

Tri-Town Water District No. 1

Commission Meeting

February 20, 2025

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

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

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

Amendment to minutes from January 2025 meeting noted by Larry Simino; minutes stated that Tricia Gordon reported on delinquent accounts however she was absent during that meeting; therefore no report was given.

Tap-Ons: Ernest Audet would like to put a 1 ½ inch line across 22A down Cross Street in Bridport to provide water to a manure pond where a future barn will be constructed. After a short discussion a motion was made by Larry Simino to approve the requested tap on; seconded by Drexel Wheeler. The motion passed.

After the fact it was noted by Dwayne Roberts that none of the Tri-Town Water tap on procedures have been followed and met for approving this tap on. There was a discussion regarding if tap on procedures should be revised for agriculture use tap on requests. The question is thought to be discussed with our engineer to resolve. In the meantime should there be an amendment to the previous tap on approval for Ernest Audet. It was decided to leave as is for now until further conversation with our engineer.

An update on the fourth man position; the ad was ran for 2 weeks on the radio, in the local paper and is posted on Indeed. We only received limited applicants without the right qualifications. A motion was made by Lance Wood to continue with the same hiring process of running ad in paper, on radio and Indeed; Larry Simino seconded. The motion passed.

Grant update: An update reported (via email) by Robert Clark from Otter Creek Engineering regarding Tri-Town's previous meeting with the CDS representative and the EPA project engineer for Sanders grant funding the next steps for Tri-Town are as follows: Define the project with a written narrative. Tri-Town can use the funding for the 4th filter at the water plant, new water mains, booster stations etc. This will need to be decided by the board. There are further documents that need to be submitted with the help of OCE. Robert suggests Tri-Town issue a request for qualifications (RFQ) which allows us to select the engineer for the next phase of the project, if not done the engineering costs won't qualify. Once the scope of work is defined and remaining documents are filed we can proceed with the next phase. The district also applied for the (DWSRF) Drinking Water State Revolving Loan Fund in FY 25, we will have to wait a few months to see if TTW qualifies for grant or loan or both.

Regarding scope of project Dwayne Roberts feels the major problems that should be addressed are the 4th filter, East St pressure issues with a possible booster station and an updated generator at the Whitford booster station. Board discussed and feels the filter and East St projects to be the scope of our grant money for the EPA. A motion was made by Ernest Audet that the East Street project and the forth filter at the water plant be the main focus on the EPA grant money project; seconded by Larry Simino. The motion passed.

Regarding the EPA project for the grant money being received to Tri-Town should be overseen by a board member with compensation. Steve Kayhart had previously discussed with Drexel Wheeler to see if he would be interested in overtaking the project. Drexel has agreed to be the project leader. A motion was made by Steve Kayhart for Drexel Wheeler to be the point person on the EPA grant project with compensation paid for his time; seconded by Larry Simino. The motion passed.

The drive by meter project update: 667 DB meters installed to date. Jermoy has put in 300 alone and is doing a great job during the winter months as we have to wait on doing seasonal accounts, most pits and mobile homes due to weather conditions etc. Tricia updated on software and new billing process. It's proving to be a challenge initially to set each new drive-by meter up to make sure billing is correct. It is a time consuming work in progress and really won't be more seamless and gallons pumped more accurate until all meters are installed and the project is complete.

Tricia Gordon briefly reported on Delinquent Account list; new list with a shut off date of 3/25/25. Disconnection letters have just been mailed.

Superintendent's report: A leak was repaired near Sunderlands farm. Eugene Sterns service line was leaking before the curb stop therefore TTW has repaired. Bill Stammelmen on East Street (Jen Lowe subdivision-tap on) was having low pressure after water being turned on, after finding the problem it was dug up and needed to be re-tapped and now pressure is great. Reliant came to service the generator and replaced some hoses. The rubbish/junk/steel around the water plant has been cleaned up and removed. Another 150 meters have been ordered for about \$44,000 in cost.

A question was asked by Steve Kayhart regarding if a customer with frozen water needed a meter bottom but owed on an outstanding invoice from past years what the procedure is for that situation. Should a policy be created as to what TTW does if a customer has an outstanding invoice etc. The board decided its food for thought and to discuss further at a later time; questioning on how many different policies should be created.

Steve Kayhart makes a motion to go into executive session at 7:24 pm; seconded by Larry Simino.

Steve Kayhart makes a motion to come out of executive session at 7:51; seconded by Ernie Audet. No motions made.

There being no further business, Chairman Pratt adjourned the meeting at 7:52 pm.

Kindest Regards,

Tricia Gordon

Tricia Gordon-Clerk/Office Manager