**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES NOVEMBER 8, 2023**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday November 1, 2023 at 2:00 PM at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach.

Those in attendance at the start of the meeting were Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Superintendent Matt Sawicki, Assistant Superintendent Manny Pacheco, Treasurer Maureen Fruci, Assistant Treasurer Chey Phillips, Technician Jon Devine, GHD Engineer Bob Drake, CC Construction Project Manager Chris Correa, and Inspector Matt Darsch.

Chairperson Bergeron called the meeting to order at 2:00 with a roll call attendance: Commissioner Melchionda – yes, Commissioner Mealy - yes, Commissioner Bergeron - yes.

**DISCUSSION AND POSSIBLE VOTE ON PHILLIPS ROAD AND NORRIS ROAD/TECUMSEH/BRADY WATER MAIN PROJECTS**

Superintendent Sawicki opened the meeting by explaining he hoped the meeting would provide a chance to discuss District projects and getting everyone involved on the same page. He informed the Board he was considering two change orders. The first would involve using insertion valves and tap and sleeve instead of tie ins. He explained that this would result in less shut downs for District customers. The second change order the Superintendent suggested was to contract C&C to remove all hydrants and dispose of them.

The Superintendent inquired about the schedule moving forward for CC Construction. Project Manager Chris Correa explained construction was on schedule. He explained the work to be done the following week, and also mentioned that they were on schedule to put down binding in Sandwich the beginning of December. He informed the Board that they would work their way up the road performing pressure testing and chlorine testing**.** Superintendent Sawicki asked that the District be provided with 48-hour notice before tie ins. Superintendent Sawicki mentioned that the District residents have been pleased with the work so far, and there have been minimal complaints.

The Board thanked Bob Drake, Chris Correa and Matt Darsh for their attendance. They left the meeting at 3:16 PM.

**SUPERINTENDENTS REPORT**

Superintendent Sawicki provided the Board with the pumping numbers for October as well as a copy of the FY24 budget. Commissioner Melchionda asked when the expiration date was for Hunters Brook application for water availability. The Superintendent replied 6/19/25.

There was a discussion about the effect hiring a laborer would have on the District’s budget. The Superintendent explained that he ran numbers and he felt the District could manage the added expense. Commissioner Melchionda suggested the District add more to the reserve fund next year. Commissioner Mealy thanked the Superintendent for looking into the numbers for the District.

Superintendent Sawicki informed the Board that along with Treasurer Maureen Fruci, he has put together a draft of the FY25 budget. He further stated he felt as if the District is currently in good shape with the budget.

Commissioner Melchionda asked for an update on the plan for the Clark Road Tank. Superintendent Sawicki replied that engineer Kristen Berger can assist the district with the bid for the project. He also suggested to hold off on that project until the District is no longer short staffed.

Commissioner Melchionda inquired about the rate study. Superintendent Sawicki explained that Engineer Kristen Berger will draft a letter that can be mailed with January’s water bill. He further explained that the rate changes can move forward as planned and should be able to go in effect for July’s water bills. He told the Board and that changing the rates in the software should be an easy process. There was a brief discussion about setting up a meeting with Kristen Berger in the coming months.

Commissioner Melchionda asked about how the primary DOT payment went. Superintendent Sawicki answered that the reimbursement took about 30 days and was directly deposited. He further explained he felt the process went smoothly.

There was a discussion regarding the Black Pond well. Superintendent Sawicki informed the Board that Kristen Berger will put together a preliminary design for the project. He also explained that the geologist approved a full well as he felt there is no need for test wells. He told the Board that Kristen Berger will have a price for the full plan before the Annual District Meeting.

There was a discussion on the applications that the District had received for the Superintendent position. After discussing the options, the Board decided to offer one of the applicants, Eric Hillstrom, an interview at the end of the next scheduled meeting scheduled for 11/15/23.

**COMMISSIONERS COMMENTS**

The Board thanked Matt Sawicki for his service as the District Superintendent and wished him well on his new job. Superintendent Sawicki thanked the Board and District employees.

**ADJOURN**

Commissioner Melchionda motioned to adjourn the meeting at 3:55 pm. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron - yes, Commissioner Mealy - yes, Commissioner Melchionda – yes.

Respectfully submitted,

Chey Phillips