TOWN OF BELMONT
SEWER DEPARTMENT

RULES & REGULATIONS

An Ordinance for the Operation and Maintenance of the Belmont Municipal Sewer System

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1. GENERAL INFORMATION

Pursuant to RSA 149-1:6 and RSA 147: 1, the Board of Selectmen of Belmont hereby enacts and ordains the following Rules and Regulations. The Rules and Regulations herein set forth are established by the Board of Selectmen of the Town of Belmont as necessary or desirable for the efficient operation of the Belmont Municipal Wastewater System and to safeguard the public health and safety of the people of Belmont.

This ordinance is not intended to replace or repeal the International Plumbing Code (latest adopted Edition) or any other code, ordinance, regulation or lawful requirement of the Town of Belmont. Where provisions of two or more local codes, ordinances, regulations or lawful requirements are in conflict, the one that imposes the higher duty or stricter requirement shall govern.

The Board of Selectmen of the Town of Belmont hereby authorize the Belmont Department of Public Works, Health Officer and/or Code Enforcement Officer to be responsible for the enforcement of this ordinance, for issuing permits and inspection as provided herein.

2. DEFINITIONS

Unless the context specifically and clearly indicates otherwise, meaning of terms and phrases used in this ordinance shall be as defined in the International Plumbing Code 2009 (IPC 2009) or as defined herein:

A. Bond is a surety bond, bank check, letter of credit, or cash in a form approved by the Town.

B. Installer is a person, persons, partnership or corporation who connects public or private structures to the municipal sewer system.

C. Board of Selectmen is the duly elected Board of Selectmen of the Town of Belmont, NH.

D. Department of Public Works is the Town Department appointed by the Board of Selectmen to operate and maintain the municipal sewer system.

E. Town Clerk is the duly elected Clerk of the Town of Belmont

F. Connection Fee is the cost to connect to the municipal sewer and/or the Winnipesaukee River Basin Program (WRBP) sewer system.

G. Private Wastewater Collection System is a service connection that collects wastewater from more than one user and may include gravity sewers, manholes, pumping stations, force mains, and other infrastructure that collects and conveys wastewater to the public sewer.

H. Seasonal Unit is a summer cottage, camp, RV, or manufactured home that cannot be occupied more than 180 days per year. No new seasonal units will be permitted. When any

seasonal unit other than an RV is replaced, it shall be a year-round service and installed to the current specifications.

I. Publicly Owned Treatment Works (POTW) means a "treatment works" as defined by Section 212 of the Clean Water Act as amended, the components of which are owned by the New Hampshire Department of Environmental Services or the Town of Belmont, NH including sewer mains, pumping stations, the WRBP wastewater treatment plant, interceptor sewers, any device or systems used in the collection, storage, treatment, recycling or reclamation of sewage or industrial wastes of a liquid nature, any conveyances which convey wastewater to the treatment plant, and appurtenant facilities essential to the operation of the entire system.

Additional definitions are incorporated herein to the extent relevant, being those contained in Env-Wq 1202 and Env-Ws 904 or superseding NH Administrative Rules governing wastewater systems. The most current New Hampshire Administrative Rules (Rules) are available on the Department of Environmental Services (DES) website.

3. ADMINISTRATIVE RULES

The Belmont Board of Selectmen hereby adopts and incorporates herein to this ordinance the New Hampshire Administrative Rule, Chapter Env-Wq 1200, et seq., Winnipesaukee River Basin Program (WRBP) and Env-Ws 904, et seq., Standards for Pretreatment of Industrial Wastewater, and all rules and laws referenced therein.

All sewer users in Belmont shall conform to all requirements of this ordinance, Env-Wq 1200, et seq., and Env-Ws 904, et seq. as may be necessary and shall provide to the Town of Belmont any and all information required by the WRBP or DES described therein. It is the responsibility of the sewer user to comply with all applicable federal, state and local regulations, rules, or laws.

