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TOWN OF FRAMINGHAM  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION AND FINANCE DIVISION

“Dedicated to  
Excellence  
In  
Public  
Service”

## FINAL BILL PROCEDURES

1. Final reads are scheduled on Tuesdays and Thursdays only. Call the Business Office at 508-532-5605.
2. Appointments are given in order starting at 7:30am to 2:30pm. No Exceptions.
3. Owner or Realtor must call the billing office to schedule a final read within 5 days prior to closing date. ( No exceptions)
4. The appointment 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.
5. New owner’s name must be provided on the day the appointment is being made.
6. A contact phone number must be provided.
7. There is a fee of \$20.00 for the final reading included in the final bill amount.
8. If the appointment is missed, the next available time would be the next final read day. There will also be a charge for the missed appointment.
9. The final bills will be ready one hour after the last scheduled appointment.
10. The final bills may be:

- ❖ Picked up in the office with a signature provided.\*
- ❖ By fax with a signed request received.\*
- ❖ By email with a signed request received.\*

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.

11. The final bill amounts are due within 30 days of the date the final bill is issued. The final bills must 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.
12. As a reminder the recycling cart must be left at the property. They belong to the Town 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. \*\*\*