

Tri-Town Water District No. 1

Commission Meeting

December 21, 2023

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

Commissioners present were: Steve Kayhart, Larry Blacklock, Larry Simino, Drexel Wheeler, Lance Wood, Eric Leonard, and Ed James.

Also present were: Mark Pumiglia, Katie Shimel, Aaron Ouellette, Kevin Paquette, Dwayne Roberts and Tricia Gordon from Tri-Town Water.

A motion was made by Larry Simino, seconded by Larry Blacklock to approve the minutes of the November 16, 2023 meeting as presented. The motion passed.

Eli Erwin from Landmark Engineering attended to present an allocation application for a proposed increase in water flow for an existing location for Madison Property at 3332 Basin Harbor Rd in Shoreham. Although an approval for increase in water flow is not required a motion was made by Eric Leonard to approve the allocation letter; seconded by Larry Simino. The motion passed.

Tricia Gordon reported that the Delinquent Account list was still being worked on as the disconnect date was 12/27/23; a new one would be available for next month's meeting.

A thorough discussion regarding installing heat pumps at the Tri-Town Water's office building; many different options like replacing the boiler and adding how many heat pumps and all involved with doing so etc. Majority of board would like to try the 18,000 btu and see if suffices first. A motion was made by Drexel Wheeler who proposes a new boiler and an 18,000 btu heat pump be installed by Champlain Valley Plumbing & Heating, seconded by Eric Leonard. The motion passed.

Employee compensation was briefly spoken about in that the federal cost of living raise increase this year is 3.2%. A motion was made by Eric Leonard to give employees a 3.2% cost of living raise for 2024, seconded by Larry Simino. The motion passed.

Steve Kayhart initiated a discussion regarding the budget, he had recently put together a 5 year view showing the depreciation aspect and giving an explanation of how depreciation works. He feels it is important to review and understand in order to bill correctly for the water rates. Also mentioned breaking down budget categories into sub categories in order to know better what is going out for expenses and coming in for income. It was decided upon to start a committee to look at the chart of accounts to improve budget. (Ex: setting up separate cd accounts, breaking out chemical expenses per each chemical, separate each power bill per location etc.) The committee will include Drexel, Steve, Lance, Darwin and Katie; a date was set for 1st meet on Jan 10th @ 6 pm.

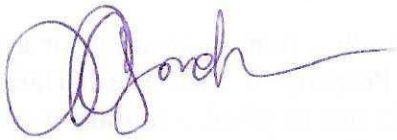
Cyber Insurance had previously been offered by Tom Heins from Market Place Insurance agency; Steve suggested we obtain more information as to what is entailed verses the coverage we already have; Further discussion at next meeting.

Superintendents report from Dwayne; new raw water turbidly meter was installed; although may need some attention as still having some troubles. Due to the recent windy/rainy weather affecting the lake his readings were low vs. the one in the lab, therefore he will need LCS to check the problem. Skada trouble; lost everything on the screen, all flows and tank levels. The reason being the UPS

back up was bad, a new one was ordered and LCS will replace. The waste pond overflowed onto neighbor's yard resulting in an upset neighbor/customer. This is due to the rainy weather as the runoff and filters were putting a lot of water in to waste pond. Dwayne says issue has been resolved as well as with the customer. A water leak was found on Jersey Street near customer Fiore's property, this being a 1 ½ inch line and quite a distance from barn to house and has probably been leaking for some time has now been repaired. Update on new meters project; they are moving along well and are putting all boxes on the Sensus meters. It has been frustrating trying to catch customers at home. We hope to try a test run on next billing group of the drive by meters that have been installed and entered.

There being no further business, Chairman Pratt adjourned the meeting at 7:23 pm.

Kindest Regards,

A handwritten signature in blue ink, appearing to read 'Tricia Gordon', with a long horizontal flourish extending to the right.

Tricia Gordon-Clerk/Office Manager