

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES APRIL 29, 2020

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, April 29, 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. The meeting was recorded.

APPROVAL OF MEETING MINUTES DATE 2/27/20 & 3/25/20

Commissioner Melchionda made a motion to accept the meeting minutes dated 2/27/20 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.

Commissioner Melchionda made a motion to accept the meeting minutes dated 3/25/20 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

There was a discussion regarding how the District is operating under the current COVID-19 situation. Superintendent Sawicki said after some discussion with staff the District will continue social distancing and keeping things separate in the office until at least Memorial Day. Seasonal turn-ons were discussed. The Superintendent said the District turns the water on at the street and gives the meter to the plumber to install inside the customer's home.

The Superintendent said the District has spent approximately \$5,500 for supplies relating to COVID-19. He said he will be watching a webinar tomorrow regarding FEMA reimbursements. Commissioner Sala recommended keeping original copies (and a photocopy) of any receipts for COVID-19 related purchases so when reimbursement comes in the District can submit them. Commissioner Melchionda asked if the District has been able to obtain personal protection supplies. Superintendent Sawicki said hand sanitizer has been impossible to get and he just received a shipment of masks today.

The Board discussed the financial ramifications of the COVID-19 situation including tax turnovers, spending etc. and all agreed spending should be limited to the health and safety needs of keeping the water supply safe and running for residents.

DISCUSSION & POSSIBLE VOTE ON ANNUAL DISTRICT MEETING OPTIONS & DATE

The Board discussed different options for the date and location of the Annual District Meeting. Two dates in June were chosen 6/17/20 or 6/24/20. A suggestion was made to use the Sagamore Beach Colony Club Pavilion if possible. Commissioner Bergeron said he will email the club's president to see if they would allow the District to use the pavilion on one of those dates.

and if there is a fee. Commissioner Melchionda said the District needs to be sure a meeting of more than 10 people is possible at that time. The Board agreed to meet shortly after Governor Baker's announcement on 5/18/20.

DISCUSSION & POSSIBLE VOTE ON FY21 CAPITAL PROJECTS

Superintendent Sawicki asked what direction the Board would like to go with the capital plan. He explained that in order not to increase the budget the District could do the Bournedale tank rehabilitation project using funds from the stabilization account rather than borrowing. However, he said he does not know how long it would take to build that account up again. Commissioner Melchionda said rates are low now so maybe borrowing for the project would make sense. Commissioner Sala said the town of Bourne has deferred all of their projects until the fall or possibly even next year so the Phillips Road project is on hold for now.

Commissioner Melchionda said he would like to move forward with the Bournedale tank rehabilitation project in the fall. Commissioners Bergeron and Sala agreed and recommended reaching out to the District's financial advisor to see if it's even possible to borrow at this time and to get interest rates. Commissioner Melchionda asked if the Superintendent could reach out to Ryan Allgrove to see if their estimate has changed.

DISCUSSION & POSSIBLE VOTE ON FY21 OPERATING BUDGET

Superintendent Sawicki provided the Board with a draft FY21 budget with minimal increases to the rate payers. He said he has calculated the budget with a 5% and 10% decrease if it should become necessary. The new technician position was removed from the FY21 budget because it won't be necessary to hire someone until the Phillips Road Water Main project begins. The overtime line item was increased. The Board reviewed the information. Commissioner Melchionda asked about the chemical line item. The Superintendent said the chemical prices and availability have leveled off. He will contact the chemical suppliers before the ADM to see if there are any major changes. Commissioner Melchionda also asked about leak detection. The Superintendent said it needs to be done annually. There was a discussion regarding different ways to reduce the budget. Commissioner Sala suggested waiting until next month before making any changes. He requested an up to date budget with the last 2 years of spending as a comparison for the next monthly meeting.

SUPERINTENDENT'S REPORT

Superintendent Sawicki informed the Board there has been an issue with the scada computer and it will have to be replaced at a cost of \$4,000 each. It is absolutely necessary because it is used multiple times a day.

Commissioner Melchionda asked about the repeater. The Superintendent said they are going to build a ground array in house. The materials were purchased but it has not been constructed yet.

The Superintendent told the Board he may need to take some time off when his wife goes back to work on 5/11/20.

Commissioner Sala asked about the gas line on Squanto Road. The Superintendent asked if they can meet there to discuss paving the road.

There was a discussion regarding the potential of 4 house lots on the Swift Memorial property on Hunters Brook Road.

Commissioner Melchionda asked if voluntary water restrictions should be put in place. The Superintendent said it's not necessary at this point but they can assess the situation at the next meeting.

TREASURER'S REPORT

Treasurer Fruci asked the Board if reminder letters should be issued to the 107 accounts with overdue balances from the January water bills. Due to the COVID-19 situation the District did not send certified letters (with a \$30 fee) to past due accounts. The Board agreed that reminder letters should be sent with a due date before the next water bills are issued in July.

NEW BUSINESS

Commissioner Melchionda suggested the District do something in memory of Jeffrey Hodges. Superintendent Sawicki said perhaps the District can name the meeting room after Jeffrey including a plaque. All Board members agreed it would be a nice tribute to him. A dedication could be done in late summer including his family.

ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The next meeting is scheduled for Wednesday, 5/20/20 at 4:15 pm. There was a moment of silence for Jeffrey Hodges.

ADJOURN

Commissioner Melchionda made a motion to adjourn the meeting at 5:30 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