall be reset to conform to requirements for new installations.

Large meters must be installed in accordance with Department Standards for Large Meter installations.

§162-34. Backflow Prevention Device.

By the Department's policy of containment, and approved backflow preventer, commensurate with the degree of potential hazard, must be installed immediately downstream of the meter. See Department Cross-Connection Control Program for more information.

§162-35. Back Water Valves.

All new services shall be equipped with an approved type of ball valve immediately following the meter setting on the building side, to act as a back valve to prevent the building piping from emptying while the meter is being changed or for other work on the service pipe.

Existing service pipes not equipped with the above type of valve, when renewed, replaced, or repaired, shall conform to the requirements for new services.

§162-36. Tapping Mains.

No person except an authorized representative of the Department will be allowed under any circumstances to tap the mains or distribution pipes, insert corporation stops therein, set or remove meters on service pipes, or interfere with water gates or curb stops.

§162-37. Tampering.

All gates, valves, shut-offs, hydrants, and standpipes, which are the property of the Department, are not to be opened or closed, or in any other way tampered with, by any person other than an authorized employee of the Department (or Town of Peterborough Fire Department).

§162-38. Repairs to Property Owner's Service Line & Fixtures.

Property owners must keep their own line and all fixtures connected thereto in good repair and protected from frost at their own expense. In case of a break in that section of the service pipe between the curb stop and the meter, the property owner shall immediately obtain the services of a licensed plumber to make the necessary repairs. Failure to make repairs at once shall be sufficient cause to shut off the supply.

Property owners must keep their own line and all fixtures connected thereto in good repair and protected from frost at their own expense. In case of a break in that section of the service pipe between the curb stop and the meter, the property owner shall immediately obtain the services of a licensed plumber to make the necessary repairs. Failure to make repairs at once shall be sufficient cause to shut off the supply.

§162-39. Cleaning Service Lines.

The Department does not recommend or approve the cleaning of service line to remove rust or other obstructions to increase the flow. Property owners desiring to do this must submit their request in writing, and agree to take all responsibility for the cost of replacing the service in case it is broken, or for the repair or replacement of the meter should it be damaged by debris.

§162-40. Sidewalk Permits.

No sidewalk or other public place shall be opened for the lying of service lines until the property owner, through a licensed plumber, obtains a permit from the Town (or applicable governing agency.)

§162-41. Change of Ownership.

Whenever an owner sells or transfers property for which application for service has been granted, said owner should promptly notify the Department, in writing, giving the name and address of the new owner who must sign a new application form.

Each owner shall be liable for payment of all just charges including bills for water furnished to him or his lessees during his ownership, as above required, until such time as the Department receives notice in writing of the transfer of his property.

§162-42. Service Connections, When Made.

No new service or service pipes or extensions of mains will be laid during the months of December, January, February, and March except at the discretion of the Department when extenuating circumstances prevail. The additional expense is borne by the applicant/owner.

§162-43. Thawing Frozen Pipes.

The Department shall be responsible for main and service line freeze-ups between the property line and the main line in the street. The property owner shall be responsible for freeze-ups between the property line and the house. The property owner shall have a plumber of his choice determine the exact location of the freeze by removing the meter and inserting a wire into the service until stopped by the ice. The Department will only work between the property line and the street main and will not respond until the plumber has verified this. Should the freeze be found to be in the street, the Department will clear the freeze. The property owner shall be reimbursed from the Town for the plumbers time should the freeze be found in the street.

§162-44. Electrical and Telephone Grounds.

No user of the water system shall install an electrical or telephone ground of any sort to the water service or their plumbing.

ARTICLE IV Temporary Service

§162-45. Temporary Service.

Contractors, builders, etc., requiring water for construction purposes, shall make application for a temporary service and will be subject to the same rules and regulations as apply to regular service installations. The Department will install a meter on the temporary service. The cost of setting the meter, borne by the applicant. Temporary services will be subject to the connection charge described in section 2, plus the cost of removing the service.

All charges, including the connection charge, cost of removing the service, and setting of the meter shall be paid in advance; and the applicant will be required to deposit a sufficient sum of money with the Department to cover the cost of the estimated amount of water to be used in conjunction with the work. If, at any time during the course of construction, the estimated amount of water covered by the deposits is below the actual consumption shown on the meter, the applicant will be required to deposit additional sums with the Department. After completion of the work, if the actual consumption registered on the meter is below the estimated amount, the Department will arrange to refund the difference.

When permission to open a street cannot be obtained or when, for any physical reason, it is impractical to make excavation and provide independent service, water may be furnished temporarily from an adjacent service if deemed advisable by the Department and the owner gives his permission, but such service delivery shall be entirely at the expense of the customer requesting such service. Water service furnished to any house or trailer, not placed on a permanent foundation shall be considered temporary service and the whole cost of furnishing service from the nearest available main shall be entirely at the expense of such customer.

§162-46. Seasonal Service.

Seasonal service is defined as water supply to premises for less than a full calendar year. Surface service lines will be installed and maintained at the expense of the customer. Water furnished through surface lines will be furnished only from May to October first, except that the Department may render service before and after these dates if

deemed advisable.

ARTICLE V

Meters

§162-47. All Metered Water.

All water from the Department's system, except as proved in Section 6, and will be supplied through one primary meter to the property supplied. All water passing through such meters will be billed to the owner of the property supplied, as the same appears in the records of the Department, whether the water is used or wasted. Customers are advised to read their meters frequently in order that leaks or waste may be detected and large bills prevented.

§162-48. Ownership of Meters.

The Department will own all meters. The meters will be installed by the Department, or by a qualified plumber, to standard requirements, at the property owner's expense. The Department reserves the right to designate the size of the meter to be installed on any service. The owner is responsible for installation of the remote sensor device wiring to a mutually agreed upon location.

§162-49. Location of Meters.

The property owner shall furnish a proper place for the installation of the meter just inside and as near as possible to the point of entry of the service pipe through the building wall. In the event that such a location cannot be provided, the meter will be installed at the property line in a suitable housing or pit provided and maintained at the expense of the property owner, and approved by the Department.

Where applicable the meter must be set in an approved meter horn with a valve on the street side of the meter. An approved back flow prevention device must be placed on the house side of the meter prior to another connection. The cost of the valve, meter horn, back flow prevention device and necessary plumbing, etc., shall be borne by the customer. Meters once set may be changed in location at the request of the customer, at the customer's expense, provided the Department has authorized such change.

§162-50. Cross Connections.

No connections capable of causing a backflow between the Department's water supply system and any plumbing fixture, device or appliance or between any waste outlet and pipe having direct connection to waste drains will be permitted. If such connections are discovered and the owner is responsible for such connection fails or refuses to break or properly protect the connection within 24 hours of written notice by the Department shall discontinue service making a definite break in the service pipe until the connection has been properly changed.

In no case shall two separate buildings occupied by different tenants be supplied by one meter unless the same individual or agency owns both buildings.

§162-51. Accessibility.

Meters must be easily accessible at all times so that they may be examined and read by employees of the Department. They must not be exposed to danger from frost or contamination.

§162-52. By Whom Set.

Employees of the Department only, except as may be especially provided otherwise in these Rules and Regulations shall perform the installation, repair and disconnection of all meters.

§162-53. Right of Access.

Any authorized representative of the Department shall have the right of access at any reasonable time to any part of any customer's premises for purposes of inspection, meter reading, repair or replacement of meters, or other legitimate purpose, and at any time in case of emergency.

§162-54. Safe Guarding Use of Hot Water Tanks.

All customers having direct pressure hot water tanks must place proper vacuum and relief valves in the pipe system to prevent any damage to such tanks pressure build up normally relieved into the Department's system, which cannot be relieved once a BFP is installed. Nor could it be relieved if it ever became necessary to shut off the water on the street mains. Accordingly, the Department shall not be liable for damages to any hot water tank on the

customer's premises.

§162-55. Damaged Meters.

If meters are damaged by freezing, hot water, or any other external causes, either through carelessness or neglect of the owner or occupant of the premises or his agents, the Department, except as hereinafter provided, will replace the meter; and the owner must reimburse the Town of all costs.

In case of breakage, stoppage, or any other irregularity in the meter, the property owner shall notify the Department.

§162-56. Meter Testing.

Every water meter is carefully tested before it is first installed, and also before it is reset after having been removed for repairs or other purposes. Periodic tests for duty or each meter will also be made as often as the Department may deem necessary. Should a property owner at any time question the accuracy of the meter on his service, it may be tested (preferably in his/her presence) after the Department receives the request in writing. A deposit will be required before the meter is disconnected. The deposit shall be \$25.00 for ¾" meters and less; \$125.00 for 1" meters, and at the Departments cost for meters 1 ½" and greater. Should the test show that

the meter has been over-registering in excess of two percent, the deposit will be refunded. If the test result is within this limit, or is in favor of the consumer, the deposit will be retained to cover the cost of removal and test. Seasonal meters will be returned to this department at the end of the summer season and will be tested annually.

§162-57. Adjustments.

If the testing of a meter as hereinbefore provided shows that the meter fails to register correctly within two percent, the charge for water to the consumer shall be adjusted accordingly as the registration varies from 100 percent; and such adjustment shall apply to the current period only, unless it is apparent to the Department that a previous period's consumption has also been affected by the same error.

§162-58. Repairs to Large Meters.

At the written request of the Department, meters larger than two (2) inches shall be returned to the factory for necessary and complete repairs. All expenses in connection with such removal and replacement and the cost of repairs shall be borne by the property owner.

§162-59. Billing Non-Registering Meters.

In case of meter registration failure or removal for repairs, charges for water consumption shall be based on an average of the amount registered over similar periods preceding or subsequent thereto.

§162-60. Unserviceable Meters.

The Department reserves the right at all times to remove, test, repair, and replace any meter; and is such meter is found to be economically unserviceable, that meter will be replaced at the expense of the Department.

§162-61. Tampering With or Defacing Meters.

The Department will prefer charges in accordance with these Rules and Regulations against every person who shall tamper with or deface a meter to prevent the proper registration of the water consumed, by altering the register index or otherwise.

The Department will shut off the water when meters have been tampered with or seals broken, and the water will not be turned on again until full satisfaction has been made to the Department.

§162-62. Unauthorized Use of Water.

No person shall take or use water contrary to these published Rules and Regulations of the Department or take or use water illegally or in such a way as to evade the tariff schedule rates or meter charges. Service can be terminated at any point on the line between main and shut off, if not properly connected. In addition, a fine of \$500.00 will be imposed.

§162-63. Auxiliary Meters.

If additional or auxiliary meters are desired by customers who are on Multiple Service, for the purpose of showing

subdivision of the supply, such additional or auxiliary meters shall be subject to a meter maintenance fee paid by the customers, installed and maintained at his expense.

§162-64. Auxiliary Meter Rates.

In cases where customers are on Multiple Service through a single meter, the amount of water used shall be billed on the basis of the Department filed rates computed on the assumption that all customer units served by the said meter used an equal amount of water during the billing period.

§162-65. Multiple Service.

Where there is more than one customer unit in a building supplied with water, the Utility shall require either:

1. That the plumbing be so arranged as to permit a separate meter for each customer unit; or
2. That the owner of the premises will be responsible for payment of all charges for water service rendered to the property billed in accordance with the rates on file. Owner is responsible for all water charges on property incurred by tenants. These bills will be liens on the property.

§162-66. Outside Readers.

All customers shall be required to have an outside reader for their meter. The outside reader shall be furnished and installed at a location on the premises acceptable to the Department (typically near the electric meter). The customer shall be responsible for repairs or replacement of damaged outside readers. The Department shall render a bill for labor, equipment, and materials for all such repairs or replacement. The outside reader and appurtenances shall be the property of the Department. If the customer does not desire an outside reader to be attached to their house, then a radio read meter will be installed at the customer's expense.

ARTICLE VI

Meter Installation and Backflow Prevention Devices

The following provisions shall apply to the installation of meters and backflow prevention devices at customer's premises served by the Department.

