

**Utility Advisory Board  
November 18, 2019 5:30 P.M.  
City Hall Council Conference Room**

**MEMBERS PRESENT**

Shawn Libby, Chairman

Eli Barnes

Ralph Sanders

Brett Johnson

**MEMBERS ABSENT**

Joe Boudreau

**OTHERS PRESENT**

Katie Ambrose, Finance Director & Administration Supervisor

Lisa Clark, Utility Billing Office Supervisor

Mark Sullivan, Deputy Finance Director

**MINUTES**

**1. Call to order:**

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

**2. Approval of October 15, 2019 Minutes**

*Mr. Johnson made a motion to accept the October 15, 2019 meeting minutes as presented. The motion was seconded by Mr. Barnes. The motion passed unanimously.*

**3. Appeals –**

**3.1 12 Lyons Street – Cowdrey**

The appellant was not present for the meeting. The appeal was for excess sewer usage due to a water leak in the basement. The leak was repaired.

*Mr. Barnes made a motion to abate 15 units of sewer on the September 2019 invoice at \$6.75 for a total of \$101.25, plus all accrued interest. The motion was seconded by Mr. Johnson. The motion passed unanimously.*

**3.2 3 Rochester Ave - Hicks**

The appellant not present for the meeting. The appeal is for above average water and sewer usage due to an improperly functioning soaker hose timer.

*Mr. Johnson made a motion to abate 78 units of water at \$5.55 for a total water abatement of \$432.90, 78 units of sewer at \$6.75 for a total of \$1,053.00 on the September 2019 invoice. The motion was for a total abatement of \$1,485.90 plus all applicable interest charges. Mr. Johnson included a request to note the account*

*as a once in ten year Water and Sewer Adjustment. The motion was seconded by Mr. Barnes. The motion passed unanimously.*

**3.3 21 Farrington – Shannon Menard**

The appellant was not present for the meeting. The appeal for a Water and Sewer Adjustment due to irrigation. The resident was advised of the sewer deduct meters and installation costs.

*Mr. Libby 46 units of water at \$5.55 for a total water abatement of \$255.30 and 91 units of sewer at \$6.75 each for a total sewer abatement of \$614.25. The motion was for a total abatement of \$869.55 plus applicable interest charges. Mr. Libby included a request to note that this is a once in 10 year Water and Sewer Adjustment. The motion was seconded by Mr. Barnes. The motion passed unanimously.*

**3.4 17 Railroad Ave James & Lindsay Nadeau**

The appellant was not present for the meeting. The appeal is for sewer charges on the above average use due to a leak on the resident side of the meter. Repairs have been made.

*Chairman Libby made a motion to abate 36 units of sewer 6.75 per unit for a total of \$243.00 on the September 2019, plus applicable accrued interest. The motion was seconded by Mr. Johnson. The motion passed unanimously.*

**3.5 667 Salmon Falls Road – Dennis & Melanie Zangarine**

The appellant was not present for the meeting. The appeal is for above average sewer usage due to a leak on the residential side of the meter. The leak has been repaired. .

*Mr. Johnson made a motion to abate 22 units of sewer on the September 2019 invoice at \$6.75 per unit for a total of \$148.50 plus any accrued interest. The motion was seconded by Mr. Barnes. The motion passed unanimously.*

**3.6 11 Angela Lane – Robert may**

The appellant was not present for the meeting. The appeal is for Water Adjustment for above average water usage due to an irrigation system leak.

*Mr. Johnson made a motion to abate 24 units of water at \$5.55 per unit for a total of \$133.20 plus accrued interest on the October 2019. Mr. Johnson included a request to note the account as a once in 10 year water adjustment. The motion was seconded by Mr. Barnes. The motion passed unanimously.*

**4. Rate Discussion:**

Mr. Sullivan spoke to the Board regarding the previous rates discussion and the presentation and recommendation on rates made to the Finance Committee. He stated that the Committee had listened to the Boards recommendations regarding the water and sewer rate increases, but that they were hesitant to raise the rates by 10% sewer

and 7% water as recommended by the Utility Advisory Board. Mr. Barnes stated that the recommendations were based on Mr. Sullivan's projected debt service and the projects in process and proposed for the future. Mr. Barnes and the other Committee members explained that they had recommended the large increase so that future years lesser increases could be done annually. Mr. Sullivan explained that the Finance Committee had him change some assumptions within his spreadsheets and those changes did lessen some of the budgetary costs. After much discussion the Board recommended a 5% Water Rate increase and 10% Sewer Rate increase.

**5. Adjournment:**

***Mr. Johnson made a motion to adjourn at 6:43PM. The motion was seconded by Mr. Barnes. The motion passed unanimously.***

*Minutes respectfully submitted by Lisa J. Clark Utility Billing Office Supervisor.*