Claims or complaints on water and sewer matters will first be referred to the Superintendent’s (Town Manager’s) office. If mutually satisfactory settlement cannot be reached, the claimant will be so informed, in writing by certified mail return receipt requested. The claimant will have opportunity to present either in writing or in person, his or her claim, for action by the Board within 30 days of such notification. If such claim is not presented, the Board will act on the recommendation of the Superintendent. It is hoped that such procedure, applicable to water and sewer matters will speed the settlement process.

Board of Water and Sewer Commission
September 11, 1984