

**Utility Advisory Board
July 8, 2019 5:30 P.M.
City Hall Council Conference Room**

MEMBERS PRESENT

Joe Boudreau
Ralph Sanders
Eli Barnes
Brett Johnson

MEMBERS ABSENT

Shawn Libby, Chairman

OTHERS PRESENT

Mark Sullivan, Deputy Finance Director
Lisa Clark, Utility Billing Office Supervisor
Katie Ambrose, Deputy City Manager
Peter Nourse, Director of City Services

MINUTES

1. Call to order:

Mr. Boudreau called the meeting to order at 5:30 PM.

2. Approval of June 10, 2019 Minutes

Mr. Johnson made a motion to accept the June 10, 2019 meeting minutes as presented. The motion was seconded by Mr. Barnes. The motion passed unanimously.

3. Appeals

3.1 72 Lafayette St – RAMA

The appellant was not present for the meeting. The appeal was tabled from the June 10, 2019 meeting to give RAMA more time to attempt to obtain payment and information on estimated reading from their lessee. RAMA has paid invoice and no further documentation has been received.

Mr. Barnes made a motion to deny this appeal with recommendation that decision letter will note that they can appeal to City Manager. The motion was seconded by Mr. Johnson. The motion passed unanimously.

4. Financials

Mr. Sullivan made a presentation to the UAB that summarized the financial status of both the water and sewer funds. There was discussion regarding the possibility of raising service charge fees and the appropriate amount to raise rates based on the current debt and expenses as well as the projected status of these funds. Mr. Sullivan worked with the board using an interactive spreadsheet that demonstrated the proposed rate increase and the impacts of the proposed increases. There was discussion on the City rates compared with other local towns and discussion about debt services driving rates. Mr. Barnes requested that Mr. Sullivan put together information showing how the rate increase would affect the average user invoice. Mr. Sullivan stated that he would work with board via email to add that information to the presentation at the Finance Committee in August.

Mr. Barnes made a motion to increase the water rate 7% at \$5.94/unit and the sewer rate 10% at \$7.43/unit. The motion was seconded by Mr. Johnson. The motion passed unanimously.

5. Adjournment:

Mr. Johnson made a motion to adjourn at 7:20PM. The motion was seconded by Mr. Barnes. The motion passed unanimously.

Minutes respectfully submitted by Karen Bonneau, Utility Billing Administrator