

**Utility Advisory Board
October 10, 2017 5:30 P.M.
City Hall Council Conference Room**

MEMBERS PRESENT

Shawn Libby, Chairman

Ralph Sanders

Joe Boudreau

Eli Barnes

MEMBERS ABSENT

Raymond Turner

OTHERS PRESENT

Blaine Cox, Finance Director

Peter Nourse, Public Works Director

Lisa Clark, Utility Billing Office Supervisor

MK Realty Trust, 10 Academy Street

Donna Landry, 8B Morrill Court

MINUTES

1. Call to order:

Chairman Libby called the meeting to order at 5:30 PM.

2. Appeals –

2.1 10 Academy Street – MK Realty Trust

The appellant was present for the meeting. The appellant stated that a leaking toilet was found in a tenant's apartment. The toilet was replaced and a new meter report confirmed normal usage.

Chairman Libby made a motion to abate 31 units of water at \$163.99 and 31 units of sewer at \$202.12 for a total abatement in the amount of \$366.11 plus accrued interest. The motion stated that the decision letter and account would note that this is a once in 10 year abatement. The motion was seconded by Mr. Barnes. The motion passed unanimously.

2.2 8B Morrill Court – Donna Landry

The appellant was present for the meeting. The customer had a leaking toilet that was repaired upon moving in. The customer questioned why billing was quarterly vs. monthly, which was explained by Ms. Clark.

Mr. Barnes made a motion to abate 23 units of water at \$121.67 and 23 units of sewer at \$149.96 for a total abatement of \$271.63 plus accrued interest. The motion stated that the decision letter and account would note that this is a once in ten year

abatement. The motion was seconded by Chairman Libby. The motion passed unanimously.

3. Approval of September 11, 2017 Minutes

Mr. Barnes made a motion to accept the September 11, 2017 meeting minutes as presented. The motion was seconded by Mr. Boudreau. The motion passed unanimously.

4. Appeals continued-

4.1 12 Franklin Heights – Steven and Cynthia Dore

The appellant was not present for the meeting. There was a water pipe break that did not enter the sewer system. The leak has been repaired.

Chairman Libby made a motion to abate 71 units of water at \$375.59 and 142 units of sewer at \$925.84 for a total abatement in the amount of \$1,301.43 plus accrued interest. The motion stated that the decision letter and account would note that this is a once in 10 year abatement. The motion was seconded by Mr. Barnes. The motion passed unanimously.

4.2 33-35 River Street – Wayne McNicholas & Jean Ellsworth

The appellant was not present for the meeting. The customer had two leaking toilets, which have been replaced.

Mr. Barnes made a motion to abate 54 units of water at \$285.66 and 54 units of sewer at \$352.08 for a total abatement of \$637.74 plus accrued interest. The motion stated that the decision letter and account would note that this is a once in 10 year abatement. The motion was seconded by Chairman Libby. The motion passed unanimously.

4.3 7 Main Street – Lucky 76 LLC

The appellant was not present for the meeting. The customer had a leaking hot water tank, which did not go into the sewer system and has been repaired.

Chairman Libby made a motion to abate 28 units of water at \$148.12 and 56 units of sewer at \$365.12 for a total abatement of \$513.24 plus accrued interest. The motion stated that the decision letter and account would note that this is a once in 10 year abatement. The motion was seconded by Mr. Barnes. The motion passed unanimously.

4.4 23 Blair Drive – Alfred B. Caldwell

The appellant was not present for the meeting. The customer's sewer deduct meter was not registering usage and has been replaced.

Chairman Libby made a motion to abate 14 units of sewer at \$91.28 plus accrued interest. The motion was seconded by Mr. Barnes. The motion passed unanimously.

4.5 47 Blair Drive – Pierre & Laurette Beaulieu

The appellant was not present for the meeting. The customer's sewer deduct meter was not registering usage and has been replaced.

Chairman Libby made a motion to abate 59 units of sewer at \$384.68 plus accrued interest. The motion was seconded by Mr. Barnes. The motion passed unanimously.

5. Discussion:

Mr. Cox asked staff how the Water & Sewer Adjustment Policy's once in ten year abatement is tracked. He asked if it applies to a property owner or the property, and if it would start over again if there is a property sale and new owner. After some discussion it was decided that this topic would be added to the agenda for the November meeting. The board will need to clarify the wording of the policy and clearly state how to apply the "once and ten year" section of the policy.

6. Adjournment:

Mr. Libby made a motion to adjourn at 5:50PM. The motion was seconded by Chairman Libby. The motion passed unanimously.

Minutes respectfully submitted by Karen Bonneau, Utility Billing Administrator