



# CITY OF FRAMINGHAM

## DEPARTMENT OF PUBLIC WORKS | ADMINISTRATION

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**MEMORIAL BUILDING**  
150 Concord Street, Room 213  
Framingham, MA 01702

### FINAL BILL PROCEDURES

1. Final reads are scheduled on Tuesdays and Thursdays only.
  2. Owner or Realtor must complete a **Water & Sewer Final Bill Request form** to schedule a final read and email to DPW. Information required at the time of the request: closing date, new owner(s) name(s), contact person, phone number and email of the person scheduling the final read.
  3. Final meter readings are obtained electronically from automated meter reading system unless the meter reading equipment is over 10 years old or not transmitting meter readings, an appointment will be required to service the meter reading equipment. Scheduling starts at 8am up to 2:00pm.
  4. The meter change appointment or electronic meter reading will be made as close to the closing day as possible. For example: if the closing is on a Wednesday the appointment will be made on Tuesday, if the closing is on a Friday, the appointment will be made on Thursday. (NO EXCEPTIONS)
  5. If the sale of the property is cancelled after the final bill is produced, notification to the billing office is required in order to correct ownership on the account.
  6. There is a fee of \$20.00 for the final reading included in the final bill amount.
  7. If the meter change appointment is not cancelled prior to the scheduled time and missed, the next available time would be the next final read day. There will also be a charge for the missed appointment.
  8. The final bills will be ready after the last scheduled appointment.
  9. The final bills may be:
    - ❖ Picked up in the office with a signature provided.\*\*\*
    - ❖ By fax if requested.\*\*\*
    - ❖ By email if requested.\*\*\*
- Our office will provide one option **only** regarding the release of final bills due to the time involved for completing this process.
- Please contact the business office at 508-532-5605 for more details.
10. The final bill amounts are due within 30 days of the issue date. The final bills are required to be paid with cash or certified check to the Treasurer's office. There is a monthly interest rate of 1.166% assessed by the Treasurer's Office after the due date and each month the bill remains unpaid.
  11. As a reminder the recycling cart must be left at the property. They belong to the City of Framingham and are for property owners to use for their recycling.

\*\*\*This is to ensure that the party picking up the final bill assumes responsibility for delivering the bill to the closing or paying the bill in the Treasurer's office. In the event the bill remains unpaid, the new owner will be notified, as they will be responsible for outstanding balances.\*\*\*