

**Utility Advisory Board  
February 12, 2024  
5:30pm  
DPW Conference Room  
209 Chestnut Hill Road**

**MEMBERS PRESENT**

Shawn Libby, Chairman

Brett Johnson

Ralph Sanders

**ABSENT**

Joe Boudreau

Eli Barnes

**OTHERS PRESENT**

Lisa Clark, DPW Deputy Director, Operations & Administration

Michele Grant, Utility Billing Administrator

**MINUTES**

**1. Call to order:**

Mr. Libby called the meeting to order at 5:33pm.

**2. Approval of January 8, 2024 Minutes**

Mr. Libby requested a motion or comments on the minutes for the January 8, 2024 meeting. *Mr. Johnson made a motion to accept the January 8, 2024 meeting minutes as presented. The motion was seconded by Mr. Sanders, the motion passed unanimously.*

**3. Appeals**

**3.1 37 Bailey Dr. – Mark & Kathleen Nice**

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

*Mr. Johnson made a motion to abate 40 units of sewer for a total of \$326.80. Mr. Libby seconded the motion, the motion passed unanimously.*

**3.2 51B Whitehall Rd. – Roger Houde**

The appellant was not present for the meeting. The appeal is for a sewer abatement for hose left on outside.

*Mr. Johnson made a motion to abate 41 units of sewer for a total of \$334.97. Mr. Libby seconded the motion, the motion passed unanimously.*

### **3.3 32 Chamberlain St. – Richard & Priscilla Leblanc**

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

*Mr. Libby made a motion to abate 24 units of sewer for a total of \$196.08 after we receive proof of repair. Mr. Johnson seconded the motion, the motion passed unanimously.*

### **3.4 13 Patriots Way – Roland Kimball**

The appellant was not present for the meeting. The appeal is for a water & sewer abatement for a burst pipe in basement.

*Mr. Johnson made a motion to deny this appeal because it was received late, 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.*

### **3.5 83 Eastern Ave. – Robert Wotton**

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

*Mr. Johnson made a motion to deny this appeal because it was received late, 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 53-55 River St. – Raymond McGill**

The appellant was not present for the meeting. The appeal is for a water & sewer abatement for possible meter issue/high usage.

*Mr. Libby made a motion to abate 412 units of water for a total of \$2640.92 and 412 units of sewer for a total of \$3366.04. Mr. Johnson seconded the motion, Mr. Sanders opposed.*

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

## **5. Adjournment:**

*Mr. Libby made a motion to adjourn at 6:10pm. The motion was seconded by Mr. Sanders, the motion passed unanimously.*

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