

# Tri-Town Water District No. 1

## Commission Meeting

### APRIL 16, 2026

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

Commissioners present were: Darwin Pratt, Steve Kayhart, Larry Simino, Scott Douglas, Drexel Wheeler, Adam Thomann, Ernie Audet, Lance Wood and Brian Treadway.

Also present was: Tricia Gordon, Dwayne Roberts, Aaron Ouellette and Jennifer Sullivan from Tri-Town Water.

Amendments to the March 19, 2026 meeting minutes: Amend the word “swap” to “swamp” under Superintendent’s Report. No other amendments.

#### Tap-Ons:

1. Stefanic: 3936 Lake St Addison
  - a. 2 bedrooms off Pot Ash Bay 2 inch line off 8 inch dead end. 82 psi and not far from the main. Will be a  $\frac{3}{4}$  tap with 75 psi coming into the house. Dwayne sees no issues and about a month until ready to run the line. Larry made a motion to approve the tap on as outlined, seconded by Adam. All in favor; tap on approved.
2. Bannister: 2664 Town Line Rd Addison
  - a. Small ADU that needs water. Has an existing pit and looking to tap off line right before house. Discussion followed about the gray area this request presents. There is a master meter in the pit. Discussion around the fact that each unit is supposed to have a tap on and the fact that the ADU needs its own waster water permit which supports a separate service for this ADU. Can add another meter and separate line from the pit. Customer would prefer two separate services / bills. Dwayne still needs a pressure test and customer will have to work with an engineer. Ernie made a motion to approve tap on request through a separate tap on and meter from the pit all the way to the ADU. Seconded by Larry; all in favor – tap on approved.
  - b. Brought up the fact he has a depression in his lawn where it is always wet, but not standing water. Wondering if there is a leak. Dwayne can check meter and see the usage.

#### O.C.E – Robert Clark

- Noted that the Bond Vote passed with 204 votes cast; 194 stating yes and 10 stating no.
- Robert discussed the Bond Vote and notes that it is now in the 30 day appeal period. After the 30 days, the bond lawyer can provide the certification of the vote which is the next step.
- We have received approval for the sole source work
- Tenzin has some changes required for the paperwork which will then need to be submitted by Jenn and Trish. Funds should be available within 45 days
- Robert will meet with WesTech for new quote to get all costs. Draft contracts look good to go and then will be ready to bid. Robert will share the tracking spreadsheet with Jenn and Trish
- Board will need to settle on how funds will be used. Discussion followed about how the money won’t be ready this summer as the state is bogged down and takes about 6 to 8 months to process. Current

municipal bond rates are around 4%. Best value will be to do all the work at once including the East Street and Cross Rd loop.

- It was noted that the EPA money will be spent all at the plant and we can use own funds for East Street
- Robert recommends we perform a rate study to focus on how Tri-Town can deal with debt noting that money in the bank can offset interest expense. Leverage existing cash to our advantage. It was noted that the residential basis of Tier 1 users is incredibly low. Can't push everything onto the big users. It is best to put the burden of pipe upgrades, etc on everyone. Do rate increases each year as adding \$25 a year is easier for households to handle.
- Discussion followed around how all of these improvements will help. Noting that the real tell will be the meter reading audit. How much water is making it to the customer? Should be 20-25% water loss but Tri-Town is 40-50%. Identifying problem areas is hard as with all the pipes it's like a "death by a thousand cuts". Goal with main replacement would be seeing chemical usage down, saving on chemicals, labor, etc.
- OCE did the water audit last time. It was noted it would be helpful to have a full year of data with the new meters. Discussed reading numbers once a month to help with data. Need several months of data. Currently have close to 80% of customers on the drive by meters.
- Discussion around the fact it is the board's decision on the project importance. Robert will gather costs. It was noted that 40 years feels too long to pay back on projects. Municipal bond money will be quicker and easier to use. The State Revolving Fund water has extra layers with required federal wages, items having to be made in the US, etc.
- Overview of the Special Meeting was discussed noting that someone at the meeting noted we were not asking enough. Robert did a great job presenting and painted a great story and accurate representation about current state of Tri-Town.
- Other discussion followed around the fact that our tap on fee is too low compared to others fees. Others do it on usage and can cost \$2-3,000. Tap-on is guaranteed water with a well costing around \$18,000 and not guaranteed water.

Tricia Gordon reported on the delinquent accounts list noting usual list with a shut off date of April 22<sup>nd</sup>. Noting it's a longer list with more house accounts.

Audit Engagement Letter: Reviewed the audit engagement letter for FY2025. Fee is \$13,000 with Telling and Hillman. Jenn noted it was boiler plate language with required pieces. Ernie made a motion to approve the audit fee and sign the engagement letter; seconded by Larry. All in favor, motion approved.

Office Equipment: The office laptop Trish uses is acting up with the number keys not working. We have had it for a few years and it was a refurbished laptop when purchased. Trish does use the laptop to work from home. Brian made a motion, seconded by Larry for Trish to purchase a reasonably priced laptop replacement. All in favor, motion approved.

Superintendent's report:

- Dwayne reported the circulators quit and blew the coupling. Plouffe's is fixing.
- Received an email regarding Phase 2 testing for the PFAS settlement. Drexel reached out to lawyer but received no response
- First high lift seal blew and is leaking. Also noted the raw water pump is not in prime.
- Dwayne discussed Reduce Pressure Zone (RPZ) valves noting anyone with two water sources should be required to have one. Dwayne recommends Tri-Town comes up with their own policy regarding them noting they prevent cross contamination. State regulations require schools to have them but unclear if agriculture is required. Discussion followed that some farms do have them and they are in place. Dwayne feels Tri-Town should have the right to see the inspection records. Asked how would Tri-Town know if a customer has two sources of water? Board will think on this matter and discuss further as an agenda item next month.

Other Business:

- Customer regarding Drive-By opt out fee – Customer complaint about drive-by opt out fee. Noted that we have a policy that calls for this fee. Noted that meter only puts out signal when it is read. Currently have 15 opt out fees
- Steve mentioned he talked to Matt Durst at Otter Creek Engineering about our platform software. Asked the board what we would like to see from the software system including pipe size, valve locations, drop pins for locations, etc. Need to find out if we pay for the product we have now and Tri-Town needs to be better about noting physical locations, hook up sites, etc. Noted that Tri-Town might need new tablets. Matt is happy to come to a meeting and discuss. Noted that Addison Regional Planning has a system as well we could look into.

Personnel: No matters.

Motion made by Steve and seconded by Larry to go into executive session at 7:39 PM. Motion made by to come out of executive session by Lance and seconded by Larry at 8:10 PM. No motions made.

There being no further business, Chairman Darwin Pratt adjourned the meeting at 8:12 pm.

Kindest Regards, *Jennifer Sullivan*-Jennifer Sullivan-Clerk