

REV: 8/25/05  
REV: 5/22/08  
REV: 7/12/08  
REV: 4/11/09  
REV: 5/11/09

MOUNTAIN LAKES DISTRICT  
WATER DEPARTMENT TARIFF  
HAVERHILL, NEW HAMPSHIRE

Adopted this 12<sup>th</sup> day of December, 1992

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## SERVICE AREA

The territory authorized to be serviced by the Water Department and to which this tariff applies is as follows:

Limited areas of the towns of Bath and Haverhill, New Hampshire, namely the Mountain Lakes District and that portion of the Town of Bath included as part of the original Mountain Lakes subdivision development, as shown on the map attached as Enclosure 1 and made part of this Tariff.

A Portion of the Town of Bath originally established as part of the Mountain Lakes Subdivision.

## DEFINITIONS

1. The word “premises” as used herein shall be restricted to the following:
  - a. A building under one roof owned or leased by one customer and occupied as one residence or place of business.
  - b. A combination of buildings owned or leased by one customer, in one common enclosure, or occupied by one family, or one corporation or firm as a residence or place of business.
  - c. Each unit of a multiple house or building separated by a solid vertical partition wall, occupied by one family, or one firm, as a residence or place of business.
  - d. A building owned or leased by one customer having a number of apartments, offices, or lofts which are rented to tenants, and using in common one hall and one or more means of entrance.
2. The word “Department” as used herein shall refer to the Mountain Lakes Water Department.

## TERMS AND CONDITIONS

1. Application for Service:
  - a. Application Form: All applications for water service must be made in writing on a form provided by the Department (see enclosure #2). The original application for service must be made by the property owner or occupant at least three (3) working days in advance. A water connection fee of \$1,200.00 must accompany the application.
  - b. Original Water Connection Fee: The applicant who requests the initial connection between the Department's main and a building on the applicant's property must pay a water connection fee of \$1,200.00 at the time the application is submitted.
  - c. Arrears: The Department will not enter into any agreement with an applicant who is in arrears or has payment due from his former or current residence.
  - d. Contract: The accepted application shall constitute a binding contract between the Department and the applicant; thus obligating the applicant to pay all rates as established by the Department and comply with the terms and conditions of this Tariff. Additionally, the rendering of service by the Department and its use by the customer shall be deemed a contract between said parties and subject to all provisions of the Department's tariff.
  - e. Limitation of Service: Applications for service installation will be accepted subject to the condition that a main exists in a street or right-of-way abutting on the premises to be served. The contract in no way obligates the Department to extend its main to service the premises under consideration.
  - f. Liability: When a prospective customer has made application for new service or has applied for the reinstatement of an existing service, the Department assumes that the piping and fixtures which will be utilized in the provision of that service are in order to receive same. The Department or the Department's sub-contractors will not be liable for any accident, breaks, leakage, or freezing of water pipes or fixtures in connection with the supply of water or failure to supply same beyond the curb stop.

2. Service Connections:

- a. Department Service Pipe: The service connection from the main to the property line will be installed by a contractor identified by the Department as acceptable.

The service connection from the main to the foundation wall will be laid on a minimum of twelve (12) inches of sand. Under no circumstances will this connection be covered until it has been inspected by a member of the Department. Additionally, the connection will be covered by an additional twelve (12) inches of sand. This covering sand will be on site at the time of inspection by a member of the Department, to ensure compliance. All fill material covering the connection shall be tamped mechanically. Road surface above any water connection shall be restored to its original condition. There will be no deviation from this policy. The contractor is liable to dig up the connection should it be covered without inspection and approval from the Department or its authorized representative. Under no circumstances will water service be turned on by the Department unless this has been complied with.

