

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES JUNE 14, 2023**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, June 14, 2023 at 4:15 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

Chairperson Mark Melchionda called the meeting to order at 4:15 pm. Those in attendance at the start of the meeting were Commissioner Mark Melchionda, Commissioner Mark Bergeron, Moderator Stephen Mealy, Superintendent Matt Sawicki, Treasurer Maureen Fruci, District residents, Brian Hebb, Mark Hebb, Scott Hebb from Hebb Builders and Peter Waldron.

Commissioner Melchionda asked for a moment of silence in memory of Commissioner George Sala.

**DISCUSSION & POSSIBLE VOTE ON PLAN CHANGES FOR LOT 61 WILDWOOD LANE**

Commissioner Melchionda said the Board has concerns regarding the plans that have been provided to them by Hebb Builders. Superintendent Sawicki said one of the issues is they changed the plan by having an additional unit on Lot 61. He said the plan review wasn't that they added a unit to the overall project, they changed the water main design with the addition of sprinklers. He said the number of bedrooms has also changed. Brian Hebb explained the original plan had 9 units on Lot 63 but they could not fit 9 so they moved one unit to Lot 61. Mr. Hebb said he understands what the Board is saying, but they are not trying to get more units in the overall project, they simply moved a unit from one lot to another eliminating the need for fire suppression. Commissioner Melchionda said they are not concerned with how many units there are. The concern is the number of bedrooms. He explained the District is permitted by the Water Management Act which allows 530,000 gallons per day. Commissioner Melchionda said the District has to follow DEP guidelines. Currently the District has approximately 7,000 gallons per day of available water for future development. He said originally the plans showed 90 bedrooms. The new plan brought it up to 96 and now it is back at 90 beds. He said there have been several changes on the plans since the original 2007 plans. He added that the 2021 plan had 16 buildings now there are 18 buildings. There is also an issue with the septic that was relocated too close to the 8" water main in the back of Lot 61.

Commissioner Melchionda said Superintendent Sawicki as well as the Board, have been trying to help Hebb Builders, however they are not able to overlook the changes that have been made. Mr. Hebb said he understands and has no problem with that, but there are 16 units on Lot 61 and they are not even at the end of the 16 units yet. He asked that the Board approve the applications for the 4 units they have applied for. Commissioner Melchionda said the water main needs to be finished. He said it seems like the water mains are being installed after the buildings are in. He said they should go in first. Mr. Hebb asked why that is an issue. Superintendent Sawicki asked when the water main would be installed. Scott Hebb said it would have been done 2 months ago but because the water availability was not approved they have been waiting. Brian Hebb said the trees have been cleared to Ocean Pines Drive.

The Board reviewed the plans with Hebb Builders and discussed a solution for the septic issue. Commissioner Melchionda said he is fine with the number of beds, but the septic is too close to the water main. Brian Hebb said he thought it was within the guidelines. Mr. Hebb said he has no problem trying to move it but asked if it would be possible to raise it up and encase it. The plans were again looked at by the Board and Hebb Builders. Mr. Hebb said he controls the open space, if it could be done in the open space that would be better. Commissioner Melchionda said the vegetation will have to be put back. Brian Hebb said they can do that.

Commissioner Melchionda said he hopes the condo association knows the water main is behind the buildings. Scott Hebb said residents have been told if something happens with the water main the patios will have to be removed.

The Superintendent asked Hebb Builders if they can remove the old taps before the road is paved. Scott Hebb said they can do that next week. Mark Hebb said they need to get the foundations in. Scott Hebb said they can get the main in, but they need the permits now in order to continue. Superintendent Sawicki asked if there will be any more changes. Hebb Builders said there will be no more changes. Brian Hebb said the District should not hold up the permit. He said there is no requirement for them to put the water main in first. Commissioner Melchionda said the plan the Board signed showed units with 1 bed and now they are 2 beds. Mark Hebb said the bedroom count hasn't changed. Commissioner Melchionda said it isn't the number of beds it's the water consumption the Board is concerned with. They cannot go over 10,000 gallons per day. Commissioner Melchionda said the plan says 96 beds. Brian Hebb said he will update the plan with 90 beds. He said they are not up to 90 yet. They are only asking for 4 units now. Commissioner Melchionda said they cannot go over the 90 beds. Brian Hebb asked what needs to be done in order to get the permits for the 4 units. Commissioner Melchionda said the water main needs to be done and an updated plan needs to be submitted. The water will not be turned on until these things are done. These 4 permits will be given under these conditions. Scott Hebb said they will get the water main in as soon as possible.

