

**Background:** In order to help maintain septic systems and make sure that septic waste is properly disposed of, Arrowsic reimburses those who have their systems maintained and pumped *for the portion of the bill associated with septic waste disposal.*

**The purpose of this policy** is to establish uniform procedures for reimbursing septic waste disposal fees.

## Policy

The Town of Arrowsic will reimburse septic waste disposal fees when septic systems are pumped out in Arrowsic, no more than once annually.

To apply for a reimbursement, applicants should:

- Obtain an invoice from the company that pumped the septic system. The invoice must include: (i) the name and address of the company; (ii) the date and location of service; and (iii) the cost of septic waste disposal separated from other charges.
- Complete and sign the form ("Application for Septic Waste Disposal Fee Reimbursement") which is available at the Town Hall or online (see Notes below).
- Submit the form and a copy of the invoice to the Town.

The Town will process the reimbursement as follows:

- The Town Clerk will check whether the form and invoice provide all the required information.
- If the application is complete, the Town Clerk will approve the application, authorize reimbursement, and inform the Treasurer, who will then mail a reimbursement to the applicant, based on our monthly accounts payable process.
- If the application is not approved, the Town Clerk will inform the applicant in writing of the reason(s).
- Applicants may appeal decisions to the Select Board.

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## Notes:

At the time of approval, the URL address for the application form is [http://www.arrowsic.org/uploads/septic\\_application.pdf](http://www.arrowsic.org/uploads/septic_application.pdf)

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