

**Utility Advisory Board  
September 11, 2023  
5:30pm  
DPW Conference Room  
209 Chestnut Hill Road**

**MEMBERS PRESENT**

Joe Boudreau  
Ralph Sanders  
Shawn Libby, Chairman  
Brett Johnson

**OTHERS PRESENT**

Lisa Clark, DPW Deputy Director, Operations & Administration  
Darcy Landry, Utility Billing Administrator

**MINUTES**

**1. Call to order:**

Mr. Libby called the meeting to order at 5:31pm.

**2. Approval of August 14, 2023, Minutes**

Mr. Libby requested a motion or comments on the minutes for the August 14, 2023, meeting. *Mr. Johnson made a motion to accept the August 14, 2023, meeting minutes as presented. The motion was seconded by Mr. Boudreau, the motion passed unanimously.*

**3. Appeals**

**3.1 8 Winch Way – Scot Yeanish**

The appellant was not present for the meeting. The appeal request is for a sewer abatement for outside watering.

*Mr. Johnson made a motion to abate 43 units of sewer at \$8.17 for a total of \$351.31. Mr. Sanders seconded the motion, the motion passed unanimously.*

**3.2 33 Bailey Dr. – Anthony Coraine**

The appellant was not present for the meeting. The appeal is for a sewer abatement for a new lawn.

*Mr. Johnson made a motion to table the appeal for consumption history for 2 more cycles. Mr. Boudreau seconded the motion, the motion passed unanimously.*

### **3.3 30 Sherman St. – Victor & Sharman Lyons**

The appellant was not present for the meeting. The appeal is for sewer abatement for filling a pool.

*Mr. Johnson made a motion to abate 11 units of sewer at the rate of \$8.17 for a total of \$89.87. Mr. Sanders seconded the motion, the motion passed unanimously.*

### **3.4 20 Tingley St. – Joseph & Rebecca Ziabeh**

The appellant was not present for the meeting. The appeal is for a sewer abatement for outside watering.

*Mr. Johnson made a motion to abate 4 units of sewer at the rate of \$8.17 for a total of \$32.68. Mr. Sanders seconded the motion, the motion passed unanimously.*

### **3.5 391 Portland St. – Kenneth Turgeon**

The appellant was not present for the meeting. The appeal is for a sewer abatement for a lawn being hydroseeded.

*Mr. Boudreau made a motion to deny the appeal Per Ordinance 260-19A the appellant shall file an appeal to the UB office in writing prior to the payment due date. Mr. Libby seconded the motion, the motion passed unanimously.*

### **3.6 15 Vernon Ave. – Carolyn Ranagan**

The appellant was not present for the meeting. The appeal is for the replacement of a leaking meter.

*Mr. Johnson made a motion to abate \$142.46, half of the total replacement invoice. Mr. Boudreau seconded the motion, the motion passed unanimously.*

## **4. Financials – Water & Sewer Revenue and Expense Reports**

## **5. Adjournment:**

*Mr. Barnes made a motion to adjourn at 6:15 pm. The motion was seconded by Mr. Boudreau, the motion passed unanimously.*

*Minutes respectfully submitted by Darcy Landry, Utility Billing Administrator*