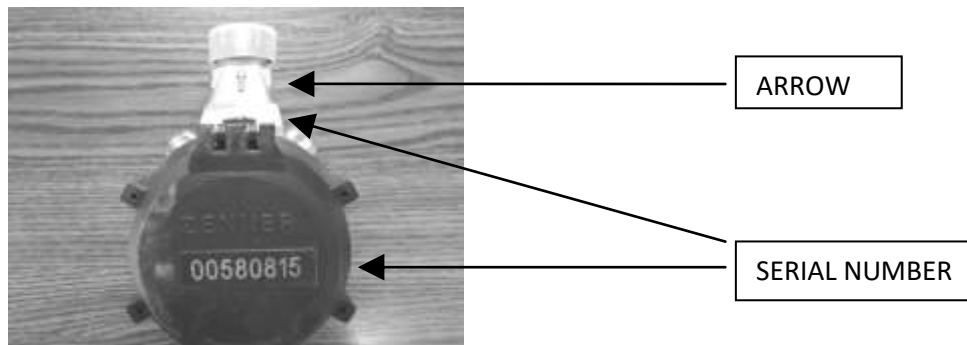


Private Meter Information

This letter is intended to help simplify the private water 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 Ogunquit Sewer District (OSD) office with questions:

Type of Meter: Water meters must measure in cubic feet. **We do not accept readings for meters that measure in Gallons.** Our billing system and the water usage given to us by KKWWD are in cubic feet. Meters are available for sale at OSD. Please call before coming to pick up a meter to be sure someone will be there.

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 your meter is installed, please test it to be sure it's working correctly, by turning on your irrigation system and checking the before and after reading.

Meter Storage: In the winter, store your meter in a location where it will not freeze & break.

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

Reporting Your Private Water Meter Reading: We will be mailing you a form 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. Wait until you are done using the meter for the season to take a reading.

Reading Your Meter & Completing the Private Meter Form:

- 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 private water 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.

***PLEASE NOTE: If your meter stops or breaks mid-season and is not replaced, you will only receive credit for use during the measured period.

It's very important to check your meter periodically!

Submitting Your Completed Private Meter Form:

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

1. Online Submission: www.ogunquitsewerdistrict.org
2. Download Form from Website: Download, complete, scan and email back to OSD.
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!

There will be no abatements for:

- un-metered outdoor water usage
- meter readings 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