

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES JULY 19, 2023

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, July 19, 2023 at 5:00 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

Chairperson Mark Melchionda called the meeting to order at 5:00 pm. Those in attendance at the start of the meeting were Commissioner Mark Melchionda, Commissioner Mark Bergeron, Commissioner Stephen Mealy, Superintendent Matt Sawicki and Treasurer Maureen Fruci.

Commissioner Melchionda asked for a moment of silence in memory of Commissioner George Sala.

REORGANIZATION OF THE BOARD OF WATER COMMISSIONERS

Commissioner Melchionda congratulated Stephen Mealy for being elected Water Commissioner for the North Sagamore Water District for a term of three years. Mr. Mealy thanked the Board members and said he looks forward to working with them for many years. Commissioner Melchionda nominated Mark Bergeron for Chairman of the Board of Water Commissioners. Commissioner Mealy seconded the motion. The motion was accepted. Commissioner Bergeron accepted the nomination and thanked Commissioner Melchionda for being Chairman for the last two terms.

DISCUSSION & POSSIBLE VOTE ON APPROVAL OF MEETING MINUTES DATED 6/14/23

Commissioner Melchionda made a motion to approve the meeting minutes dated 6/14/23 as written. Commissioner Bergeron seconded the motion. The motion was accepted. Commissioner Mealy abstained from the vote as he was Moderator at that time.

DISCUSSION & POSSIBLE VOTE ON WATER MAIN PROJECTS – PHILLIPS ROAD, NORRIS ROAD TANK TRANSMISSION MAIN & MASSWORKS GRANT CAPE VIEW WAY 40B WATER MAIN

Superintendent Sawicki told the Board DOT began charging for permits within the last 2 years which means the District will have to pay for permits now. However, he said there is language where the District can ask for relief in paying the fees. Commissioner Bergeron asked what the cost of the permit would be. The Superintendent said the fee is \$1,500 and if it has to be paid will be taken from the MassWorks grant. Commissioner Mealy made a motion recommending a letter be sent to DOT requesting a waiver of the \$1,500 fee for the permit for the Cape View Way project. Commissioner Melchionda seconded the motion. All Board members were in favor.

The Superintendent provided the Board with a schedule for the Phillips Road/Norris Road project. He explained the bid will be advertised on 7/26/23 with the bid opening on 8/15/23. There will be a pre-bid meeting on 8/2/23. If all goes according to plan the project will begin on 9/18/23. The work will begin on Tecumseh and Brady Roads with Phillips Road to begin after 10/1/23. He estimates it will take approximately 25 days to complete the work on Brady and Tecumseh including tying in hydrants.

Superintendent Sawicki said he expects the Phillips Road water main installation to take approximately 30 days and the water services should take approximately 25 days. Commissioner Mealy asked if the water main will be installed in the center of the road. The Superintendent said it will hug the side of the road. He also told the Board both fire departments will send crews out to make sure they will have access through the Scusset beach gate. He explained that it will only be for emergency vehicles not the general public. Commissioner Melchionda asked if the bid period may be too tight. The Superintendent said he thinks there will be ample time. He stated it's not a huge project for many of these contractors. He said it should be an attractive project for cape contractors because it will keep them busy until the asphalt plants close in

December. Superintendent Sawicki said the town of Bourne should be fairly easy to work with as far as the paving of the road is concerned. The town of Sandwich doesn't want the water main in the road. They want it installed on the edge. He said they will bid it as a separate bid item for Sandwich. He suggested waiting until the bids come in to have the discussion about placement and paving with the town of Sandwich. Commissioner Mealy suggested if there is pushback by Sandwich, the District could have a meeting with the residents who would be affected by the project.

The Superintendent said as far as the public meeting with the abutters at 6:00 pm is concerned he will do a quick 5-minute overview of the project and have engineers field questions. Commissioner Melchionda asked if Russ from GHD will be at the bid opening. The Superintendent said he will attend.

DISCUSSION & POSSIBLE VOTE ON FOLLOW-UP QUESTIONS FROM SPECIAL MEETING – JULY 12, 2023

Superintendent Sawicki said he wanted to follow up on a couple of items from the Special District Meeting. He suggested maybe changing the wording of the bylaw that relates to District elections so that special elections can follow the same procedures as regular elections. The Superintendent will contact Attorney Troy for guidance.

The Superintendent also asked the Board if they would like to consider other meeting locations for the Annual or Special District Meetings when more space is needed. Commissioner Mealy said there are not too many options in the District. Superintendent Sawicki said perhaps Clark Field weather permitting. Commissioner Bergeron suggested putting it on the agenda in the future.

SUPERINTENDENT'S REPORT

The Superintendent said the pumping numbers are down due to the rainy weather. Information regarding groundwater levels was also provided to the Board. Currently the levels are high. Superintendent Sawicki reminded the Board he will be taking vacation August 3-12 and August 25-30. Assistant Superintendent, Manny Pacheco will be in charge in his absence.

TREASURER'S REPORT

Treasurer Fruci told the Board July water bills were issued to 1,893 accounts with a total commitment of \$171,50.36.

The auditor will have the FY20, FY21 and FY22 audits completed within the next few days.

OLD BUSINESS

-RATE STUDY

The Superintendent gave the Board information from the rate study for their review. There was a brief discussion about all of the different scenarios. Superintendent Sawicki said ideally the new rate structure would bring the District back to a 50/50 split between rates and taxes within five years. Commissioner Melchionda asked how the District's rates compare to other districts. The Superintendent said we would have to look at taxes as well to do a true comparison. He said he will have a more in depth presentation at next month's meeting.