4. CONNECTIONS TO BELMONT MUNICIPAL SEWER SYSTEM

A. Permitting:

1. No person shall uncover, connect with, make any opening into, alter, or disturb in any manner any public sewer or any part of the sewer or service connection without first obtaining a written sewer connection permit from the Town of Belmont.

2. The applicant shall pay all required sewer application fees, application review fees (if applicable) and provide all supporting information requested by the Town at the time of the application for the application to be found administratively complete including, but not limited to:

a. The name, mailing address, email address and daytime telephone number of the applicant;

b. The location where the connection to the sewer system is to be made;

c. The estimated date of the service connection;

d. The name, mailing address, email address, and daytime telephone number of the contractor installing the service connection;

e. Plans or drawings showing the details of the service connections. All pumping stations, force mains, gravity sewers 8" diameter and larger and manholes shall be designed and stamped by a Registered NH Professional Engineer in good standing;

f. Wastewater flows and loads associated with the service connection;

g. WRBP Commercial Discharge Permit Application and supporting information (if applicable); and

h. WRBP Industrial Discharge Permit Application and supporting information (if applicable); and

i. WRBP Sewer Connection Permit Application and supporting information (if applicable).

Note: Any application is considered administratively complete only when all the required information is submitted as determined by the Town.

3. Within 60 days of receipt of an administratively complete sewer connection permit application, the Town will approve the application and issue a sewer connection permit if:

a. The information submitted pursuant to B above is complete and appears to be accurate; and

b. If constructed and operated as specified in the application, the connection and discharge will comply with all applicable requirements of these rules and Env1200 and Env-700, et seq. ; and

c. The Town has the ability to accommodate the proposed sewer connection, and

d. The proposed connection in the opinion of the Town will not adversely affect the Town, will not place the Town at risk, and is in the best interest of the Town, and

e. Certificate of insurance for the Contractor has been submitted; and

f. Fees, escrows, and security (bond, etc.) have been paid; and

g. All necessary WRBP permits and permissions have been obtained and all applicable fees paid.

4. If the Town finds that the conditions pursuant to C above have not been met, the Town may request additional information from the applicant that the Town deems necessary to complete review the permit application re-starting the 60-day review process.

5. Upon issuance of the sewer connection permit, the applicant shall obtain all necessary Town, State and Federal (when applicable) permits to work in Town roadways and/or rights of way (ROW) and provide all associated insurance, surety and escrow prior to commencement of any work related to the installation of the new sewer connection.

6. The applicant shall also obtain all necessary permits and permissions from the Winnipesaukee River Basin Program (WRBP) prior to commencement of any work related to the installation of a new sewer connection.

7. Any person proposing a new discharge or an increase of more than 20 percent beyond limits previously permitted in the volume or character of pollutants that are being discharged to the POTW or is proposing to replace or enlarge an existing service shall first obtain a sewer connection permit from the Town of Belmont as described in the process above and conform to the requirements of Env-Wq 1203.09 prior to making any changes to the discharge to the POTW.

B. Connections:

1. The installer or the property owner must obtain a permit from the Town of Belmont prior to any work. See Section 4-A for permitting requirements.

2. All improved properties or existing septic systems within 250 feet of a public sewer or any private sewage collection system shall connect to the public sewer or private sewage collection system within 90 days after the public or private sewer is operable. The distance shall be measured in a straight line from the closest part of any structure which contains plumbing, or any part of a septic system tank or distribution box, to the nearest public sewer main.

3. The service connection shall begin at the sewer main. The property owner shall maintain, repair, or replace each service connection for each improved property so as to ensure that the service connection functions in a sanitary and safe operating condition; prevents all entry of groundwater, foundation drain water, stormwater, and other non-sanitary flow to the public sewer and POTW; and conforms to all applicable local, state, and federal standards.

Any service connection found to not meet these requirements shall be repaired at the owner's expense in a manner approved by the Town.

4. Service connections shall have a cleanouts with watertight caps and covers installed at the edge of the ROW and at intervals no greater than 150 feet.

