

**Utility Advisory Board
February 13, 2023
5:30pm
DPW Conference Room
209 Chestnut Hill Road**

MEMBERS PRESENT

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

OTHERS PRESENT

Laura McDormand, DPW Administration & Utility Billing
Supervisor
Michele Grant, Utility Billing Administrator

MINUTES

1. Call to order:

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

2. Approval of January 9, 2023, Minutes

Mr. Libby requested a motion or comments on the minutes for the January 9, 2023 meeting. *Mr. Johnson made a motion to accept the January 9, 2023 meeting minutes as presented. The motion was seconded by Mr. Boudreau. The motion passed unanimously.*

3. Appeals

3.1 24 Nutter St. – Joseph Murray

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

Mr. Johnson made a motion to deny this appeal as the water was used and entered the City sewer system. Mr. Barnes seconded the motion, the motion passed unanimously.

3.2 20 – 22 Winter St. – Andrew Bolton

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

Mr. Johnson made a motion to table this appeal for additional consumption history. Mr. Barnes seconded the motion, the motion passed unanimously.

3.3 56 Chamberlain St. – Donald Countryman

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

Mr. Barnes made a motion to deny the appeal based on the Policy for Water Sewer Adjustments, section 3 and granted a 25% hardship credit. Mr. Johnson seconded the motion, the motion passed unanimously.

3.4 29 Lupine Lane – William Burke

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for a leaking meter in a pit.

Mr. Barnes made a motion to table this appeal for additional consumption history with new meter. Mr. Boudreau seconded the motion, the motion passed unanimously.

4. Financials

The board reviewed and briefly discussed financial reports.

5. Adjournment:

Mr. Johnson made a motion to adjourn at 6:00 pm. The motion was seconded by Mr. Boudreau. The motion passed unanimously.

Minutes respectfully submitted by Michele Grant, Utility Billing Administrator