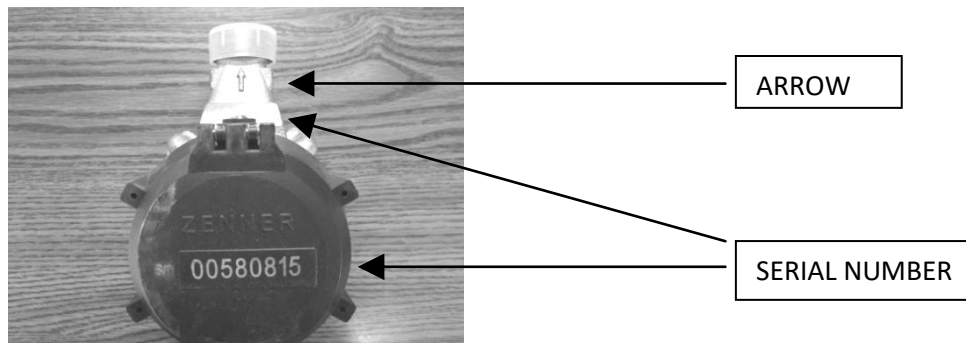


To: Private Meter Customer
From: Ogunquit Sewer District
Date: September 27, 2017
RE: Private Meter Information

This letter is intended to help simplify the private meter reporting process. We have many reporting errors each year, which could result in no credit on your sewer bill. Please read the information below in its entirety and call the Sewer District's office with questions:

Type of Meter: If you currently have a **GALLON** meter, you **MUST REPLACE** this meter before you start watering this spring. ***We will no longer be accepting any readings for meters that measure in Gallons.*** Our billing system works in Cubic Feet. Meters are available for sale at the Sewer District. Please call before coming to pick up.

Installation: Use the arrow on the meter itself to determine which way to install the meter. The arrow is pointing in the direction that the water will be flowing.



Meter Working Properly: After you install your meter, please test it to be sure it's working correctly, by turning on your irrigation system and checking the before and after reading.

No Longer Using Meter: If you are no longer using your meter, please let us know.

Private Meter Reporting Forms: We will be mailing the forms at the end of September. If you haven't received it by mid October, please call the office. They are also available on our website.

Reading Meter & Completing Private Meter Forms:

- Be sure to read the correct meter. Many people are turning in their KKWWD water meter readings. The serial number on the form we send you should match the serial number on the top of the meter itself. If not, you may be reading the wrong meter, or we have an incorrect number on file at the Sewer District. Call the Sewer District office if serial number does not match.

- Below is a picture of a lawn meter. The correct reading for this meter is: **73785**



- **IMPORTANT:** If you do not use your meter for a season, you still need to turn in your form with the current reading (even though it will be the same reading as the prior year). If a reading is not turned in for one or more years, the total usage will be divided accordingly. You will not get credit for prior years' readings not turned in. If your meter stops or breaks mid-season and is not replaced, you will only receive credit for use during the measured period. Check your meter periodically.

Submitting Your Completed Private Meter Form:

The following are the **only** acceptable options for submission of your form:

1. Online Submission: www.ogunquitsewerdistrict.org
2. Download Form from Website: Download, complete, scan and email back to the district
3. Mail

(faxes, walk-ins, called in readings, late or incomplete forms will not be accepted):

THE DEADLINE FOR REPORTING METER READINGS IS NOVEMBER 30TH EACH YEAR!

There will be no abatements for:

- un-metered outdoor water usage
- meters turned in late or not turned in at all
- incorrect meter readings
- any other situation where an accurate reading is not received on time
- gallon meter readings

There will be no exceptions to this policy and no requests for abatements presented to the Board.

~~If you would like to be added to our mailing list for an email reminder two weeks before the Nov. 30th deadline, please send an email request to: info@ogunquitsewerdistrict.org

Thank you!