



**Program Guidelines and
Minimum Obligations for Town and Participant**

Eco-Toilet Incentive Program – Demonstration Group I

IMPLEMENTATION OF ECO-TOILET INCENTIVE PROGRAM

PROGRAM STEPS:

1. Initial Contact with Interested Property Owners

- WQMC Technical Liaison calls property owners who have expressed an interest in the Eco-Toilet Incentive Program.
- Information on eco-toilets is provided and questions are answered.
- Site visit scheduled.

2. Eco-toilet Evaluation and Selection

- Property owner reviews product information, as well as installation and cost proposals from vendors.
- Property owner makes a decision on which eco-toilet system to install.

3. Eco-toilet Permitting

- Property owner must obtain a plumbing permit. Toilets must be installed by a licensed plumber.
- Property owner must obtain Board of Health approval. Board of Health (BOH) approval of a maintenance plan for the eco-toilet is required as part of this permitting process.

4. Eco-toilet Program Enrollment

4.1 Property Owner submits Enrollment Package to Town, through the Water Quality Management Committee. This package contains the following documents:

- Contract for Incentive signed by the following:
 - Property Owner
 - Plumbing Inspector (plumbing permit obtained)
 - Board of Health Agent (Board of Health approval obtained)
 - Barnstable County Department of Health and Environment Representative (testing equipment appropriate)
- Standard Installation Contract (executed between installer and property owner)
- Executed Promissory Note



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4.2 Contract for Incentive signed by Town, signatories include:

- Town Counsel (as to form)
- Town Accountant (as to availability of funds)
- Subsequent to all other signatories, the Town Manager executes the Contract.

5. Eco-Toilet Installation and Maintenance

- The eco-toilet is installed according to manufacturer's specifications, and all permit conditions.
- The eco-toilet will be maintained according to the Board of Health-approved Maintenance Plan.
- Operation will be monitored by Barnstable County Department of Health and Environment.

6. Eco-Toilet Monitoring

The eco-toilet installation will be monitored in accordance with protocols established by George Heufelder, Barnstable County Department of Health and Environment (BCDHE) in accordance with the Memorandum of Understanding between BCDHE and the Town of Falmouth. Monthly testing of grey water and collection of water-use data, as well as bi-annual inspection of eco-toilets are planned.

PAYMENT TERMS AND MECHANISM:

Payment Terms:

The incentive of up to \$5,000 shall be paid by the Town after the following conditions are met:

- Contract for Incentive, Standard Installation Contract and Promissory Note are fully executed
- Owner presents receipts for goods and/or services related to the installation of the eco-toilet at their property.
- Owner presents documentation that plumbing, building and Board of Health permits as well as all inspections have been obtained for the installation.

Interest-free Loan Forgiveness:

The incentive of up to \$5,000 is in the form of an interest-free loan. Forgiveness of loan shall occur at the end of the two-year term of the Falmouth Eco-toilet monitoring program. The loan will be forgiven when the owner has complied with the testing program, and other terms of the program that are detailed



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in the Contract for Incentive. When the program participant has complied with the terms of the Program, they must submit a Loan Forgiveness form to the Board of Selectmen for approval.

PARTICIPANT OBLIGATIONS:

- Owner agrees to allow the following for a minimum of 2 years following installation:
 - Access to the property by a Barnstable County Department of Health and Environment representative for the purpose of monthly sampling of grey water during reasonable hours.
 - Access to all water use records for the property. If necessary due to irrigation or other significant exterior water use, monthly readings of exterior water use during reasonable hours.
 - Inspection of the toilets during reasonable hours by appointment. Such inspections would include two inspections per calendar year by a representative of the Eco-Toilet Incentive Program.
 - Access to information on the occupancy of the residence.
- Owner agrees to remove all toilets of unmodified traditional design for a minimum of 2 years following eco-toilet installation.
- Owner is responsible to preserve the installation of, and properly maintain the eco-toilet for a minimum of two years.
- Owner agrees to operate the eco-toilet in accordance with the manufacturers' recommendations and report all problems encountered to the Board of Health after contacting the system installer.
- Owner agrees that after the two year project period, they will bear any costs for a conversion to conventional toilets.
- Owner agrees to disclose any and all agreements related to the Town of Falmouth Eco-Toilet Incentive Program in any purchase and sale agreement for the Premises.
- Owner acknowledges that the installation of the eco-toilet may not exempt them from future betterments assessed related to a public sewer system.