Superintendent Sawicki asked for an honest time frame. Brian Hebb said probably 2 months. The Superintendent said the updated plan needs to have all water lines marked. In addition, Hebb Builders will have to sign a document stating the bed count won't change and they will have to fill out the new water applications which show the bedroom count as well. Brian Hebb said he will comply with those conditions and sign the agreement. Commissioner Melchionda said they want to review the septic plan. Also, the District should be contacted when the taps are removed. Scott Hebb said if the District marks the taps out he will remove them and call so the District can do an inspection.

Commissioner Bergeron made a motion based on Superintendent Sawicki's letter dated 4/26/23 for Lot 61 units 3A, 3B, 3C, 3D and vote to accept the plan changes to Lot 61 with the water main moved into the open space as per the plan and a signed affidavit stating there will be 90 beds. Commissioner Melchionda seconded the motion. The motion was accepted. Superintendent Sawicki said he wants a well-marked plan, including the septic system and piping locations.

#### **APPROVAL OF APPLICATIONS FOR WATER SERVICE**

##### **-EASTERN SKY, LLC – 3A, 3B, 3C, 3D WILDWOOD LANE**

Commissioner Bergeron made a motion to approve the water service applications from Eastern Sky, LLC for 3A, 3B, 3C and 3D Wildwood Lane based on the changes discussed and filling out new water service applications with the bedroom count. Commissioner Melchionda seconded the motion. Both Board members were in favor.

##### **-LADD HOMES, LLC – 9 RIDGEHILL LANE**

Commissioner Bergeron made a motion to approve the water service application from Ladd Homes, LLC for 9 Ridgehill Lane. Commissioner Melchionda seconded the motion. Both Board members were in favor.

Superintendent Sawicki told the Board he will send all documents to Hebb Builders on Friday. Brian Hebb said their engineer requested to have fire suppression tests performed. The Superintendent said he didn't think it

was necessary. Scott Hebb asked if the Superintendent could give them a letter stating the fire flow is sufficient. The Superintendent said he will.

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

Commissioner Melchionda said they will hold off completing the reorganization of the Board until the next monthly meeting with the exception of the appointments of the Superintendent, District Clerk and Attorney for the District. Commissioner Bergeron made a motion to appoint Matt Sawicki as Superintendent of the District. Commissioner Melchionda seconded the motion. The motion was accepted. Commissioner Bergeron made a motion to appoint Maureen Fruci as Clerk of the District. Commissioner Melchionda seconded the motion. The motion was accepted. Commissioner Bergeron made a motion to appoint Attorney Robert Troy as legal counsel for the District. Commissioner Melchionda seconded the motion. The motion was accepted.

### **APPROVAL OF MEETING MINUTES DATED 3/15/23, 4/11/23, 4/26/23, ADM 5/10/23, 5/24/23**

Commissioner Bergeron made a motion to approve the meeting minutes dated 3/15/23 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to approve the meeting minutes dated 4/11/23 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to approve the meeting minutes dated 4/26/23 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to approve the Annual District Meeting minutes dated 5/10/23 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to approve the meeting minutes dated 5/24/23 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

### **DISCUSSION & POSSIBLE VOTE ON SPECIAL ELECTION – JULY 12, 2023**

The Superintendent presented the warrant for the Special District Meeting to the Board for their review. He said the Sagamore Beach fire station has been reserved for the meeting on Wednesday, July 12, 2023. Attorney Troy will be contacted as well. Commissioner Bergeron made a motion to approve the warrant for the Special District Meeting. Commissioner Melchionda seconded the motion. The motion was accepted.

