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Fitzwilliam Village Water District

Rules and Regulations

General Rules

- A. Authority and Purpose:** The Fitzwilliam Village Water District, further known as the “District”, is organized under the provisions of RSA 52, holds the authority to supply water for domestic use and for the protections of said water sources, within the Village Water District boundaries.
- B. Purpose:** The District, upon established, shall thereupon be a body corporate and politic, and shall have all the powers in relation to the objects for which it was established that towns have or may have in relation to like objects, and all that are necessary for the accomplishment of its purposes. The District may at an annual meeting vote to raise such sums of money as the voters judge necessary for the purpose of reducing an accumulated general fund deficit.
- C. Officers & Officers Duties:** Members, including the Chair and all Commissioners, must reside within the Village Water District boundaries and are expected to attend each meeting of the District to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Clerk as soon as possible. Members shall participate in the decision-making process and vote to approve or disapprove all motions under consideration. A village district officer shall assume office upon his election and qualification for office and shall serve until the election and qualification of his successor. The Commissioners shall fill vacancies in the position of Clerk and Treasurer when required.
- a. The term “Commissioner” whenever used in rules and regulations, shall be held and construed to mean the persons to whom shall entrusted the supervision of the District, and any act in these rules and regulations required or authorized to be done by the Commissioners, the same may be done in behalf of them by an authorized officer or employee of the Fitzwilliam Village Water District.
 - b. A Chair shall be elected by a majority vote of the District for a one year term and shall be eligible for re-election and shall continue to serve until annual elections are next held.
 - c. A Clerk (who should not be a Commission member) shall be elected by a majority vote of the District for a one year term.
 - d. A Moderator shall be elected by majority vote of the District for a two year term.
 - e. A Treasurer shall be elected by a majority vote of the District for a one year term.

ADOPTED

f. The commissioners shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V

g. In the case of an accumulated general fund deficit, the commissioners shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.

D. Meetings: Regular meetings shall be held at the Fitzwilliam Town Hall, 13 Templeton Turnpike, Fitzwilliam, NH on the second Monday of each month, unless otherwise duly noticed by the Clerk. Other meetings may be held on the call of the Chair provided public notice and notice to each member is given in accordance with RSA 91-A:2, II.

a. Quorum: A quorum for all meetings of the District shall be two (2) Commissioners.

b. Order of Business: The order of business for regular meetings shall be as follows:

- i. Call to order by the Chair
- ii. Roll call by the Chair
- iii. Minutes of previous meeting
- iv. Unfinished Business
- v. New Business
- vi. Communications and miscellaneous
- vii. Non-public sessions (if required)
- viii. Adjournment

(Note: although this is the usual order of business, the District may change the order of business after the roll call in order to accommodate efficiency or the public)

c. Nonpublic Session: All discussions of the District shall be held in public. Nonpublic sessions shall be held only as necessary and in strict compliance with the provisions of RSA 91-A. The District may also adjourn, as needed to meet with its attorney to receive legal advice, which will not constitute a nonpublic session pursuant to RSA 91-A.

d. Annual Meeting: The annual meetings of the District shall be held in the month of March and on the third Wednesday in said month, unless otherwise duly noticed by the Clerk.

ADOPTED

II. MISCELLANEOUS

- A. Amendments:** Rules and Regulations shall be adopted or amended by a majority vote at a regular meeting of the District provided that such new laws or amendments are proposed and discussed prior to the meeting at which the vote is to be taken and shall be placed on file with the Town Administrator and be available for public inspection.
- B. Defined Terms:**
- a. "Customer" will mean the individual, partnership, firm, association, corporation, town government, whose property is supplied by the District.
 - b. "Main Pipe" will mean the supply pipe from which service connections are made to supply water to customers.
 - c. "Service Pipe" will mean the pipe running from the main pipe to inside the cellar wall of the customer's building or point of property entrance.
- C. Water Rates:** Rates will be fixed from time to time by the Commissioners. It will be their policy to fix the rates so as to absorb all expenses, including amortization and interest on borrowed money and provision of a reserve to replace equipment when it wears out. Refer to the Fee Schedule.
- D. Meters:** It is policy to meter all water used.
- a. All meters will be set as nearly as possible at the point of entrance of the service pipe within the building, and the customer shall provide and maintain a clean, dry, warm and accessible place therefore. Meters will be furnished and installed by the District. An installation charge will be made for all initial meter installations; refer to the Fee Schedule. A meter once set, may be changed in location at the request of a customer at their expense, approved by the Commissioners who authorized the change.
 - b. When a customer fails or neglects to furnish a suitable location for the meter inside the building, or where for other reasons it is expedient to locate the meter in an underground box or vault, the customer shall bear the expense of the same.
 - c. Meter repairs or replacements necessitated by ordinary wear and tear will be paid for by the District. Those caused by freezing hot water or by other faults of the customers, will be charged by the customer.
 - d. If a meter fails to register or is removed for the purpose of making repairs, the District will make a charge for the water used, based upon an average of the amount registered over similar periods preceding or subsequent thereto.

