

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES MAY 16, 2018**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, May 16, 2018 at 4:15 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson Mark Bergeron called the meeting to order at 4:15 pm.

Those in attendance at the start of the meeting were: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner George Sala, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Kristen Berger and Mike Ohl from CEI and District resident Stephen Mealy.

**REORGANIZATION OF THE BOARD OF WATER COMMISSIONERS & DISTRICT MEMBERS**

Commissioner Sala made a motion to appoint Commissioner Mark Melchionda as Chairperson of the North Sagamore Water District Board of Water Commissioners. The motion was seconded by Commissioner Bergeron. The motion was accepted. Commissioner Sala made a motion to appoint Matt Sawicki as Superintendent of the District. Commissioner Bergeron seconded the motion. The motion was accepted. Commissioner Sala made a motion to appoint Maureen Fruci as Clerk of the District. Commissioner Bergeron seconded the motion. The motion was accepted. Commissioner Sala made a motion to appoint Attorney Robert Troy as legal counsel for the District. Commissioner Bergeron seconded the motion. The motion was accepted.

**4:20 PM – ENGINEERING UPDATES – MIKE OHL & KRISTEN BERGER – COMPREHENSIVE ENVIRONMENTAL INC.**

**DISCUSSION & POSSIBLE VOTE ON ASSET MANAGEMENT GRANT**

Kristen Berger explained the asset management grant will provide software that will give the District a guidance plan to use which will prioritize the needs of the District. CEI engineers visited all District property and compiled a list of all its equipment including valves, pumps, chemical systems, filters, wells, mains, trucks, buildings, computers, pipes from distribution system etc. All of the information was put into the asset management software and each item was given an id and type, condition, redundancy, active, full sized or undersized, COF – how critical is it, replacement cost, model #'s. The software then takes the information and prioritizes it and then provides a list of the items with the highest priority items first. In addition, the location of all hydrants in the District have been GPS'd, with information including the nearest house location to the hydrant, type and age of the hydrant. All of this information will be entered in the software as well.

Ms. Berger will provide the software training to the Superintendent.

The Board discussed the results of the asset management plan and agreed to consider using it as a tool in the development of the annual budget for maintenance of system assets and long term capital planning.

The engineers also recommended including some information about the grant in next year's CCR and on the District's website as well.

#### **DISCUSSION & POSSIBLE VOTE ON CAPACITY ANALYSIS – CANAL ROAD CROSSING**

Engineer Kristen Berger addressed the Board regarding the capacity analysis of the water system for the Canal Crossing project which was requested by the developer of the project. She reviewed each section of the report. There was a discussion of the District's water management act permit and pumping numbers and if the District will be able to meet the demand for water with the added development.

Ms. Berger said the District's existing water storage capacity is sufficient for what the new development would require providing no storage tanks are taken offline for a long period of time.

There was a discussion about what responsibility the developer would have regarding the water main replacement and improvements to infrastructure.

Superintendent Sawicki provided the Board with a spreadsheet showing other potential developable properties in the District. Future development in the District was discussed as well as the possibility of restructuring the connection/new service installation fees and conservation initiatives.

#### **DISCUSSION OF FILTER PLANT REHABILITATION**

Superintendent Sawicki said the plan is to get bids this fall and complete the work over the winter. This will insure the plant will be back on line before spring of next year. Ms. Berger explained there are 4 filters. Two filters will be worked on at a time. The project is estimated to take about 3 months. If painting of the filters is required, it will add about 2 weeks to the project timeline.

#### **DISCUSSION OF NORRIS ROAD TANK REHABILITATION**

Ms. Berger informed the Board the waste barrels were removed from the Norris Road tank site. The Board asked if grass will be planted. Ms. Berger explained the contractor is required to repair the site to its condition before the project started. They are also responsible for patching the areas on the tank where the paint has come off and performing a one-year inspection of the tank.

#### **APPROVAL OF MEETING MINUTES DATED 4/25/18 & ANNUAL MEETING**

Commissioner Sala made a motion to approve the meeting minutes dated 4/25/18 as written. Commissioner Bergeron seconded the motion. The motion was accepted.

Commissioner Sala made a motion to approve the Annual Meeting minutes dated 4/25/18 as written. Commissioner Bergeron seconded the motion. The motion was accepted.

Commissioner Sala had another commitment and left the meeting at 5:48 pm.

### **SUPERINTENDENT'S REPORT**

The Superintendent received correspondence from Engineering Works Inc. regarding a septic system installation at a property on Bradford Road. The new system is out of zone 1 and 2. If they look at Mass DEP's Oliver System, the new Zone 1 and 2 have not been updated.

DEP will be doing the sanitary survey this Friday 5/18/18.

Superintendent Sawicki informed the Board he has spoken to the Superintendents of Bourne and Buzzards Bay Water Districts about sending a letter from all 3 districts to the Town of Bourne requesting the water districts be informed if any plans come before the planning board, board of health, conservation, engineering etc. that may concern the water districts. Mr. Mealy suggested they cc Town Administrator, Tom Guerino as well.

The Superintendent presented the Board with a cost estimate for the water main on Phillips Road (from Standish Road to the Bourne line) for their review.

Church Lane well is back on line. The flow increased to 400 gallons per minute. There was a discussion regarding the backwash cycle. Commissioner Melchionda suggested maybe cleaning the well every 2 years instead of 3. The Superintendent said the District may want to consider using a different technology to clean the wells in the future.

There was a leak on Sachem Road last week that required the crew to be out working until midnight.

Superintendent Sawicki will be off on 5/24/18 and will take a vacation from 7/30/18-8/9/18.

### **TREASURER'S REPORT**

Treasurer Fruci informed the Board there are 38 accounts with outstanding water bill balances totaling \$11,620.05.

### **OLD BUSINESS**

None

### **ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HRS OF MEETING**

District resident Stephen Mealy said he was disappointed that even though all of the Commissioners attended the town meeting none of them spoke regarding the Canal Crossing project. Commissioner Melchionda said he attended the meeting to get information about the project but was unable to speak because the question was moved, the discussion was closed and the issue was brought to a vote.

### **COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

Commissioner Bergeron thanked Mr. Mealy for running a great campaign. Mr. Mealy also expressed the same to Commissioner Bergeron.

The next meeting date is tentatively scheduled for Wednesday, June 20, 2018 at 4:15 pm.

**ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 6:16 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted

Maureen Fruci  
District Clerk