

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

**MEMBERS PRESENT**

Shawn Libby, Chairman

Ralph Sanders

Raymond Turner

**OTHERS PRESENT**

Lisa Clark, Utility Billing Office Supervisor

Lisa Stanley, 54 Allen Street

**MINUTES**

**1. Call to order:**

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

**2. Appeals –**

**2.1 54 Allen St - LJR Properties LLC**

The appellant was present for the meeting. Ms. Stanley stated that it was hard to believe that a large leak of approximately 5 gallons/minute would have gone unnoticed. Mr. Libby stated that it is unexplained where the water went but they have to go by the readings and the test, which showed the meter to be working accurately.

*Mr. Libby made a motion to go with the staff recommendation and abate 426 units of sewer for \$2,777.52 plus accrued interest. The motion was seconded by Mr. Turner. The motion passed unanimously.*

**2.2 28 Willey St – Pamela Turmelle**

The appellant was not present for the meeting. There was discussion that the usage was not high enough to meet the Water & Sewer Adjustment Policy.

*Mr. Sanders made a motion to deny the appeal per staff recommendation. The motion was seconded by Mr. Turner. The motion passed unanimously.*

**2.3 12 Franklin Heights – Steven & Cynthia Dore**

The appellant was not present for the meeting. There was a leak in the utility closet that did not go into the sewer system. The appellant is a new owner at this location with minimal billing history.

*Mr. Libby made a motion to table this appeal per the staff recommendation for one billing cycle to establish usage history. The motion was seconded by Mr. Turner. The motion passed unanimously.*

**3. Financials**

Mark Sullivan was not present for the meeting. There was discussion regarding the possibility of raising service charges. The decision was made to revisit this issue at the next meeting with Mark Sullivan and the City Engineer present.

**4. Approval of June 12, 2017 Minutes**

*Mr. Libby made a motion to accept the June 12, 2017 meeting minutes as presented. The motion was seconded by Mr. Turner. The motion passed unanimously.*

**5. Adjournment:**

*Mr. Libby made a motion to adjourn at 6:05PM. The motion was seconded by Mr. Sanders. The motion passed unanimously.*

*Minutes respectfully submitted by Karen Bonneau, Utility Billing Administrator*