

EXHIBIT A

SEWER FEES

TOWN OF JAY SEWER RATE HISTORY

2/14/11

1990 – 1996	\$80/UNIT X 1230 UNITS = \$98,400.00 REVENUE
FY 97-98	\$100/UNIT X 1230 UNITS= \$123,000.00 REVENUE
FY 98-99	\$105/UNIT X 1230 UNITS= \$129,150.00 REVENUE
FY 99-00	\$105/UNIT X 1230 UNITS= \$129,150.00 REVENUE
FY 00-01	\$115/UNIT X 1230 UNITS= \$141,450.00 REVENUE
FY 01-02	\$125/UNIT X 1230 UNITS= \$153,750.00 REVENUE
FY 02-03	\$160/UNIT X 1155 UNITS= \$184,800.00 REVENUE
FY 03-04	\$175/UNIT X 1155 UNITS = \$202,125.00 REVENUE
FY 04-05	\$175/UNIT X 1155 UNITS = \$202,125.00 REVENUE
FY 05-06	\$185/UNIT X 1155 UNITS = \$213,675.00 REVENUE
FY 06-07	\$195/UNIT X 1172 UNITS = \$228,540.00 REVENUE
FY 07-08	\$210/UNIT X 1164 UNITS = \$244,440.00 REVENUE
FY 08-09	\$250/UNIT X 1157 UNITS = \$289,250.00 REVENUE
FY 09-10	\$290/UNIT X 1141 UNITS = \$330,890.00 REVENUE
FY 10-11	\$315/UNIT X 1130 UNITS = \$356,000.00 REVENUE
FY 11-12	\$250/3,200 ft ³ min, 5.58 cents/ft ³ usage over min., Revenue = \$356,000 (Revenue includes an allowance for 7% decreased usage & does not include schools or municipal sewer revenue estimated @ \$8,255. Rate based on 5,486,000 ft ³ of water usage annually.)

Respectfully submitted,



Mark L. Holt
Supt., Jay Sewer Dept.

SELECTMEN'S MEETING MINUTES
JANUARY 24, 2011
6:00 PM

ATTENDING: Chairman Steve McCourt, Vice Chairman Warren Bryant, Amy Gould, Tim DeMillo, Tom Goding, and Town Manager Ruth Cushman.

GUESTS: Donna Perry (Sun Journal), Kelly Bean (Livermore Falls Advertiser) Mark Holt (Waste Water Treatment Coordinator), David Jones (Steppin' Out) Al Landry, Ellen Levesque, Delance White, Pearl Cook, Jerome Boivin, Tony Couture, Billy Calden, Darcie Comstock, Jean Richard, Carl Badeau, Joyce Drake, Harvey Calden, Paul Gilbert, Betty Calden

Pledge of Allegiance:
6:00 P.M.

Minutes:

Steve McCourt stated that the Minutes for the Jan. 10th meeting should be corrected to state dumpster fees are \$144.00 per year instead of per month. M/M/S Amy Gould /Tom Goding to accept the January 10, 2011 Selectmen Minutes with the above correction. 5-0-0 vote.

Public Hearing/Special Entertainment Permit for Steppin' Out

The Meeting was opened for a Special Entertainment Permit for Steppin' Out. No one opposed the Permit. Chairman McCourt closed the Public Hearing.

M/M/S Amy Gould/ Tom Goding to grant the Special Entertainment Permit to Steppin' Out.
Vote 5-0-0.

Public Hearing/Sewer Rates

Chairman McCourt opened the Public Hearing on Sewer Rates at 6:33 PM

Mark Holt reviewed the memo with several recommendations from the Sewer Committee. They are as follows:

- 1) Sewer fees should be assessed to all municipal and school buildings.
- 2) Eliminate the current "equivalent family unit allocation" sewer billing and begin assessing sewer fees based on water usage.
- 3) Have Mark Holt, Ronda Palmer & Ruth Cushman develop a policy for the Selectmen's approval, that would deal with special circumstances such as residents without water meters, people who spend the winter in the warmer climates, erroneous water meter readings, etc... .

4) Set a goal of \$356,000 (the revenue expected in FY 2010-2011) for sewer revenue based on water usage for FY 2011-2012. (not including the municipal buildings & schools sewer revenue) This will give the residents an "apples to apples" comparison of what they were paying under the former billing system compared to the new system.