§162-67. Lead Services.

The Department will not permit the use of lead piping for the purpose of transporting water, and no meter will be installed on any service utilizing lead piping.

§162-68. Hot Water Tank Pressure Relief.

No meter will be installed where a customer's hot water tank is not equipped with a pressure relief valve. Customers will be required to engage a certified plumber to install pressure relief valves within thirty days of notification.

§162-69. Multiple Customer Service.

It is the policy of the Department to require that each customer be served individually via a single pipe through a single meter. This policy will be subject to exception in unusual cases, in the Department's reasonable discretion, where piping layouts, property line complications, or other circumstances warrant.

Department responsibilities: The Department will attempt to determine the location of any underground service pipe serving more than one customer. Upon location of any such service pipe, the Department will determine how separate services to the customers involved can be accomplished. In order to accomplish the installation of a separate service for each such customer, the Department will install, at no cost to the customer, any required new main line taps or service line extensions to the property line, and the Department will, as appropriate, upgrade any existing service line to the property line. The Department's responsibility for the operation and maintenance of all service lines will cease at the property line at the downstream end of the shut-off valve.

Customer responsibilities: Customer service line responsibility and ownership begins at the downstream end of the shut-off valve. Any customer serviced via a branch line will be responsible for the installation of a new direct service line from the Department's shut-off valve to a delivery point, and must enter into an agreement acceptable to the Department to ensure timely installation of the new service. It is expected that customers having new service

line installations will wish to have this work completed coincidentally with any required Department service line construction. Customers shall use materials and piping approved by the Department. Pipelines shall be buried to a depth of six feet, or, if less than six feet, be insulated.

§162-70. Pumps.

The Department will not pay for the installation of pumps where pressure has been reduced due to meter and backflow prevention device installation.

§162-71. Customer Cooperation.

Customers should try to be available for meter installation appointments during normal workweek hours. In cases where it is impossible to schedule an appointment during the week, the Department's installer will work during the evening or weekends at the customers expense to reimburse for overtime.

Customers shall provide access to the water service lines to permit convenient installation of meters and backflow prevention devices. Customers shall also provide service lines, which are in good and usable condition for installation of meters and backflow prevention devices.

If there are repeated failures to keep appointments, or if any customer refuses to perform the customer's responsibilities hereunder or to reasonably cooperate with the Department, the Department may terminate the customer's water service after reasonable notice.

§162-72. Cross Connection Control Program.

Purpose – Cross-connections between water supplies and non-potable sources of contamination represent one of the most significant threats to health in the water supply industry. This program is designed to maintain the safety and potability of the water in the Peterborough Water Department's system by establishing rules and procedures to control cross-connection situations and to prevent the contamination of public drinking waters by the backflow of water or other liquids, mixtures or substances into the distributing system from a source or sources other than its intended source. This document is intended to supplement the regulations promulgated by the New Hampshire Department of Environmental Services as listed below. The attention of all concerned parties is directed to those regulations.

Authority – The authority for adopting this Article is the New Hampshire Code of Administrative Rules, Part WS-314, Cross-Connections.

Definitions – As used in this Article, the following terms shall have the meanings indicated.

BACKFLOW: The flow of water or other foreign liquids, gases or other substances into the distribution system of a public water supply from any source other than the intended source.

BACKFLOW PREVENTER:

- **AIR GAP** – A physical separation sufficient to prevent backflow between the free-flowing discharge end of the table water system and any other system.
- **ATMOSPHERIC VACUUM BREAKER** – A device that prevents back siphonage by creating an atmospheric vent where there is either a negative pressure or sub-atmospheric pressure in a water system.
- **BACKFLOW PREVENTER WITH INTERMEDIATE ATMOSPHERIC VENT** – A device having two (2) check valves separated by an atmospheric vent.
- **DOUBLE CHECK VALVE** – A device having two (2) spring-loaded, bronzed-faced-with-rubber-disc check halves, with shutoff valves and test cocks for periodic testing.
- **HOSE BIB VACUUM BREAKER** – A device that is permanently attached to a hose bib and which acts as an atmospheric vacuum breaker.
- **PRESSURE VACUUM BREAKER** – A device containing a spring-loaded check valve and a spring-loaded atmospheric vent that opens when pressure approaches atmospheric.
- **REDUCED PRESSURE-PRINCIPLE BACKFLOW PREVENTER** – An assembly of check valves and a reduced pressure zone that spills water to the atmosphere in the event of failure of the valves. It has valves and fittings that allow the device to be tested.
- **BACK SIPHONAGE:** Backflow resulting from negative or less than atmospheric pressure in the water system.

- BACK PRESSURE: A condition in which the owner's system pressure is greater than the supplier's system pressure.
- NH DES: The State of New Hampshire Department of Environmental Services.
- CONTAINMENT: A method of backflow prevention that requires a backflow presenter at the water service entrance.
- CROSS-CONNECTION: Any actual or potential physical connection or arrangement between two (2) otherwise separate systems, one of which contains potable water and the other of which contains water of unknown or questionable safety and/or steam, chemicals, gases or other contaminants whereby there may be a flow of an unapproved water to a water supply.
- CROSS-CONNECTION CONTROL: In compliance and in conjunction with the New Hampshire Code of Administrative Rules, Part WS-314, Connections, the Department will publish an established set of rules and initiate a cross-connection control program to protect the public water supply system. No cross-connection within the system will be allowed unless protected by an approved backflow preventer commensurate with the degree of potential hazard. All such devices shall be located at the water service entrance and all water consumption within the premises shall pass through the protective device. The Department is further empowered to establish and collect certain fees and charges associated with the inspection and testing of premises and devices. Said fees and charges shall be reviewed with the Board of Selectmen and incorporated into the annual budget.
- DEPARTMENT: The Peterborough Water Department.
- FIXTURE ISOLATION: A method of backflow prevention in which a backflow presenter is located to correct a cross-connection at an in-plant unit rather than at the water service entrance.
- OWNER: Any person who has legal title to or license to operate or habitat in a property upon which a cross-connection inspection is to be made or upon which a cross-connection is present.
- PERMIT: A document issued by the Department that allows the use of a backflow preventer.
- PERSON: Any individual, partnership, company, public or private corporation, political subdivision or agency of the state, department, agency or instrumentality of the United States or any other legal entity.
- WATER SERVICE ENTRANCE: That point in the owner's water system beyond the sanitary control of the Department. This will ordinarily be the curb stop at the property line and will always be before any unprotected branch.

Administration –

- A. The Department will operate a cross-connection control program, including keeping necessary records, which fulfills the requirements of the NH DES Cross-Connection Regulations.
- B. The owner shall allow his property to be inspected for possible cross connection and shall follow the provisions of the Department's program and the NH DES regulations if a cross-connection is permitted.
- C. If the Department requires that the public supply be protected by containment at a property, the owner shall be responsible for water quality beyond the out let end of the containment device and can utilize fixture isolation for that purpose.
- D. Both the Department and the owner shall attempt to eliminate all cross connections.

Responsibility –

- A. Code Enforcement Department:
 1. On new or renewal plumbing applications, the Code Enforcement will is issue cross-connection permit applications to the owner, with notification to the Department.
 2. The Code Enforcement Department shall issue a certificate of occupancy only after a backflow preventer is installed.
 3. The Code Enforcement Department shall notify the Department of any unprotected cross-connections observed at premises during other plumbing or building inspections.
- B. Department:
 1. On new or renewal plumbing work, the Department shall:
 - a. Provide a backflow preventer application form to the Code Enforcement Department;
 - b. Receive completed forms from the owner;
 - c. Perform on-site evaluation and inspection and/or plan review to determine if a backflow preventer is required;
 - d. Notify the Code Enforcement Department of requirements;

- e. Issue backflow preventer permit; and
 - f. Perform installation inspections and testing.
 - 2. For premises existing prior to the start of this program, the Department will perform evaluations and inspections of plans or premises and inform the owner, by letter, of any correction deemed necessary, the method of making the correction and the time allowed for the correction to be made. Ordinarily, thirty (30) days will be allowed.
 - 3. The Department will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which is regularly tested and operates satisfactorily.
 - 4. The Department shall inform the owner by letter of any failure to comply by the time of the first re-inspection. The Department will allow an additional fifteen (15) days for the correction. If there is a failure to comply with the needed correction by the time of the second re-inspection, the Department shall inform the owner, by letter, that the water service to the owner's premises will be terminated within a period not to exceed five (5) days. A copy of this letter will be forwarded to the Health Officer and Code Enforcement Department. If the owner informs the Department of extenuating circumstances as to why the correction has not been made, extensions to these time periods may be granted by the Department, but in no case shall exceed an additional thirty (30) days.
 - 5. If the Department determines at any time that a serious threat to the public health exists, service shall be terminated immediately.
 - 6. The Department shall begin initial premises inspections to determine the nature of existing hazards and corrections to be made. The initial focus shall be concentrated on industrial and high-hazard premises. The Department shall eventually inspect each industrial, commercial, governmental and large residential premise. The Department shall re-inspect each premise at the time of permit renewal or every five (5) years.
 - 7. The Department shall have on its staff a person who is a certified backflow prevention device tester and who is responsive for the implementation of this program.
- C. Owner:
- a. The owner shall be responsible for the elimination or protection of a cross-connection on his/her premises. The owner shall have the responsibilities as contained in these regulations.
 - b. The owner, after being informed by a letter from the Department, shall at his/her expense install, maintain, test, or have tested any backflow preventer on his/her premises.
 - c. The owner shall correct any malfunctions of the backflow preventer that may be revealed by periodic testing. This shall include the replacement of parts or the replacement of the backflow preventer if deemed necessary by the Department.
 - d. The owner shall inform the Department of any new proposed or modified cross-connection and also any existing cross-connection of which the owner is aware but has not been found by the Department.
 - e. Any owner having a private well or other private water source must have a permit if the well or source is cross connected to the Department's system, and permission to cross-connect may be denied by the Department. The owner may be required to have a backflow preventer at the service entrance if a private water source is maintained, even if it is not cross connected to the Department's system.
 - f. The owner shall not install a bypass around any backflow preventer unless there is a backflow preventer on the bypass. Owners who cannot shut down operation for testing must supply the additional devices necessary to allow testing to take place.
 - g. The owner shall only install overflow preventers listed or approved by the Department and the NH DES.
 - h. The owner shall install the backflow preventer in a manner approved by the Department.
 - i. If the owner installs plumbing to provide potable water for domestic purposes, which is on the Department's side of the backflow preventer such plumbing must have its own backflow preventer or individual fixture isolation.
 - j. The owner shall be responsible for the payment of all fees for permit(s), annual or semiannual device testing or retesting in the case a device fails to operate correctly, and second re-inspections for noncompliance with the Department or NH DES rules and regulations.
 - k. Owners having new swimming pool installations shall install a backflow preventer at the nearest

sill cock used for pool use before any permit shall be issued. Failure to do so will result in immediate termination of water. Owners of existing pools shall install a backflow preventer within fourteen (14) days of being notified by the Department. This regulation shall apply to both in-ground and aboveground installations.

1. Owners having outside watering setups for gardens shall install a backflow preventer on that line if it branches before any other preventer.

Degree of Hazard –

The Department recognizes the difference in the threat to the public water system arising from different types of cross-connection. These are classified as follows:

- A. Low degree of hazard: If backflow were to occur, the resulting effect on the water supply would be a change in its aesthetic qualities. The foreign substance must be nontoxic to humans.
- B. High degree of hazard: If backflow were to occur, the resulting effect on the water supply could cause illness or death if consumed by humans either from a chemical, bacteriological or radiological standpoint. The effects of the contaminants may result from short or long-term exposure.

Permits –

- A. The Department shall not permit a cross-connection within the public water supply system unless it is deemed necessary and cannot be eliminated.
- B. Cross-connection permits are required for each backflow prevention device and are secured from the Department. There is no fee for permits.
- C. The permit shall contain the information required in this regulation.
- D. Permits shall be renewed every five (5) years and are nontransferable. Permits are subject to revocation for cause by the Department and become immediately revoked if the owner should so change the type of cross-connection or degree of hazard associated with the service.

