

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES APRIL 13, 2022

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, April 13, 2022 at 4:15 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

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

Chairperson Mark Melchionda called the meeting to order at 4:15 pm with a roll call attendance: Commissioner Bergeron – yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

APPROVAL OF MEETING MINUTES DATED 3/16/22

Commissioner Sala made a motion to approve the meeting minutes dated 3/16/22 as written. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron – yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON DISTRICT PERSONNEL POLICY

Superintendent Sawicki said Attorney Bob Troy reviewed the language for the proposed residency requirement which will be added to the District personnel policy. He recommended removing the part that stated the Board can grant variances. Commissioner Bergeron asked when the residency requirement will become effective. After a brief discussion the Board decided the policy should be effective immediately and should apply to all employees, current and new hires.

Commissioner Sala made a motion to accept the residency requirement which will be added to the District's personnel policy. The policy states that any employee whose position may be required to be a standby crewman or on call for emergencies, must reside within 30 miles driving distance of the NSWAD office located at 14 Squanto Road, Sagamore Beach, MA, effective 4/13/22. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON PROPOSED FY23 BUDGET & ARTICLES

Superintendent Sawicki reviewed the changes to the third draft of the proposed FY23 budget and articles. The 3% COLA approved at last month's meeting was added to the budget. Due to the rising cost of propane \$2,000 was added to the gas and electric line item. The IT services line item was increased by \$1,500 in order to implement cyber security protection measures.

The Superintendent explained there are a few changes to the FY23 articles partly due to the fact that free cash which was estimated at \$125,000 was certified by DOR at \$123,677. The funding for the test well program article was decreased to \$40,000. The light duty truck article was decreased to \$44,000. An article was added to fund a rate study at \$10,000.

Superintendent Sawicki said the FY23 budget was very difficult to put together because of the higher cost of goods and the fact that some items are not available. He said there was an increase to the overall operating budget of \$62,375.70 which is an increase of approximately \$33.23 per account.

Commissioner Melchionda asked how much money was left in the new source engineering article. The Superintendent said approximately \$110,000. He then asked if the Weldon Park site is still being considered at this time. The Superintendent said at this point Church Lane would be a more viable option than Weldon Park. Commissioner Melchionda asked if there were funds remaining in the treatment plant upgrade article. The Superintendent said funds were available and they can also be used for the lagoons and the valve replacements.

Commissioner Sala made a motion to approve the proposed FY23 operating budget at \$1,238,192.17. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Bergeron - yes, Commissioner Melchionda – yes.

Commissioner Sala made a motion to approve the proposed FY23 capital articles totaling \$174,000: Article 5 – District property maintenance - \$80,000, Article 6 – test well program - \$40,000, Article 7 - light duty truck - \$44,000, Article 8 – rate study - \$10,000. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron - yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON ANNUAL DISTRICT MEETING WARRANT

Superintendent Sawicki said the warrant contains the articles that have been approved by Attorney Bob Troy. Attorney Troy is writing the motions for the 337 Phillips Road easement articles. Additionally, he would like to have a conference call before the ADM meeting in order to address some questions.

The Board discussed the 337 Phillips Road easement and suggested the homeowner should be responsible for any legal fees incurred by the District for the preparation of the easement articles and motions. Superintendent Sawicki explained there are two articles regarding the easement. The first article is to accept the new easement. The second article addresses giving up the old easement. He said one article is contingent on the other passing. Commissioner Bergeron asked if the District needs to advise the abutters about the easement. The Superintendent said he will check with Attorney Troy.

There was a discussion regarding the opening of the meeting and the motion for the new Moderator. Commissioner Melchionda suggested a plaque for Ron Morgan.

Commissioner Sala made a motion to accept the warrant for the FY23 Annual District Meeting as written. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Bergeron – yes, Commissioner Melchionda - yes.

DISCUSSION & POSSIBLE VOTE ON 73 SAGAMORE ROAD ABATEMENT

The Superintendent told the Board there was a leak at the seasonal property at 73 Sagamore Road in January. Based on the meter reading 143,000 gallons of water was lost in the leak. The cost for the water is \$472.00. The homeowner is asking for an abatement.

The Board reviewed the letter provided by the homeowner. Commissioner Melchionda asked if the water went through the meter. The Superintendent said it did. The Board said the water has to be accounted for and additionally the homeowner should take better precautions. The Board suggested perhaps winterizing the house or maintaining a temperature of 52 degrees with a freeze alarm set at 45 degrees. After some discussion the Board said they will not approve the abatement but will offer a payment plan. Commissioner

Sala made a motion that the Board will not reduce the water bill for 73 Sagamore Road. The bill will stand at \$472.00 with an option for the homeowner to make a payment plan. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda - yes.

SUPERINTENDENT’S REPORT

Superintendent Sawicki said he wanted to make the Board aware that he received an email from Mass Water Works regarding a request from the State Auditor’s office that some districts received, requesting information about their district. The auditor’s office is doing research about the challenges special water districts face. To date NSWDC has not been contacted by the State Auditor’s office.

The first step in the MassWorks grant has been completed. The project meets their qualifications. The application is due 6/3/22.

The Superintendent is waiting for a meeting to be scheduled to discuss the grant application. In the meantime, he will work on an agreement regarding which responsibilities will be NSWDC and which will be Cape View Way.

Flushing has been ongoing. The low zone is nearly complete. There will be no flushing next week.

There has been no update on ARPA funds.

The PFAS samples were completed this week. The District has not received the results yet.

Superintendent Sawicki told the Board that because they are now chlorinating the beach well, the District will have to file documentation with DEP. They may ask the District to do lead and copper samples early as well. Commissioner Melchionda asked if the chlorination should continue. The Superintendent feels it should continue. DEP also suggested continuing the chlorination in the recent sanitary survey.

Bids for the roof are due 4/26/22. The truck bids are due 4/28/22. A meeting notice will be posted for the truck bids because they are sealed bids. Commissioner Bergeron asked what will happen if the District doesn’t receive any offers. The Superintendent said the Board could declare it salvage. Commissioner Sala said the District could actually make it a private sale.

The Superintendent informed the Board he will be on vacation next week.

TREASURER’S REPORT

Treasurer Fruci told the Board certified letters were sent on 3/31/22 to 91 past due accounts totaling \$12,777.72.

Free cash was certified by DOR today for \$123,677.

The Treasurer certified the signatures for Commissioner Melchionda’s nomination papers with the voting lists from the towns of Bourne and Sandwich.

The Treasurer informed the Board the FY20 audit is still not completed. The Superintendent will send another letter to the audit firm of Korbey Lague.

NEW BUSINESS

Commissioner Bergeron said he received an inquiry about whether the District would be interested in receiving a quote for the District's insurance needs. The Superintendent said the District would be willing to accept quotes from several companies.

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The next monthly meeting is scheduled for Wednesday 5/4/22 at 5 pm at the Colony Club before the Annual District Meeting which is scheduled for 6 pm.

ADJOURN

Commissioner Sala made a motion to adjourn the meeting at 5:29 pm. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron - yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

Respectfully submitted,

Maureen Fruci,
District Clerk