5) Set the minimum annual sewer fee at \$250 per year. Set the minimum annual usage quantity at 3,200 cubic feet. Set the usage rate at 5.58 cents per cubic foot for usage over the 3,200 cubic foot minimum.

Steve McCourt closed the Public Hearing at 6:50 PM. M/M/S Warren Bryant, Amy Gould to accept the sewer committee recommendations. Vote 5-0-0

The Selectmen also agreed to use the winter quarter water meter readings X 4 to determine annual usage except for in special circumstances for which Mark, Ronda & Ruth will prepare a policy for the Selectmen to vote on.

The Selectmen agreed to place a first year (one time) cap on the maximum amount for the FY 2011-12 fees at no more than twice the sewer fee paid in FY 2010-11.

Ronda Palmer will get a legal opinion on sending out the sewer bills as soon as they were ready to allow customers additional time to save the money needed for those who will be seeing a rate increase. The selectmen agreed to that as well - as long as it would not impact the lien process.

Mark also stated that the new sewer fees would still be lower than state average and surrounding towns. Average sewer use is 5200/cubic feet at the recommended rate the sewer bill would be \$360.00.

Steve McCourt pointed out that the Sewer Committee was comprised of eight members, four connected to town sewer and four on septic.

Old Business

A question was raised about the proposed Waste Disposal Ordinance. In the Ordinance it gives the Town the right at all times to enter private property. It was explained why that wording was used but the Selectmen agreed to put the Ordinance on the next agenda and to ask John & Todd to attend.

Al Landry questioned whether there is conflict of interest on the Budget Committee. He stated that he asked on June 7th, and has never heard back. He stated that he no longer has an interest in obtaining this information. Amy Gould stated that a legal opinion was done 6 or 7 years ago and the opinion should be the same.

Delance White/discussion on Environmental – asked to be removed from agenda

Set Price for Dumpsters – The Town of Jay will no longer be picking up dumpster as of June 30th. The Selectmen had considered giving the dumpsters to the businesses that have been

renting the dumpsters for years but are not allowed to give away town property. Ruth gave the Selectmen a recommendation on prices to sell the Dumpster. See Attached.

M/M/S Warren Bryant/Tom Goding to accept the rates as presented for the prices to be charged for dumpsters. Vote 5-0-0

Ruth Cushman will check to see if citizens will be allowed to haul dumpster to the transfer station and pay tipping fees.

The Selectmen agreed that if dumpsters are left over they may be sold to private haulers.

Other Business

Dental Insurance – a couple of weeks ago the Selectmen allowed Town Employees to enroll in vision insurance as long as it was at no cost to the Town. Employees are asking the same for Dental Insurance. M/M/S Warren Bryant/ Tom Goding to allow Town Employees to join the Dental Insurance program at no cost to the Town , now or in the future with Maine Municipal Association.

Budget Committee has 1 full time member and 2 alternate positions open at this time.

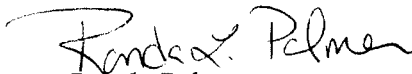
Executive Session:

Vice Chairman Warren Bryant made a motion and seconded by Tim DeMillo to go into Executive Session under MRSA Title 1 Chapter 13 Section 405 Subsection 6, at 7:04 P.M. for the purpose of Union Negotiations 5-0-0 vote.

The meeting returned to open session at 8:10 PM.

M/M/S Tom Goding, Amy Gould to adjourn the meeting.

Respectfully Submitted by,


Ronda Palmer
Town Clerk

TOWN OF JAY
Jay Sewer Department
340 Main Street
Jay, ME 04239

Phone: 207-645-4246 / Fax: 207-645-3199
jsewer@jay-maine.org

January 24, 2011

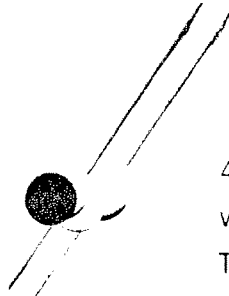
TO: Selectmen, Town of Jay

RE: Sewer Rate Committee Recommendations

Members of the Sewer Rate Committee are; Joan vomEigen-resident on town sewer, Pearl Cook-resident not on town sewer, Robert Donald-resident on town sewer, Susan Weston-resident not on town sewer, Paul Gilbert-resident on town sewer, Warren Bryant-Selectmen and resident not on town sewer, Tom Goding-Selectmen and resident with properties on and not on town sewer & Michael Schaedler-resident not on town sewer. Town Staff that attended the Committee's meetings were; Mark Holt-Sewer Supt., Ronda Palmer-Town Clerk & Ruth Cushman-Town Manager (Note: the Town Staff were not voting members of the Committee).