Existing Backflow Preventers –

Any existing backflow preventer shall be allowed by the Department to continue in service unless the degree of hazard is such as to supersede the effectiveness of the present backflow preventer or result in an unreasonable risk to the public health.

Testing –

- A. Backflow prevention devices shall be inspected and tested at least semiannually in high hazard situations and annually in low hazard situations.
- B. Periodic testing shall be performed by the Department's certified inspector for a fee to be determined by the hourly rate of compensation of the inspector.
- C. The testing shall be accomplished during the Department's regular business hours. Exceptions to this, when at the request of the owner, may require additional charges to cover increased costs to the Department.
- D. Any backflow preventer that fails during a periodic test will be repaired or replaced by the owner. Certain high-hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date of not more than seven (7) days after the test date will be established. The owner is responsible for the provision of spare parts, repair tools or a replacement device. Parallel installation of two (2) devices is an effective means of the owner ensuring uninterrupted water service during testing or repair of devices and is recommended strongly when the owner desires such continuity.

Records and Reports –

Records and reports shall be kept as follows:

1. Master files on customer inspections;
2. Master files on cross-connection permits;
3. Copies of permit applications;
4. Copies of lists and summaries.

ARTICLE VII Main Pipe

§162-73. Distribution Main.

Distribution mains are water pipes laid in the streets as feeders for consumer's service and hydrants. All distribution mains and extensions thereof will be installed by the Department or by a qualified contractor. The property owner or owners, subject to the following provisions lay their pipes on written application to the Department.

§162-74. Financing Extensions.

If approved by the Board of Selectmen, the installation of distribution mains, will be financed by the Department and shall become and remain the property of the Department when installed and said Department agrees in consideration therefore to maintain the same at its own expense so long as there is sufficient demand for water service in said location.

§162-75. Supply Mains.

Supply mains are water pipes laid solely for the purpose of strengthening the water supply system and to insure the delivery of an adequate supply of water to critical points of the distribution system. Connections for service pipes and for hydrants are permitted to main supply pipes, which are 16 inches and less in diameter, subject to the same rules and regulations governing all service pipe installations.

§162-76. Mainline Extensions.

Extension of service mains will be made upon petition of seventy-five percent (75%) of the prospective customers within the limits of said extension, provided that such prospective customers are located on already accepted roads, subject to the following conditions:

- A. Each shall be known as a "guaranteed" extension and the owners of the properties supplied with water there from shall be required to pay for the water at the regular metered rates.
- B. The size of the water main shall be determined by the Department, giving weight to the conditions surrounding the extension, including the possibility of future expansion. The cost to the petitioners shall be based on eight-inch main line installation.
- C. Each petitioner shall pay, in addition to the regular water rates, their proportionate share of the total cost of the extension. The charge will be billed quarterly from the completion date of the extension for a period up to twenty (20) years or until the investment has been recovered.
- D. The investment charge guaranty will be assumed on an equal basis by the extension customers served by such extension unless otherwise mutually agreed.
 1. Additional customers requiring service along any such guaranteed extension shall be liable for an equal share of the balance remaining on the original investment;
 2. The length of the guaranty period may be changed by the Department.
- E. The Department may refuse to make an extension under the terms set forth above if such extension does not appear to be in the best interest of the Town.
- F. The Board of Selectmen shall be authorized to withdraw money from the Department Capital Reserve Fund or borrow money from private institutions and establish the interest rate for a guaranteed mainline extension. The Selectmen are also authorized to withdraw from Capital Reserve Funds for capital improvement and repairs to the water system.
- G. The title to the property installed under this paragraph shall be conveyed to the Department upon completion of the work.
- H. The customer on extensions of this character shall mean the developer or such other party or parties with whom the contract is made, and their successors or assigns.

§162-77. Hydrants.

- A. Hydrants: It shall be unlawful for any person except one duly authorized by the Department, or who shall be a member of the Fire Department of the town, to open, turn on, turn off, interfere with, attach any pipe or hose to, or connect anything with any fire hydrant, stop valve or any valve belonging to the Department or obstruct the access to any hydrant by placing around or thereon any stones, bricks, lumber, poles or dirt or willfully or carelessly injuring the same.
- B. Private Hydrants:
 1. All new private hydrants shall be installed under the supervision of the Department and shall conform to the hydrant specifications of the Department at the time of installation. Hydrants not approved by the Department shall be specifically prohibited.
 2. A flat fee of fifty dollars (\$50.) per hydrant will be charged annually. The fee will be collected in

- the first quarter billing period for each subscriber.
3. Maintenance performed by the Department will consist of twice a year inspections of private hydrants – any necessary pumping and antifreeze installations in the Fall, painting and color coding as necessary and lubricating the caps annually.
 4. The owner shall continue to be responsible for snow removal and weed control.
 5. Also, twice yearly, the Department shall advise the owner of any necessary repairs and whom to contact to do the repair.
 6. Notification of inoperative hydrants shall be given immediately to the Fire Department.
 7. Upon notification of repairs, the Department shall re-inspect the hydrant and certify to the Fire Chief that the hydrant is in operable condition.
 8. Failure by the owner to make necessary repairs within prescribed time, unless other arrangements are indicated, shall result in the service being terminated at the main and not being restored until said repairs are completed and certified.
- C. Penalty:
1. Any person convicted of unauthorized use of a fire hydrant shall be fined not less than one hundred dollars (\$100.) nor more than five hundred dollars (\$500.), plus restitution and court costs, said fine to be payable to the Peterborough Water Department.
 2. To ensure the safety and protection of the fire hydrants for fire protection, any person authorized to open fire hydrants shall use only an approved spanner wrench and shall replace the caps on the outlets when the same are not in use. Failure to do so shall be sufficient reason to prohibit the future use of hydrants and the refusal to grant subsequent permits for the use of the hydrants for other than fire protection.
 3. Developers shall be required to furnish hydrants and gates as required by the Superintendent who shall furnish specifications.

§162-78. Tapping into System.

- A. It shall be unlawful for any person other than the Department or its authorized agent to tap any of the water mains of the Department or to attach any service pipes to abandoned services without first obtaining permission from the Director of Public Works of the Department.
- B. All taps on mains are to be made by the Department or its agent upon application by the property owner to the Department properly filled out and with proper deposit the work will be done in the order of which the deposits are received in the Department office.
- C. All future installations of curb cocks and fire hydrants, and all replacement of the same, are to be located on or near the property line of the street.
- D. All water shutoff valve boxes located in any of the public streets must be kept at a level of the finished surface of the street and any road construction must raise or lower these valves to conform to this regulation.
- E. All highway repairs made necessary by replacing water pipes from the mains to the curb boxes or for lifting water shutoff valves to the surface of the street shall be made by the Highway Department and shall constitute a proper charge against the Water Department.

ARTICLE VIII Water Main, Valving, and Appurtenances Specifications

§162-79. General.

Description

Work described in this Section includes the furnishing, installation, and testing of ductile iron, or High Density Polyethylene (HDPE) mains, valves, and accessories.

Quality Assurance

- A. The materials shall be provided in accordance with the Specifications.
- B. The Engineer shall be notified in advance, prior to any system testing. Any testing done prior to notification shall be considered as not having taken place. Adequate notice shall be construed as ample time for the Engineer to prepare for and observe the testing.
- C. General: Submit six (6) copies of all required shop drawings and equipment data as specified under Section 01300 Submittals. Submit manufacturer's certification that valves and accessories meet or exceed the

specifications.

- D. All water main and appurtenance materials and installation methods shall conform to the requirements of the New Hampshire Water Supply Engineering Bureau.

Delivery, Storage, and Handling

- A. Schedule delivery to coincide with related work.
- B. Verify compliance with the Specifications at time of delivery.
- C. Store equipment in dry enclosed area, off the ground.

Job Conditions

- A. Do not install pipe and fittings in inclement weather, which hinders clean operations.
- B. Contractor to maintain at least one—way traffic at all times for all work.

§162-80. Products.

Ductile Iron Pipe, High Density Polyethylene (HDPE) Pipe, Joints and Fittings

- A. Ductile Iron Pipe:
Ductile iron pipe shall be push on or mechanical joint ductile iron pipe conforming to ANSI/AWWA C151/A21.51, ANSI/AWWA C111/A21.11, and ANSI/AWWA C104/A21.4. Pipe shall be Thickness Class 52. All pipe and fittings shall be cement mortar lined double thickness (1/8") and shall have bituminous seal coat.
- B. High Density Polyethylene (HDPE) Pipe:
All HDPE pipe 4"-12" shall be DIP-sized on the OD. Pipe shall be marked continuously along its length with blue stripe(s) that are integrally extruded into the pipe. Painted-on striping will not be allowed. Pipe shall have an SDR rating to match the pressure requirement for the area into which it is to be installed, but in no case shall have an SDR less than 13.5. Pipe shall be joined by the heat/butt-fusion method. All fusion work to be performed by manufacturer-certified personnel only. Where and when appropriate, the HDPE pipe may be joined by the use of electrofusion couplings (see "fittings" for appropriate specifications and installation). Pipe shall conform to ASTM PE3408, 1248, 3350, and AWWA C906 (4"-12"), and have a cell classification of 345434C. Pipe shall be manufactured by CSR/Polypipe, or approved equal.
- C. Ductile Iron Fittings:
Mechanical joint compact fittings shall be ductile iron Class 350 conforming to ANSI/AWWA C153/A21.53, ANSI/AWWA C111/A21.11, and ANSI/AWWA C104/A21.4. Fittings shall have fully restrained joints.
- D. HDPE Fittings:
HDPE fittings shall be used whenever HDPE pipe is installed. They shall be installed by the same butt-fuse method as used when joining HDPE pipe. Fittings shall conform to all the same specifications as the pipe, with the exception that fittings shall have a minimum of one SDR rating higher than the pipe into which they are to be installed. Fittings shall conform to ASTM D2513, API 15LE, and ANSI/AWWA C906-90, with resins conforming the material specifications listed in ASTM D1248. HDPE fittings shall be manufactured by CSR/Polypipe, Central Plastics, or approved equal.
- E. HDPE Electro-fusion Couplings:
Electro-fusion couplings shall conform to all applicable specifications for HDPE pipe, and shall also conform to ASTM F1055, and D2513. Only electro-fusion couplings will be allowed, and approval must be received before any products are allowed on-site. All electro-fusion couplings will be installed by qualified trained personnel. All electro-fusion will be done only with express permission, and under complete observation/control of the Engineer.
- F. Service Saddles:
Service saddles shall be used on all corporations installed on HDPE, or PVC pipe, and on all corporations larger than 1" installed on all DI pipe. Saddles shall have a ductile iron body, and two stainless steel straps. The body shall be coated with a fusion-applied nylon. Additionally, all saddles used on HDPE pipe (where allowed) shall have stainless steel spring washers, to maintain long-term torque on the HDPE pipe. Service saddles for HDPE pipe shall be 202N-H, manufactured by Romac Industries, or approved equal.
- G. HDPE Tapping Tees:
HDPE tapping tees shall be used on HDPE pipe in lieu of brass corporations. Tapping tees shall be made from PE 3408 polyethylene and have an integral brass cutter to tap the HDPE pipe, once installed. Tees shall have an integral saddle, formed to mate to the pipe/size being installed on, and shall be installed using

the saddle-fusion method. All fusion to be done by manufacturer-certified technician(s) only. Tees shall have an outlet sized to mate to the CTS tubing being used, and may be joined to the CTS tubing either by the butt-fusion method, or by brass compression adapter(s). Tapping tees shall be manufactured by CSR/Polypipe or Central Plastics, or approved equal.

Copper Pipe and Fittings

- A. Copper pipe shall be Type K flexible copper.
- B. Heavy duty three-part couplings shall be used to join lengths of copper pipe. Compression pack joints may be used.

