

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES MAY 20, 2020

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, May 20, 2020 at 4:15 pm via tele-conference per Governor Baker's order suspending certain provisions of the open meeting law dated March 10, 2020 due to the Coronavirus (Covid-19). Chairperson George Sala called the meeting to order at 4:15 pm.

Those who dialed in remotely at the start of the meeting were: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Matt Sawicki and Treasurer Maureen Fruci.

Chairperson Sala said all agenda items requiring a vote will need to be taken by a roll call vote because the meeting is being held via tele-conference.

APPROVAL OF MEETING MINUTES DATE 4/29/20

Commissioner Melchionda made a motion to accept the meeting minutes dated 4/29/20 as written. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote – Commissioner Melchionda – yes, Commissioner Bergeron – yes, Commissioner Sala – yes

DISCUSSION & POSSIBLE VOTE ON COVID-19 OPERATIONS

Superintendent Sawicki presented the Board with an operational plan which the District will follow during the COVID-19 pandemic beginning on 6/1/20. The District will loosen up some of the restrictions that were in place. Commissioner Melchionda recommended signs be posted in the office/garage area regarding precautions that need to be taken. He suggested the office remain closed to the public, perhaps following what the town of Bourne is doing. The Superintendent said he would like to re-arrange the furniture layout in the office in order to comply with the social distancing order. In addition, plexi-glass will be installed at the front desk and in between work stations. The Superintendent said all staff are working full-time, with the Assistant Treasurer working part-time from home. She will resume working in the office before July water billing begins. The Field Supervisor will return to working from his office on 6/1/20 and Laborer Alex Couturier will be at the treatment plant working with the Assistant Superintendent.

Commissioner Sala suggested if changes are made to the operational plan to make sure *Revised - Update (and the date)* is written on the document. The Board said the Superintendent did a great job with the operational plan.

DISCUSSION & POSSIBLE VOTE ON ANNUAL DISTRICT MEETING OPTIONS & DATE

The Superintendent said Commissioner Bergeron received permission to use the covered pavilion at the Colony Club for the Annual District Meeting. The Board chose Wednesday, June 24, 2020 at 6:00 pm for the ADM. There was a discussion regarding social distancing and spacing out seats etc. Commissioner Bergeron made a motion to have the North Sagamore Water District Annual District Meeting on Wednesday, June 24, 2020 at 6:00 pm and hold the regular monthly meeting at 5:00 pm. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote – Commissioner Melchionda – aye, Commissioner Bergeron – aye, Commissioner Sala – aye.

DISCUSSION & POSSIBLE VOTE ON FY21 CAPITAL PROJECTS

The Superintendent asked the Board if they still want to go forward with the Bournedale tank project in FY21. The Board agreed they want the project to be completed this year. Superintendent Sawicki said the estimated cost for the project is \$360,000. He will ask Environmental Partners to tighten up the estimate before the ADM. The Board discussed the possible funding sources for the project including borrowing a sum of money, transferring funds from the FY16 booster zone article and using funds from the stabilization account. This would allow the project to be completed without any increase to rate payers. After a review of all options the Board decided the District will borrow \$175,000 with a 3-year BAN, transfer \$85,000 from the stabilization fund, transfer \$30,000 from free cash and raise \$70,000.

Commissioner Melchionda asked about the mixing system. The Superintendent said a mixing system will not be installed as part of the project. He spoke to the Sandwich Water District Superintendent and he said installing a mixing system is something the District could do in house at a later date if necessary.

Commissioner Melchionda made a motion to move to approve the FY21 capital articles. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote - Commissioner Melchionda – aye, Commissioner Bergeron – aye, Commissioner Sala – aye

Superintendent Sawicki asked if it would be possible to discuss agenda item #7 before discussing the FY21 operating budget. Commissioner Melchionda made a motion to move to agenda item #7 and come back to item #5. Commissioner Bergeron seconded the motion.