5. When a service connection is to serve a school, hospital, public housing, or similar institutional, or is to serve a complex of industrial or commercial buildings, or is a force main, or which in the opinion of the Town will receive sanitary sewage or industrial wastes of such volume or character that frequent maintenance or monitoring may be required; such service connection shall be connected to the POTW through a manhole. The Town shall determine if and where this type of connection to the public sewer is required and whether this connection can be made into an existing manhole or whether the applicant shall install a new manhole in the public sewer.

6. Also see requirements of Env-Wq 1203.03, Env-Wq 1203.04, Env-Wq 1203.05, Env-Wq 1203.06, Env-Wq 1203.07, and Env-Wq 1203.08 previously included by reference.

C. Pretreatment Facilities:

1. Users shall provide wastewater treatment as necessary to comply with all limits, prohibitions, and requirements set out in this ordinance within the time limitations specified by federal, state and local law, whichever is more stringent. All facilities required to achieve and maintain compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to and accepted by the Town, Winnipesaukee River Basin Program (WRBP), and New Hampshire Department of Environmental Services (NHDES) before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Town and WRBP.

2. Whenever deemed necessary to protect the POTW and determine the user's compliance with the requirements of this Ordinance, the Town may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams, and such other conditions as may be necessary.

3. The Town may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. An Industrial Discharge Permit may be issued solely for flow equalization.

4. Grease, oil, and sand interceptors shall be provided at the owner's expense when, in the judgment of the Town, these devices are necessary for the preliminary treatment of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the Town and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense. The owner shall be responsible for the proper removal and disposal by appropriate means of the captured materials and shall maintain records of the dates and means of disposal, which shall be subject to periodic review by the Town. Any removal and hauling of the collected materials shall be performed by licensed waste disposal firms. Cleaning of grease traps and grease interceptors shall be performed in accordance with manufacturer recommendations, but at a frequency of no less than weekly for internal grease traps and quarterly for external grease interceptors.

5. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter and alarm and/or other controls required by NHDES or the WRPB.

6. Where pretreatment or flow equalizing facilities are provided or required for any waters or wastes, these devices shall be maintained continuously to ensure satisfactory and effective operation by the owner at his expense.

D. Prohibited Connections and Discharges:

1. No person shall connect roof down spouts, exterior or interior foundation drains, or other sources of surface water run-off or groundwater directly or indirectly to a public sewer.

2. No person shall connect building floor drains directly or indirectly to a public sewer, unless all discharges from the floor drains will be pretreated in accordance with all applicable federal, state and local requirements.

3. The owner of a private sewer or sewer lateral shall be responsible for maintaining and repairing any defect or illicit connection in the sewer lateral or private sewer that allows or could allow surface water run-off or groundwater directly or indirectly to a public sewer at no expense to the Town.

4. WRBP Prohibited Discharges: Also refer to the current WRBP Env-Wq 1203.12 Prohibited Discharges Rules adopted herein through reference.

5. WRBP Prohibited Connections: Also refer to the current WRBP Env-Wq 1203.04 Prohibited Connections Rules adopted herein by reference.

6. Approval of Special Discharges of Limited Duration: Any person proposing to discharge, as one-time or otherwise limited duration to the POTW shall conform to the current WRBP Env-Wq 1203.13 Approval of Special Discharges of Limited Duration rules adopted herein through reference and shall provide all required information to the Town and obtain permission in writing from the Town and the WRBP prior to making any such discharge.

5. PRIVATE SEWERS

A. New Construction:

1. No new private wastewater collection systems shall be constructed in Belmont. All new wastewater collection systems shall be within public rights of way or within easements acceptable to the Town and shall become public sewers in accordance with Section 6 of this ordinance.

2. Where a public sanitary sewer is not available under the provisions of Section 4-B-2 the building sewer shall be connected to a private wastewater disposal system(septic) complying with the provisions of RSA 485-A, or revisions thereto, of the State of New Hampshire rules, regulations, standards, and procedures promulgated thereupon. Before commencement of construction of a private wastewater disposal system, the owner(s) shall first obtain design approval from NHDES.