- b. Use of Curb Stop: Curb stop shall not be used by the customer or his agent for turning on or shutting off the water supply. The control of the water supply by the customer shall be by means of a separate stop, located just inside the building wall, in general. Curb stops are for the exclusive use of the Department. Violators of this policy will be assessed a \$50.00 charge.
- c. Equipment Furnished by the Department: The Department will furnish the following equipment: corporation stop, curb stop, and box. All service pipe to the premises shall have a minimum cover of at least five and one half (5 ½) feet. All service connections shall be “k” copper not less than three-fourths (3/4) inch inside diameter or 200 psi pvc copper tubing size (cts), (no splicing with this product) with a 12 gauge or heavier tracer wire. Consult with the dept. for proper sizing of service line.
- d. Customer’s Service Pipe: The service pipe to the premises shall be installed at the expense of the customer from the Department’s main to the building on the premises. At the time of installation, the customer shall employ a competent plumber, satisfactory to the Department, to complete the work. The minimum pipe size and cover

shall be approved by the Department and installed in accordance with Department requirements. Water service will not be initiated until all defects have been remedied. The service pipe between the property line and the premises as well as all piping and fixtures inclusive shall be maintained by the customer and serviced by a competent plumber in a manner satisfactory to the Department.

- e. Joint Use of Trench: No service pipes shall be laid in the same trench with a gas pipe, sewer pipe or any other facility of a public utility, or within ten (10) feet of any open excavation or vault or in violation of State Standards.
- f. Separate Services: On future installations or reinstallations of service lines, only one (1) premise will be supplied through one (1) service line.
- g. Temporary Service Connection: Temporary service is service provided to any premise not having a permanent foundation such as construction, gardens, or other temporary uses. The entire cost of installation from the nearest available main, plus maintenance, shall be paid for by the customer.
- h. Ball Valve/Depth of Pipe/Pressure Regulators: Every service must be provided with a three-quarter (3/4) inch ball valve easily accessible and located inside the building near the service entrance. All piping shall be below freezing and shall be so arranged as to permit draining whenever necessary. A pressure regulator with a minimum of 200 psi is required as well as a back flow pre-venter.
- i. Frozen Services: When a customer requests that the Department thaw a frozen service pipe, or the Department deems this work necessary as a provision of service, the cost of this repair will be the responsibility of the customer, if the Department determines that the frozen pipe is within the boundaries of the customer's property.

### 3. Winter Construction

- a. Ordinarily no new service pipes or extensions of mains will be installed during winter conditions (when frost is in the ground) unless the customer shall defray all extra expense occasioned by such installation. In general, an additional fee of \$100.00 will be added to

the hookup charge of \$1,200.00 or any installation completed after November 15.

4. Maintenance of Plumbing

- a. Customers shall maintain the plumbing and fixtures within their own premises in good repair and free from leaks and freezing (see paragraph 6 “Use of Water,” a. “Water, and Leaks”). Failure to do so may result in service being disconnected. Any relocation of the service pipe on a customer’s premises due to change in grade or otherwise shall be at the customer’s expense. The Department shall not be responsible for maintenance of or for any damage incurred by water escaping from the service pipe or any other pipe and fixtures on the outlet side of the curb stop. The customer shall at all times comply with State and municipal regulations and make any changes necessary for compliance.

5. Hot Water Tanks

- a. All customers having hot water tanks, boilers, or attachments on their premises, which depend upon pressure, quantity, or quality of the water in the Department’s mains, are cautioned against the possible danger of collapse or other damage to their equipment caused by loss of water pressure in the street main. All such damage must be borne exclusively by the customer.
- b. The Department, in compliance with the State Plumbing Code, requires that all pressure hot water tanks or appliances have properly installed atmospheric type vacuum breaker (anti-siphon valve) to prevent damage should it become necessary to shut off water in either the street mains or service pipe. Services will be provided to such direct pressure installations only at the customer’s request and in no case will the Department be liable for any damage occasioned thereby.

6. Use of Water

- a. Waste and Leaks: Customers on flat rates must prevent all unnecessary waste of water. The running of water any longer, than necessary for proper use or to prevent freezing is not allowed. Water will not be supplied for any continuous flow device. The Department will determine what constitutes waste or improper use and will restrict

same when necessary. Violators will incur a charge of \$100.00 plus the cost of any repairs to the Department's equipment or facilities.

