**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES NOVEMBER 1, 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, and Technician Jon Devine.

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

**DISCUSSION AND POSSIBLE VOTE ON DISTRICT PERSONNEL ADJUSTMENTS**

Superintendent Sawicki opened the meeting by explaining how the Superintendent duties can be split up after his departure. He explained they should be split fairly evenly amongst District personnel and also described the duties that will be taken on by each employee. He reported to the Board that all forms that need to be submitted to DEP are complete for the year.

Superintendent Sawicki informed the Board that he had made up a list of deadlines and other important information regarding to day to day operations that will be useful when he vacates his position. There was a discussion about when samples should be performed as well as when the yearly CCR Report and backflow testing should be completed. He informed the Board that that he plans to have the CCR report draft close to finished prior to his last day. He also stated that close to half of the backflow tests should be completed by then as well. He explained that the backflow tests need to be finished by the end of the year, and the CCR report should be ready by the time the January bills are mailed in order to be most cost effective for the District.

There was a conversation pertaining to the bid for the Cape View Way Project. The Superintendent informed the Board that he feels that Engineer Kristen Berger will be able to assist the District when it comes time to bid the project. He also mentioned that he believes the District should aim to have the bids completed by the end of the calendar year as the work is scheduled to begin in April of 2024.

Commissioner Melchionda inquired about any concerns related to the treatment plant in the upcoming weeks when the District is short staffed. Assistant Superintendent Manny Pacheco responded by saying that he believes that the plant is currently in good shape and he doesn’t anticipate any issues at the moment. He also reported to the Board that he had chosen not to accept the Superintendent position.

There was a discussion on increasing the on call stipend. The Board agreed to update the amount of the stipend to $200.00 weekly, year round (refer to the executive session meeting minutes).

**DISCUSSION AND POSSIBLE VOTE ON SUPERINTENDENT POSITION**

The Superintendent provided a draft he had made for both the Superintendent position and Laborer position. He included a list of the job responsibilities for each. After a discussion about the job descriptions provided, it was decided that some of the information had to be updated for accuracy. The Superintendent also advised the Board through which platforms he believed the job openings should be posted.

Commissioner Mealy made a motion to accept the draft of the Superintendent position after removing the mandatory drug test, and field and office hours’ breakdown, and also that the Superintendent position be advertised on Mass Municipal Association website, Mass Water Works website, New England Water Works website, and the District website. Commissioner Melchionda seconded the motion. The motion was accepted**.** Roll call vote: Commissioner Bergeron– yes, Commissioner Bergeron – yes, Commissioner Mealy – yes.

**DISCUSSION AND POSSIBLE VOTE ON NEW LABORER POSITION**

There was a discussion about the District’s consideration into hiring a laborer. After a short discussion pertaining to the duties and qualifications required for the laborer position, it was decided that the District would focus on filling the position of the Superintendent, and would reassess hiring a laborer at a later date.

Superintendent Sawicki informed the Board that he would be willing to sit in on any early interviews of applicants who apply for both the Water Superintendent position and the Laborer position if he is able.

Commissioner Mealy motioned that the Board enter into executive session for the purpose of conducting a strategy session in preparation for negotiations with non-union personnel or contract negotiations with non-union personnel. The Board will not enter into an open meeting nor discuss any other business following the executive session excepting for the purpose of the adjournment of the meeting. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron– yes, Commissioner Bergeron – yes, Commissioner Mealy – yes.

**ADJOURN**

Commissioner Melchionda motioned to adjourn the meeting at 2:47 PM. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron - yes, Commissioner Mealy - yes, Commissioner Melchionda – yes. The meeting was adjourned.

Respectfully submitted,

Chey Phillips