ADOPTED

e. A meter will be tested free of charge at the request of the customer provided such meter has not been tested within one (1) year. If the meter has been tested within one year, the customer will be required to make a deposit, which will be refunded if the test discloses that the meter is over registering by more than 3%. Refer to the Fee Schedule.

f. All meters installed shall be the property of the District. Water service will be promptly discontinued without notice upon any evidence of tampering with a meter.

E. Application for Water Service: Application for water service is to be made in writing to the District. The customer will make a \$2,000.00 minimum deposit to the District.

a. Upon completion of the service connection from curb to house or business, the customer will receive a credit if the charge is less or will pay the additional amount if the cost of connection is greater.

b. All service pipes running from the main pipe shall be owned and maintained (including thawing of frozen pipes) by the customer. The District shall maintain control of all service pipes running from the main pipe up to and including the meters.

c. Every service connection must be provided with a shut off valve outside the building and a stop valve located inside the building near the service entrance, easily accessible, and protected from freezing. All piping will be arranged so as to permit draining whenever necessary. The outside shut off valve will be the property of the District, who will close it upon request if the house is to be left unoccupied for the winter.

d. No new service pipes or extension of main lines will be installed during winter conditions when frost is in the ground.

F. Additional Rules and Regulations: All customers shall maintain the plumbing and fixtures within their own premises, in good repair and protected from freezing, at their own expense. They shall make any and all repairs to prevent leaks and damage. No cross connection between the public water system and any non-potable supply will be allowed unless properly protected. No connection capable of causing back flow between a public water system and any plumbing fixtures, device or appliance or between any waste outlet or pipe having direct connection to waste drains will be permitted at any time. If a condition such as that mentioned exists, water service will be discontinued immediately for the protection of other users and until such time as the connection has been broken and the water service properly protected.

a. All customers having direct pressure hot water tanks or heating systems, must place proper vacuum and relief valves in the pipe systems to prevent any damage to the installations should it become necessary to shut off the water on

ADOPTED

the street main or service pipes. Neither the Commissioners or the District shall be liable for damages to such systems on the customers premises.

b. The Commissioners may restrict the use of water if such action is deemed to be necessary, but in this case, notice will be posted at the Town Hall, Post Office, online, with all actions taken to notify all users.

c. All gates, valves, and shut offs which are the property of the District are not to be opened, closed or tampered with in any way by any person other than an authorized representative of the District.

d. The District will not be responsible for any damage caused by shut off in the main or service pipes because of the shortage of supply, or for repairs, extensions, or connections, or for any other reasons beyond the control of the Commissioners and the Districts. Notice of shut off will be given where practicable, but nothing in this section shall be construed as requiring the giving of such notice.

G. Payment of Water Services: Bills will be rendered for water service semi-annually, on December 31st and June 30th and are due and payable within thirty (30) days of presentation. Refer to the Fee Schedule for cost analysis.

a. Service may be interrupted or discontinued for non-payment thirty (30) days from the date the bill is rendered. The charge for resumption of service or reconnection once disconnections have been made will be payable in advance. Refer to the Fee Schedule.

b. All owners of properties connected with the District water system will be liable for water charges whether or not water has been supplied to the premises during the period.

c. Any authorized representative of the District shall have the right and the permitted access to the customer's premises at any time to inspect the plumbing, fixtures, or appliances supplied with water, to set, read, remove, replace, or repair meters, and to enforce these regulations.

H. Extension of Main Pipes: Such an extension shall be made by a contractor engaged by the District.

a. The total cost of the extension together with service connections and meter installation charges will be paid for by the new customer or customers who will receive the service. An estimated payment will be made in advance and will later be adjusted to actual cost.

ADOPTED

b. If within three (3) years of installation, a new customer wishes to connect with this extension, they will pay, in addition to service pipe and connections costs, their proportional share of this extension from their premises to the premises of the next water customer nearer the source of water. This proportional share will be refunded to the customer or customers who originally had the main line installed.

c. The Commissioners shall not be required to agree to the extension of the main line pipe where the service demanded in their opinion is not of a permanent nature nor can be economically supplied.

I. Changes of the Rules and Regulations:

a. The rules and regulations as issued by the District, may be changed or amended by majority vote of the Commissioners.

b. Any changes will be immediately communicated to the District customers.

Originally adopted: 1970's

Revised: September 11, 2023