

Tri-Town Water District No. 1

Commission Meeting

Special Meeting

August 27, 2026

Chairman Darwin Pratt called meeting to order at 6:04 pm.

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

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

Amendments to the July 16, 2026 meeting minutes: None

Tap-Ons:

- Mike Pyle – Basin Harbor Rd: Building a 3 bedroom with additional 1 bedroom to be added. One dwelling currently with an addition to be added later, not an ADU. 82 psi from the line and 81 psi at the house. $\frac{3}{4}$ tap on requested. Ernie made a motion to approve the tap-on request, seconded by Adam. All in favor, motion passed.
- Steph Pope – Lake St: Building a single family residence and requesting a 1 inch tap-on. Coming from a stable line with 86 psi with 53 psi at the house. Quite a ways off the road but will have adequate pressure with 4 inch line. Steve made a motion to approve the tap-on; seconded by Larry. All in favor, motion passed.
- Kay Smits – Jersey St: Right off main, pressure adequate with reports all done. Requesting $\frac{3}{4}$ tap on with 90 psi coming off the 3 inch main with 60-70 psi at the house. Larry made a motion to approve the tap-on request, seconded by Adam. All in favor, motion passed.
- Nick Madison – Heitman Rd: Coming from the 2 inch line that dead ends at Barnes Farm. 81 psi with 74 psi at the house. Requesting $\frac{3}{4}$ inch tap on. Larry made a motion to approve the tap-on request; seconded by Lance. All in favor, motion passed.
- Watch Point Rd Moratorium Issue: Approved a tap-on two years ago but the individual had never done anything. Tri-Town then put a moratorium on Watch Point Rd and he was told he couldn't complete the tap-on. Individual has tried for a well with no luck. Discussion followed about Tri-Towns rules and procedures around being approved for a tap-on and the length of time someone has to complete the tap-on request. No set end date for the tap-ons, but Tri-Town's situation does change and historically it has been that if an individual paid, it does not expire. Waste water permits do not expire from the State. Discussed creating guidelines and including in allocation letters. It was determined the board will think on this over the course of the next month and to reach out to Benj as well to see if Tri-Town can set an expiration date. Trish will also work on creating a list of open tap-ons that the board is aware of. Agreed that this initially approved tap-on can move forward as originally approved.

OCE Project Update:

- Robert Clark from OCE gave an overview on projects noting:
 - Met with the State noting they had no major changes with plans

- Bidding schedule can move forward as presented noting that Jenn, Trish and Dwayne met with Tenzin to go over her questions. Based on this meeting, Tenzin is recommending that we remove the amount applied to materials to remove the sole source requirement and instead put the District's remaining cost share to construction. It was noted that this is the "path of least resistance" for both the EPA and Tri-Town. It removes the additional governmental "red tape" and will get access to the money faster. If the construction does not meet all of the cost, the grant will not go away and can use for other projects.
- Noted that discussion with WesTech has happened and they have provided a list of additional material items that cost around \$113k. There is still a 12 / 16 week lead time. Construction needs to occur between January – mid- March
- State is getting upset and wants to see that we are making progress to improving water quality.
- Requested that another meeting occur early next week with Robert, Tri-Town and Tenzin and then final reports can be submitted. Bid process can begin in September.
 - Ernie made a motion to move forward with amending the application with the EPA to take the "path of least resistance" and remove the materials from the amounts such that Tri-Town's match is met through construction and labor costs. Adam seconded. All in favor, motion passed unanimously.
- Robert noted that the State does want Tri-Town to fix the water before they will amend our permit to supply more water. Discussion then followed around Dwayne's new process of lengthening the wash time and increased use of allum. It was noted this has helped but may not work as the water gets colder.
- Robert will plan to be back for the September board meeting noting that a special meeting may be needed in October

Preliminary Budget Work and FY26 Review:

- Jenn reviewed a break out of variable vs fixed costs noting that when looking at the cost per tier, tier 1 picks up all fixed costs to split amongst all customers causing tier 1 to lose money. Tiers 2 – 4 bring in enough revenue to cover the additional cost of water they use. Discussion followed around rates and where the ideal tier 1 rate should be closer to \$460 per customer. Board members feel that it is hard to raise water rates when we are failing water tests.
- Jenn also reviewed cash roll-forward from FY20 – FY25 noting that overall the balance of cash has remained flat with just the change in make-up of cash vs cash equivalents (CDs). However, Jenn noted that in FY26, a significant cash balance was used towards 50% purchase of materials for the third filter rehab as well as approximately \$100k to Otter Creek for the 3rd and 4th filter projects.

Office Billing Software:

- Trish noted that our IT specialist Mark wants to retire and she has looked into our water software CUSI that has an option to host a billing software. Would be a big change for customers as they would be able to see their usage, make payments, etc. Changing would incur a one time cost of \$5,000 with approximately \$120 per month after that. Would help make Trish's job more efficient. Trish will continue to do research and meet with the CUSI representative and report back next month.

Rules and Regulations:

- Footnotes have been added to the rules and regulations document to note when changes occurred for easier reference and to be transparent. Discussion followed around if public should see this version.

Steve made a motion to include the version with footnotes on the website; seconded by Scott. All in favor; motion passed.

Tricia Gordon reported on the delinquent accounts list noting that it is shorter than usual and shutoff notices were hung on the 24th. It was noted it is a small list minus one large customer and that some individuals on the list are on payment contracts.

Superintendent's report:

- Aaron reported that August has been quiet on the distribution side but at the plant, raw water pump #2 is losing its prime and #3 started acting up. GCS came to diagnose and replaced contactor for all three.
- Raw water reservoir was cleaned out
- Noted that the raw water pump did not set off pager so when GCS was at the plant, they updated the alarm systems so that it will set off the pager when it goes off. 74 booster station alarm was also updated as well.
- Had a problem with air blowers not being stable and brackets secured to fix problem
- Plugging away at meter replacement and ordered another 30 meters. Will slow down now that it is in the third year and are at about 85% completion.
 - Discussion followed around if Tri-Town could turn off water for a not paid opt out fees. Also noted there are 3 meters we cannot access so these are estimated.

Other Business:

- Brief discussion to clarify that Mike Pyles tap-on is for one meter and not two (no ADU)
- Claire Ayer (customer) Meeting was noted for Tri-Town Rd and Oven Bay for \$900k grant work to improve drainage. Steve asked if Tri-Town was aware of this / if Addison individuals were aware of this. No further discussion.

Personnel: No matters.

There being no further business, Chairman Darwin Pratt adjourned the meeting at 8:03 pm.

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