**Town of Sutton Sewer Commissioners Rules**

**Mission:** As commissioners our duties are referenced in “The Sutton Sewer Commissioners Rules” on file with Sewer Department Secretary and Commissioners Booklet. Commissioners shall represent all users of the Sutton waste water system collectively as one Sewer Department. The Sewer Department governs all public sewer waste within Sutton. The Commissioners are a board of three (3) members working with Sutton Sewer Superintendent regarding current and future infrastructure, offering guidance and acting on requests by Sutton Sewer Department Superintendent and / or the Town Manager as described in Commissioners Rules.

**Board Members:** The Sutton Sewer Commissioners board shall be volunteers consisting of three residents of town of Sutton and appointed by The Sutton Select Board for 3 year terms or vacancy of term remaining. The Superintendent of the Sutton Sewer Department and Secretary are non-voting members.

**Meetings:**  The Sutton Sewer Commissioners shall hold a public meeting the 2nd Wednesday of every month at approximately 2P.M. located at Sutton Town Hall. Meeting times and date are subject to change based on agenda. Meeting date, time and agenda shall be posted as required.

**Commissioner Booklet:** In effort to have full accessibility of the board’s information and documentation, the Commission Clerk along with Secretary shall maintain a binder booklet available at all meetings. The booklet shall be organized as follows: Commissioners Rules, Sutton Sewer Bylaws, Copy of Commissioners Meetings, Copy of Inter-Municipal Agreements, Calendar of Events, Copy of Annual Reports, Copy of Annual Sewer Department Budget, Copy of Sewer Department Web Site Cover page and page of Sewer Bills disclosing sewer rates, Copy of Town of Millbury quarterly bills, Copy of Articles sponsored by Commissioners, Copy of Sewer Enterprise Fund Report filed by Town Accountant ending each previous fiscal year and any miscellaneous documents pertaining to the Sutton Sewer Commission.

**Minutes:** Commission shall maintain a record of minutes of each meeting. Review and vote of acceptance shall take place on the monthly agenda. Upon approval, the monthly minutes are to be summited to the Town Clerk in accordance with Town rules. The board’s secretary shall post approved minutes to Town Web-site.

**Web-Site:** On a monthly basis, The Commissioner Clerk with the board’s Secretary shall maintain The Sutton Sewer Department and Commission’s website with contact information along with any pertinent facts to serve the general public. Ex: the board’s mission statement, elected officers, monthly meeting minutes, user rates, and commissioner’s agenda.

**Reorganization:** Annually, In July or the first meeting of fiscal year. Commissioners shall place first order of business as reorganizing The Sutton Sewer Board thus election of officers to the following positions: Chairman, Vice Chairman and Clerk. The elected offices shall assume duties at that time.

**Sewer User Rates and Connection Fee:** Member’s shall review current user rates, connection fee and any other fee structure. The review is to be relating to current budget requirements and future growth of Sewer Department. In an event of a rate change, members shall vote and follow town procedures, as to open meeting laws and forward article to the Town Clerk. Current rates and fees are public a matter of record on Sewer Department website.

##### **Sewer Users Billing Period:** The Town of Sutton sewer bills are issued semi-annually

##### Routes 1&3&4 are billed May and November. Route 2 is billed January and July.

New home owners have a 60day grace period from the date of occupancy.

**Enterprise Fund:** The Enterprise fund consists of user fees, connection fees, retained earnings and any other fee’s collected annually. The Enterprise account is for Sutton Sewer Department expansion and or unknown expenditures. We shall have a copy of the Enterprise Fund annual report completed by Town Accountant filed in Sutton’s Annual Report. Requests for the use of funds shall require Commissioners to act as sponsors and forward to the Town Manager for approvals.

**Annual Report:**  In January, the Sutton Sewer Department Superintendent shall summit annual report covering previous Fiscal Year ending June 30th. The Commissioners shall approve the format and contents of annual report and forward to the Town Clerk.

**Annual Budget:** In December, Commissioners shall receive annual budget draft to review prior to the completed budget submitted to the Town Administrator in January by Sutton Sewer Superintendent. The Sewer Department budget operates as an enterprise account supported by user fees collected. Commissioners shall approve format and annual budget and forward to the Town Manager.

**Inter Municipal Agreements:** Also to be referenced as (IMA). Agreements are contracts with two or more municipalities for use of common waste water collectivity. All agreements are sponsor by Sutton Sewer Commissioners and Superintendent with Sutton Town Manager and Select Board. Time to Time the Commissioners shall review the (IMA) for compliance.

**Sewer Bylaws:** A copy of current Sewer Bylaws shall be in the Commissioners Booklet for reference. Commissioners shall review, and if applicable, sponsor change/add new Bylaws and submit to Town Manager for approval.

**Calendar of Events:** Commissioner shall maintain an annual calendar in order to act in a timely manner supporting the Sewer Departments deadlines requiring Commissioner approval supporting Town Manager.

**User Abatements:** Commissioners shall review and act on any a request made by a sewer user requesting an abatement supported by Sewer Superintendent Documentation.

**Town of Sutton: Commissioners:** Commissioners shall receive a copy of all invoices received from the Town of Millbury relating to IMA and such invoices shall have a date received.