Gate Valves

- A. Gate Valves shall be resilient seated and shall conform to AWWA Standard C515 and C550, latest revision. Gate valves shall consist of an encapsulated disc with elastomer seat, which in the closed position creates a seal on the cast iron body resulting in a bubble tight seal across this disc at a full differential of 200 psi.
- B. Valves shall operate with a 2" square wrench nut and shall open left. Valves shall have non—rising stem, double O—ring seal, mechanical joints on both sides (except that tapping valves shall be mechanical joint on one side and flanged on the other side), and shall have fusion bonded epoxy coating on all exterior and interior surfaces. Valves shall open left.

Valve Boxes

- A. Cast iron valve boxes and covers shall be provided on all buried gate valves. The boxes shall be adjustable and extend from the valve to the ground surface. Minimum diameter of valve boxes shall be 5 1/4 inches. Boxes shall be manufactured by Tyler Pipe, Quality Water Products, or Bibby.
- B. Cast iron curb stop boxes shall be rod type with 5/8" diameter rod and two hole cover, cotter pin at base of rod shall be brass. For any valve larger than 1", a properly sized foot piece shall also be installed.

Fire Hydrants

- A. Type: 5-1/4 inch Dry-Barrel, compression type safety breakable section, AWWA C502.
- B. Nozzles, Operating Nuts, and Direction to Open: One (1) 4-1/2 inch steamer and two (2) 2—1/2 inch outlets. Threads on nozzles and caps and operating nuts shall be National Fire Hose Coupling Screw Threads, 1-1/2 inch point to flat pentagon operating nuts, and the direction to open shall be to the left (counter-clockwise). A direction to open arrow shall be cast in hydrant adjacent to operating nut. Furnish chains for outlet caps. The drain port shall be plugged.
- C. Pipe Connection: 6-inch mechanical joint.
- D. Pressure Rating: 150 psi working pressure, 300 psi test pressure.
- E. Model: The fire hydrants shall be Waterous Pacer WB-67, or equal.

Service Brass

- A. Corporation stops shall be ball type with a 300 psi rating, heavy duty brass as manufactured by Ford Meter Box Company, McDonald, Mueller or equal. Compression pack joints may be used. All brass shall conform to AWWA C800 and ASTM Code B-62.
- B. Service saddles shall be single strap, nylon coated with stainless steel hardware.
- C. Curb stops shall be ball type, heavy-duty brass as manufactured by Ford Meter Box Company, McDonald, Mueller, or equal, compression pack joints may be used.

Tapping Sleeve and Valves

- A. Tapping sleeves shall be cast or ductile iron, mechanical joint, with outlet flange conforming to AWWA C-110.

§162-81. Execution.

Installation of Pipe and Valves

- A. Pipe shall have a minimum of five feet six inches (5'6") of cover unless otherwise noted.
- B. Pipe shall be installed in accordance with AWWA C600 standard.
- C. Pipe and fittings shall be completely cleaned before placing. Piping shall be kept free from scale and dirt.

Open pipe ends shall be protected at all times to prevent foreign material from entering. All pipe and fittings shall be visually inspected for defects by Contractor before installation.

- D. Pipes shall be installed with proper bedding and backfill.
- E. Piping shall be furnished and installed as indicated, straight, plumb and as direct as possible.
- F. Piping shall be accurately cut to measurements established in the field and worked into place without forcing.
- G. Service saddles shall be used with all 1-1/2" and 2" corporations.
- H. No trench water shall be allowed to enter pipe.
- I. Install valves and accessories in accordance with manufacturer's instructions, valves shall be generally installed in a closed position.
- J. Anchorage: Provide thrust restraint at all tees, bends, valves, or dead ends.
- K. Check and adjust valves and accessories for smooth operation.

Installation of Hydrants

- A. Inspect all hydrants before installation.
 - 1. Reject any damaged or flawed hydrants.
- B. Insure trench and other conditions suitable for hydrant installation prior to installing same.
- C. Install all fire hydrants per recommendations of manufacturer and per AWWA C600 (latest revision).
- D. All hydrants to be plumb.
- E. Pumper connection to face road in all instances.
- F. All hydrants to have poured concrete thrust blocks behind hydrant shoe.
- G. Painting
 - 1. Hydrants to be supplied with normal shop coatings.
 - 2. Field paint after installation with two (2) heavy coats of enamel specified if shop coating is damaged in storage or installation.
 - a. Color: Red.
- H. Operate all hydrants to check for smooth operation. Adjust as required.
- I. Clean all hydrants.

Supports, Anchors and Thrust Blocks

- A. Install all supports necessary to hold the piping and appurtenances in a firm, substantial manner at the line and grades required.
- B. All bends and hydrants in buried installations are to be properly restrained as indicated on the drawings.

Inspection

- A. Each section of installed water main shall be inspected by the Engineer prior to testing.

Installation of Service Brass

- A. Corporation stops shall be open before backfilling.
- B. Curb stop shall be placed square and plumb. Make sure cotter pin attachment to extension rod is secure. Make sure curb stop is closed before backfilling.
- C. All service brass, and curb boxes shall be free of any dirt or other debris.
- D. Use Teflon tape on corporation threads.
- E. All corporations shall be installed with a service saddle.
- F. A.W.W.A. C-800, latest revision, to be followed.

Record Drawings

The following record drawings must be prepared by the Contractor:

- A. Precisely measured dimensions to all on—line gate valves.
- B. Precisely measured dimensions to all blow—offs.
- C. Precisely measured dimensions to all house service shut—offs.
- D. Precisely measured dimensions to all house service taps to primary mains.
- E. Precisely measured dimensions to all distribution piping at approximately 200 foot intervals.
- F. Precisely measured dimensions to any principal changes in pipe direction or size.

NOTE: Precisely measured shall mean of sufficient accuracy to locate the facility or appurtenance to within one foot accuracy, and shall be given to the nearest .5 foot.

Testing

- A. The Contractor shall notify the Engineer and the Owner at least 48 hours in advance of beginning testing or disinfection.
- B. The Contractor shall furnish all necessary equipment and labor for carrying out a pressure test and leakage test on the pipeline in accordance with AWWA C-600(latest edition) Requirements.
- C. The pipe shall be subjected to a hydrostatic pressure of one and one-half (1—1/2) times the working pressure, and this pressure maintained for at least two hours. The leakage test shall be conducted at a pressure as determined by the Engineer and this pressure shall be maintained for at least 120 minutes during the test.
- D. The Contractor shall make any taps and furnish all necessary caps, plugs, etc., as required in conjunction with testing. He shall also furnish a test pump, gauges and any other equipment required in conjunction with carrying on the hydrostatic tests. He shall at all times protect the new water mains and the existing water mains against the entrance of polluting material.
- E. Tests to be made only after partial or complete backfilling of trenches.
- F. Position of all valves (fully opened or closed) in section of line to be tested shall be checked in the presence of the Engineer to insure that:
 - 1. All hydrant branch connections are open to the hydrant (hydrant closed, branch connection valve open).
 - 2. All main line valves are properly positioned for section of line being tested.
- G. Fill pipelines, fittings and appurtenances with water for testing slowly.
- H. Expel all air from pipelines, fittings and appurtenances prior to performing tests.
 - 1. If permanent air vents are not located at all high points, the Contractor shall install corporation stops at his expense at such points so that the air can be expelled as the line is filled with water. These stops shall be protected with a masonry bridge to prevent breakage during backfilling.
- I. Examination under pressure: All exposed pipes, fittings, valves, hydrants, joints shall be examined carefully during the hydrostatic and leakage tests.
- J. Allowable leakage: No pipeline installation, or valved section thereof will be accepted if the leakage is greater than that allowed by AWWA C600 Section 4.1 when tested at 1—1/2 times the working pressure or rated pressure whichever is greater. For flanged joints: No leakage allowable. The Contractor and the Engineer shall compute the allowable leakage for each section to be tested and agree on the allowable amount prior to performing any tests.
- K. Evaluation of Results/Corrective Actions:
 - 1. Examination under pressure: All exposed pipes, fittings, valves, hydrants; joints shall be examined carefully during the hydrostatic and leakage tests.
 - a. Any damaged or defective pipe, fittings, valves or hydrants that are discovered during or following the hydrostatic and leakage test shall be repaired at his expense and the tests shall be repeated until they are satisfactory to the Engineer.
 - 2. Examination of leakage: If any leakage test of section of the system discloses a leakage greater than that specified in Paragraph 3.08K. herein, the Contractor shall, at his own expense, locate and repair or replace the defective or damaged materials. He shall then repeat the entire test and make additional repair and test and continue to repeat until the leakage is within the specified allowance.
 - 3. All visible leaks are to be repaired by the Contractor, at his own expense, regardless of the amount of leakage.

Disinfection

- A. Before being placed in service, all new water pipelines shall be chlorinated in accordance with AWWA C-651 (latest revision), "Standard for Disinfecting Water Mains." The procedure shall be discussed with the Engineer before doing the work and shall be approved.
- B. The location of the chlorination and sampling points will be determined by the Engineer in the field. Taps for chlorination and sampling shall be uncovered and backfilled by the Contractor as required.
- C. The general procedure for chlorination shall be first to flush all dirty or discolored water from the lines at a rate of at least 2.5 fps. Chlorine shall be introduced through a tap at one end, while water is being withdrawn at the other end of the line. The chlorine solution of 50 ppm free chlorine shall remain in the pipeline for about 24 hours. At the end of this period the residual chlorine shall be at least 10 ppm.
- D. Following the chlorination period, all water shall be flushed from the lines at their extremities, and replaced

with water from the distribution system. Bacteriological sampling and analysis of the replacement water shall then be made by the laboratory in full accordance with the AWWA manual C601. The Contractor will be required to rechlorinate, if necessary, and the line shall not be placed in service until the requirements of the State Water Supply Division are met.

- E. Special disinfection procedures, such as soaking or swabbing, approved by the Engineer, shall be used in connections to existing mains and where the method outlined above is not practicable.
- F. The Contractor shall provide for and arrange for laboratory to take all samples for bacteriological testing as required by this Specification and Reference Standards included therein. Copies of all results shall be furnished immediately upon receipt to the Engineer.
- G. During the 24-hour standing period, all gate valves within the section being tested shall be operated to disinfect the mechanism.

ARTICLE IX

Connection to Existing Water Mains

§162-82. General.

Description

Work Included: Furnish all labor, materials, equipment and incidentals required for connection of all new water mains to existing water mains as shown on the Contract Drawings and as specified herein.

Quality Assurance

Clean, neat installations disinfected in accordance with A.W.W.A. C601 (latest revision).

Job Conditions

Contractor shall dig test pits at all locations of temporary or permanent interconnection locations as directed by the Engineer to familiarize himself totally with existing conditions and materials, equipment, appurtenances, etc. that he will need to make said interconnections. Contractor shall check outside diameter of existing pipe.

Timing

- A. All interconnections must be scheduled a minimum of 48 hours before actual work is to be done.
- B. Contractor must perform work only on days and at times approved by the Engineer and the Owner.

§162-83. Products.

Couplings

Dresser Style 138 steel couplings for cast and ductile iron pipe, or equal.

Tapping Sleeves

Tapping sleeves shall be cast or ductile iron, mechanical joints, with outlet flange conforming to AWWA C-1b. Tapping sleeves shall be sized as per Drawings.

Inspection

The Contractor shall inspect all interconnection areas prior to actual interconnection work.

Preparation

Materials and Equipment on Hand: The Contractor shall obtain and have at the job site all materials and equipment to make the interconnections prior to beginning work for each interconnection.

Performance

Make interconnection, restrain fittings and appurtenances, pour thrust blocks and flush so as to have service interrupted for as short a period as possible.

Adjust

After placing into operation but prior to backfilling, inspect each interconnection for soundness, workmanship, leaks, etc.

ARTICLE X

Water Use Restriction Policy

§162-84. Authority.

The Town of Peterborough adopts this Ordinance under its authority to regulate public water systems under RSA 38:26.