3. The owner(s) shall operate and maintain the private wastewater disposal facilities in a sanitary manner at all times, at no expense to the Town. At no time shall any quantity of industrial discharge per Env-Wq 1202.27 be discharged to a private, sanitary sewage disposal facility.

4. At such time as a public sewer becomes available to a property serviced by a private wastewater disposal system as provided in Section 4-B-2, any existing private wastewater disposal facility shall be abandoned in a manner acceptable to the Town. All portions of the service shall conform to current local, state and federal standards and the Town reserves the right to inspect any and all portions of the service and buildings at the owner's expense prior to allowing connection to the POTW. The owner shall be responsible for replacing any portion of the sewers determined to be deficient by the Town at no expense to the Town and convey ownership to the Town with appropriate easements those portions of the sewer that the Town determines to be appropriate.

5. Properties serviced by a private wastewater disposal system required to connect to a new sewer per Section 4-B-2 and abandon the existing wastewater disposal facility as provided in Section 5-A-4, may petition the Town to delay connection to the public sewer if the system is in good working condition with documented NHDES approval, and is in conformance with all federal, state and local permits and approvals.

B. Existing Private Wastewater Collection Systems:

1. Private wastewater collection systems in Belmont shall submit required information to the Town, pursuant to Section C. Operation and Maintenance of the Sewer System of NPDES Permit No. NH0100960, which Permit is incorporated by reference into the regulation herein.

2. Private wastewater collection systems shall conform to all the requirements of this ordinance and Env-Wq 1200, et seq.

3. Private wastewater collection systems shall operate and maintain their system in accordance with the standards and requirements of the Town's most recent version of the Wastewater Collection System, Preventative Maintenance and Sewer Overflow Response Plan.

4. Private wastewater collection systems shall identify the owner of the system. The owner shall be ultimately responsible for all operation, maintenance, regulatory reporting, regulatory action, and fines associated with the private wastewater collection system. Any regulatory action taken against the Town due to the action or inaction of the owner of the private wastewater collection system shall become the responsibility of the owner of the private system.

5. Pursuant to NPDES Permit No. NH0100960 of which the Town of Belmont is a co-permittee, all private wastewater collection systems in the Town of Belmont shall conform to the requirements of Part I.B. Unauthorized Discharges, Part I.C. Operation and Maintenance of the Sewer System, and Part I.D. Alternate Power Source of NPDES Permit No. NHOI 00960 and provide such required information to the Town including but not limited to:
    a. Maintenance Staff
    b. Preventative Maintenance Program
    c. Infiltration/Inflow
    d. Collection System Mapping
    e. Collection System Operation and Maintenance Plan
    f. Annual Reporting Requirement

6. The following existing service connections have been determined to be private wastewater collection systems and are subject to the requirements pursuant to this section:
    a. Great Brook Park
    b. Pine Gardens Park

c. Wilcom/Northland
d. Belknap Marketplace (formerly Mall)
e. Ladd Hill Mobile Home Park
f. Solar Village
g. Mallards Landing
h. Sun Lake Village
i. Winnisquam Beach Campground
j. Cates Mobile Home Park
k. Dutile Shore Road

C. Petition for Town Acceptance of Existing Private Wastewater Collection Systems:

1. The owner of an existing private wastewater collection system may petition the Town to accept ownership of the private system.

2. The owner of the private wastewater collection system shall be responsible for all costs associated with the petition, review fees and conditions for Town acceptance.

3. As part of the petition process, the owner shall provide the Town with a Condition Assessment Report written and stamped by a NH Professional Engineer that includes, but is not limited to the following information in a form acceptable to the Town:
    a. Gravity sewer closed circuit television (CCTV) inspection, testing and assessment
    b. Manhole inspection, testing and assessment
    c. Pumping station inspection, testing and assessment
    d. Force main inspection, testing and assessment
    e. Evaluation of private sewer connections
    f. Date of installation, age of equipment
    g. Maintenance records
    h. Infiltration and Inflow (1/1) potential and estimates

4. The Condition Assessment Report shall be used by the Town to determine the conditions under which the Town would consider acceptance of the private wastewater collection system including required system improvements, upgrades, repairs, and replacements.

