

**Utility Advisory Board  
January 14, 2019 5:30 P.M.  
City Hall Council Conference Room**

**MEMBERS PRESENT**

Shawn Libby, Chairman  
Joe Boudreau  
Ralph Sanders  
Brett Johnson

**MINUTES**

**1. Call to order:**

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

**2. Approval of December 10, 2018 Minutes**

*Mr. Sanders made a motion to accept the December 10, 2018 meeting minutes as presented. The motion was seconded by Chairman Libby. The motion passed unanimously. This is the first meeting for Mr. Johnson, Mr. Johnson abstained from voting.*

**3. Appeals –**

**3.1           7 Academy St – Krzysztof & Renata Kozlowski**

The appellants were not present for the meeting. The appeal was for excess water and sewer usage due to a leaking toilet.

*Mr. Boudreau made a motion to abate 93 units of water at \$516.15 and sewer at \$627.75 for a total abatement of \$1,143.90 on the November 2018 invoice and ½ of any above average water and sewer usage on the February 2019 invoice plus any accrued interest. The motion stated the decision letter and account will note that this is a once in ten year abatement. The motion was seconded by Mr. Sanders. The motion passed unanimously.*

**3.2           43 45 Mill St – John Randolph**

The appellant was not present for the meeting. The appeal is for above average usage of water and sewer due to tenants leaving drain lines in basement open. The water was not going into the sewer system.

*Chairman Libby made a motion to abate 91 units of water at \$505.05 and 181 units of sewer at \$1,221.75 for a total abatement of \$1,726.80 plus any accrued interest on the October 2018 invoice and ½ of any above average sewer and ½ of any above average water on the January 2019 invoice. The motion stated the decision letter*

*and account will note that this is a once in ten year abatement. The motion was seconded by Mr. Boudreau. The motion passed unanimously.*

**3.3            670 Portland St – Mary E Masse**

The appellant was not present for the meeting. The appeal is for above average water and sewer usage due to outdoor water found running. There was discussion regarding the Water & Sewer Adjustment Policy and it was decided that the usage did not meet the guidelines for a water appeal.

*Chairman Libby made a motion to abate 29 units of sewer at \$195.75 plus any accrued interest. The motion was seconded by Mr. Sanders. The motion passed unanimously.*

**3.4            222 No Main St – Smith Properties of Durham LLC**

The appellant was not present for the meeting. The appeal is for above average water and sewer due to a leaking toilet.

*Mr. Boudreau made a motion to abate 38 units of water at \$210.90 and sewer at \$256.50 for a total abatement of \$467.40 on the November 2018 invoice and ½ of any above average water and sewer usage on the February 2019 invoice plus any accrued interest. The motion stated the decision letter and account will note that this is a once in ten year abatement. The motion was seconded by Chairman Libby. The motion passed unanimously.*

**4. Adjournment:**

*Chairman Libby made a motion to adjourn at 6:00PM. The motion was seconded by Mr. Boudreau. The motion passed unanimously.*

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