

**Utility Advisory Board
December 11, 2023
5:30pm
DPW Conference Room
209 Chestnut Hill Road**

MEMBERS PRESENT

Joe Boudreau
Eli Barnes
Shawn Libby, Chairman
Brett Johnson
Ralph Sanders

OTHERS PRESENT

Lisa Clark, DPW Deputy Director, Operations & Administration
Michele Grant, Utility Billing Administrator

MINUTES

1. Call to order:

Mr. Libby called the meeting to order at 5:30pm.

2. Approval of November 13, 2023 Minutes

Mr. Libby requested a motion or comments on the minutes for the November 13, 2023 meeting. *Mr. Barnes made a motion to accept the November 13, 2023 meeting minutes as presented. The motion was seconded by Mr. Johnson, the motion passed unanimously.*

3. Appeals

3.1 12 Olsen Way – Robert & Marilyn Berry

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for an unknown toilet leaking, tenant was away from the home at the time.

Mr. Johnson made a motion to abate 49 units of water and 49 units of sewer for a total abatement of \$714.42. This is a 1 in 10 year abatement. Mr. Boudreau seconded the motion, the motion passed unanimously.

3.2 Cedarbrook Village Condo Assoc. – Caroline Lewis

The appellant was present for the meeting. The appeal is for water abatement for a broken lawn irrigation system.

Mr. Barnes made a motion to abate 259 units of water for a total of \$1660.19. This is a 1 in 10 year water abatement so Mrs. Lewis will get approval from the condo association board. Mr. Johnson seconded the motion, the motion passed unanimously.

3.3 68 Ida Circle – Lopriore Family Trust

The appellant was not present for the meeting. The appeal is for a sewer abatement for outside watering.

Mr. Johnson made a motion to abate 14 units of sewer for a total of \$187.91. Mr. Barnes seconded the motion, the motion passed unanimously.

3.4 41 Oak St. – Joshua Riley

The appellant was not present for the meeting. The appeal is for sewer abatement for outside watering.

Mr. Johnson made a motion to abate 5 units of sewer for a total of \$40.85. Mr. Barnes seconded the motion, the motion passed unanimously.

3.5 32 Murray Drive – Lisa Marie Zanghetti

The appellant was not present for the meeting. The appeal is for a sewer abatement for outside watering.

Mr. Johnson made a motion to deny this abatement because the appeal paperwork was received late and per Ordinance 260-19A the appellant shall file an appeal in writing to UB office by due date on invoice. Mr. Barnes seconded the motion, the motion passed unanimously.

3.6 8 Winch Way – Scot Yeanish

The appellant was not present for the meeting. The appeal is for a sewer abatement for outside watering.

Mr. Johnson made a motion to abate 18 units of sewer for a total of \$147.06. Mr. Barnes seconded the motion, the motion passed unanimously.

3.7 2 Broadway – Donald & Diane Dorr

The appellant was not present for the meeting. The appeal is for a water and sewer abatement for a leaking toilet.

Mr. Boudreau made a motion to deny this abatement because per water & sewer policy it does not qualify. But they did grant a 25% hardship credit of \$83.83. Mr. Libby seconded the motion, the motion passed unanimously.

3.8 3 Tingley St. – Shawn Cota

The appellant was not present for the meeting. This is for 2 appeals for the July and October bills for outside watering.

Mr. Johnson made a motion to deny the abatement for the July bill because the appeal paperwork was received late and per Ordinance 260-19A the appellant shall file an appeal in writing to UB office by due date on invoice. Mr. Boudreau seconded the motion, the motion passed unanimously.

Mr. Johnson made a motion to abate 33 units of sewer for a total of \$269.61. Mr. Barnes seconded the motion, the motion passes unanimously.

3.9 20 Tingley St. – Joseph Ziadeh

The appellant was not present for the meeting. The appeal is for a sewer abatement for outside watering.

Mr. Johnson made a motion to abate 2 units of sewer for a total of \$16.34. Mr. Barnes seconded the motion, the motion passed unanimously.

4. Financials – Water & Sewer Revenue and Expense Reports

5. Adjournment:

Mr. Libby made a motion to adjourn at 6:17pm. The motion was seconded by Mr. Boudreau, the motion passed unanimously.

Minutes respectfully submitted by Michele Grant, Utility Billing Administrator