DISCUSSION & POSSIBLE VOTE ON UPCOMING RETIREMENT OF ASSISTANT SUPERINTENDENT

Superintendent Sawicki informed the Board the Assistant Superintendent has offered to delay his upcoming retirement (7/1/20) if it would help the District through the COVID-19 pandemic situation. The Board discussed the Assistant Superintendent's years of hard work and dedication to the District and expressed appreciation for his offer to delay his retirement. They looked at how the delay would affect the budget and vacation time etc. The Board also acknowledged the extra time would be extremely helpful in the continued training of Alex Couturier who will take over the operation of the treatment plant.

The Board ultimately decided to ask the Assistant Superintendent to delay his retirement until 10/1/20 with pro-rated vacation time.

DISCUSSION & POSSIBLE VOTE ON FY21 OPERATING BUDGET

Superintendent Sawicki told the Board the proposed budget is down 5% from last year. All changes that were made to the original budget approved in March have been highlighted in yellow. In reviewing each line item Treasurer Fruci informed the Board that a former employee has requested to be enrolled in the health insurance through the District. The Board has decided to seek legal counsel regarding the request for insurance.

Commissioner Melchionda made a motion to approve the FY21 budget with the minor changes as noted. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote - Commissioner Melchionda – aye, Commissioner Bergeron – aye, Commissioner Sala – aye.

DISCUSSION & POSSIBLE VOTE ON THE POLICY FOR INACTIVE WATER ACCOUNTS

Superintendent Sawicki explained that the District was contacted regarding the sale of the property at 166 Herring Pond Road. The water service has been inactive in the Brava billing system since 2010 and therefore the account was not charged the twice yearly base charge of \$30.00. Because the District does not currently have a written policy regarding inactive water accounts, in order to activate the account the District could charge the connection fee of \$2,500 or charge the homeowner for 10 years of base charges (\$700) in order to make the District whole. After some discussion the Board decided to charge the homeowner \$700 in order to make the account active again.

SUPERINTENDENT'S REPORT

The Superintendent informed the Board he received a plan from the town of Bourne planning board for 2 house lots on Williston Road. The Board discussed the location of the lots and asked the Superintendent to find out how many bedrooms will be included with each lot.

The biannual maintenance on the booster station pump will be performed on June 11, 2020. Signs will be posted throughout the booster pressure zone to inform residents.

Superintendent Sawicki met with the owner of 80 Norris Road regarding a water main easement on the property. The new owner wants to do some grading on the easement. The Superintendent will do some test pits and get water main depths and exact locations.

Commissioner Melchionda asked if the Superintendent is still working with GHD the engineer for the Phillips Rd. water main project. The Superintendent said he is still working with GHD on the engineering plans for the project. There was a discussion regarding the delay of the project and how that could affect the plans. The Superintendent will continue working with GHD on the engineering plan so the project will be ready to bid when the time comes.

TREASURER'S REPORT

Treasurer Fruci informed the Board reminder letters were sent the first week in May to 99 accounts with outstanding balances from the January water bill. Currently there are 85 accounts still outstanding totaling \$18,781.89.

Tax turnovers were received from the town of Bourne for February and March totaling \$37,873.61 and the town of Sandwich is current with turnovers received weekly through the week ending 4/30/20.

NEW BUSINESS

None

ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

Details of the ADM were discussed including contacting constable Dick White to post the ADM warrant, setting up chairs and tables, rental of portable toilets, parking etc.

The Superintendent will send the articles to Attorney Troy for review and approval.

The next monthly meeting will be held prior to the ADM on Wednesday, June 24, 2020 at 5:00 pm.

ADJOURN

Commissioner Melchionda made a motion to adjourn the meeting at 6:44 pm. Commissioner Bergeron seconded the motion. The motion was accepted. Roll call vote – Commissioner Melchionda – aye, Commissioner Bergeron – aye, Commissioner Sala - aye

Respectfully submitted,

Maureen Fruci,
District Clerk