

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES DECEMBER 20, 2022**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday, December 20, 2022 at 2:00 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

Those in attendance at the start of the meeting were Chairperson Mark Melchionda, Commissioner Mark Bergeron, Superintendent Matt Sawicki, Assistant Superintendent Manny Pacheco, Assistant Treasurer Chey Phillips, and moderator Stephen Mealy. Commissioner George Sala joined the meeting remotely.

Chairperson Melchionda called the meeting to order at 2:03 pm with a roll call attendance: Commissioner Bergeron – yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

**APPROVAL OF MEETING MINUTES DATED 11/15/22 & 11/30/22**

Chairperson Melchionda deferred the approval of meeting minutes and moved them until the next monthly meeting.

**DISCUSSION AND POSSIBLE VOTE ON REQUEST FOR PROPOSALS FOR AUDITING SERVICES**

Superintendent Sawicki informed the Board that he had sent out RFP's to four different companies and had received one response from Roselli, Clark, & Associates. He also explained that the District would not be receiving any further responses as the deadline had passed. Superintendent Sawicki stated that Roselli, Clark, & Associates had 16 years of experience, had worked with other similar water districts, and that he found them to be highly advantageous in all the categories outlined on the RFP. There was further discussion pertaining to ranking Roselli, Clark, & Associates and it was agreed upon by the Board that they were considered to be highly advantageous in all aspects of criteria from the RFP.

Commissioner Melchionda opened the sealed price proposal from Roselli, Clark, & Associates. The proposal was \$10,000 each for fiscal years 2020, 2021, and 2022, and \$11,000 each for fiscal years 2023, 2024, and 2025. A discussion on the budget for auditing services followed.

Commissioner Bergeron motioned to accept the proposal from Roselli, Clark, and Associates as the new auditor for the District for fiscal years 2020 through 2025. Commissioner Sala seconded the motion. All Board members were in favor. Roll Call: Commissioner George Sala – yes, Commissioner Bergeron- yes, Commissioner Melchionda – yes.

The Board reviewed an invoice submitted by Bruce Almeida, CPA, dated 12/12/22. There was a discussion pertaining to the items on the invoice and it was decided that staff would reach out

to Mr. Almeida for more information and a summary of the work that was completed before any payment was made.

#### **DISCUSSION AND POSSIBLE VOTE ON WATER FOR 152 STATE ROAD**

Superintendent Sawicki told the Board that the District had received a water application for 152 State Road.

Superintendent Sawicki explained to the board that they were requesting a 2" meter, and that the District had received a check for the connection fee.

There was discussion about hiring a police detail during connection of water service.

Commissioner Bergeron motioned to accept the application for water service at 152 State Road for commercial use. Commissioner Sala seconded the motion. All Board members were in favor. Roll Call: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

#### **DISCUSSION AND POSSIBLE VOTE ON BLACK POND WELL REDEVELOPEMENT AND PUMP REPLACEMENT**

Superintendent Sawicki informed the Board that the bids for the project were scheduled to be opened the following day, and he requested a "not to exceed" amount in order to keep the project moving along.

Commissioner Melchionda inquired how many bids the District had received and Superintendent Sawicki informed him they had received three. The three companies who submitted bids were Maher Services, DL Maher, and Weston and Sampson, and they would be opened the following day, December 22, 2022 after 2:00 pm.

It was agreed upon to schedule a remote meeting to discuss the bids for the coming Friday 12/23/22 at 10:00 am as an alternative to setting a "not to exceed" amount.

#### **DISCUSSION AND POSSIBLE VOTE ON MASSWORKS GRANT – CAPE VIEW WAY WATER MAIN**

Superintendent Sawicki informed the Board that he had reached out to Kopelman and Paige to draft a letter in regards to an agreement with the developer of Cape View Way to move forward. He further explained that he had made some adjustments to the initial letter and would like the Board's approval.

Superintendent Sawicki explained to the Board that he had reached out to Kopelman and Paige in regards to whether or not the Board was able to approve the MassWorks Grant funding expenditures, or if such approval would have to wait for the Annual Meeting. Kopelman and Paige responded via email explaining that, in their opinion, the Board would be able to vote to approve the expenditures during a regularly posted public meeting.

Commissioner Bergeron made a motion to accept the FY23 MassWorks grant money and Cape View Way upgrade. Commissioner Sala seconded the motion. All Board members were in favor. Roll call: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

### **SUPERINTENDENT’S REPORT**

Superintendent Sawicki provided the monthly pumping spreadsheet for November. He explained the data indicated normal levels. Superintendent Sawicki reported that flushing had not been completed yet, however he expects to finish early next year.

National Grid will install a gas line for the generator at the end of January 2023.

The Superintendent explained to the Board that the District had received a water application for Starbucks. He further explained that he believed it would be built and located in front of where Friendly’s had been.

Superintendent Sawicki informed the Board that he planned to take a couple of days off the following week to spend time with his children and that he would let them know the dates.

### **TREASURER’S REPORT**

Treasurer Fruci was not present; she will have her report at the next monthly meeting.

### **NEW BUSINESS**

Commissioner Sala requested that they review the incident that occurred on Church Road. It was explained that a man had gotten his vehicle stuck on Church Road and remained there overnight. There was discussion pertaining to how to avoid a similar situation in the future. Some of the options that were mentioned were to put up a gate, or to put up signage.

### **OLD BUSINESS**

There was discussion pertaining to the Andrew Road Easement. Superintendent Sawicki notified the Board that he met with resident John Harrington who provided him with a plan that was done by the surveyors, and that he is hoping to have some documentation drawn up

pertaining to the easement. There was discussion about whether or not the District should ask Attorney Bob Troy to draft up language for the easement, and if so, who would be responsible for payment. It was agreed upon that the District would reach out to Attorney Troy and that the trustee should be responsible for that bill.

**COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

The Board thanked everybody for a job well done and wished all employees a happy holiday. The next monthly Board meeting will be held on Tuesday, December 20, 2022 at 4:15 pm. In addition, a remote meeting will be held on Friday 12/23/22 at 10:00 am.

**ADJOURN**

Commissioner George Sala made a motion to adjourn the meeting at 3:31 pm. Commissioner Melchionda seconded the motion. All Board Members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Respectfully submitted,

Chey Phillips