

## Board of Selectmen

<b>Policy Number:</b>	BOS-FIN-012
<b>Policy:</b>	Water/Sewer Abatement Policy for Low Income Households

**Policy:** It is the policy of the Needham Board of Selectmen to provide water and sewer abatements for the first 30 hundred cubic feet per household per fiscal year, for low income households which meet the financial need guidelines established below. Such abatement will include accrued interest to the date the abatement is granted.

**Guidelines:** The first 30 hundred cubic feet of water and accrued interest charges will be abated for a household which meets the following criteria:

1. The individual requesting the abatement is a resident of Needham. Abatements will only be considered upon the request of the individual on behalf of his or her property, residential household. The individual need not be the owner of the property, but if not, must be able to present a lease, which indicates that water and sewer charges are the responsibility of the occupant.
2. The individual requesting the abatement has been determined to be in financial need by the appropriate staff person at the Needham Council on Aging, the Needham Board of Health, the Town Manager, and is not otherwise eligible for a deferral of water and sewer charges.
3. The household income is (a) less than 200 percent of the poverty level, as established by the U.S. Department of Health and Human Services; or (b) the household is receiving assistance through a federal or state program for low income persons (such as fuel assistance, food stamps, free or reduced priced meals in the school lunch program, or SSI).
4. An abatement may be granted to a household which does not meet all of the above criteria, or in an amount that is greater than 30 hcf, with the advance written approval of the Town Manager, if in the opinion of the Town Manager, circumstances warrant special consideration.

***Procedure:*** Abatement of the first 30 hundred cubic feet of Water/Sewer charges will be abated for households which meet the guidelines established above:

1. The appropriate staff member of the Council on Aging or Board of Health will assist the individual in submitting a request for an abatement in accordance with this policy, and will forward the abatement request to the Administrative Services Manager at the Department of Public Works, who will prepare the appropriate abatement paperwork for vote of the Board of Selectmen.
2. On a monthly basis, the DPW Administrative Services Manager will report to the Director of Finance the number and dollar amount of abatements granted in accordance with this policy.

***Fiscal Impact:*** The cost of the program will be calculated into the overall program cost of the Water and Sewer enterprise fund budgets when establishing the annual water and sewer rates..

**TOWN OF NEEDHAM  
WATER AND SEWER BILLING SYSTEM**

**ADJUSTMENT FORM**

Prepared by: \_\_\_\_\_ Entered by: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

CUST/LOC ID. \_\_\_\_\_ Location: \_\_\_\_\_

Total Amount: \_\_\_\_\_

MISC. \_\_\_\_\_ FINAL \_\_\_\_\_ WATER \_\_\_\_\_ SEWER \_\_\_\_\_

Also, let this serve as authorization to abate any penalties and interest which has accrued due to the non-payment of the amount as stated above.

Water Consumption Adjusted: \_\_\_\_\_ Corrected Last Reading: \_\_\_\_\_

Reason: ***Financial Need in accordance with Water/Sewer Abatement Policy***

Applicant meets the requirements contained in the Water/Sewer Abatement Policy for Low Income Households:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date