

**Utility Advisory Board
August 13, 2018 5:30 P.M.
City Hall Council Conference Room**

MEMBERS PRESENT

Shawn Libby, Chairman

Ralph Sanders

Eli Barnes

MEMBERS ABSENT

Joe Boudreau

OTHERS PRESENT

Lisa Clark, Utility Billing Office Supervisor

Peter Nourse, Director of City Services

Mark Sullivan, Senior Accountant

MINUTES

1. Call to order:

Chairman Libby called the meeting to order at 5:35 PM.

2. Approval of June 11, 2018 Minutes

Eli Barnes made a motion to accept the June 11, 2018 meeting minutes as presented. The motion was seconded by Mr. Sanders. The motion passed unanimously.

3. Rate Discussion –

Mark Sullivan stated he came to discuss two topics and to get the boards input. The first topic discussed pertained to overall spending caps. He wanted to know what the Board expected in regards to a limit or ceiling for rate increases. The Board agreed that they would prefer to see incremental rate increases instead of large increases. The second topic discussed was regarding rate structures. Mr. Sullivan explained that there are several different methods used in the industry and he wanted to know if the board was interested in exploring them. The Board agreed that they preferred billing on actual use, but would listen to any suggestions if presented. Mr. Barnes stated that it was worth looking at other cities financials and use of tier billing, but he is fine keeping it the way it is. Chairman Libby stated that he liked billing based on actual usage. The Board and Mr. Sullivan also discussed utility billing fees for labor and services. Both were in agreement to look at these rates when it is time to look at the per unit rate costs in December.

4. Appeals -

4.1 78 Franklin Heights – Amy Callahan

The appellant was not present for the meeting. The appeal was tabled from the May 2018 meeting to capture all above average costs for two billing cycles. The appeal was due to repaired water heater. The water did not enter the sewer system.

Chairman Libby made a motion to abate as recommended the 11 units of sewer at

\$74.25 plus accrued interest. The motion was seconded by Mr. Barnes. The motion passed unanimously.

4.2 6 Morgan Road – Maris Citron

The appellant was not present for the meeting. The appeal was due to a repaired hot water heater. The water did not enter the sewer system.

Mr. Barnes made a motion to abate as recommended the 39 units of sewer at \$175.11 and accrued interest. Chairman Libby seconded the motion. The motion passed unanimously.

4.3 129-1 North Main Street – Ravi Jingnasha Realty LLC

The appellant was not present for the meeting. The appeal was for water and sewer due to a leak from frozen pipes that did not enter the sewer system. The leak was repaired and documentation was provided.

Chairman Libby made a motion to abate as recommended the 171 units of sewer at \$1,154.25 and accrued interest. Mr. Barnes seconded the motion. The motion passed unanimously.

4.4 760 Portland Street – Timothy Chalifour

The appellant was not present for the meeting. The appeal was for a leak in an irrigation system that was repaired. Mr. Barnes noted that the customer noted in their appeal that the leak went several weeks into the next billing cycle.

Mr. Barnes made a motion to table the appeal until the next billing cycle. Chairman Libby seconded the motion. The motion passed unanimously.

4.5 74 Winter Street – Jack Murray

The appellant was not present for the meeting. The appellant is filing an appeal for 588 units of water and sewer due to a high usage on the June water bill. The usage has returned to normal. The appellant could not locate the source of the high usage. Chairman Libby stated that he would like to give the appellant a chance to provide more proof and attend the meeting.

Chairman Libby made a motion to table the appeal until next month for lack of information and to request the appellant to appear and bring any additional information. Mr. Barnes seconded the motion. The motion passed unanimously.

5. Financials

There was a brief discussion on the financials.

6. Adjournment:

Chairman Libby made a motion to adjourn at 6:49PM. Mr. Sanders seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Samantha Juneau, Utility Billing Administrator