- b. Restricted Uses: When necessary to conserve supply, the Department may restrict or prohibit the use of hand hose, lawn sprinklers, air conditioning equipment, and/or other non-essential water use.
- c. In the interest of public health, the Department will not permit its main or services to be connected on any premises with any service pipe which is connected with any other source of supply. Nor will the Department permit its mains and service pipes to be connected in any way to piping, tanks, vats or other matter, which may flow back into the Department's service pipes or mains, and consequently endanger the water supply. The authorized agents of the Department shall have the right of access at all reasonable hours, to the premises supplied with water, for the purpose of observing the manner of using water, examining fixtures and pipes, and for any other purpose which is proper and necessary during the conduct of Water Department business.

7. Cross-Connections

- a. No cross-connections between the public water system and any non-potable supply will be allowed. No connection capable of causing back-flow between the public water supply system and any plumbing fixture, device or appliance or drains will be permitted. If the Department discovers such a connection, service will be disconnected immediately and a charge of \$100.00 will be assessed to the customer.

8. Tampering

- a. All gates, valves, shutoffs, and standpipes which are the property of the Department shall not be opened, closed or tampered with in any way by a person other than an authorized agent of the Department. Violators will incur a charge of \$100.00 per day.

9. Department Liability

- a. The Department will not be responsible for any damage caused by shutoffs in the mains or service pipes because of shortage of supply, repairs, or construction or for other reasons beyond the control of the Department. No refunds to customers will be made unless the



interruption is in effect for a continuous period in excess of ten (10) days, in which case a proportional refund will be made. Notice of shutoff will be given when practical; however, nothing in this rule shall be construed as requiring giving such notice.

- b. The Department will not be responsible for damage caused by dirty water, which may be occasioned by periodic cleaning of pipe, reservoirs or standpipes, the opening or closing of any gate valves or hydrants. Additionally, the treatment of water with chlorine or other chemicals that harm a customer's property in any way and which may not be attributed to a lack of reasonable care will not be the responsibility of the Department.

10. Private Fire Protection (Sprinkler System)

- a. Application: Application of private fire service must be on forms acceptable to the Department and must be accompanied by a plan of the proposed piping system, together with a statement telling for what other purpose the system might be used.
- b. Acceptance of Application: An application for private fire protection service will not be accepted unless the existing mains, storage, supply, and other facilities of the Department are entirely adequate, in the opinion of the Department, to provide the service requested without detriment to any existing service or planned future services. In general, the Department facilities have not been designed and constructed to provide fire protection service. If an application for private fire protection is accepted by the Department, it shall constitute a contract as provided under Section 1 "Application for Service" of these terms and conditions.

11. Water Service Pressures

- a. In certain areas of the territory served by the Department, the normal operating pressure in the mains and provided to the service connections may be as high as 200 psi (pounds per square inch). The customer will be responsible for ensuring all piping and fixtures which may subject to full pressure are adequate to withstand such pressure. Further, if any piping, fixtures, hot water tanks, or other devices to be supplied by the service required lower pressure than that which is supplied, then the customer shall install and maintain a suitable pressure-reducing device at his own expense. The

Department requires such a device as well as a vacuum break. The Department will not be liable for any damage arising from the pressure of water supplied to the service connection.

- b. The district water system cannot supply water above the hydraulic grad line elevation of 1,080'. Consult with department to verify before building.

## 12. Payment for Service

- a. Bill and Billing Period: The billing period is from April 1 to March 31 of the following year. The amount of the general service annual rate and the outside district boundaries rate are determined at the Annual District Meeting. The outside district boundaries rate has been determined to be equal to the district rate when adjusted for taxes. It is calculated in accordance with the PUC order No. 24,880 from July 28, 2008. The rate includes the general service annual rate plus an additional calculated rate-using appendix A, Out of District Calculation Sheet and Table 1.1. An invoice will be sent to both district and out of district customers requesting payment in full. Payment shall be made within thirty (30) days of receipt of the bill. The Commissioner's may set a payment schedule that differs from the one payment method for water customers at the Annual District Meeting. The Commissioner's may set up payment plans on a case by case basis for extenuating circumstances. *Payment shall be made to the Department at 75 White Mountain Drive, Woodsville, NH 03785 or at the office of the Mountain Lakes District in the Community Center.*
- b. Landlord's Guarantee: The Department will not provide service to a tenant unless the landlord guarantees payment in writing.