Several meetings were held with volumes of information researched and discussed. After all of the topics the Selectmen had asked the committee to review and make recommendations on were completed, the Committee members have voted to make the following recommendations to the Jay Board of Selectmen.


- 1) Sewer fees should be assessed to all municipal and school buildings.
- 2) Eliminate the current "equivalent family unit allocation" sewer billing and begin assessing sewer fees based on water usage.
- 3) Have Mark Holt, Ronda Palmer & Ruth Cushman develop a policy for the Selectmen's approval, that would deal with special circumstances such as residents without water meters, people who spend the winter in the warmer climates, erroneous water meter readings, etc... .



4) Set a goal of \$356,000 (the revenue expected in FY 2010-2011) for sewer revenue based on water usage for FY 2011-2012. (not including the municipal buildings & schools sewer revenue) This will give the residents an "apples to apples" comparison of what they were paying under the former billing system compared to the new system.

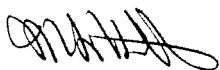
5) Set the minimum annual sewer fee at \$250 per year. Set the minimum annual usage quantity at 3,200 cubic feet. Set the usage rate at 5.58 cents per cubic foot for usage over the 3,200 cubic foot minimum.

The committee thought it would be a good idea to advertise and perhaps send out a mailing that would give customers an idea of what their sewer bill would be under the new billing system. The mailing could include a range of water usage scenarios with the associated sewer fee for each amount of water usage.




I have asked Maine Rural Water Association about the effect billing based on water usage has had across the State on overall consumption of the community served. They reported that water usage dropped 10-15 % when rates were increased or initiated because people would attempt to conserve in order to save money on their water/sewer bill. This trend would last for as many as three billing cycles (9 months) following a rate implementation or change. The committee recommended the rates in item #5 above based on this decrease in usage. However, because the rates will be implemented for FY 2011-2012 (as recommended in item #4 above), the residents will not have their chance to conserve to reduce their sewer bill because the quarter their first bill will be based on will have already passed (the winter quarter months are November 2010 thru March 2011). Therefore, I suggest a first year cap for the maximum amount a sewer customer will pay for sewer service based on their FY 2010-2011 sewer bill. To implement this first year cap, the Selectmen could vote to cap the maximum amount of a residents or entities sewer fee at say 150-200 % of their FY 2010-2011 sewer bill. This would accomplish three things; 1) the customer would realize the need to conserve water to reduce their sewer fee, 2) the customer would be saved the "first shock" of paying for what they actually use and 3) it does not seem fair to assess sewer fees based on usage without giving the customers a chance to conserve and save money.

Respectfully,



Mark L. Holt

Supt., Jay Sewer Dept.



Selectmen's Meeting Minutes
March 29, 2010

Attending: Chairman Steve McCourt, Vice Chairman Warren Bryant, Amy Gould, Tom Goding, Tim DeMillo and Town Manager Ruth Cushman.

Also Attending: Pearl Cook, Mark Holt (Waste Water Treatment Plant), Justin Merrill, Larry White (Chief of Police), John Johnson (Highway Foreman), Jeremy Richards, Corey Murphy, Lisa Bryant (Finance Director), Ben Hanstien (Dailey Bulldog), Barbara Cook, Sue Weston, Debbie Holland, Delance White, William Harlow, Ellen Levesque, Scott Shink, Jeff McDonald.

Pledge of Allegiance
6:00 P.M.

Public Hearing on Sewer Rates

Chairman Steve McCourt opened the Public Hearing on the sewer rates at 6:01 P.M. McCourt asked if there is any discussion on this. Mark Holt (Waste Water Treatment Plant) stated this is just a formality to set the rate; Selectmen have already set the revenue we just had to figure out how many sewer units we have this year and do the math calculation. Holt stated at the previous meeting with revenues being set at \$356,000 he thought that it would be \$312.00 per unit, but they have a few less units then anticipated so the calculation came out to \$315.00 per unit. Selectperson Amy Gould stated that this is a \$25.00 per unit increase from last year. Holt stated yes. Chairman Steve McCourt closed the hearing at 6:05 P.M. after no more comments.