§162-85. Purpose.

The purpose of this ordinance is to ensure that the use of the Town's municipal water supply is regulated in a manner that the Town of Peterborough deemed to be in the best interest of the town. The Board of Selectmen may use reasonable means to protect, preserve and maintain the public health, safety and welfare whenever they have determined there exists a water supply shortage.

§162-86. Definitions.

- A. "Person" shall mean any individual, corporation, trust, partnership, joint stock company, association, state, municipality, commission, United States government or any agency thereof, political subdivision of the State or any interstate body, or other entity.
- B. "Water supply shortage" means that situation when insufficient water is available to meet the present or anticipated needs of the municipality/ village district A water supply shortage usually occurs due to drought or a major infrastructure failure.
- C. "Municipal water" as referred to herein refers to the Town's public water system. These regulations do not apply to private water systems or private well in Peterborough.

§162-87. Declaration of a Water Supply Shortage.

Upon declaration of a water supply shortage or other water emergency by the majority of Board of Selectmen, the Town Administrator shall be authorized and empowered to impose such restrictions necessary to conserve and maintain adequate reserves of the public water supply, including the following:

- A. Landscape irrigation shall be prohibited except for irrigation, by low flow devices only, of crops for use as food by residents at a primary residence.
- B. All outdoor water use, such as watering lawns, is prohibited.
- C. The filling of swimming pools is prohibited.
- D. Use of automated landscape sprinkler systems is prohibited.
- E. Washing or cleaning streets, driveways, sidewalks or other impervious areas is prohibited.
- F. Washing of cars and boats, except at a commercial carwash facility, shall be prohibited.
- G. The use of water for firefighting, health, sanitation, medical purposes and other essential uses shall not be restricted. However, domestic water use conservation practices should be implemented wherever possible.

§162-88. Public Notification of a Water Supply Shortage.

Notification of any intent to restrict water use by the Board of Selectmen as part of a water supply shortage shall be posted in conspicuous public locations and published in a newspaper of general circulation within the Town of Peterborough or by such other means reasonably calculated to reach and inform all water users.

§162-89. Termination of a Notice of a Water Supply Shortage.

The Board of Selectmen of the Town of Peterborough upon a determination that the water supply shortage no longer exists may terminate a state of Water Supply Shortage. Public notification of the termination of a state of Water Supply Shortage shall be given in accordance with Section 5.0.

§162-90. Exceptions to Restrictions.

Notwithstanding the authority granted by Section 4.0 of this Ordinance, any order imposing restrictions in the use of water shall not apply to any person obtaining water from sources other than the public water supply, unless it can be clearly shown that the use of such water directly affects the public water supply. Written notice restricting the use of such water shall be given to the person in control of the same, and may be effective forthwith.

§162-91. Penalties.

Any person failing to comply with the restrictions imposed pursuant to this Ordinance shall be subject to a fine of **\$500.00 per day** and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000

per day of such violation. Recovered penalties shall inure to the Town for such uses as the Town of Peterborough may direct. In addition to the foregoing penalties, the Town of Peterborough is authorized to discontinue the furnishing of water where orders and restrictions have been violated. Such discontinuance shall be made pursuant to RSA 38:31 and may be continued so long as there is evidence that the violations will continue.

ARTICLE XI

Rate Schedule and Other Service Charges

§162-102. Rate Schedule –

1. Meter Rates: A fixed meter rate is charged quarterly as follows:

Meter Size in Inches	Multiplier	Meter Charge
5/8"	1	\$20.89
3/4"	1.5	\$31.34
1"	2.5	\$52.23
1 1/2"	5	\$104.45
2"	8	\$167.12
3"	16	\$334.24
4"	25	\$522.25

2. Usage Rate: Water usage is charged quarterly at a rate of \$0.06497 per cubic foot.

§162-103. Other Service Charges –

1. Seasonal Use of Water or Other Similar Uses: A charge of \$30.00 will be made for setting the meter and turning on the water. A charge of \$30.00 will also be applicable for removing the meter and shutting off the water.
2. Restoring Service: See Section I – Information Regarding Bills, Payments.
3. Repair to Frozen Meters: The charge to an owner for repairing a meter that is frozen on his/her premises shall be the cost of each such repair, plus the time and equipment expense required to replace the meter, but not less than \$30.00 for each such repair.
4. Charges for Processing Bad Checks: A service charge of \$25.00 will be made for processing a customer's bad checks in accordance with RSA #80:56. The Board of Selectmen reserves the right to change fee in accordance with statutory amendments.
5. Cross-Connection Test: A \$30.00 charge will be made when a backflow preventer is tested. Reduced pressure type devices will be tested twice each year. Double check valves will be tested annually.
6. Use of Water from Hydrant or any Temporary Connection:
 - a. The charge for water from the Hydrant located in the Department yard pumped on tank trucks is \$3.00 per 100 cubic feet.
 - b. The charge for using any hydrant or other temporary source such as taps from main pipelines, etc. shall be as follows:
 - i. Installation or removal of an adapter valve and or hoses at actual labor costs.
 - ii. Water for swimming pools is \$3.00 per 100 cubic feet.
 - iii. Water for normal building construction use is \$1.25 per each calendar day or any part thereof.
 - iv. For any abnormal use other than stated above, the Department may draw up a special agreement based on the present prevailing rates.

PERMITTING POLICY AND PROCEDURES

Town of Peterborough, NH

- I. Purpose:** The purpose of this policy is to provide guidance to property owners and contractors regarding the appropriate process for applying for and obtaining building, electric, plumbing, and mechanical permits.

II. Obtaining Permits – Generally:

- A. Permit applications are accepted during our regular business hours.
- B. In reviewing and administering a permit application the Building Inspector is authorized to exercise all powers and authorities set forth in the New Hampshire State Building Code.
- C. Missing or incomplete information may cause a delay in the processing of permit applications.
- D. If a proposed structure requires other permits or approvals from any Town land use board or from any state or Federal agency, those permits and approvals shall be obtained and provided with the permit application. Building permits will not be issued for any structure or use that would not be compliant with the Town's Zoning Ordinance, Subdivision Regulations, Site Plan Review Regulations, and/or the State Building or Fire Codes.
- E. Applicants are encouraged to consult the Department of Planning and Building prior to submitting a permit to ascertain what information is expected to be submitted with the building permit application.
- F. Depending on the nature of the structure, the Building Inspector may require plans, reports, or other documentation to be prepared by qualified professionals as part of permit application or may seek information beyond what is identified in the building permit application form.
- G. When submitting a permit application, property owners are required to sign the building permit application form.
- H. Building permit fees are due at the time of submission of the permit application. An application is not deemed complete until all information required by the Building Inspector is provided, the permit application is signed by the property owner, and the full permit fee is submitted.
- I. Building permit fees are based on the Fee Schedule adopted by the Town of Peterborough. For the purpose of identifying the "cost" of construction applicants are required to identify the cost that would be anticipated to be incurred for the project utilizing a qualified contractor, inclusive of all labor, equipment, tools, materials, etc. This term is regardless of the source of any labor, tools, materials, or equipment. The term "cost" is synonymous with "value," as that word is used under the New Hampshire State Building Code.

III. Building Permits:

- A. The Department of Planning and Building is responsible for processing all completed building permit applications in a timely manner. The deadline for the processing of an application is based on the submission of a completed application, inclusive of all information required by the Building Inspector.
- B. Subject to those projects utilizing third-party review of building permits, as set forth in Section X herein, RSA 676:13 allows for up to thirty (30) days for the processing (approval or denial) of any residential building permit and up to sixty (60) days for commercial or residential applications involving 10 or more dwelling units.
- C. If a permit is approved, the applicant will be contacted to pick up the Building Permit, which will note the list of required inspections. Permits are not routinely mailed.
- D. If an application is denied, the applicant will receive a letter stating the reason for denial, via First Class USPS Mail. This will also include if an application is not processed because it is incomplete, and the applicant has refused to supply such information or materials to make the application complete.
- E. In the case of commercial building or multifamily dwelling units, there may need to be review from other departments or a third party, which could increase the time before the building permit is issued and result in additional fees. The Department of Planning and Building will make reasonable efforts to alert applicants to these instances at the time of an application. The Department of Planning and Building is authorized to require and seek additional information throughout the permitting or administration of a project, as the Department of Planning and Building deems necessary to ensure that the work is done in compliance with all applicable laws, rules, and regulations.
- F. For new construction, building permits are issued in two phases. First, applicants will be issued a permit authorizing the construction of the foundation. After the foundation is constructed, applicants are required to provide a foundational certification prepared by a New Hampshire land surveyor prior to the issuance of a building permit for the remainder of the structure. The Building Inspector may waive the need for a foundation certification when, in the opinion of the Building Inspector, the applicant provides other information confirming that the structure's dimensions and locations are compliant with all applicable laws, rules, and regulations or where such compliance is readily apparent. After the confirmation of a foundation's dimensions and location, the Building Inspector will issue a building permit authorizing the remainder of the structure's construction.
- G. Work shall not be started prior to the issuance of a Building Permit.
- H. The Building Permit must be conspicuously displayed and available for the Building Inspector's signature for the duration of the project.

IV. Electric, Plumbing, Gas Permits:

- A. State of New Hampshire licensed persons may obtain a permit upon presentation of a **valid master's license** (or gas technician's license).
- B. Additional photo identification may be required.
- C. Applicants must have a valid ID.

V. Mechanical (non-gas), Oil Burner, and Other Miscellaneous Permits:

- A. Permits may be obtained in the and Planning and Building Department office during our regular business hours.
- B. Additional photo identification may be required.

VI. Proxy Permitting for Corporate/Business Entity Licensing:

- A. The Town of Peterborough will allow proxy permitting under a Business Entity License (BEL) under the following conditions:
 - i. The "Responsible Managing Employee" as shown on the BEL must appear in person to the Department of Planning and Building with their NH State License(s); their BEL; and a list of personnel authorized to obtain permits for the business. This will set up the availability for permitting by proxy.
 - ii. The list of authorized personnel must be on business letterhead with an original signature of "Responsible Managing Employee" as shown on the BEL. No copies or emails will be accepted. That list will be kept on file until the expiration of the BEL.
 - iii. Listed authorized personnel will be required to show photo identification to obtain a permit.
 - iv. It is the responsibility of the business to update the authorized personnel list as well as provide the Department of Planning and Building with a new BEL when renewed. The Department of Planning and Building will not notify holders of a BEL if the BEL is expired. If the authorized personnel list and the BEL are not current, no permits will be issued to it.
- B. The Town of Peterborough will not be responsible for permits issued to personnel on the list who are no longer authorized if that information has not been provided to the Department of Planning and Building in writing.
- C. Electrical, Plumbing, or Mechanical/Gas permits shall not be issued through the mail.
- D. Permitting by proxy is only allowed for Business Entity Licenses. Personal licenses shall not be entitled to permitting by proxy.

VII. Homeowner Permitting: State RSAs allow homeowners to do their own work if: the owner physically doing the work themselves; if the work is for a single-family residence; is the owner's primary residence; and if a proper permit is obtained. Homeowner Permits shall not be issued for the following types of permits:

- A. Electrical Service/Meter and Panel Work;
- B. Electrical Wiring for Swimming Pools;
- C. Natural or Propane Gas;
- D. Oil Tanks and Oil Burners;
- E. The Town of Peterborough reserves the right not to issue a permit to a homeowner if the Building Inspector reasonably believes that the homeowner is qualified to do the work identified and the performance of the work would adversely impact the public health, safety, and welfare of the homeowner or any occupant of the structure.

