

**Utility Advisory Board  
February 13, 2023  
5:30pm  
DPW Conference Room  
209 Chestnut Hill Road**

**MEMBERS PRESENT**

Ralph Sanders

Joe Boudreau

Eli Barnes

Brett Johnson

Shawn Libby, Chairman

**OTHERS PRESENT**

Laura McDormand, DPW Administration & Utility Billing  
Supervisor

Michele Grant, Utility Billing Administrator

**MINUTES**

**1. Call to order:**

Mr. Libby called the meeting to order at 5:30pm.

**2. Approval of January 9, 2023, Minutes**

Mr. Libby requested a motion or comments on the minutes for the January 9, 2023 meeting. *Mr. Johnson made a motion to accept the January 9, 2023 meeting minutes as presented. The motion was seconded by Mr. Boudreau. The motion passed unanimously.*

**3. Appeals**

**3.1 24 Nutter St. – Joseph Murray**

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for a leaking toilet.

*Mr. Johnson made a motion to deny this appeal as the water was used and entered the City sewer system. Mr. Barnes seconded the motion, the motion passed unanimously.*

**3.2 20 – 22 Winter St. – Andrew Bolton**

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for a leaking toilet.

*Mr. Johnson made a motion to table this appeal for additional consumption history. Mr. Barnes seconded the motion, the motion passed unanimously.*

### **3.3 56 Chamberlain St. – Donald Countryman**

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for a leaking toilet.

*Mr. Barnes made a motion to deny the appeal based on the Policy for Water Sewer Adjustments, section 3 and granted a 25% hardship credit. Mr. Johnson seconded the motion, the motion passed unanimously.*

### **3.4 29 Lupine Lane – William Burke**

The appellant was not present for the meeting. The appeal request is for a water and sewer abatement for a leaking meter in a pit.

*Mr. Barnes made a motion to table this appeal for additional consumption history with new meter. Mr. Boudreau seconded the motion, the motion passed unanimously.*

## **4. Financials**

The board reviewed and briefly discussed financial reports.

## **5. Adjournment:**

*Mr. Johnson made a motion to adjourn at 6:00 pm. The motion was seconded by Mr. Boudreau. The motion passed unanimously.*

*Minutes respectfully submitted by Michele Grant, Utility Billing Administrator*