M/M/S Amy Gould/Warren Bryant to accept the sewer rate of \$315.00 per unit for the fiscal year 2010/2011. 5-0-0 vote.

Sewer Ordinance

M/M/S Tom Goding/Amy Gould to put the Sewer Ordinance on the Annual Town Meeting Warrant. 5-0-0 vote

Sewer Department Tank Truck

Mark Holt (Waste Water Treatment Plant) inquired about the transfer of the tank truck from the highway department to the sewer department. Selectmen chose not to approve this.

Chairman Steve McCourt closed the Selectmen meeting at 6:10 P.M.

Respectfully submitted,
Lori Simpson/ Deputy Town Clerk

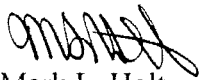
TOWN OF JAY SEWER RATE HISTORY

3/29/10

1990 – 1996	\$80/UNIT X 1230 UNITS = \$98,400.00 REVENUE
FY 97-98	\$100/UNIT X 1230 UNITS= \$123,000.00 REVENUE
FY 98-99	\$105/UNIT X 1230 UNITS= \$129,150.00 REVENUE
FY 99-00	\$105/UNIT X 1230 UNITS= \$129,150.00 REVENUE
FY 00-01	\$115/UNIT X 1230 UNITS= \$141,450.00 REVENUE
FY 01-02	\$125/UNIT X 1230 UNITS= \$153,750.00 REVENUE
FY 02-03	\$160/UNIT X 1155 UNITS= \$184,800.00 REVENUE
FY 03-04	\$175/UNIT X 1155 UNITS = \$202,125.00 REVENUE
FY 04-05	\$175/UNIT X 1155 UNITS = \$202,125.00 REVENUE
FY 05-06	\$185/UNIT X 1155 UNITS = \$213,675.00 REVENUE
FY 06-07	\$195/UNIT X 1172 UNITS = \$228,540.00 REVENUE
FY 07-08	\$210/UNIT X 1164 UNITS = \$244,440.00 REVENUE
FY 08-09	\$250/UNIT X 1157 UNITS = \$289,250.00 REVENUE
FY 09-10	\$290/UNIT X 1141 UNITS = \$330,890.00 REVENUE
FY 10-11	\$315/UNIT X 1130 UNITS = \$356,000.00 REVENUE

FY10-11 Sewer Unit Rate set at 3/29/10 Selectmen's Meeting

Respectfully submitted,



Mark L. Holt
Supt., Jay Sewer Dept.

Passed 3/29/10
Sel. Meetings.

Fiscal Year 2010-11
Sewer Rate Recommendation

March 22, 2010

To: Selectmen, Town of Jay

Sewer revenue for FY 2010-11 was set at \$356,000 at the February 1, 2010 Selectmen's meeting.

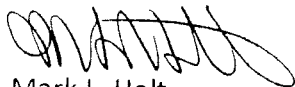
Over the past few weeks, We have gone street by street, house by house, account by account to revise the number of sewer units throughout the sewered population of Jay. The current number of sewer units is 1145 for FY 2010-11.

Based on the number of abatement requests for FY 2009-10, we anticipate an abatement of 15 units for FY 2010-11.

Therefore, we anticipate collection of sewer fees from 1130 units (1145-15 = 1130) for FY 2010-11.

\$356,000 in revenue / 1130 units = **\$315 / unit FY 2010-11 Sewer Rate.**

Respectfully Submitted,



Mark L. Holt

Supt., Jay Sewer Dept.

Selectmen's Meeting Minutes
February 1, 2010

Attending: Chairman Steve McCourt, Vice Chairman Warren Bryant, Amy Gould, Tom Goding and Town Manager Ruth Cushman.

Also Attending: Judy Diaz, William Harlow, Mark Holt,(Waste Water Treatment Plant), Donna Perry (Sunjournal), Justin Merrill, George Doiron Tim DeMillo, Mary Howes, Michael Houlihan, Barbara Cook , Delance White , Richard Rush Jr., Cindy Bennett, Debbie Hoak (Livermore Falls Advertiser), Steve Haley, Sue Weston, Mary Redmond Luce, Dr. Wall, Shiloh Ring (Code Enforcement Officer) Ben Hanstien (Daily Bulldog), Maynard Veinotte.