When the Department provides service to a tenant, a copy of all bills sent to the tenant will be sent to the landlord and the real estate of the landlord shall be subject to a lien in the event of non-payment by the tenant as provided in RSA 38:22.

- c. Supplemental Bills

*In case of emergency or other unusual circumstances requiring additional revenue to assure continued water service, the Commissioners may in their discretion establish supplemental water*

*rates and send invoices to customers. Payment terms shall be the same as for annual water bills.*

- d. The customer of record shall be responsible for the payment of all service rendered by the Department to the customer's equipment, including costs of damage caused by hot water or freezing or other external causes.

13. Disconnection of Service

- a. Service may be disconnected 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. Intentional or negligent waste of water.
- 4. Tampering with Department property.
- 5. Abandonment of premises.
- 6. Cross-connection the Department's service pipe with any other supply source or other cross-connection as described in section 7.
- 7. Refusal of reasonable access to property.
- 8. Nonpayment of annual billing after the expiration of thirty (30) days from receipt of the invoice.

- b. Procedure for Discontinuing Water Service:

- 1. The Department will provide the customer with written notice of the Department's intention to discontinue water service to the premises. Notice will be sent at least twelve (12) clear days prior to the date of disconnection.

- c. Discontinuances Initiated by Customer Request

- 1. No customer whose premises was connected to the water system at the time of its acquisition by the District, or who has subsequently become connected pursuant to this Tariff, shall disconnect or terminate service, nor be relieved of the obligation to pay for service under Section 12, without the express written approval of the Mountain Lakes District Commissioners.
- 2. In determining whether to approve such a termination of service, the Commissioners may consider such factors as whether the termination is intended to be temporary or permanent, the impact

of such a termination on Department finances, whether such termination would have the effect of shifting costs to other customers, whether an alternative source of water is expected to be utilized, and if so whether the alternative source is reliable and is compliant with all applicable laws and regulations including but not limited to RSA 485-A:29 and RSA 485-A:30-b.

3. Whenever such a termination or disconnection is approved, the customer shall be responsible for that proportional share of the general service annual rate, as set forth in Section 12, for the portion of the billing period prior to the approval of the termination, unless the Commissioners for good cause make some alternative determination.
4. In accord with Section 8 of this Tariff, only the District or its authorized agent may affect a shutoff at the curb stop.
  - d. Prior to disconnection, the Department will notify an adult occupant of the premises or leave a note if no adult is at the premises stating that service has been disconnected and providing information on how service may be reconnected.
  - e. If the adult occupant offers to pay the bill in full to prevent disconnection, the employee of the Department shall either accept payment or direct the person to go immediately to the Department's office and tender payment there. Neither the Department nor the Department's employee shall be obligated to accept a Personal check. The Department employee must know the full amount of the bill that is unpaid. If there is no adult present or the adult does not tender payment as provided herein, the water service may be shut off or disconnected.
  - f. When a bill in arrears has been paid after disconnection, the Department shall restore service promptly to the premises upon request. Restoration of water service shall be made during the business hours of the day of the request. The customer shall pay \$100.00 for the restoration of service.
5. Disconnection Form:

Notice of disconnection shall be provided using the form attached as Enclosure #4.

14. Charge for Restoration of Service

- a. When water has been turned off from any premises because of a violation of the Terms and Conditions of this Tariff a charge of \$100.00 will be imposed to cover the expense of reconnecting service. This charge, together with any over-due payment, must be made prior to the water being turned on. If a customer requests that service be restored after regularly scheduled working hours, the charge will be \$175.00.
- b. As a courtesy to the customers of the Department, after a written request is received, service for one shut-off/turn-on per year will not be charged (for reasons other than violations). Thereafter, a fee of \$100 will be imposed. For District scheduling purposes the written request must be submitted a minimum of one week prior to initiating this service.”