### **DISCUSSION & POSSIBLE VOTE ON WATER MAIN PROJECTS – PHILLIPS ROAD, NORRIS ROAD TANK TRANSMISSION MAIN & CAPE VIEW WAY WATER MAIN UPGRADES**

Superintendent Sawicki asked the Board for their review and approval of the MassWorks grant invoices; 2 from Resilient Civil Engineering and 2 from Horsley Witten Group. He explained the design has to be paid for by 7/1/23. The survey is complete and engineer Kristen Bergeron can use the information for the design. Commissioner Melchionda asked if Ms. Bergeron can use the address for the project instead of 40b on the invoices. The Superintendent said yes.

Commissioner Bergeron made a motion to approve the Resilient Civil Engineering invoice #3007-82 in the amount of \$7,200. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to accept the Resilient Civil Engineering invoice #3007-8.3 in the amount of \$21,600. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Bergeron made a motion to approve the Horsley Witten invoice #54799 in the amount of \$5,292.15. Commissioner Melchionda seconded the motion. The motion was accepted. Commissioner

Bergeron made a motion to accept the Horsley Witten invoice #54871 in the amount of \$4,646.50. Commissioner Melchionda seconded the motion. The motion was accepted.

Superintendent Sawicki said letters will be sent to District residents affected by the Phillips Road and Norris Road water main projects. He said a date needs to be chosen for the informational public meeting for residents. He suggested July would be a good time to hold the meeting. After a brief discussion the Board chose Wednesday, 7/19/23 at 6 pm for the meeting and the Sagamore Beach fire station as the most suitable location. Commissioner Melchionda said to make sure the fire station is available before the letters are sent to residents. Superintendent Sawicki said he met with engineers and the plans are almost complete. The specs are in good shape and he hopes to put the project out to after the July 4<sup>th</sup> holiday, with bids due by 8/1/23.

Commissioner Melchionda asked about driveways with cobblestones. The Superintendent said the contractor will put everything back to its original condition. He informed the Board he is still working with the fire and police departments to confirm access through the Scusset Beach gate. He told the Board the contractor will be responsible to provide two flashing message boards with project information for residents. He said they can be updated by the District or the inspector. District resident Peter Waldron asked if there will be road closures. The Superintendent said road closures will not be necessary. The contractor will only have to go about 4 feet into the road from the curb.

The Superintendent provided an update regarding the MassWorks grant. He said the survey is complete and the design plan is moving along. The next step will be to send the completed design plan to DOT for their permit. There was a discussion regarding the transmission gas line. He said the crossing was done as a special bid item. The Superintendent said the MassWorks grant is written that the project has to be completed by 7/1/24. He said if the project starts by 9/10/23 it should be completed by 10/1/23. The Superintendent said things are moving along. He has the inspector for the Phillips Road water main project and he is working on getting an inspector for the Cape View Way project.

#### **DISCUSSION & POSSIBLE VOTE ON RATE STUDY**

Superintendent Sawicki explained to the Board this is just a preliminary presentation of the rate study he is working on with engineer Kristen Berger. He asked the Board if this format will be acceptable going forward. He said the main goal is to get back to a 50/50 tax rate and water rate. Currently the District is at 70/30. As part of the study they took into consideration the projected budget out to 2029. He said the presented rate increase will be spread out over 5 years rather than one large increase.

Commissioner Bergeron mentioned that water restrictions could impact the numbers because people will be using less water. Moderator Stephen Mealy asked if the District can find out what conservation measures may be put in place by DEP in the future. The Superintendent said he won't know that until the water management act permit opens up in 6-7 years. There shouldn't be any bans until that happens.

The Superintendent said he would like some direction from the Board in what they would like to see as far as the rate increases/tiers etc. Commissioner Melchionda suggested maybe adjusting the tiers. The Superintendent said the Board could approve a rate and go back and assess the situation to see where the numbers are at each year, if necessary. Mr. Mealy asked what other districts do. The Superintendent said each district does something a bit different depending on their needs. Commissioner Melchionda said the District is unique because of the addition of the tax rate. He said some residents write off water through their taxes. Superintendent Sawicki said the tax rates are set after the summer so if there is a wet summer or mandatory conservation, the District can use that information and make up the difference on the tax rates.

The Superintendent asked if the Board would like to see 5 or 6 options or maybe just 2 or 3. Commissioner Melchionda said three should be sufficient.