Pledge of Allegiance: 6:30 P.M.

Minutes

M/M/S- Tom Goding/Warren Bryant to accept the January 18, 2010 Selectmen Minutes. 3-0-0 vote.

Public Hearing on Nomination of Stephen Haley to Planning Board

Chairman Steve McCourt opens the Public Hearing at 6:40 P.M. on the Nomination of Stephen Haley to the Planning Board (first alternate).

Cindy Bennett asked how long the term was. Town Manager Ruth Cushman replied it's a three year term. No other discussion.

Chairman Steve McCourt closed the Public Hearing at 6:45 P.M.

M/M/S Warren Bryant/Tom Goding to appoint Stephen Haley as First Alternate to a three year term on the Planning Board. 3-0-0 vote.

Old Business

Selectmen voted to raise \$356,000.00 in revenues for the Sewer Department in the 2010-2011 fiscal year. If the Town votes to stay with a billing system by unit it would be \$312.00 a unit; this is a \$22.00 increase from last year set at \$290.00 per unit. The Town is looking into billing by water usage. Mark Holt (Waste Water Treatment Plant Operator) provided the Selectmen with average rates state wide.

Town Manager Ruth Cushman asked Mark Holt to get in touch with Maine Rural Water on interest rates and also for grant information. Mark stated that he would be in touch with them.

M/M/S Warren Bryant/Tom Goding to raise \$356,000.000 in revenue for the Sewer Department for the fiscal year 10/11. 3-0-0 vote.

There are four new volunteers to join the sewer committee. This will make a total of eleven members. Three of those members will not vote (Mark Holt Waster Water Treatment Operator, Town Clerk Ronda Palmer, Town Manager Ruth Cushman) the other members are split four non sewer users and four sewer users.

M/M/S Warren Bryant/Tom Goding to appoint new Sewer Committee members, Michael Schaedler, Rob Donald, Joan Vomeigen, Sue Weston to the Sewer Committee. 3-0-0 vote.

Dr. Wall Update on State Funding

Dr. Wall (Superintendent) updated the Selectmen on the current figures he is working with on cuts, impact to taxes and the budget. There was discussion about the use of the \$216,000 that was raised and appropriated at the annual town meeting to deal with the penalty for not consolidating. Dr. Wall asked if the Selectmen would approve the use of the money to offset the shortfall in revenues from the State of Maine. He stated that the School was facing a loss of \$484,389.72 in funding that they had been told they would have when the budget was passed. If the School could use that penalty money Dr. Wall felt that he could make it through the year. Dr. Wall stated that he felt that this was a penalty just not for not consolidating.

After much discussion the Board of Selectmen feel that this should be up to the voters. Town Manager Ruth Cushman will speak with Town Clerk Ronda Palmer to set up a Special open Town Meeting.

Resignation of Al Landry from Comprehensive Plan Committee

M/M/S Warren Bryant/Tom Goding to accept the resignation from Al Landry with regrets to come off the Comprehensive Plan Committee for personal reasons. 3-0-0 vote.

Lisa Bryant Finance Director update on Financials

Tabled until next meeting.

Environmental Ordinance/Vote to place or not to Place on Town Meeting Warrant

Town Manager Ruth Cushman stated that it was not Verso Paper that requested this but the Board of Selectmen in efforts to attract more businesses to the Town of Jay. After much discussion with the public, The Board of Selectmen voted to prepare a warrant article to amend the Towns Environmental Control and Improvement Ordinance to suspend or modify seven chapters.

M/M/S Warren Bryant/Tom Goding to direct Town Manager Ruth Cushman to prepare a warrant article to amend the Environmental Control and Improvement Ordinance by suspending or modifying, as necessary Chapters 1,2,3,4,9,12 and 13. At a minimum, this

A "Residential Unit" shall mean either; (1) an apartment, room, or other area within any structure that is adapted for overnight accommodation of one or more persons, (2) an apartment, room, or other area within any structure that is set aside for periodic occupancy by one or more persons, (3) an apartment, room, or other area within any structure that is an exclusive and independent living area within such structure in which the owner has no right of possession during such periods of occupancy by one or more persons, (4) a lot of land, leased or owned, upon which a house, mobile home, trailer or other structure suitable for human habitation is placed.