15. Vacancy of Premises

- a. In case of abandonment of premises, the customer must notify the Department in writing of such a vacancy. If he/she fails to do so, he/she will become responsible for any damage to the property of the Department and/or the property of the customer or the customer’s landlord arising from such failures. All owners, tenants, within twenty-four (24) hours of moving out of a premise, shall notify the Department in writing of the change in occupancy. Until the Department is so notified of a change in occupancy, the customer of record will be held responsible for all unpaid invoices.

16. Right of Access

- a. Any authorized Department representatives shall have the right and be permitted access to customer’s premises at any reasonable time to inspect the plumbing, fixtures or appliances supplied with water and enforce these Terms and Conditions.

17. Extensions of Main Pipe – “Contribution Plan”

Main extensions will be made upon petition of prospective customers subject to the following conditions:

- a. Main pipe extensions shall be laid by and be the property of the Department.
- b. Highways and streets in which an extension is to be made must have been laid out, lines and grades established, rough-graded and dedicated to public use.
- c. The size of pipe shall be determined by the Department in accordance with conditions surrounding the extension, including the possibility of future expansion and fire protection.
- d. In all cases of extensions, the customer or customer group will be required to make a “contribution in aid of construction” and deposit with the Department in advance of this work an amount equal to the construction cost (exclusive of services and meters) of such extension. Such construction costs shall be based on the average installed cost of like-size mains. Mains six (6) inches in diameter and larger for which a portion of the size is specifically allocable to the provision of public fire protection shall have the cost reduced to the average installed expense of the size of mains which would be required if public fire protection were not considered. The computation of the applicable construction costs shall be revised accordingly to reflect current costs.
- e. The deposit may be apportioned among the customers to be served.
- f. If during the period of three (3) years immediately following the date of the original contract an additional customer or customers are connected to the extension made under the aforesaid conditions, the deposit requirement will be computed according to the total deposit and a pro rata refund made to the original depositors.
- g. If a continuous or lateral main extension is subsequently constructed and was supplied from the original extension upon which a deposit is still refundable, a recalculation of the customer base will be made and a refund or additional deposit will have to be assessed to the customer under the conditions outlined above.
- h. Except under unusual circumstances, the construction of main extensions will be carried on between April 15 and November 15 of each year.

- i. All costs for installation, equipment, and maintenance will be computed at current rates at time of installation.

18. General Service – Unmetered

Rate Schedule “GU”

19. Availability

This schedule is applicable to all water service in the territory except Municipal and private fire protection.

20. Character of Service

Water is obtained from deep rock, gravel wells and *Woodsville Water & Light*. The supply is chlorinated as required and is transmitted by gravity and/or pumps to the individual service pipes at a maximum pressure of 200 psi (pounds per square inch).

21. Rate – General Service

The rate for water service under this schedule is a flat charge and will vary from time to time.

