

## APPLYING FOR SEWER CONNECTION BETTERMENT PROGRAM

### Internal Office Process

#### Give the homeowner:

Application for Sewer Connection Betterment  
Sewer Connection Betterment regulations

#### The homeowner will submit:

1. The completed sewer connection betterment application including:
  - A copy of the Title V inspection report (not required if system is overflowing);
  - A copy of the deed (can be obtained at Assessor's Office), and;
  - If the homeowner chooses, s/he may hire a contractor to submit the sewer connection plans (as-built plan will be submitted at completion of installation).
2. Board of Public Works or Applicant will contact a minimum of three (3) BPW licensed installers to review the sewer connection plans. The applicant, performing this task, needs to have the installers submit to the Board of Public Works sealed bid proposals for the installation of the sewer connection and removal and disposal of existing septic tank (if applicable).
3. The Board will pick the lowest responsive bid and execute a contract (if over \$5,000).
4. Public Works will prepare a betterment agreement and send it to Town Counsel for review.
5. The Board members at a public meeting will sign the betterment agreement when the cost is determined and that total is filled in on the betterment agreement.
6. The homeowners come into the office with their picture ID's to sign the betterment agreement with a notary at Town Hall.
7. Town Counsel gets original copy of the betterment agreement and then he prepares and records the discharge of the agreement at the Registry of Deeds.
8. Town Counsel will need to submit his total invoice for the charges that would be rendered for all his fees in preparing and recording & discharging of the sewer connection betterment agreement. That invoice amount will be included in the total cost of the project.
9. The contractor that is chosen to install the sewer connection will sign the contract and a sewer connection permit.
10. At the next Board meeting the contract will be signed by the Board with the total estimated cost on the betterment agreement.
11. The original signed contract with copies of all three bid proposals and the deed goes to Town signatories for review (CPO, Accountant, Town Counsel). The Accountant is then given the completed original contract with everyone's signature and copies of all three bid proposals.
12. **The installer is contacted to start and complete the installation of the Sewer Connection.**
13. After the installer completes the job all the bills can be paid.
14. The Board of Public works gives a copy of the betterment agreement showing the final cost accompanied by a memo from the Utility Manager stating name, address and the total cost of the betterment to the Assessor's office to place the lien on the taxes.
15. The Tax Collector gets a copy of all the paperwork including the betterment agreement at the same time as the Assessor's office does. The Tax Collector will send a letter to the homeowners asking them if they wish to pay off the betterment or choose 10, 15, or 20 years to make payment.
  - The interest rate on the total amount will be figured by the Tax Collector.
  - The interest is 5%, Choose 10, 15, or 20 years to pay back and it is tax deductible.

**The homeowner is responsible for all landscaping, with the exception of loam and seed, after the work is completed.**