

Tri-Town Water District No. 1

Commission Meeting

JUNE 18, 2026

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

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

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

Amendments to the May 21, 2026 meeting minutes: None

Tap-Ons:

- Tap-on request for Andrew Kayhart on Country Club Rd. Looking for a shop with a small apartment and house next summer. Septic is for a house and an ADU. It will come from the 2 inch line fed off Jersey St. Dead-end line so good pressure with 96.5 psi at the house site and 96.6 psi at the ADU. It is a private line with a pit off of Jersey St. Looking for a 1 inch tap at the \$1,300 fee. Tri-Town will make the connection. Adam made a motion to approve the tap on; seconded by Larry. All in favor; motion approved.
- Tap-on request for Adam Graves at 2000 Jersey St off of the 8 inch line with 110 psi at the line and 105 psi at the dwelling. 1 inch tap requested with a metered pit as well. Single house with 3 beds and 2 baths. Larry made a motion to approve the tap on; seconded by Adam. All in favor; motion approved.
- Tap on request for Steve Kayhart on Country Club Rd. Fed from the 2 inch line off Jersey St on a dead-end line. 96 psi at the dwelling. Drexel made a motion to approve the tap on; seconded by Larry. All in favor; motion approved.
- Tap on request for a duplex off of Steve Kayhart's existing 3 inch line. PSI at the duplex will be 57 psi. Line pressure coming off from the old Bodette pit. 1 ½ tap requested. Drexel made a motion to approve the tap on; seconded by Adam. All in favor; motion approved.
- Discuss ADU (Accessory Dwelling Unit) –
 - Discussion around the need of a policy for additional hook up to private lines that require a waste water permit – specifically ADUs. It was noted that anything with a bathroom (potable water) needs a waste water permit even if the intention is to hook up with existing water connection. Need to set a policy around this and update our rules and regulations.
 - Discussion around how much complexity do we want to add? Majority of ADUs will be on a private line, but we do incur an administrative cost of having to provide them allocation letters for the ADUs. Typically, the allocation letters are then followed by a tap-on request but with the case of ADUs, most will connect via an existing private line. How to capture our fee for this work? Adjust through rates? Tap-on fee? If a meter is included, there is a related cost of reading the meter, replacing/repairing said meter.
 - It was noted that duplex's pay more than one base rate – each renter/owner will pay the base rate so that one house acts as two connections. Discussion around if this would work for ADUs as well and if a meter is necessary for ADUs. Having no meter means no need to replace broken meter, spend the time reading it, etc. Water is already being read by the first meter. It

was noted that some might want a meter. Is it worth capturing this revenue for the system? \$100 per quarter for water already going through the system? ADU is capped at one bedroom so should not use a lot.

- Noted that an allocation letter is needed along with waste water permit – could generate another service but not another meter. Could create a separate account or add an additional base rate. Believe we should not put in another meter unless explicitly asked. Won't apply to barns or additions that do not need a waste water permit.
- Discussed having ADUs pay a separate fee to acquire water with the intent that customer is buying the privilege to get water. Noted that Dwayne's license stops after the meter and it feels icky if Dwayne can't do the work but an allocation letter is required. Also discussed how we would know when to start the billing for the ADU. Should it be after a set number of months or year(s)? Tri Town wouldn't inspect or do the work so no risk to Tri Town as there would be a check valve at the meter. Discussed how long a connection fee is good for? No way of knowing when the water starts flowing to the ADU.
- Scott made the following motion: When connection from a private line with a waste water permit is needed, customer will pay \$350 connection fee plus going base rate per quarter. Tri Town to be notified when activated. Drexel seconded; all in favor – motion approved.
- It was noted that this motion will need to be reflected in the following:
 - Rules and regulations
 - Tap on procedures
 - Rate Sheet

GIS Mapping Discussion (Geographic Information System)

- Steve noted that Tri-Town currently has the base program with a “viewer” subscription
- Current devices can be 25 feet off but the new potential devices can be accurate within inches
- Matt Durst from OCE recommends we get one tablet and it was noted that the new system is very portable to move if needed in the future
- Discussed acquiring quote for each tablet and potential to get a tablet per person. Steve to gather cost and report back at next meeting.

OCE Project Update – tabled until next meeting

OCE Qualifications Review – Discussion around Otter Creek Engineering's professional qualifications and historical knowledge of Tri-Town's system as well as water systems in general. No issues with them in the past and the Board feels they are very capable. Lance made a motion to approve OCE as the engineer for Tri-Town's project needs; seconded by Adam. All in favor; motion passed.

Tricia Gordon reported on the delinquent accounts list noting usual list with a shut off date of June 30th. Discussed customer in Shoreham whose pipes froze last December and has been shut off since then per her request. She has asked if billing could stop – it was agreed to stop letting her account grow and to freeze as is and when she wants her water back on for her to clean up the old balance before it gets turned on.

Superintendent's report:

- Dwayne reported that the 6 inch valve on 74 West was replaced

- Raw water pump 2 is losing its prime. A Plus Pipe believes it might have crack but haven't had time to pull screens, etc and see if anything is in pipe. It would be a big deal to replace it and will need the fittings. Will need to find a day to shut plant off, close valves and inspect it.
- Battery surge protector that protects Sketa is in need of a new battery
- Had to replace the CO2 pump as the motor seized which will cost about \$950
- WestTech will be at the plant next Tuesday at 8:30. Robert Clark will be there too to provide supplies and discuss project.

Other Business:

- Discuss Customer DB Opt-Out Disputes – Noted it was stated in our policy. It is a fee to cover an expense. If they do not want to drive by meter, there is an extra cost.
- Noted that there is a need to have a discussion regarding tap-ons and the length of time the approval is good for. Waste water permit has not time limit but we have run into issues where conditions in the system have changed. Need to update pressure to meet the demand. Base duration on size of tap on. Discuss next meeting.
- Water test will be taken next week. State knows we have a plan and we are spending a lot of money on envelopes.
- Noted there was some trouble this past week with credit cards. Mark is also still on the credit card account. Discussed not updating current cards and finding new ones and to look into ACH payments. Discussed increasing the limit for both Trish and Dwayne to \$10,000 each.

Personnel: No matters.

There being no further business, Chairman Darwin Pratt adjourned the meeting at 8:20 pm.

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