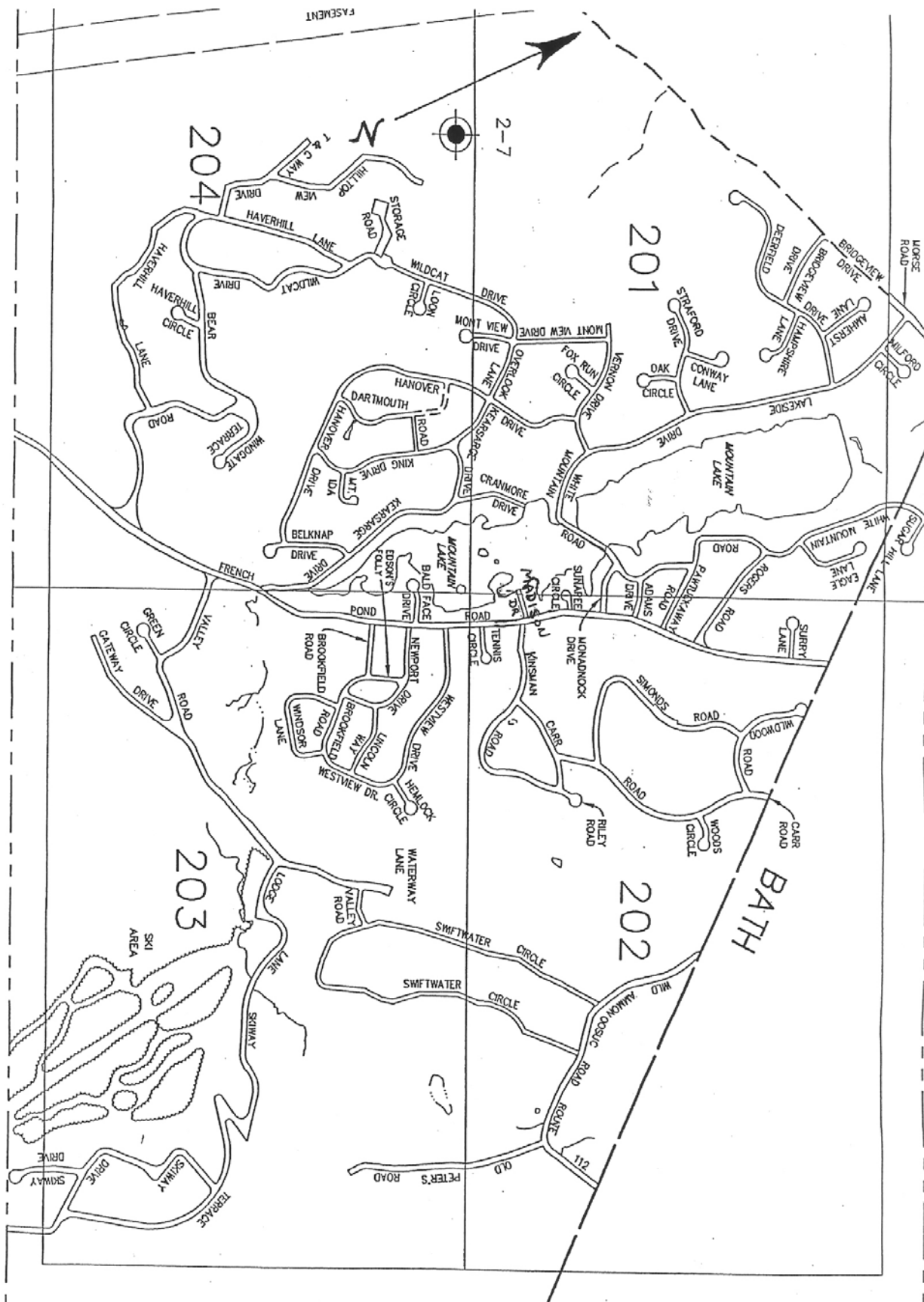
22. Terms of Payment

Payment of the annual general service rate shall be due and payable upon receipt of the annual bill. Payments received by the Department will be first applied against interest, then to past due invoices, then to current bills due.

23. Interest

One (1) percent interest will be charged per month on all accounts unpaid after thirty (30) days from the date of the receipt of the bill or twelve (12) percent per year.

# District Map





Enclosure 2

MOUNTAIN LAKES WATER DEPARTMENT  
APPLICATION FOR WATER SERVICE

**The Water Department requires 48 hours notice before a connection can be made. The Water Department will only inspect taps Monday through Thursday, but not on Friday, Saturday, Sunday or Holidays with 48 hours business days notice.**

**Call Dig Safe Before You Dig-Drill-Blast  
It's The Law!  
MA-ME-NH-RI-VT  
1-888-DIG SAFE  
1-888-344-7233**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK # \_\_\_\_\_