-FY23 BLACK POND REPLACEMENT WELL

Superintendent Sawicki gave the Board a map of the additional test well sites. He said they are going to drill 3 more sites. Some trees had to be removed. Geoff Ray and Jon Devine also did some regrading. Unfortunately, the one site they were most hopeful about had too much iron.

Commissioner Mealy made a motion to recess the meeting at 5:45 pm until 6:00 pm when the abutters meeting begins. Commissioner Melchionda seconded the motion. All board members were in favor.

Commissioner Bergeron asked for a motion to resume the meeting. Commissioner Mealy made a motion to open the abutters meeting, seconded by Commissioner Melchionda.

6:00 PM – HOST & ATTEND PUBLIC MEETING WITH THE ABUTTERS OF THE NORRIS ROAD TANK TRANSMISSION MAIN & PHILLIPS ROAD WATER MAIN PROJECTS

Chairperson Mark Bergeron opened the meeting by introducing himself and the other Board members and welcomed all those in attendance to the informational meeting on the Phillips Road water main and Norris Road transmission main projects. He explained Superintendent Sawicki will give a brief overview of the projects and then open up the floor for questions which will be answered by the Superintendent and GHD engineers Russ Kleekamp and Craig Curtin.

Superintendent Sawicki addressed the residents explaining that the Phillips Road water main and Norris Road transmission main projects will begin in the late summer/early fall. He said the Phillips Road water main was installed in 1948 and over time it has been sitting in ground water. He said the water services are cement lined iron and some have failed and water pressure has been reduced. Since 2017 more than half of the water main repairs in the District have been on Phillips Road. A new water main will be installed beginning at Standish Road and ending at the pillars located near 229 Phillips Road.

The Superintendent continued on to say the existing water mains on Tecumseh and Brady Roads feed directly to the Norris Road tank which supplies water and fire protection to the Highlands area. Due to the growth in the area, it no longer supports the water usage of the Norris Road tank. The installation of a redundant larger water main will be installed to increase the flow of water in the area. He said some homes will get new services and curb stops and others will have improved water pressure. The project was postponed from 2020 and is now part of one large project which was approved at the Annual District Meeting.

The project will begin on 9/18/23 with the Norris Road tank transmission water main. It will take approximately 25 days for the water main installation and approximately 5 days to install 6 water services. The Phillips Road water main project will begin after 10/1/23 and will take approximately 30 days for the water main installation and 25 days for 60 water service installations.

The Superintendent said the water mains will be placed within the road. The water main on Brady and Tecumseh will be on the right. On Phillips Road a trench will be cut in the road and the main will be installed. Temporary paving will be installed for the winter with the final pavement being completed in the spring. New fire hydrants will also be installed. Residents that live on #1 through #20 Tecumseh Road will get new water services connected to the new water main. The remaining homes located on Tecumseh and Brady north of #20 Tecumseh will remain connected to the existing water main. These homes will also see an increase in water pressure as well from the project.

Superintendent Sawicki said throughout the projects there will be minimal traffic delays. A police detail will be on site. There may be occasions when water service may be interrupted. In the case of a scheduled shut down a 48-hour notification will be given in advance. Occasionally there will be unexpected shut downs but the contractors will make every effort to keep these to a minimum. The Phillips Road project is a bit more complicated due in part to the age of the infrastructure. In addition, there will be small delays (30 minutes to an hour) when new services are being installed.

Message boards will be used to provide information to residents. In addition, updates will be posted on the District's website. Hand delivered notices will be used to get information to residents in smaller affected areas. Any driveways or lawns that are disturbed by the construction will be returned to their previous state. Unfortunately, trees and shrubs that need to be removed will not be put back by the District. The contractor will take preconstruction videos. During the project if there are any questions they can be directed to the on-site inspector or District staff. Please do not ask the contractor.

Questions and answers

GHD engineer, Russ Kleekamp addressed the residents. He said Superintendent Sawicki hit all of the highlights of the project. A District resident asked where the new fire hydrants would be located. Mr. Kleekamp said the plans are in the hallway and he would be happy to show residents at the end of the meeting.

Mr. Kleekamp said Phase I of the Phillips Road project will end at the pillars with Phase 2 being planned to begin in 6-8 years. A District resident asked why there is so much time between the phases. The Superintendent said it is due to finances.

Another resident asked if additional storm drains will be added because rain water collects in his driveway. The Superintendent said no, that drainage is not part of the water department. After a brief discussion, engineer Russ Kleekamp said he can take a look at the ponding issue to see if he can figure out what the problem is.

A resident asked about water shut-offs during the projects. Mr. Kleekamp said there will be some scheduled and unscheduled water shut-offs. The scheduled shut-offs will be for major tie-ins on Holland and Bradford Roads and could be 6-8 hours. Occasionally there will be shut-offs for emergencies or small repairs for an hour or so. He said there will be repair parts on sight at all times. They will do everything in their power to prevent unforeseen things. Notification of 24-48 hours will be given for individual water service installations. He recommended letting the District know if there are any medical needs, regular deliveries or caretakers that will need to have access during the project so these things can be prioritized. He said only emergency services will be allowed to use the gate at the end of Phillips Road.

Mr. Kleekamp said if anybody would like to look at the project plans they can come out to the hallway and he will answer any questions they have.

COMMISSIONERS COMMENTS/SELECT NEXT MONTHLY MEETING DATE

The next meeting is tentatively scheduled for Wednesday, 8/16/23 at 4:15 pm.

ADJOURN

Commissioner Melchionda made a motion to adjourn the meeting at 6:32 pm.

Commissioner Mealy seconded the motion. The meeting was adjourned.

Respectfully submitted,

Maureen Fruci
District Clerk