"Fiscal Year" (FY) shall mean the period beginning July 1st of each calendar year and ending June 30th of the subsequent calendar year.

An owner may apply to the Board of Selectmen for an abatement of the yearly sewer fee that is established by the Board of Selectmen and imposed upon each residential unit. Application shall be made to the Board of Selectmen on a form that it provides. The owner shall state the reason or reasons for the abatement request and provide such other information as the Board of Selectmen determines is necessary to consider the request for abatement. An owner may only request an abatement of sewer fees for the current fiscal year or the previous two fiscal years. An owner requesting an abatement for previous fiscal years shall not be entitled to an abatement unless and until the owner has paid in full applicable sewer fees for all previous years. The owner shall submit a receipt with the abatement application that shows payment of all previous applicable sewer fees. An owner requesting a sewer fee abatement for the current fiscal year may be entitled to an abatement in accordance with this subsection even though the owner has not paid the sewer fees for the current fiscal year. As decided at the 3/30/09 meeting of the Jay Board of Selectmen, the deadline for submittal of sewer abatement applications is March 1st of each year. Applications received after the March 1st deadline will be considered the following year. The Board of Selectmen may grant the following abatements:

- 1) An abatement of 50% of the sewer fee for each residential unit that remains continuously unoccupied for the entire fiscal year for which such sewer fee is imposed.
- 2) An abatement of 100% of the sewer fee for each residential unit that does not meet the criteria for a residential unit as set forth above.

The Board of Selectmen's decision to approve, approve in part or deny the application shall be made in writing and shall state the Board of Selectmen's findings and the reason(s) for its decision.

The Board of Selectmen shall retain the right to impose upon an owner the entire yearly sewer fee for the previous fiscal year when such sewer fee is imposed upon a residential unit that meets the criteria for a residential unit on April 1st of the previous fiscal year. Such sewer fee shall be imposed concurrently with any applicable sewer fees imposed upon the owner for the current fiscal year.

phase of it as well as the Livermore Falls Sewer Department and the Livermore Falls Water District. That way if more money is added to the budget or stimulus money becomes available they will be ready to go and we should be ready too.

M/m/s Warren Bryant/Amy Gould to go into (\$24,100 contract) with Wright Pierce to do the Engineer and Design phase of the Rt. 4 project and allow Ruth to sign the contract. 5-0 vote.

Road Committee Recommendations:

The Road Committee opened up the Paving bids on March 19th. The Selectmen were given 3 proposals. The Bidders were Bruce A. Manzer, Pinetree Paving and Pike Industries Inc., with Bruce A. Manzer being the low bidder.

M/m/s Warren Bryant/Amy Gould to accept Bruce A. Manzer to do the paving for the season as presented. 5-0 vote.

The work program for the 2009-10 projects will be discussed at the next selectmen's meeting with recommendations from the Road Committee. John Johnson stated that they still need members on the Road committee.

Sewer Abatements:

Town Manager Ruth Marden suggested to the selectmen that we set a deadline for sewer abatements like we have under the State law for taxes and that would be 185 days from commitment. Mark Holt said Town Clerk (Ronda Palmer) suggested that the deadline for Sewer Abatements be set for March 1st.

M/m/s Steve Barker/Tom Goding to set the policy for the deadline for Sewer Abatement applications is March 1st of each year. 5-0 vote.

There was also discussion on the notification of the public and Ruth was asked to see if a notice could somehow be attached to or written on the Sewer Bills when they go out. Ruth will talk to Ronda.

Bill Calden/Parker Pond Road

Bill Calden came in and wanted to know if the Town is serious about access to Parker Pond. Chairman Steve McCourt said yes they were and asked Bill what his asking price was. Bill Calden said that he was not sure what the price would be. They were offered access for \$100,000 back in May of 2008 but when it was presented to the selectmen they thought it was too much. Norwood Farrington, another owner said he has no problem with people going down Parker Pond road. Selectmen agree with Bill that we should resolve this and see if they can come up with a solution to access to the Pond. There will be a meeting on April 15th at 4 PM here at the town office with interested parties. Tom Goding and Steve McCourt will attend as Selectmen and a notice will be sent out to the other interested parties that own property in that area. This will also include the Livermore Falls Water District.