VIII. Work Done Without a Permit:

- A. Filing an application is not considered the issuance of a permit.
- B. RSA chapter 155-A:7 and :8 authorizes the Town of Peterborough to impose a fine or penalty in the amount of \$275.00 for a first offence and \$550.00 for a subsequent offence, with each day of violation constituting a separate offence, for any work done prior to the issuance of a permit or work performed contrary to the New Hampshire Building Code, the New Hampshire Fire Code, the Town of Peterborough Zoning Ordinance, the Town of Peterborough Subdivision Regulations, or the Town of Peterborough Site Plan Review Regulations. Unpermitted or non-compliant work may be subject to a Stop Work Order, in addition to all other forms of rights and remedies as may be available to the Town of Peterborough under applicable laws.

IX. Inspections:

- A. It is the responsibility of the homeowner and, if different, the permit holder, to ensure that timely inspections are scheduled upon the completion of each stage of the building, in accordance with the State Building Code.
- B. Except for with regard to third-party inspections conducted in accordance with Section X of this Policy, all inspections are prepaid at the time of permitting and are subject to the following protocols:
 - i. Any unanticipated/additional inspections needed and not paid for at time of permitting will have to be prepaid prior to scheduling. No inspection will be scheduled that has not been prepaid.
 - ii. 24-hour notice is requested for all inspections.
 - iii. Failed inspections will be rescheduled upon payment of the re-inspection fee. Missed inspections, or scheduled inspections where the inspector cannot gain reasonable access, will be treated as a failed inspection.

- iv. Unless otherwise indicated on the permit and/or otherwise subject to a self-inspection pursuant to Section X, all inspections are scheduled by contacting the Department of Planning and Building during regular business hours.
 - v. When an inspection is scheduled, there must be access during the scheduled window of time. No pre-calls will be made to inform applicants when the Building Inspector is in route to an inspection.
 - vi. If the inspector is delayed for any reason, reasonable efforts will be made to contact the permit holder.
- C. Some permits require inspection by other departments, such as the Fire Department or the Department of Public works. The Department of Planning and Building will strive to inform applicants when a project requires inspections by other department personnel and whether or not there are any additional fees associated with that inspection.

X. Optional Third-Party Permit Review and Inspection Services:

- A. Third-party permit review or inspection services shall only be conducted by an approved agency.
- B. Approved agencies must be licensed professionals, qualified, competent, and capable to perform the permit review and/or provide the inspection services. Third-party agencies will be approved if they meet and adhere to all subsections of X.C. Approval shall be granted by the Building Inspector and the Public Works Director. If approval is denied, an explanation shall be provided in writing.
- C. Any party wishing to use the services of an approved agency for third-party permit review or inspection services must:
 - i. Provide the complete contact information for the individual performing the permit review and/or inspection services, including, but not limited to, affiliated company, physical address, mailing address, email address, and direct telephone number;
 - ii. Provide documentation reflecting that the third-party's qualification, including, to the extent that the work to be reviewed involves either electrical, mechanical, or plumbing work that requires any license issued by the Office of Professional Licensure and Certification, a current license in good standing to perform the work that is the subject of permit review or inspection;
 - iii. Satisfy all requirements set forth in Section 246:4 to 2025 SB188 (as that bill may be codified into New Hampshire Law);
 - iv. Provide proof of insurance in accordance with Section 246:4, V to 2025 SB 188 (as that bill may be codified into New Hampshire Law), which shall be maintained at all times

during the performance of permit review and/or inspection services a certificate of insurance before permit review or inspection services are commence; and

- v. Provide a statement signed and notarized by the proposed third party swearing, under the pains and penalties of perjury the following:

I, [INSERT NAME], hereby certify that I am capable of providing objective, competent and independent permit review and/or inspection services. I further certify that my fee is not contingent upon any review or inspection services to be provided, that I hold no interest either directly or indirectly in the real estate or improvements that are the subject of any permit to be reviewed or work to be inspected, and that I have no pecuniary interest in the improvements or real estate or any proceeds or profit to be derived therefrom that are the subject of the permit and/or inspection.

- D. Prior to the approved agency proceeding with permit-review or inspection services, the owner or the owner's authorized agent shall provide the following signed statement to the Building Inspector with the permit application:

I agree to indemnify the Town of Peterborough, its agents, officials, and employees from and against losses, damages, and judgments arising from claims by third parties arising from my use of these licensed or certified personnel to provide development document reviews and building inspections with respect to the building or structure that is the subject of the enclosed application. The indemnification shall include reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of an approved agency or approved agency officers, directors, members, partners, agents, employees, or subconsultants.

- E. Any approved agency shall immediately disclose any conflicts of interest that may exist related to the services to be performed or that may arise thereafter.
- F. Approved agencies performing permit review and/or inspection services shall be responsible for ensuring that the permit reviewed and/or the work inspected adheres to all applicable provisions of the New Hampshire State Building Code and New Hampshire State Fire Code.

G. Permit Review

- i. Applicants may use third-party permit review services from an approved agency that satisfies the requirements set forth in this Section X.
- ii. Any applicant that seeks to use a third-party permit review service shall supply an affidavit, signed and notarized, containing an original ("wet") signature containing the following statement:

The construction documents were reviewed pursuant Section 246 of 2025 SB 188 (as may be codified into New Hampshire) and to the best of the knowledge, information, and belief of the approved agency, the documents comply with the New Hampshire State Building Code and any applicable municipal amendments.

Said affidavit shall identify, with specificity, the documents reviewed in providing said certification.

- iii. No approved agency shall certify that any construction document, permit application, and/or any portion thereof, complies with any provision of the New Hampshire State Building Code when that statement is inaccurate.
- iv. The Building Inspector retains full authority to review permits and determine whether said permit complies with the Town's Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations or other municipal regulations which are not subject to permit review services pursuant to 2025 SB188.
- v. Notwithstanding any provision herein to the contrary, upon the submission of a completed application for a building permit, as determined by this Policy, that includes all required information necessary for a compliant third-party permit review, the Town shall have fourteen calendar days to either issue the permit or deny the permit, identifying the specific features that do not comply with the New Hampshire Building Code or the Town's Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations or other governmental regulations (including the lack of any required State, Federal, or Local permits, licenses, or approvals). If the applicant submits revisions, the Building Inspector shall have the remainder of the tolled business days plus one business day from the date of resubmittal to issue the building permit or provide a second written notice to the applicant stating which of the previously identified documents or permit features remain in noncompliance with the New Hampshire Building Code or the Town's Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations or other governmental regulations (including the lack of any required State, Federal, or Local permits, licenses, or approvals). Failure of the Building Inspector to provide timely decisions in accordance with this paragraph shall constitute approval of the permit and said permit shall issue on the next business day.

H. Inspection Services

- i. Applicants may use third-party inspection services from an approved agency that satisfies the requirements set forth in this Section X.

- ii. Any applicant that seeks to use a third-party inspection service shall supply an affidavit, signed and notarized, containing an original (“wet”) signature, summarizing the inspections performed (including the date and time of said inspection) and that the work inspected comports with the construction documents and all applicable provisions of the New Hampshire State Building Code.
 - iii. No approved agency shall certify that any inspected work complies with any provision of the New Hampshire State Building Code when that statement is inaccurate.
 - ~~iv. The Building Inspector retains full authority to inspect any portion of work that is the subject to third-party inspections and determine whether said work complies with the Town’s Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations or other municipal regulations which are not subject to inspection services pursuant to 2025 SB188.~~
 - v. Notwithstanding any provision herein to the contrary, upon the submission of an inspection affidavit, as determined by this Policy, the Town shall have ten (10) calendar days to either issue a certificate of occupancy or deny the certificate of occupancy, identifying the specific deficiencies in the affidavit that do not comply with the New Hampshire Building Code or the Town’s Zoning Ordinance, Site Plan Review Regulations, Subdivision Regulations or other governmental regulations. Failure of the Building Inspector to provide timely decisions in accordance with this paragraph shall constitute approval of the certificate of occupancy, which shall issue on the next business day.
- I. Fees. When third-party permit review services are used in accordance with this Section X, the permit fee shall be reduced by forty percent (40%). When third-party inspection services are used in accordance with this Section X, the permit fee shall be reduced by forty (40%). When third party permit-review and inspection services are used in accordance with this Section X, the permit fee shall be reduced by 80%.
- J. Assumption of Risk. INDIVIDUALS USING THE SERVICES OF THIRD-PARTY PERMIT REVIEW SERVICES AND/OR INSPECTIONS ACKNOWLEDGE THAT, BY USING SUCH SERVICES, THE DEPARTMENT OF PLANNING AND BUILDING WILL HAVE LESS TIME TO INDEPENDENTLY REVIEW PERMITS AND/OR PERFORM INSPECTIONS AND WILL HAVE NO INDEPENDENT DUTY OR EXPECTATION TO PERFORM ANY SUCH INDEPENDENT REVIEW OR INSPECTION FOR COMPLIANCE WITH ANY PROVISION OF THE NEW HAMPSHIRE BUILDING CODE. THE TOWN OF PETERBOROUGH IN ISSUING ANY PERMIT OR CERTIFICATE OF OCCUPANCY AS A RESULT OF THE USE OF THIRD-PARTY REVIEW SERVICES MAKES NO REPRESENTATIONS AS THE SUITABILITY OF

ANY SUCH STRUCTURE FOR USE OR OCCUPATION OR ITS COMPLIANCE WITH THE NEW HAMPSHIRE BUILDING CODE, THE SAFETY OF SUCH STRUCTURE, OR THE RISKS OF HARM TO PERSONS OR PROPERTY ARISING THEREFROM. THE USE OR OCCUPANCY OF SUCH STRUCTURES, THEREFORE, IS AT THE INDIVIDUAL'S SOLE RISK.

- ~~K. Work performed by approved agencies are subject to audit by the Peterborough Building Inspector. In the event that violations of the State Building Code or Fire Code are observed, the Building Inspector may take all actions available to the Town, at law or equity, to address the violation. Repeated violations may result in the Building Inspector to determine that the approved agency is not competent or sufficiently independent to render permit review or inspection services in accordance with this policy.~~
- L. Audits. The Building Inspector is hereby authorized to develop a formal audit evaluation to review the performance of approved agencies. The Building Inspector may perform audits of the performance of approved agencies only after a formal audit evaluation has been prepared.
- i. All such audits shall be conducted in accordance with Section 246:8, V of 2025 SB 188(as that bill may be codified into New Hampshire law), , including, but not limited to, the following restrictions:
 1. The Building Inspector may demand of the owner or owner's authorized agent to know the times of requested building inspections by the approved agency, although the fact of the audit shall not be given to the approved agency by the owner or owner's authorized agent.
 2. The same approved agency may be audited no more than four (4) times in a month, unless the Building Inspector determines that the condition of a building constitutes an immediate threat to public safety and welfare.
 - ii. The Building Inspector may, upon clear and convincing evidence, decide that an independent provider has been negligent in providing permit-review or inspection services, suspend the approved agency from further work on that project and may suspend that independent provider from providing services in the Town of Peterborough for not more than one year. Notwithstanding any provision of this section, the Building Inspector may also file a complaint per RSA 310-A:22 for engineers, per RSA 310-A:47 for architects, or with the building code review board for ICC-certified building officials upon such determination.

These Policies and Procedures were reviewed and adopted by the Select Board on July __, 2026.



TOWN OF
PETERBOROUGH
Public Works Department

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Code Enforcement Escalation Policy

The Town shall maintain a defined escalation process to facilitate timely resolution of communication, coordination, administrative, and process-related concerns arising during permitting and code enforcement matters.

1. Purpose

The escalation process is intended to provide a clear and predictable means of resolving unresolved administrative or process concerns, improving communication, and identifying information or actions necessary to move a matter forward. An opportunity to escalate arises when a matter has been delayed for ten (10) working days without meaningful action, response, or communication; when the applicant has not received a response or requested information within an applicable timeframe; or when an administrative or process concern remains unresolved after the applicant has worked directly with the Code Officer. The applicant may request escalation in writing when any such circumstance occurs. Escalation is not a substitute for, or an alternative to, any appeal or other remedy provided by law.

2. Matters Subject to Escalation

Escalation may be requested for matters including:

- Unresolved communication or coordination issues;
- Delays or lack of response;
- Uncertainty regarding required information or the status of an application;
- Factual or administrative misunderstandings; and
- Other process-related concerns that are preventing a matter from moving forward.

