

Town of Bethel, Maine

Submetering Policy

Adopted date: July 16, 2025 – Bethel Select Board Meeting

Table of Contents

- I. Overview..... 3
- II. Program Eligibility & Application Process..... 3
 - 1. Application 3
 - 2. Submission 3
 - 3. Meter Size Considerations 3
 - 4. Authorization & Pickup..... 3
- III. Submetering Policy Terms 3
 - 1. Cost Responsibility..... 3
 - 2. Deductive Metering Only..... 3
 - 3. Submetering Season..... 4
 - 4. Meter Care & Liability..... 4
 - 5. System Diagram..... 4
 - 6. Reading & Reporting..... 4
 - 7. Return of Meters 4
 - 8. Policy Deviations 4
 - 9. Grandfathering of Existing Submeters 4
- IV. Contact Information 4
- Town of Bethel Wastewater Submeter Application Form..... 5
- System Sketch..... 6

Town of Bethel Wastewater Submetering Policy

I. Overview

The Town of Bethel coordinates the purchase, lending, and authorization of submeters for customers of the Town of Bethel Wastewater Treatment Plant. Participation in the submetering program is optional and designed for customers wishing to track and deduct water usage that does not enter the public sanitary sewer system (e.g., irrigation or pool filling).

This program allows for potential wastewater billing reductions based on the usage above the set quarterly minimum cubic foot threshold that flows through the submeter and does not flow to the sewer. Submetering reductions will only be applied to the most recently billed quarter and cannot be carried over or applied retroactively to previous billing periods.

II. Program Eligibility & Application Process

1. **Application:** Customers must complete a submetering application form, available at the Town Office or on the Town's website.
2. **Submission:** Submit the completed form to the Town Office for review and approval, along with a \$25.00 Deposit for lent meters.
3. **Meter Size Considerations:** Requests for meters larger than a standard garden hose fitting will be reviewed by the local Plumbing Inspector and Water District for permitting and installation requirements. Larger meters may require extended lead times.
4. **Authorization & Pickup:** Upon approval and fulfillment of all permitting/installation requirements, customers will be notified and may retrieve their submeter.

III. Submetering Policy Terms

1. **Cost Responsibility:** Customers are responsible for all costs related to the purchase, for permanent use meters, installation, maintenance, and reporting of the submeter.
2. **Deductive Metering Only:** This policy allows only deductive or subtractive submetering. Wastewater bills may be reduced by the volume of water measured above the set quarterly minimum cubic foot usage that flows through the submeter and does not enter the public sanitary sewer system. This typically includes water used for irrigation or pool filling.
 - a. Sub metered usage reductions are limited to the most recently billed quarter only. Accumulated usage across multiple quarters or previous billing periods will not be considered for future

3. **Submetering Season:** May 1 to October 15 annually.
4. **Meter Care & Liability:** Flow-through meters are vulnerable to damage from freezing and misuse. Customers are liable for damage not attributed to manufacturer defects. The full replacement cost of any damaged borrowed meter must be paid before another meter is issued.
5. **System Diagram:** Applicants must provide a sketch showing the location of the primary flow meter of the structure and discharge point of the flow-through submeter.
6. **Reading & Reporting:**
 - a. Customers must submit meter readings by the end of each quarterly billing cycle.
 - b. Readings must include written and photo evidence in a format accepted by the Sewer Billing Department.
7. **Return of Meters:** Lent or borrowed submeters must be returned by October 31. If a meter is not returned, the customer will be billed for the full replacement cost. No further deductions or submeter readings will be accepted until the meter is returned or paid for.
8. **Policy Deviations:** Any exceptions to this policy must be approved by a combination of but not limited to the Sewer Superintendent, Town Manager, Selectboard, local Plumbing Inspector, and the Water District.
9. **Grandfathering of Existing Submeters**

Submeters installed prior to the effective date of this policy may be grandfathered and permitted to remain in service without obtaining a Town-issued submeter. These grandfathered meters shall comply with all operational, maintenance, reading, and reporting requirements of this policy, including submitting a completed application.

Wastewater staff and the Plumbing Inspector reserve the right to:

- a. Inspect the installation of both new and grandfathered submeters to ensure compliance with Town standards; and
- b. Conduct periodic checks of meter readings and installation integrity.

Participation in the submetering program is governed by the terms herein. The Town reserves the right to revise or terminate this policy at any time. Participation does not create a contractual right or obligation, and the Town assumes no liability for system malfunctions, misreadings, or unauthorized installations.

IV. Contact Information

For questions or further information, please contact:

Town of Bethel:
Phone: (207) 824-2669
Email: info@bethelmaine.org

Deposit collected?

Town of Bethel Wastewater Submeter Application Form

The applicant must be the property owner or lessee with an active sewer account.

Applicant Information – Please Print

Name: _____

Date: _____

Phone: _____

Location of Service

Address: _____

City/State: _____ Zip: _____

Billing Address (if different)

Address: _____

City/State: _____ Zip: _____

Email: _____

Sewer Account #: _____

Number of existing water meters: _____

Number of existing submeters: _____

Submeter Request Details

Entity Type (circle one):

Residential Commercial Industrial Government

Tax Exempt? (with verification): Yes No

Reason for Submeter Request:

Requested Submeter Size: _____

Signature: _____

By signing this document, you acknowledge and agree to all terms and conditions outlined herein and authorize Town of Bethel Wastewater personnel to inspect the submeter installation as necessary.

System Sketch (Attach separately if needed):

Please include a sketch showing the location of:

- Primary flow meter
- Discharge point of sub metered water