

# Tri-Town Water District No. 1

## Commission Meeting

### April 17, 2025

Chairman Darwin Pratt called meeting to order at 6:00pm.

Commissioners present were: Steve Kayhart, Larry Simino, Adam Thomann, Drexel Wheeler, Ernest Audet, Lance Wood, Ed James and Scott Douglas.

Also present was: Dwayne Roberts and Tricia Gordon from Tri-Town Water.

No amendments to the March 2025 meeting minutes.

No Tap-Ons present.

Jennifer Sullivan who's interested in the treasurer position came to meet the board of commissioners and introduce herself, will be discussed further later.

Darwin briefly explained a minor accident with an employee backing into a tree with the 2022 F150 truck, and whether or not to claim on insurance or pay a local body mechanic out of pocket. After receiving a couple quotes, Ernest Audet made a motion to pay for the repairs out of pocket going with Fly'n Ryan Auto Body Larry Simino seconded. The motion passed.

The board discussed if a policy is needed in place for the fee structure charge for customers who opt out of the drive by meter assemble. After a brief conversation and direction from VT League of Cities and Towns on the topic, Lance Wood makes a motion to set a policy in our Rules & Regulations to create a smart meter opt out base rate fee (\$50 quarterly, voted on at previous meeting) to cover the cost of manually reading those meters. Noting that this policy should be recorded in all the correct places; ex: R&R, Tap on Procedures, Rate Sheet etc; Ernest Audet seconded. The motion passed.

Another policy to be set regarding time to allow for bids on large projects; ex: bids for engineers due to EPA grant money loan requirements etc. A motion was made by Ernest Audet to set a policy for a 2 week notice posting for bids on major projects; seconded by Lance Wood. The motion passed.

Regarding our Rules & Regulations to set up a committee to review them to be sure they are up to date and follow other current Rules & Regulations. Steve Kayhart moves to appoint a committee to review the R&R's of Scott Douglas, Adam Thomann and Darwin Pratt; Lance seconded. The motion passed.

The existing business credit card from Citizens bank was set up over 15 years ago by our past treasurer; Mark Pumiglia who retired at 2024's year end. The board decided best to add/update the signers on the account. A motion was made by Larry Simino to add Darwin Pratt, Steve Keyhart and the new treasurer once one has been elected, to the Citizens Bank credit card account; Adam Thomann seconded. The motion passed.

Tricia Gordon reported on the delinquent accounts list; it's in the works and has a shut off date of 4/28/2025. We will be hanging door notices next week.

A brief discussion on the disconnection policies and procedures; might be a good idea to review these procedures as well with the new R&R's committee earlier set in place.

Superintendent's report: A leak on Forrest Road in Bridport was repaired. A new tap on for Pouliot was completed as well as a curb stop repair for Wood's in Addison.

Dwayne reported that we failed our disinfection byproducts test for the last quarter of 2024. The maximum contamination level is 60 and our haloacetic acid was 63! Per the state, because we had two failed test in a row-quarterly, we will have to notify customers by sending a letter and posting in newspaper. Dwayne will have to meet with Ray Solomon for more information and direction. The state issues where the samples are taken and there is a hydrant at the end of those lines. Discussed flushing those lines would help to eliminate the cause...will need more information from Ray because both the sample points are before the hydrants. TTW has 51 dead-end lines. Those lines will have dirty water for an extended amount of time; we will have to notify customers in advance as there will be a lot of dirty water due to the flushing. It's thought best to start flushing hydrants now so that our June test results will return back to normal levels.

Trish gave an update on the drive by meter project: we are at 51% complete and Jeromy has put in 451 smart meters himself in 6 months. Dwayne ordered more meters today as a notice was sent to customers to remind them we are still working on the project and seek their cooperation and time.

The board briefly discussed and decided to open a new CD at a new bank (Bar Harbor) for a 9 month CD at 4%. Money was previously in a different bank at a much lower rate which was recently withdrawn and closed.

Steve updated board on the Still Meadow Lane tap on request.

Lance Wood makes a motion to go into executive session at 7:05 to discuss personnel and to invite Dwayne Roberts and Tricia Gordon to stay; seconded by Drexel Wheeler.

Lance Wood makes a motion to come out of executive session at 7:38; seconded by Adam Thomann.

New hires:

Larry Simino makes a motion to offer the treasurer position to Jennifer Sullivan; Lance Wood seconded. The motion passed.

Lance Wood makes a motion to add our new treasurer to all financial institutions and credit card accounts based on acceptance of the position; Adam Thomann seconded. The motion passed.

Lance Wood makes a motion to offer Robert Barrows the position of our fourth man as a water operator; Larry Simino seconded. The motion passed.

There being no further business, Chairman Pratt adjourned the meeting at 7:40 pm.

Kindest Regards, *Tricia Gordon*-Tricia Gordon-Clerk/Office Manager