Disagreement with a Code Officer's interpretation or enforcement decision shall not, by itself, constitute grounds for escalation. Such matters shall proceed through the applicable regulatory or statutory appeal process, including appeal to the Zoning Board of Adjustment where authorized.

3. Levels of Escalation

Level 1 - Code Office Resolution. The applicant, property owner, or authorized representative shall first work directly with the assigned Code Officer to identify the issue, clarify any outstanding information, and seek resolution. If the applicant or authorized representative formally requests escalation in writing, the Code Officer shall schedule an in-person, virtual, or telephone meeting, as designated by the applicant, within one business week of the request. The meeting shall occur within 10 working days of the request, unless otherwise agreed to by the applicant in writing.

Level 2 - Department Review. If the matter remains unresolved after a reasonable period, or if the parties agree that additional departmental involvement is warranted, the matter may be referred to the Public Works Director for review and a resolution meeting. The meeting shall occur within 5 working days of the request, unless otherwise agreed to by the applicant in writing.

Level 3 - Town Administration Review. If the matter remains unresolved following Level 2, or involves a significant administrative or coordination issue, it may be referred to the Town Administrator for review and resolution of the process-related concern. The meeting shall occur within 5 working days of the request, unless otherwise agreed to by the applicant in writing.

The Town Administrator and departmental supervisors shall not exercise authority reserved by law to the Code Officer, Zoning Board of Adjustment, Planning Board, Select Board, or other authorized body.

4. Mediation

Following Level 3 review, the Town Administrator may recommend voluntary mediation when a matter remains unresolved and mediation may reasonably assist the parties in reaching a mutually acceptable resolution. Mediation may be conducted by a qualified person who is independent of the parties.

Mediation shall be voluntary unless otherwise required by law or agreement of the parties. A mediator shall facilitate communication and assist the parties in identifying potential resolutions but shall not have authority to interpret or waive applicable regulations, approve or deny permits, modify enforcement decisions, or exercise authority vested by law in a Town official or board.

4. Escalation Request and Case Summary

An escalation request shall identify the unresolved issue, the actions taken to date, the information or decision believed to be outstanding, and the desired resolution. All parties involved at the preceding level shall, to the extent practicable, prepare a brief written case summary and supporting documentation for review at the next level. Participants at prior levels should remain involved in subsequent resolution meetings as appropriate.

5. Resolution Focus

Escalation meetings shall focus on establishing a common factual record, identifying missing information or unresolved process issues, clarifying responsibilities and next steps, and establishing a reasonable timeframe for resolution. Escalation shall not be used to circumvent established permitting, enforcement, hearing, or appeal procedures.

6. Timeliness and Accountability

The Town shall establish reasonable response and escalation timeframes appropriate to the nature and complexity of the matter. Nothing in this policy shall require a particular timeframe where applicable law establishes a different deadline or where the circumstances reasonably require additional time.

7. Monitoring and Continuous Improvement

The Town may periodically review escalation activity to identify recurring issues and opportunities to improve communication, consistency, efficiency, and service. Appropriate measures may include the number of escalations, time to resolution, matters reaching each escalation level, and common causes of escalation.

MINUTES
SELECT BOARD MEETING
TOWN OF PETERBOROUGH
Tuesday, September 1, 2026 – 5:00 PM
1 Grove Street, Peterborough, New Hampshire

Present: Tyler Ward, Bill Kennedy, Bonnie Tucker

Also Present: Nicole MacStay, Justine Hanson, Lilli Gilligan, Trisha Cheever-Wolfe

This meeting was broadcast live on Ustream, YouTube, and Channel 22 (Comcast)

Chair Ward welcomed everyone to the meeting and introduce the other members of the Select Board, Bonnie Tucker and Bill Kennedy, along with Town Administrator Nicole MacStay. He then reviewed the agenda for the meeting.

Public Hearing on Sale of South Well Property

Motion: Chair Ward motioned to open a Public Hearing pursuant to RSA 41:14-a, to discuss the merits of selling property located at 58 Sharon Road and Pursuant to RSA 31:95-b. Mr. Kennedy seconded the motion.

Vote: All in favor. Motion carried.

Town Administrator Nicole MacStay explained that New Hampshire Ball Bearings (NHBB) had offered \$110,000 to purchase the decommissioned South Well site to prevent municipal pumping from drawing contaminants through their groundwater remediation barrier. Mr. Kennedy noted that the Conservation Committee, Planning Board, and Heritage Commission had reviewed and supported the sale in August. Ms. MacStay added that a second public hearing would occur on September 15th before a final vote on September 22nd. Board members discussed the well's history, noting it had not been in active municipal production since 1983 and that surrounding properties are served by other town wells. Regarding the Planning Board's query on ongoing Superfund remediation, it was clarified that EPA and NHDES requirements remain unchanged by the land transfer, and that Superfund liability stays legally with the polluter. Nick Casolaro of NHBB confirmed that the company is legally bound by an administrative order to continue remediation. During public comment, resident Loretta Laurenitis raised questions about parcel ID discrepancies, which Ms. MacStay clarified was a clerical error that would be corrected to R003-039-000 on final deed.

Motion: Mr. Kennedy motioned to close the Public Hearing. Ms. Tucker seconded the motion.

Vote: All in favor. Motion carried.

Public Hearing to Accept Donation

Motion: Chair Ward motioned to open a Public Hearing pursuant to RSA 31:95-b to discuss the merits of accepting a donation of \$500.00 to support Conservation Commission activities. Mr. Kennedy seconded the motion.

Vote: All in favor. Motion carried.

Ms. MacStay explained that the \$500 donation was generously provided by Richard Buchanan to support ongoing local conservation efforts. Chair Ward, serving as the liaison to the Conservation Commission, spoke in support of the donation, noting that the commission is a highly engaged and busy group that coordinates extensive field mowing, easement monitoring, and other land care activities that incur expenses throughout the year.

Motion: Chair Ward motioned to accept the \$500 donation. Mr. Kennedy seconded the motion.

Vote: All in favor. Motion carried.

Motion: Mr. Kennedy motioned to close the Public Hearing. Chair Ward seconded the motion.

Vote: All in favor. Motion carried.

Utility Rate Task Force Recommendation

The Select Board welcomed Kate Taylor and Finance Director Lilli Gilligan, who presented the recommendations of the Utility Rate Task Force. Lilli Gilligan noted that the task force was established following a Select Board meeting in June and had met multiple times in August. The task force consisted of eight members, including Select Board member Bonnie Tucker as the liaison, as well as several present audience members including Steve Walker, Ed Walker, Leslie Lewis, and Kate Taylor. Mrs. Gilligan expressed gratitude to the other members who could not attend—David Bernstein, Tim Jenkins, and David Odland.

Ms. Taylor outlined the core guiding principles of the task force's rate modeling, which included ensuring that utility revenues meet expenditures, establishing fairness across all consumer tiers, encouraging conservation, and fostering economic development by avoiding rates that penalize local businesses. Mrs. Gilligan detailed the financial targets based on the budgets approved at the May Town Meeting and explained that non-user fee revenues offset the total expenditures. Additionally, the task force recommended using a portion of the water and sewer fund balances to absorb significant, non-recurring capital expenses this fiscal year. The largest of these projects is upgrading the Supervisory Control and Data Acquisition (SCADA) system. By applying \$260,000 from the water fund balance and \$192,000 from the sewer fund balance to offset these capital costs, the target revenue to be raised from user fees was reduced to \$1,190,109 for water and \$1,079,774 for sewer. Mrs. Gilligan emphasized that healthy fund balances are critical because municipal water and sewer infrastructure is exceptionally costly to repair in the event of pipe or road failures.

Ms. Taylor and Mrs. Gilligan explained that the task force analyzed water usage data spanning eight years and developed a new rate structure based on dry-year usage to prevent budget shortfalls. The proposed water rate structure introduces three primary changes: a fixed quarterly charge scaled to meter size, a single flat rate of \$0.06497 per cubic foot for water, and \$0.08743 per cubic foot for sewer and the complete elimination of the customer allowance. Standard residential five-eighths-inch meters will pay the base quarterly rate, while larger commercial meters will pay higher scaled rates. The proposed sewer rate structure mirrors the water system by maintaining the current base quarterly fee but eliminating the customer allowance and returning to a single flat rate, removing the

tiered system entirely. Mrs. Gilligan explained that the billing system would continue to calculate sewer charges based on water meter readings, meaning that irrigation usage would trigger sewer fees unless customers installed a separate irrigation meter.

The task force recommended that the Select Board review water and sewer rates annually to better plan capital improvements and monitor enterprise fund balances. Kate Taylor expressed that her primary goal on the task force was to eliminate "shock value" for residents opening their bills, while other members focused on capital planning and finance.

Task force member Leslie Lewis praised the ongoing development of a twenty-year capital improvement plan, which is scheduled for discussion in October or November, and urged the Select Board to develop a communication plan to explain the rate adjustments to the public.

Regarding the implementation timeline, Elizabeth Marsh confirmed that the next water meter readings are scheduled for October 1st. and that the town's billing system is capable of accommodating the new rate structure.

Motion: Ms. Tucker motioned to adopt the three recommendations of the Utility Rate Task Force: first, the rate structure combining a fixed fee, a meter size multiplier, and a single volumetric tier; second, the exact quarterly meter fees of \$20.29 for water and \$29.51 for sewer, and volumetric rates of \$0.06497 per cubic foot for water and \$0.08743 per cubic foot for sewer, with no customer allowances; and third, the commitment to conduct an annual review of the rates. Chair Ward seconded the motion.

Vote: All in favor. Motion carried.

Review Meeting Minutes

Ms. Tucker requested adding clarifying language to a section of the minutes regarding the discussion on the Third-Party Inspection Policy.

Motion: Mr. Kennedy motioned to approve the meeting minutes from August 4, 2026 as amended. Chair Ward seconded the motion.

Vote: All in favor. Motion carried.

Treasurer Resignation

Following the resignation of Treasurer Mandy Sliver, Deputy Treasurer Leslie Lewis volunteered to fill the position. Paul Noce from the Budget Committee volunteered to fill the Deputy Treasurer position. These appointments are temporary and will run until Town Meeting elections in May 2027.

Appointments

Motion: Chair Ward motioned to appoint Leslie Lewis as Treasurer. Bonnie seconded the motion.

Vote: All in favor. Motion carried.

Motion: Chair Ward motioned to appoint Paul Noce as Deputy Treasurer. Bonnie seconded the motion.

Vote: All in favor. Motion carried.

Motion: Chair motioned to appoint Susan Martin as a full member to the Inclusive Community Committee. Bonnie seconded the motion.

Vote: All in favor. Motion carried.

AHC Request to apply for Mini Grant

Trisha Cheever-Wolfe from the Office of Planning and Building, requested authorization to apply for a New Hampshire Housing grant to print updated Accessory Dwelling Unit (ADU) booklets. She explained that the Affordable Housing Committee worked with Keene State College's "Envision Town" project to create renderings modeled on actual Peterborough parcels to preserve New England architectural styles. Mr. Kennedy and Ms. Tucker praised the initiative and its potential for inter-community cooperation

Motion: Chair Ward moved to authorize Cheever-Wolfe to apply for the grant from NH Housing. Ms. Tucker seconded the motion.

Vote: All in favor. Motion carried.

Review responses to Renewable Energy Credit RFP

Trisha Cheever-Wolfe presented the results of an RFP sent to eight companies for the sale of town Renewable Energy Credits (RECs), noting that Knollwood was the sole respondent. Bonnie Tucker observed that Knollwood's rate of \$33.50 was slightly better than CPCNH's rate of \$33.00. Ms. Tucker inquired about the mechanism to report the data. Cheever-Wolfe explained that she has access to the billing and will set calendar reminders to review and report the data..

Motion: Mr. Kennedy motioned to accept the proposal from Knollwood. Ms. Tucker seconded the motion.

