

Tri-Town Water District No. 1

Commission Meeting

February 15, 2024

Chairman Darwin Pratt called meeting to order at 6:03 pm.

Commissioners present were: Steve Kayhart, Drexel Wheeler, Ernest Audet and Lance Wood
Also present were: Katie Shimel, Dwayne Roberts and Tricia Gordon from Tri-Town Water.

A motion was made by Larry Simino, seconded by Drexel Wheeler to approve the minutes of the January 18, 2024 meeting as presented. The motion passed.

Two Tap-On applications were presented; one by Ellyana Carl for a 1" tap-on for property on Lovers Lane in Bridport where a new single family home will be constructed. A motion was made by Drexel Wheeler and seconded by Steve Kayhart to approve the Tap-On. The motion passed. The second by Scott Grant from Addison for a ¾" tap-on for property on Mountain Road in Addison. After a brief discussion regarding pressure and other users on the system our engineer (Robert Clark from Otter Creek Engineering present) provided adequate information stating pressure recordings etc and that it wouldn't jeopardize other users; a motion was made by Steve Kayhart and seconded by Drexel Wheeler to approve this tap-on. The motion passed.

Tricia Gordon reported on Delinquent Account list; still collecting on the list for a shut off date of 2/27/2024. Final notices will be distributed next week.

Robert Clark from Otter Creek Engineering discussed the Service Line Inventory project updating the board on the current status. At this time the project is slow going and that a plan should be initiated in order to meet the deadline of October 2024. Robert can't guarantee his help due to his work load although he will see about finding extra help for Tri-Town Water in regards to a new temporary hire to work just on the project with hours of the position differing to reach customers after business hours (ex: 12-8 pm). Robert will provide a sample job description to advertise locally for this position. It was also discussed upon that any services built after 1989 will automatically be lead free therefore town records will be pulled to see if some services can be eliminated shortening the amount of services requiring that documentation. No final decisions made at this time.

It was discussed briefly regarding the meter that calculates the water being pumped from the plant; Robert Clark will put Dwayne in touch with someone who can provide information on style of meter. Per a quote a quote from Ti Sales would cost about \$16,000 for a new meter. No final decisions made at this time.

Regarding the water loss percentage, it was noted by Robert Clark that for Tri-Town Water's system being about 60 years old the 39% loss isn't that bad in those regards (he has seen worse) and it's important to stay on track with our new meter project.

Superintendents report from Dwayne; repaired a leak by Treadway's farm in Shoreham, also a hefty leak most likely for some time in the sewer ditch by Shoreham Service Center in Shoreham.

A quote from Champlain Valley Plumbing & Heating for new Modine heaters would be about \$6,000 to replace 5 units. No other quotes at this time. It not being urgent at this time no decisions made on how many to replace. The Addison Fire Department requested a tour of the water plant for learning purposes which will be given next week by Dwayne Roberts. And lastly Aaron Ouellette will retake his 4C license next month and Kevin Paquette will start his classes for the exam.

As our previous treasurer had retired effective the new 2024 year; the board decided to add Darwin Pratt and Steve Kayhart as authorized signers and Tricia Gordon as authorized representative on all existing bank accounts; Bank of Orwell, Keybank, National Bank of Middlebury, New England Federal Credit Union, North Country Credit Union and Vermont Federal Credit Union.

A motion was made by Lance Wood that Darwin Pratt be an authorized signer on all bank accounts retroactive to 12/1/2023 per list noted above; seconded by Drexel Wheeler. The motion passed.

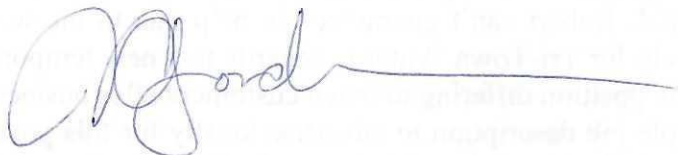
A motion was made by Lance Wood that Steve Kayhart be an authorized signer on all bank accounts retroactive to 12/1/2023 per list noted above; seconded by Drexel Wheeler. The motion passed.

A motion was made by Lance Wood that Tricia Gordon be an authorized representative on all bank accounts retroactive to 12/1/2023 per list noted above; seconded by Drexel Wheeler. The motion passed.

A motion was made to table the update on budget/chart of accounts discussion until the next board meeting. The motion unanimously passed.

There being no further business, Chairman Pratt adjourned the meeting at 7:49 pm.

Kindest Regards,

A handwritten signature in blue ink, appearing to read 'Tricia Gordon', followed by a long horizontal line extending to the right.

Tricia Gordon-Clerk/Office Manager