



Lynnfield Center Water District
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Commissioners:
Joseph T. Maney, Chairman
Anders F. Youngren
Jack D. Adelson

Superintendent:
John V. Scenna

MEMORANDUM

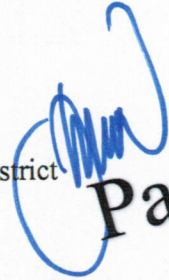
To: Board of Commissioners

From: John V. Scenna, Superintendent, Lynnfield Center Water District

cc. Christine Smallenberger, Office Manager, LCWD

Date: October 23, 2020

Re: **LCWD Payment Plan Policy**


**Passed by
LCWD 10/13/20**

The Lynnfield Center Water District (LCWD) shall offer a Payment Plan Program. Eligible accounts will be approved for said program in accordance with the following conditions.

1. All applicants shall submit a Payment Plan Application as adopted on October 13, 2020 by the LCWD Board of Commissioners.
2. Hardship must be articulated within the application and must be approved by the Superintendent. Documentation to support hardship may be required if requested and is appreciated.
3. The Payment Plan will consist of up to a maximum of six equal monthly payments of the balance due upon approval of the plan.
4. Once approved, the balance owed will not be subject to late fees or demands.
5. New amounts added to the account will be subject to demands and interest and can not be added to the plan.
6. Only one payment plan will be approved per year (twelve (12) month period).
7. Payments will be due monthly as specified by the Superintendent.
8. A payment plan may be voided by the Superintendent if a customer misses an installment payment.

The plan will be administered by the Superintendent under the terms and conditions outlined above. The Board of Commissioners will be copied on all approved plans. A vote of the Board is only required when the above conditions are changed, or specific new ones are created to reference a particular request.