Vote: All in favor. Motion carried.

Vote to Expend from GDTIF

Mrs. Gilligan presented a request for a standard reimbursement of \$5,000 from the Greater Downtown TIF Expendable Trust Fund to cover public port-a-potty expenses.

Motion: Mr. Kennedy motioned to approve the expenditure of up to \$5,000 from the Greater Downtown Expendable Trust Fund for the Annual Porta-Potties expense in Depot Square. Chair Ward seconded the motion.

Vote: All in favor. Motion carried.

Update on Revenue and Fund Balance

Mrs. Gilligan updated the board on the MS-434 form, detailing projected non-tax revenues. She adjusted several projections: decreasing bank interest revenue to \$375,000, increasing land use change taxes to \$76,300, and increasing local government receivables to \$1,321,691 due to the new

police contract with the Hancock Police Department. These adjustments yielded an overall net revenue increase of \$185,980, representing a 1.51% reduction in the total amount the town must raise through property taxes. Mrs. Gilligan also shared preliminary, unaudited general fund balance figures for Fiscal Year 2026, noting that the Town finished very close to its budget, leaving \$108,040 unspent. She recalled that the Town had authorized an emergency fund appropriation of \$215,548 to cover a surprise bill from SchoolCare, but because those funds were ultimately not needed, the emergency reserve returned to the fund balance. Revenues exceeded projections by \$541,652, driven by the Hancock Police Contract, higher than expected ambulance fees from other towns and bank interest. The resulting preliminary, unaudited general fund balance is \$1,892,743. Mrs. Gilligan noted that the auditors had been on-site recently and would provide a finalized audit of the fund balance by the end of September. Mr. Kennedy observed that this fund balance is smaller than in prior years. Mrs. Gilligan explained that the town has drawn on its reserves in recent years to fund warrant articles and lower the tax rate and cautioned that operating with highly restricted budgets in an inflationary environment—where prices for salt, electricity, fuel, and municipal services fluctuate rapidly due to external economic and weather conditions—leaves very little safety margin.

EPA Notice of Award for Water Main Replacement Project

Ms. MacStay announced that the Town had received a formal notice of award from the EPA for a federal reimbursement grant. She explained that several years prior, the state of New Hampshire refurbished the Route 101-202 bridge near the Ocean State Job Lot Plaza, which required the town to temporarily remove and replace a water main hanging from the structure. The town submitted the project for a Congressionally Directed Spending (CDS) grant through U.S. Representative Annie Kuster, which was approved in the Fiscal Year 2023 federal budget and assigned to the EPA for administration. Due to the complex administrative requirements of the EPA, the Town, with substantial help from the state of New Hampshire, spent significant time compiling the necessary documentation. Ms. MacStay reported that the town had finally secured approval and would receive approximately \$277,000 in reimbursement, offsetting the roughly \$320,000 originally paid to the state for the project in 2021.

ADJOURN

Motion: Mr. Kennedy motioned to adjourn at 6:24pm. Ms. Tucker seconded the motion.

Vote: All in favor. Motion carried.

Respectfully Submitted,
Justine Hanson, Administrative Assistant

PETERBOROUGH SELECT BOARD:

Chair Ward

William Kennedy

Bonnie Tucker

TOWN OF PETERBOROUGH RECREATION DEPARTMENT

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Request for Authorization to Utilize additional Adams Pool Capital Reserve Funds

As we complete the SCADA project at the Adams Pool, we have identified several additional upgrades that would significantly improve the operation, efficiency, and management of the pool and splash pad systems.

These upgrades are recommended based on operational issues experienced during the past summer, as well as the opportunity to reduce the Town's water, chemical, and energy costs. The improvements would also allow staff to monitor and control key systems remotely, reducing the need for on-site intervention and allowing problems to be addressed more quickly.

Water Level Monitoring and Control

The most important, proposed upgrade is the addition of automated water level monitoring and control for both the pool and splash pad.

The current splash pad system does not accurately account for the amount of water contained within the fixtures and piping while the circulation pumps are operating. As the pumps run, the water level in the holding tank decreases, causing the existing system to interpret the lower level as a need for additional water. The tank then refills.

At the end of the day, when the pumps are shut off, the water contained within the splash pad fixtures and piping returns to the holding tank. Because the tank has already been refilled, the returning water causes the tank to overflow. This occurs on a regular basis and results in unnecessary water loss.

The proposed SCADA upgrade would allow staff to establish and control appropriate water levels while the splash pad is operating, preventing unnecessary filling and eliminating the recurring overflow.

The same monitoring and control capabilities would also benefit the pool. During the past summer, the pool experienced significant water loss over a few weekends. With remote water level monitoring and control, staff would be able to identify changes in water levels and make adjustments remotely, reducing water loss and eliminating the need for unnecessary trips to the facility.

Remote Control of Chlorine and CO₂ Systems

The second proposed upgrade is the ability to remotely control the chlorinator and CO₂ systems and operate them according to a programmed schedule.

The pool and splash pad require greater chemical treatment during periods of high usage and direct sunlight. During evening hours, when the facilities are closed or usage is significantly reduced, the demand for chlorine and CO₂ is much lower.

The proposed upgrade would allow these systems to operate on timers and be adjusted remotely based on facility needs. This would reduce unnecessary chemical usage during periods of low demand while maintaining appropriate water quality during operating hours.

Benefits to the Town

These improvements would provide several long-term benefits, including:

- Reduced water consumption and unnecessary water loss.
- Elimination of recurring splash pad tank overflows.
- Improved ability to monitor and respond to pool water loss.
- Reduced chlorine and CO₂ consumption.
- Improved energy and system efficiency.
- Remote monitoring and control of critical pool systems.
- Reduced staff time required for routine monitoring and operational adjustments.
- Greater reliability and control of the pool and splash pad systems.

While the initial expenditure was meant to cover this system set up, we have found additional areas where improvement is needed. The upgrades are expected to provide ongoing operational savings and help prevent avoidable water and chemical costs. They will also give the Town and staff significantly greater control over the facility's mechanical and water management systems.

Funding Request

To complete this final phase of the Adams Pool SCADA project, we respectfully request that the Board of Selectmen authorize an expenditure of up to \$12,000 from the Adams Pool Capital Reserve Fund.

This investment will allow the Town to complete the SCADA improvements and provide a more efficient, reliable, and cost-effective system for managing the Adams Pool and splash pad for years to come.

TOWN OF PETERBOROUGH
RECREATION DEPARTMENT

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Request for Additional Recreation Equipment Capital Reserve Fund (CRF) Funding

The basketball court replacement project has been successfully completed and has resulted in a significant improvement to the facility. The new court looks excellent and provides the community with a safe, high-quality recreational space for residents and visitors to enjoy.

During the initial planning and quoting process, the paving contractor determined that no additional sub-surface material would be necessary. However, once the existing asphalt was removed, previously unforeseen site conditions became apparent. Additional material was required to properly pitch the court and improve drainage.

This additional work was necessary to ensure that water drains properly from the court and to protect the long-term quality and performance of the new surface. Given the conditions discovered during construction, the contractor was authorized to complete the necessary work, with the understanding that additional funding would be requested from the Recreation Equipment Capital Reserve Fund (CRF) to address the resulting budget shortfall.

The final cost of the completed project was \$45,270. The project had originally been estimated at \$60,000 as part of the Capital Improvement Program (CIP) process. Despite the unforeseen site conditions and additional work required, the project was completed \$14,730 below the original CIP estimate.

We respectfully request that the Selectboard approve an additional expenditure of \$4,650 from the Recreation Equipment Capital Reserve Fund to cover the remaining balance associated with the basketball court replacement project.

This funding will allow the Town to fully satisfy the project costs while still keeping the overall project expenditure well below the amount originally anticipated during the CIP process.

Recreation Tractor Repair

The Recreation Department's tractor experienced an unexpected mechanical failure when the transmission shifter accidentally snapped off inside the transmission housing. Due to the location and nature of the failure, the repair required the tractor's engine and transmission to be dismantled and subsequently reassembled.

The total cost of the repair was \$5,196.81. The tractor was out of service for approximately 10 weeks, which significantly affected the Recreation Department's ability to complete several planned summer maintenance projects in a timely manner.

We respectfully request that the Selectboard authorize the use of the Recreation Equipment Capital Reserve Fund to cover this repair. Using the CRF for this unexpected and significant repair will prevent the expense from placing an excessive burden on the Recreation Department's regular vehicle maintenance budget and will allow those funds to remain available for routine maintenance and other anticipated needs.

Total CRF Request

The Recreation Department is requesting a total expenditure of \$9,846.81 from the Recreation Equipment Capital Reserve Fund, consisting of:

- \$4,650.00 – Additional funding for the basketball court replacement project
- \$5,196.81 – Recreation tractor transmission repair
- Total Request: \$9,846.81

Both expenditures are related to significant capital or unexpected equipment needs that could not have been fully anticipated during the normal budgeting process. The basketball court project was completed substantially below its original CIP estimate, while the tractor repair was an unforeseen mechanical expense that temporarily affected the Department's ability to complete routine seasonal maintenance.



TOWN OF
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To: Peterborough Select Board
From: Seth MacLean, Director of Public Works
Date: September 10th, 2026
Re: Authorization to Proceed – Sludge Dewatering Options Study

The Department of Public Works is requesting authorization to proceed with engineering services from Underwood Engineers, Inc. to evaluate options for dewatering wastewater sludge and transitioning from the Town's current long-distance sludge disposal arrangement to a potentially more cost-effective disposal solution.

The Town has increased the volume of septage received through the wastewater treatment facility's solids handling system. While this additional septage generates revenue for the Town, it has also increased the volume of thickened septage and waste activated sludge requiring hauling and disposal.

The current process results in increased hauling and disposal costs, while filtrate generated during sludge thickening adds additional loading to the wastewater treatment plant's sequencing batch reactor system and reduces available treatment capacity.

Currently, thickened sludge is hauled approximately 100 miles one way to the Cranston, Rhode Island wastewater treatment facility. The Town would like to determine whether investing in sludge dewatering equipment could reduce hauling and disposal costs, improve solids handling, and provide an acceptable return on investment through a combination of operational savings and continued septage revenue.

The proposed study includes the following:

- Review historical wastewater treatment plant data and develop a mass balance to determine current and projected solids loadings.
- Evaluate the Town's septage receiving and storage capacity, including a conceptual expansion.
- Evaluate sludge dewatering equipment options and obtain budget pricing from two vendors.
- Identify and obtain pricing from local sludge hauling and disposal vendors.
- Develop a conceptual layout for a potential building addition to house dewatering equipment.
- Prepare conceptual capital and operating cost estimates.
- Compare the existing thickening and long-distance hauling system with a proposed dewatering and local disposal system.
- Calculate an estimated payback period using projected operating savings and septage revenue.

This is a conceptual evaluation only and does not authorize final design or construction. The purpose is to provide the Town with sufficient information to determine whether a future capital project is financially and operationally justified.

Cost

Underwood Engineers' estimated budget for the study is \$53,390, broken down as follows:

Task	Estimated Cost
Sludge Estimates / Mass Balance	\$7,700
Septage Receiving Layout	\$3,750
Dewatering Options	\$7,750
Disposal Options	\$6,000
Concept Layouts & Cost Estimates	\$12,150
Life Cycle Cost / Payback Analysis	\$4,440
Draft & Final Technical Memorandum	\$11,600
Total	\$53,390

The proposed work is expected to begin within 10 days of authorization. Underwood Engineers anticipates completing the draft report within 180 days.

The Department of Public Works requests that the Select Board authorize the Town to proceed with Underwood Engineers' proposed \$53,390 engineering study to evaluate sludge dewatering and local disposal options. This study would be funded by existing Enterprise Funds.

Authorization at this stage will allow the Town to obtain the technical, operational, and financial information necessary to determine whether a future dewatering project is warranted.

Cc: Nicole MacStay, Town Administrator
Nate Brown, Utilities Superintendent