5. The owner of the private wastewater collection system shall provide the Town with all necessary easements.

6. Until ownership of the private wastewater collection system is officially transferred to the Town, the Town is under no obligation to accept the sewers and reserves the right to refuse acceptance at any time for any reason.

7. The Town may assess special sewer user fees and surcharges, as required.

6. MUNICIPAL SEWER IMPROVEMENTS AND ADDITIONS

A. Sewer line extensions shall be designed by a professional engineer registered and licensed in the State of NH, constructed to current local, state and federal standards and shall become the property of the Town upon completion, acceptable operation, and formal acceptance by the Town or its designated agent, subject to Env-Wq 1203.09.

B. The size and type of the sewer extension shall be determined by the Town in accordance with conditions surrounding the extension, including the possibilities of future expansion.

C. The entire cost of additions or improvements to the municipal sewer system and any of its components or appurtenances which are necessary to serve a specific proposed development project shall be constructed and paid for by the developer including the costs for full-time observation by the Town or a Town designee during construction and any costs the Town incurs to review the design plans for the proposed extension. This may include downstream impacts as determined by the Town.

D. The sewer must pass a leakage test, mandrel test, and CCTV inspection approved by the Town before any services are connected thereto and acceptance by the Town.

E. The petitioner shall provide the Town with three copies of the "as-built" record drawings in a format acceptable to the Town, stamped by a professional engineer registered and licensed in the State of NH or surveyor registered and licensed in the State of NH prior to the Town's acceptance of the sewer main.

F. There shall be no reimbursement to the sewer line petitioner(s) when abutters connect to the sewer line extension.

G. Upon completion and acceptance by the Town, ownership of such additions or improvements shall be conveyed to the Town by bill of sale, warranty deed or other appropriate written instrument and shall become part of the municipal sewer system of the Town of Belmont.

7. POWERS AND AUTHORITIES OF INSPECTORS

A. The Town shall investigate instances of noncompliance with this ordinance.

B. All users discharging to the Town's POTW shall allow access by Town personnel or WRBP personnel as per Env-Wq 1205.17 ("Inspector(s)") for the purpose of determining whether the user is complying with all requirements of this Ordinance, or any Industrial Discharge Permit or order issued hereunder. Users shall allow the Inspector(s) ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying,

and the performance of any additional duties. Town inspectors shall provide reasonable written notice of at least 48 hours prior to their inspection, unless the Town determines that under the circumstances an immediate inspection is necessary, in which case notice shall be provided as appropriate unless for good cause or emergency situations none is given. All users shall grant unrestricted access with or without advance notice to WRBP, NHDES and EPA personnel pursuant to Env-Wq 1205.17.

C. Unreasonable delays in allowing the Inspector(s) access to the user's premises shall be a violation of this Ordinance.

D. While performing the necessary work on private properties referred to in this Section, the Inspector(s) shall observe all safety rules applicable to the premises established by the user. The user shall be held harmless for injury or death to the Inspector(s), except as such may be caused by negligence or failure of the user to maintain safe conditions.

E. Nothing herein shall prevent or preclude the Town from obtaining an administrative search warrant to carry out its obligations hereunder when it deems such measure appropriate.

8. SEWER UNITS, CHARGES AND COLLECTIONS

A. Sewer Units and Charges:

1. To achieve reasonable fairness in the funding of the original and subsequent construction costs and associated debt, the Town of Belmont establishes rates that include debt, operation, maintenance, and eventual replacement of the system.

2. The user rates are updated periodically, and the current user rates are provided on the Belmont Sewer Department Fee Schedule at belmontnh.gov.

