



TOWN OF WINCHESTER

INCORPORATED JULY 2ND 1753



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May 4, 2023

To: Winchester's Select Board

RE: Water and Sewer Billing Quarters

Current Billing Cycle

Q1 November-January, reading done by February 15th	Due March
Q2 February-April, reading done by May 15th	Due June
Q3 May-July, reading done by August 15th	Due September
Q4 August-October, reading done by November 15th	Due December

New Billing Cycle

Q1 January-March, reading done by April 15th	Due May
Q2 April-June, reading done by July 15 th	Due August
Q3 July-September, reading done by October 15 th	Due November
Q4 October-December, reading done by January 15 th	Due February

The current billing cycle is not calendar year nor fiscal. The new cycle is calendar year which is more in line with the agencies the department reports to. To achieve the new schedule we would read for Q3 by September 15th to include the months of May, June, July and August together and Q4 by January 15th to include the months of September, October, November and December.

Please contact me at 603.239.4951 x4 if there any questions or concerns.

Thank you,

Danielle Roy

Cc: Rick Meleski, Superintendent
Jim Tetreault, Tax Collect