

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES AUGUST 12, 2020**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, August 12, 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 Mark Bergeron called the meeting to order at 4:15 pm.

Those who dialed in remotely at the start of the meeting were: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner George Sala, Superintendent Matt Sawicki, Treasurer Maureen Fruci and District resident Stephen Mealy.

**APPROVAL OF MEETING MINUTES DATED 7/22/20**

Commissioner Melchionda made a motion to accept the meeting minutes dated 7/22/20 as written. Commissioner Sala seconded the motion. The motion was accepted.

**DISCUSSION & POSSIBLE VOTE ON COVID-19 OPERATIONS**

Superintendent Sawicki told the Board there was one adjustment to the COVID-19 operations plan. If employees are going to work in close proximity of each other for longer than 3 minutes they will be required to wear a face shield.

The Superintendent said a District employee was out of work and following COVID-19 protocols. He is now on a scheduled vacation and is expected to return to work the following week.

There was a discussion regarding the start of the new school year in the next few weeks and how that could impact District personnel. The Board decided if an employee is out of work for an extended period of time in order to care for a child who tests positive for COVID-19, the employee would have to use their earned time (vacation, personal, sick). Commissioner Sala also mentioned there is a COVID-19 emergency act in the FMLA. The upcoming cold and flu season was also discussed. The Board advised if an employee is not feeling well they should stay home.

The Superintendent told the Board he has a couple of weeks of vacation time left from last year that he would like to carry over. He explained to the Board with the new school year beginning he may need to take some time off. The Board told Superintendent Sawicki if it is necessary he can work from home. Commissioner Sala suggested the District contact the Board of Health regarding any questions or concerns related to COVID-19. The Superintendent said the health agent was very helpful when he called with questions regarding the virus.

Commissioner Sala said the District should write a policy that if a District employee intends to travel to a high risk COVID-19 "red state" they need to inform the Superintendent. The Superintendent said he will include that in the District's COVID-19 operations plan.

**DISCUSSION OF BOURNE DALE TANK REHABILITATION PROJECT CONTRACT – DN TANKS**

The Superintendent informed the Board DN Tanks was the only bidder for the Bournedale tank rehabilitation project. He noted they are the company that built the tank in 1979. The bid price was \$259,250 which is \$43,000 less than the estimate they originally provided. There was a discussion regarding the high water usage in the District this summer and how that could possibly affect water pressure during the project. Superintendent Sawicki said the start date for the project may be a bit later than originally planned and by that time water usage in the District should decrease and should not be a factor.

Commissioner Melchionda made a motion to accept the bid of \$259,250 from DN Tanks for the Bournedale tank rehabilitation project. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote – Commissioner Sala – yes, Commissioner Melchionda - yes, Commissioner Bergeron – yes. The Chairman will sign the contract.

**SUPERINTENDENT’S REPORT**

The Superintendent said he covered everything he needed to discuss in the previous agenda items. He asked the Board if they had any other questions and there were none.

**TREASURER’S REPORT**

Treasurer Fruci provided the Board with an updated monthly activity report for the month of July. Payments from the July water bills were coming in steadily with an outstanding balance of \$95,783.91.

The final BAN payment from the Norris Road tank project is due 9/11/20 in the amount of \$50,994.44 which includes principal and interest.

**OLD BUSINESS**

**-PHILLIPS ROAD WATER MAIN REPLACEMENT PROJECT**

There was a discussion regarding the timeline for the Phillips Road water main replacement project with spring or fall of 2021 being discussed as options. Commissioner Sala said he would like to work with Superintendent Sawicki on the project. The Superintendent suggested they should both meet with Russ Kleekamp from GHD in order to come up with a plan. The information from that meeting will then be given to the entire Board. The Superintendent said a special District meeting may need to be held in November or December in order to get the project approved. Commissioner Melchionda asked about potential price increases and availability of materials for the project. The Superintendent said he would check with GHD.

**COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

Commissioner Sala said he has been very pleased and impressed with all of the employees in the field working hard during the COVID-19 pandemic. He added while water districts are not considered first responders he appreciates everything they do to keep the District running. All of the Board members agreed with Commissioner Sala.

The next meeting date is scheduled for Wednesday, September 16, 2020 at 4:15 pm.

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 5:09 pm.

Commissioner Sala seconded the motion. The motion was accepted. Roll call vote – Commissioner Sala – yes, Commissioner Melchionda – yes, Commission Bergeron – yes.

Respectfully submitted,

Maureen Fruci,  
District Clerk