

TOWN OF SEABROOK, NH SELECTMENS' OFFICE
P O BOX 456 SEABROOK NH 03874
LAND OWNERS WATER ABATEMENT/REFUND REQUEST FORM

Request: Abatement / Refund _____ Complaint _____ Report _____ Date: _____

Land Owner Name _____

Mailing Address _____ Telephone # _____

Street Address: _____ Abatement/Refund Amount _____

Reason for Request (please describe in **FULL** detail): _____

Additional information (please include copies of any documentation of repairs performed, such as bill, invoice, etc):

Land Owner Name: (Print) x _____

Land Owner Signature: x _____

** Excerpt from page 24 of Seabrook Municipal Water System Ordinance*

<p>Section 9.11 Abatement</p> <p>Abatements may be made by the Water Commissioners upon the customer's request, provided one of the following reasons is given:</p> <ul style="list-style-type: none">• financial hardship, as evidenced by the customer receiving aid at the time of the abatement;• fire or disaster;• to correct a billing error; or• for such other reason as may be determined by the Board of Water Commissioners. <p>Customers shall not be prohibited from making an abatement request, nor shall the Water Commissioners be obligated to grant an abatement.</p>

Action Taken: _____

_____ Date: _____

SELECTMEN'S POLICY ON CITIZEN COMPLAINTS

- 1.1 Written complaints should be received at the Selectmen's Secretary's desk.
- 1.2 Copies will be forwarded to head of department concerned, Town Manager (T.M.) and to the Board of Selectmen.
- 1.3 Review and response from department head should be received by T.M. within two (2) weeks. An explanation of the extenuating circumstance why a response will take more time may be given alternatively.
- 1.4 Investigation and/or study of complaint by T.M. with recommendation for action to be forwarded to Board of Selectmen in a timely manner.
- 1.5 Final review by Board of Selectmen, with written response informing the complainant of any decision.

Date Revised: February 20, 1992