

Tri-Town Water District No. 1

Commission Meeting

September 17, 2026

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

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

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

Amendments to the August 27, 2026 meeting minutes: None

Tap-Ons:

- Discussion around if tap-ons should have an expiration date. Noted if an expiration date is added, Tri-Town will need to keep a list of accepted tap-ons, status updates and expiration dates. Three years was floated around and discussion followed if someone may need extra time beyond that could they request it. Drexel made the motion that after the board approves the tap-on, the requesting party has to pay the fee within the first year, and has three years to complete the tap-on or the approval expires. The requesting party can come to the board if additional time is needed to complete the tap-on. Motion seconded by Lance. All in favor – motion approved.

OCE Project Update:

- Robert Clark from OCE gave an overview on projects noting:
 - Waiting on State for permit to be issued.
 - Noted CDS docs were revised with Trish and Jenn and that the filter purchase is eligible. Robert recommends once money is approved submitting the 3rd filter invoice and request reimbursement. Noted the EPA is also required to advertise to disadvantage businesses but everything is moving forward. Robert recommends ordering the additional parts that are needed and then the 4th filter. Recommends calling WestTech and see what is missing, regrouping with them and talking about delivery schedule and timing. It was noted that Robert will ensure work is moving / going forward and will ultimately be signing off on the work.
 - Noted that Penta submitted an invoice to TriTown as they had bought insurance after being awarded the 3rd filter project. Robert recommends paying the invoice. Ernie made a motion to pay the invoice to Penta, seconded by Drexel. All in favor, motion passed.

Preliminary Budget Work and FY26 Review:

- Jenn reviewed a preliminary budget for FY27 as well a projected cash rollforward. It was noted that Tri-Town will have to upfront cash for the EPA project as the project is reimbursement basis and the reimbursement is 80% EPA, 20% TriTown. Discussed how much cash we will need to float construction with an estimated amount of \$350k per month per Robert Clark.

- Robert Clark suggested getting a line of credit tied to the bond vote such that Tri-Town can pull funds as needed and then pay off the line of credit as the EPA reimburses without worrying about having cash on hand for the project and operations. Drexel made a motion to authorize Jenn to work with Vermont Federal Credit Union to apply for a LOC in the amount of \$2.1M. Seconded by Lance. All in favor – motion approved.

Commissioner's Pay:

- Discussed Tuesday meeting attendance noting that if more than 4 commissioners are present, it is a quorum. Noted that commissioners do enjoy attending on Tuesday for the knowledge and timely updates. More than five can attend if no decisions are made. Discussed and agreed that commissioners will not be paid for attending Tuesday's meetings unless specifically asked.

Office Billing Software: No update at this time.

Rules and Regulations: No update at this time. Will need to be updated for the tap-on expiration for next meeting.

Tricia Gordon reported on the delinquent accounts noting she is working on the list and that final notices will go out next week. Some payments have not been processed yet so list will be updated.

Superintendent's report:

- Dwyane noted that the tap-on for Watch Point road has been completed.
- New meter put in for Gary Grant who is requesting to pay two base rates as house gets built then go back to one base rate.
- Noted that ants destroyed the control box of the high tank in Shoreham and will be repaired.
- 20 additional drive by meters put in last month and are officially at 85% complete. Has been time saving to have those meters with Rob performing the hand reads.
- No response from individual in Shoreham who does not want drive-by meter and who isn't paying the opt out fee.
- Noted that August water pumped is showing a difference of 6 million gallons compared to August of last year.
- Our letter for if we fail the water test needs to be worded differently. State sent us changes that need to be made to the letter going forward.

Other Business:

- None

Personnel: No matters.

There being no further business, Chairman Darwin Pratt adjourned the meeting at 7:32 pm.

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