3. Since much of the sewer system is unmetered, user rates are based on unit charges for service. A unit is assumed to be discharging no more than 15,000 gallons per quarter. Unit definitions are as follows:

   1 (One) Unit Charge:
   - Each Dwelling Unit (House, camp, RV, manufactured home, ADU/apartment)
   - 20 School Students/School Employees
   - 1 Motel-Hotel unit with kitchen facilities
   - 2 Motel-Hotel Units (Double Occupancy) without kitchen
   - 10 Restaurant Seats
   - 2 Tourist/Group-Home Rooms (Double-Occupancy)
   - Campground Bathhouse (per Five Campsites)
   - 4 Tourist/Group-Home Rooms (Single-Occupancy)

- 50 Country Club Members
- 100 Church or Men's Club Members
- 1-5 Full-Time Commercial & Industrial Employees
- 1-10 Part-Time Commercial & Industrial Employees
- Gas Station
- 40 Theater or Playhouse Seats
- 1.5 Laundromat Washing Machines

0.5 (One-Half) Unit Charge:

- Every additional 5 Commercial and Industrial Employees (Full or Part-Time)

4. Additional unit charges will be applied to any property using more than 15,000 gallons of water per quarter. Water usage above 15,000 gallons per quarter will result in additional unit charges of one unit per 15,000 gallons per quarter or a portion thereof, as reported by the Belmont Water Department.

5. A seasonal campground unit rate of 50% of the total annual base rate, billed in quarterly increments has been established for existing grandfathered units to adjust the flat unit rate portion of the bill. See definition of a seasonal unit in Section 2-H.

B. Billing and Collections:

1. Address/Ownership Notification: Consumers shall be responsible for furnishing the Town with the correct address and ownership information. All changes in billing addresses or ownership information shall be in writing. Failure to receive bills due to the consumer's failure to provide correct information shall not constitute a reason for extension of time for payment.

2. The Town will issue quarterly bills with a warrant for their collection to the Town Tax Collector pursuant to RSA 149-1:11 and RSA 38:22, with quarterly periods ending on August 31, November 30, February 28 and May 31.

3. Sewer charges are due and payable on the due date at the Tax Collector's Office. Remittances by mail are sent at risk of the sender and should be accompanied by a self-addressed stamped envelope if a receipt if requested.

4. All past due sewer bills will be charged interest at the maximum rate allowed by State law. Under those State laws, the Tax Collector shall have all of the powers and remedies in the collection of delinquent sewer charges as in the collection of the local property tax, including a lien against the property, and nonpayment of the sewer charges may eventually lead to loss of the property itself through the issuance of a Tax Collector's Deed to the Town of Belmont.

5. Any requests for abatement of a sewer charge, in whole or in part, for good cause shown, must be made in writing to the Town Administrator not later than 30 days after the sewer payment due date.

9. FUND MANAGEMENT

A. Pursuant to RSA 149-1:10 the funds received from the collection of sewer user charges shall be deposited in a separate non-lapsing account known as the Sewer Fund.

B. This fund will be managed as an enterprise fund, and excess funds shall be retained from year to year.

C. The fund may be expended only for the sewer-related purposes specified in RSA 149-1:8. Monies which have been transferred from other sources to meet temporary shortages in Sewer funds shall be returned to their respective accounts as soon as possible.

D. The Town shall review the user charges at least once every two years and revise the rates as necessary to ensure that adequate revenues are generated to pay the costs of operation, maintenance and replacement as required by the Code of Federal Regulations (CFR) 35.2140(a)(b). and that the system continues to provide for the proportionate distribution of operation and maintenance expenses including replacement cost among all users.

10. PENALTY

Pursuant to RSA 149-1:6 and/or applicable WRBP penalty set forth in RSA 485-A:54, any person who violates any provision of this Ordinance shall be subject to a civil penalty not to exceed $10,000 (ten thousand dollars) for each day of the violation or as allowed under the latest version of RSA 149-1:6 and the Town of Belmont shall give notice of the alleged violation to the NH Department of Environmental Services within 10 days of commencement of any action under this section.

Amended this 19th day of August 2026 by the Belmont Board of Selectmen.

Ruth Mooney, Chairman

Sharon Ciampi, Selectman

Travis O'Hara, Vice-Chairman

Mark Lewandoski, Selectman

Jon Pike, Selectman