

TRI-TOWN JOINT REVIEW COMMITTEE MEETING
MINUTES
April 28, 2026
1 PM- 1:30 PM
MS Teams and WWTF

In attendance: Bruce Hoar, Christine Dougherty, Chelsea Mandigo, Aaron Martin, Jess Morris, Regina Mahony, Annie Costandi, Kendall Chamberlin, Jason Booth-AE Engineers

1. Draft meeting minutes from March 17, 2026 approval

- a. Annie made a motion to accept the minutes as drafted. Bruce second. Approved.

2. Drying beds project

- a. A discussion occurred about the cost-sharing of the beds, which is anticipated to be \$300,000. It was decided to split all bills three ways.
 - i. Town of Essex has a budget for this in its Capital Budget 5-year plan, which goes into effect July 1, 2027
 - ii. Williston will be using money out of their portion of the dry day fund
 - iii. City of Essex Junction has a placeholder in their FY27 Capital Budget
- b. A discussion occurred about the timeline of the project. It was decided the project will bid out in May, and construction may start after July 1st.
- c. Whose procurement policy should be followed? Since the project will be on City property, the City's procurement policy should be followed. Given the anticipated amount, it will need to be a sealed bid process.
- d. Kendall asked if other communities would be able to use the beds. It is too soon to tell. We will need to see how Tri-Town will utilize the beds first.
- e. Comments on the drafted plans were given to Jason. It was decided to modify the design away from the sand bed and to a concrete floor with a trench drain for easier future maintenance.
- f. Chelsea mentioned that there will be additional maintenance needs of the bed, including annual cleaning and disposal permit, which the City already has. The cleaning fees can be added to the overall operating budget of the facility.

Adjourned: 1:25 PM