MOUNTAIN LAKES LOCATION \_\_\_\_\_

MOUNTAIN LAKES PHONE # \_\_\_\_\_

DATE PARTS ARE REQUIRED FOR HOOK UP: \_\_\_\_\_

NAME OF EXCAVATING CONTRACTOR \_\_\_\_\_

WHO WILL BE DOING THE TAP? \_\_\_\_\_

WHO WILL INSTALL THE WATER SERVICE? \_\_\_\_\_

DATE INSTALLED: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_

BY WHOM? \_\_\_\_\_

IS THIS A YEAR ROUND HOOK-UP?            YES \_\_\_\_\_ NO \_\_\_\_\_

Are the materials furnished by the plumbing contractor in accordance with the Mountain Lakes Water Tariff? \_\_\_\_\_

HAS A FEE OF \$1,200.00 BEEN PAID TO THE MOUNTAIN LAKES WATER DEPARTMENT?

YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

Mountain Lakes Water Department adheres to all provisions of the Mountain Lakes Water Department Tariff. I understand that as a customer of this Department, I am responsible for full compliance of these guidelines.

OWNERS SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

NOTE: Mountain Lakes Water Department is responsible for supervising the tapping, which may result in additional fees.

INSPECTED BY:

\_\_\_\_\_ DATE \_\_\_\_\_

MEASUREMENTS

DEPTH: \_\_\_\_\_ LENGTH: \_\_\_\_\_

CURB STOP MEASUREMENTS: \_\_\_\_\_

DIAGRAM:

Enclosure 3

MOUNTAIN LAKES WATER DEPARTMENT  
MOUNTAIN LAKES DISTRICT  
TOWN OF HAVERHILL, NEW HAMPSHIRE

Notice of Lien for Charges For Water Services  
Pursuant to RSA 38:22

A Notice of Lien pursuant to RSA 38:22, II(c.), for unpaid charges for water services furnished by the Mountain Lakes Water Department is hereby filed and recorded in the Grafton County Registry of Deeds as to the following real estate:

Name and Address of Property owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Real Estate Receiving Water Service:

\_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_  
Mountain Lakes, Haverhill, New Hampshire

Total Amount of Bill: \$ \_\_\_\_\_

Date of Unpaid Water Service Bill: \_\_\_\_\_

The amount of the last unpaid bill as set forth above, together with interest at the rate of 12%, is due and owing to the Mountain Lakes Water Department, Mountain Lakes District.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

Mountain Lakes Water Department, Mountain Lakes District  
Board of Commissioners

\_\_\_\_\_

\_\_\_\_\_

Enclosure 4

MOUNTAIN LAKES WATER DEPARTMENT  
MOUNTAIN LAKES DISTRICT  
TOWN OF HAVERHILL, NEW HAMPSHIRE  
75 WHITE MOUNTAIN DRIVE, WOODSVILLE, NH 03785

(603) 787-6180

DISCONNECT NOTICE

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Customer

---

---

(address of Customer)

---

---

(address of premises affected)

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1. DATE OF DISCONNECT: \_\_\_\_\_

2. REASON FOR DISCONNECTION: \_\_\_\_\_

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3. MANNER BY WHICH THE CUSTOMER MAY QUESTION OR  
CONTEST REASON FOR DISCONNECT:

A. If you wish to question the disconnect, you may call or write the Mountain Lakes District Water Department. You must do this prior to the disconnect notice.

4. RECONNECTION CHARGE: Pursuant to Section 15 of the Mountain Lakes District Water Department Tariff, a charge of \$100.00 is due before water service is restored.

