



**North  
Attleborough  
Electric  
Department**

**A Customer Owned Utility**  
*Serving Our Community Since 1894*

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### **Establishment of an "Administrative Fee"**

**VOTE:** Approved by the BOELC, December 17, 2015  
**EFFECTIVE:** December 17, 2015  
**FEE AMOUNT:** Five Percent (5%) for all Construction Related Invoices

At its December 17, 2015 meeting the Board of Electric Commissioners (BOELC) voted to establish an "Administrative Fee" of five percent (5.0 %) for all construction related invoices.

The fee is limited to a specific project and is nonrefundable.

The fee will be included by the department at the time it prepares an invoice for a construction project.

The purpose of the fee is to allow the department to cover personnel costs relating to reviewing construction plans, preliminary on-site plans, preparation of construction invoices, project management, maintenance and maintenance of project expenses during the project and the final accounting of the account at the end of the project (resulting in a final "true up" with a new bill being conveyed for the amount outstanding or the issuance of Town check for the amount to be reimbursed). Currently the department is not reimbursed for any of the above costs.

The General Manager is authorized to administer this policy