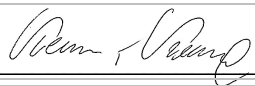


| Town of Needham Select Board |                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------|
| <b>Policy Number:</b>        | SB-FIN-013                                                                        |
| <b>Policy:</b>               | Abatement of Community Stormwater Mitigation Assessments                          |
| <b>Date Approved:</b>        | September 10, 2024                                                                |
| <b>Date Revised:</b>         |                                                                                   |
| <b>Approved:</b>             |  |

***Policy:***

**Administrative Abatements:** Upon the recommendation of the Director of Public Works, the Town Manager may abate community stormwater mitigation assessments for the following reasons: billing error, incorrect allocation, incorrect impervious surface calculations, or incorrect tier assessment. Requests for abatement may be accepted up to one year after the billing of the disputed charge.

***Procedures:***

**Administrative Abatements:** If a request meets the policy criteria for abatement due to billing error, incorrect allocation, incorrect impervious surface calculations, or incorrect tier assessment, the Director of Public Works will make a recommendation to the Town Manager. If the Town Manager agrees to abate assessment, the Department of Public Works will notify the customer in writing and credit the customer's account by the abatement amount. If an abatement is denied, the Department of Public Works will so notify the customer in writing.

**Documentation:** Supporting documentation for abatement of community stormwater mitigation assessment will be retained for two years following approval/denial. A schedule showing the names, accounts, and the amount of the abatements is to be provided to the Treasurer/Collector and Town Accountant.

**Right of Appeal:** A customer who disagrees with the determination of the Director of Public Works or Town Manager may address a letter of appeal to the Select Board, in care of the Town Manager.