Mountain Lakes Water Department  
Board of Commissioners

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Mountain Lakes District

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**Appendix A**

<b>Procedural Formula to bill Bath (out of District) Water Service District Charge</b>		<b>Sample 2008 Budget</b> <i>*Also see "worksheet 1" attached</i>
<b>Step 1</b>	<b>Determine</b> the allocation amount of district Water expenses using steps A-D below.	
	<b>A</b> Take 50% of the apportioned accounts in the current District budget (see table 1.1 for accounts)	\$56,268.50
	<b>B</b> Add in the 100% accounts from the District Budget (see table 1.1 for accounts)	\$79,412
	<b>C</b> Take the current Social Security and Medicare percentage of the apportioned payroll (see table 1.1 for accounts) plus the water department payroll - equals iii	\$3,309.38
	<b>i</b> (5010-1+2013-1+2-5098) * current social security rate	19246.50+1250+22763*.062 =2,682.06
	<b>ii</b> (5010-1+2013-1+2-5098) * current Medicare rate	19246.50+1250+22763*.014 5=627.32
	<b>iii</b> i + ii = iii	\$3,309.38
	<b>D</b> Add A+B+C= District portion of Water Expenses	<b>\$138,989.88</b>
<b>Step 2</b>	<b>A</b> Find the valuation for Haverhill	49,465,100
	<b>B</b> Find the valuation for Bath (out of District)	<b>2,170,100</b>
	<b>C</b> Total Valuation for Mountain Lakes A+B=	51,635,200
<b>Step 3</b>	Find the percentages allocated to Haverhill and Bath (out of District). Do this by adding both valuations together and finding the proportion of each.	
	<b>A</b> Haverhill	49,465,100/51,635,200 =95.8%
	<b>B</b> Bath (out of District) round to the nearest tenth of a percent	2,170,100/51,635,200 = <b>4.2%</b>
<b>Step 4</b>	Find the dollar amount allocated to Bath. Multiply answers from Step 3B and Step 1D.	\$138,989.88*4.2% = <b>\$5,837.57</b>
<b>Step 5</b>	Determine the debt service fees for the Bath (out of district users) Mountain Lakes customers by dividing the Step 4 answer and the total number of homes in	\$5,837.57/16 = \$364.85 <b>\$365.00</b>
<b>Step 6</b>	On the water dept budget, place this figure as an expense to the District. Multiply the number of homes in Bath by Step 5 answer.	16* \$365 = <b>\$5,840</b>
<b>Step 7</b>	Add a revenue item in the District budget to equal the amount in Step 6.	<b>\$5,840.00</b>

**Table 1.1**

**Mountain Lakes Proposed Distribution of District Water Costs of “All Water Customers”**

50% Basis Accounts	100% Basis Accounts	Current percentage for Medicare and Social Security. Payroll in 50% basis accounts plus water dept budgeted payroll
5002-1 - Commissioner	5036-1 - FPR Bond	5026-1 - Fica Expense-Gen.
5004-1 - Treasurer	5037-1 - WGBS Water Bond	Social Security
5006-1 - Clerk	5035-1 - Dam Loan	Medicare
5008-1 - Moderator	5079-1 - Capital Reserve-Water	
5010-1 - Office Manager	*And any other loans in the future that will be used for the Water System	
5013-1 - Maintenance Assistant		
5028-1 - UE Insurance		
5030-1 - Worker’s Comp		
5034-1 - TAN Loan		
5040-1 - Legal Expense		
5042-1 - Audit Expense		
5048-1 - Office Supplies		
5051-1 - Telephone-Gen.Op		
5052-1 - Electricity-Gen.Op		
5054-1 - Fuel/Propane-Gen.Op		
5056-1 - Printing/Ad-Gen.Op		
5058-1 - Water Charge-Gen.Op		
5060-1 Consulting/Train-Gen.		
5061-1 - Education Assistance		
5062-1Fees/Registration-Gen.		
5064-1 Facility Oper -Gen.Op		
5065-1 - Snow Plow/Lawn Mow		
5070-1 - Shop/Supplies-Gen.Op		
5072-1 - Equip.Purchase-Gen.Op		
5076-1 - Building Maint-Gen.Op		
5078-1 - Equip.Maint-Gen.Op		

**Definitions:**

**Total Valuation “out of district users”** – Total valuation for out of district users is the total property tax valuation as determined by the town in which the out of districts users reside. These properties contain the original Covenants and Easements from Town and Country in their deeds. This consists of properties with and without structures.

**Provide Notification of Meetings and Budget to “out of district users”-**

- 1) Once the meeting dates are established for discussing the budget, issuing a letter to each Bath customer advising them of those dates.
- 2) Indicating in that letter that copies of the budget can be obtained either through MLD's website or by stopping by the MLD office.