

**Utility Advisory Board  
May 8, 2017 5:30 P.M.  
City Hall Council Conference Room**

**MEMBERS PRESENT**

Shawn Libby, Chairman

Eli Barnes

Ralph Sanders

**OTHERS PRESENT**

Lisa Clark, Utility Billing Office Supervisor

Mark Sullivan, Finance

John Kimball, 444 Portland Street

Jason Dubois, 10 Harding Street

**MINUTES**

**1. Call to order:**

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

**2. Appeals –**

**2.1 444 Portland Street – John Kimball**

The appellant was present for the meeting. He stated that he was looking to have the \$30 on/\$30 off fees waived as he had left to spend a few months in Florida and got delayed there due to a health issue with his wife. He stated that it was fortunate that his nephew was present at the house when the technicians shut off the water, promptly made payment and had water restored the same day. Mr. Kimball stated his objection to the policy of mailing a shut off notice and stated that each property owner should be served officially prior to shut off. Chairman Libby cited the ordinance and explained the necessity of treating all rate payers the same. He also recommended having the mail forwarded for future travel. Mr. Kimball again stated his objection to the process and left the meeting abruptly stating he would be taking the issue to small claims court to recoup the \$60 dollar fee.

***Mr. Barnes made a motion to deny the appeal per staff recommendation and City Ordinances. The motion was seconded by Chairman Libby. The motion passed unanimously.***

**2.2 10 Harding Street, Andrew Belair**

The tenant, Jason Dubois, was present for the meeting. A downstairs toilet had been leaking and repaired. Ms. Clark stated that the new abatement policy could apply in this situation and that the Community Services Director had recommended that abatement. Chairman Libby stated that it would have to be approved by the property

owner as this is one time in ten year abatement.

***Mr. Libby made a motion to abate per the staff recommendation pending the property owner's approval. The recommendation was to abate 75 units of water at \$387.15 and 75 units of sewer at \$483.40. Total abatement of \$870.55 plus all accrued interest. The motion was seconded by Mr. Barnes. The motion passed unanimously.***

### **2.3 14 Copeland Drive – Nanette Terry**

The appellant was not present for the meeting. An outside faucet had broken and leaked for several days. The faucet was repaired.

***Mr. Barnes made a motion to abate per the staff recommendation the above average use of 36 units of sewer. The total abatement is \$234.72 plus all accrued interest. Mr. Libby seconded the motion. The motion passed unanimously.***

### **3. Approval of the April 10, 2017 Minutes**

***Mr. Barnes made a motion to accept the April 10, 2017 meeting minutes as presented. The motion was seconded by Chairman Libby. The motion passed unanimously.***

### **4. Financials**

Mark Sullivan was present and explained the process used to establish figures for rates & fee amounts. He explained how rate reviews are not timed with the budget. There was a short discussion on changing fees for service instead of raising rates. The committee consensus was that \$30 service charge and labor charges were way under industry standards for similar types of services. Two board members were not present for this meeting so Mr. Sullivan agreed to come back if requested. Mr. Barnes requested more information on number of service calls per year.

### **5. Adjournment:**

***Mr. Sanders made a motion to adjourn at 6:41PM. The motion was seconded by Chairman Libby. The motion passed unanimously.***

*Minutes respectfully submitted by Samantha Juneau, Utility Billing Administrator*