108 Main St. /foreclosed property

Ruth Marden (Town Manger) said that Ronda Palmer (Town Clerk) has worked hard on this issue and they have not taken us seriously, therefore the property has been foreclosed. They owe \$5,486.54 in back taxes and sewer.

M/m/s Steve Barker/Amy Gould to put 108 Main Street out for bid at a minimal of \$5,900.00 (including outstanding taxes and sewer and advertising fees. 4-0-1 Vice Chairman Warren Bryant abstained.

RECOMMENDED EQUIVALENT FAMILY UNIT ALLOCATION SCHEDULE

Single-Family Dwelling	1 Equivalent Family Unit
Each Addition Dwelling Unit	1 Equivalent Family Unit
10 School Students	$\frac{1}{2}$ Equivalent Family Unit
1 Motel-Hotel Unit	$\frac{1}{2}$ Equivalent Family Unit
6 Restaurant Seats	$\frac{1}{2}$ Equivalent Family Unit
50 Church or Club Members	$\frac{1}{2}$ Equivalent Family Unit
5 Commercial or Industrial Employees	$\frac{1}{2}$ Equivalent Family Unit
1 Gas Station	3 Equivalent Family Units
20 Theater or Playhouse Seats	$\frac{1}{2}$ Equivalent Family Unit
1 Laundromat Washing Machine	$\frac{1}{2}$ Equivalent Family Unit
4 Cocktail Lounge Seats	$\frac{1}{2}$ Equivalent Family Unit
Car Wash	3 Equivalent Family Units per Bay

Note: Equivalent Family Unit allocations to sewer users should be calculated to the nearest $\frac{1}{2}$ unit based on the above schedule. However, no sewer user should be assessed less than $\frac{1}{2}$ an equivalent family unit.

EXHIBIT B

**SEWER CONNECTION
PERMIT**

Town of Jay

Sewer Connection Permit

(Reference; Town of Jay Sewer Ordinance, Exhibit B)

Connection Location; Number & Street: _____

Map _____ Lot _____

Name of Owner: _____

Mailing Address of Owner: _____

_____ Phone #: _____

Name of Contractor: _____

Mailing Address of Contractor: _____

_____ Phone#: _____

Type of Connection: ___ Residential(\$100) ___ Multi Unit Res./Commercial/ Industrial(\$200)

I will provide 48 hours advanced notice to the Sewer Department (207-645-4246) of the time the connection is to be made to the public sewer. I realize the connection must be made under the supervision of the Sewer Superintendent or his authorized representative. The service connection and wastewater to be discharged will be in accordance with the Town of Jay Sewer Ordinance. I realize that a separate road opening permit is required by either the Town of Jay (for Town roads) or the State of Maine Department of Transportation (for State roads).

Signature of Owner: _____ Date: _____

(Note: Incomplete or unsigned Connection Permits will not be accepted for processing)

For office use only

Connection approved by: _____ Date: _____

Service line size/material: _____ Sewer main size/material _____

_____ Photo's attached _____ Sketch of connection attached

EXHIBIT C

TELEPHONE DISCUSSION

and/or

SITE VISIT REPORT

EXHIBIT C

**TOWN OF JAY
SEWER USE ORDINANCE
TELEPHONE DISCUSSION/SITE VISIT REPORT**

DATE: _____

User Name: _____

Address: _____

Call to: _____

Site Visit to: _____

Purpose of Call or Site Visit: _____

Items Discussed:

EXHIBIT D

NOTICE OF VIOLATION

EXHIBIT D

**TOWN OF JAY
SEWER USE ORDINANCE
NOTICE OF VIOLATION**

User Name _____ Notice No. _____

User Address _____ Date _____

General Nature of Violation _____ Time _____

You are hereby notified that _____ tests _____ observations indicate(s) that

This is a violation of the Town's Sewer Use Ordinance Section _____

Description of Violation

It shall be the User's responsibility to provide an explanation of this violation and a plan for the satisfactory correction of the violation and a plan for the prevention of continued violations, including specific actions to be taken within __ days of the date of this notice.

Issued By:

Received By:

Town of Jay

User