Superintendent Sawicki said taxes will slowly adjust to the 50/50 split. He said using the budget which includes the capital projects, is important. He suggested it might not be a bad idea to vote on the rates each year. Commissioner Melchionda pointed out that rates have not increased since 2014. The Superintendent said the District is currently in the middle of an update to Windows 10. He said changes will be made to the billing software so rates could be changed each year. The Superintendent asked if this presentation works for the Board. They said yes. Superintendent Sawicki said a letter will be sent with the July water bills in order to let customers know about the future rate increase. Another notification will be included with the January water bills informing customers of the new rates. Commissioner Melchionda suggested the notification should include the fact that rates have not increased since 2014 and that the reason for the increase is for capital improvements in the District.

#### **DISCUSSION & POSSIBLE VOTE ON RETIRED CRANBERRY BOG (0 CHURCH LANE, MAP 6.0, PARCEL 19.0) ABUTTING NSWD PROPERTY FOR WATER SOURCE PROTECTION PURPOSES**

Superintendent Sawicki said he was contacted again by the man who is interested in selling the retired cranberry bog at 0 Church Lane. Mr. Goduti provided a copy of the 2008 assessors card for the property which showed a value of \$43,200. Mr. Goduti suggested the negotiations could start there. However, the FY23 assessors report shows a value of \$700. The Superintendent said Mr. Goduti doesn't technically own the property. He has signed documentation from Virginia Vining, who is the owner of record, that says he owns the property but he doesn't have the means to file the proper documents at the Registry of Deeds. Commissioner Bergeron asked if the District can pay to have the paperwork processed. The Superintendent said in order for the District to do anything, there would need to be lawyers involved. Commissioner Bergeron asked what the property is worth to the District. The Superintendent said the District wants to have the parcel. He said the parcel is approximately 27,000 square feet and is swamp land and landlocked by District land. Commissioner Bergeron asked if it would be valuable to anybody else. Superintendent Sawicki said somebody could make it a cranberry bog again. The District had an appraisal done on the property and it was valued at \$6,000. The Board recommended getting a quote from an attorney to have the property transferred to Mr. Goduti. and then transferred over to the District. Commissioner Melchionda suggested getting a bottom line number from Mr. Goduti and then check with Attorney Troy. Superintendent Sawicki said there are certain steps the District will have to take in order to purchase the land including surveys and letters from DEP. If the District wants to use the property for water supply protection it has to be certified.

There was a brief discussion about the upcoming retirement of Attorney Bob Troy. Commissioner Melchionda suggested perhaps using Attorney Troy's partner Mr. Wall. He said they have dealt with him in the past. Mr. Mealy said he has worked with him before and he is easy to work with. Commissioner Melchionda said the attorney's the District has used for the Cape View Way project are another consideration for the District. The Superintendent said he will reach out to Attorney Troy and ask about Mr. Wall.

#### **SUPERINTENDENT'S REPORT**

- Superintendent Sawicki provided the Board with the pumping numbers. He said May's numbers were the highest the District has ever had.
- The solar array has provided the District with its largest savings to date, with a savings of 80%. Mr. Mealy suggested this information should be shared with District residents.
- Lead and copper samples have to be done over the next couple of months. Letters will be sent to residents.
- Minor upgrades are being done on the District's software.
- The chemical bids went out.

-Superintendent Sawicki said they previously discussed replacing the backwash pump. They are waiting to get back the parts from Black Pond to see how they look. He said they are going to change the internal piping in order to backwash in a pinch. This will accomplish some redundancy in the system.

-The new generator for the office is up and running.

-The Superintendent said he will be taking vacation time 8/3-8/13/23 and 8/25-8/30/23.

### **TREASURER'S REPORT**

Treasurer Fruci provided the Board with the April and May Treasurer's reports.

There are currently 62 accounts with balances totaling \$4,051.80.

The new auditing firm Roselli, Clark & Associates worked in-house at the office for 6 days over the course of 3 weeks gathering information for the FY20, 21 and 22 audits.

### **OLD BUSINESS**

#### **-FY23 BLACK POND PUMP REPLACEMENT PROJECT**

Superintendent Sawicki asked the Board to approve the invoice/payment for the Black Pond pump replacement contract. He said the well was put in the day before the District really needed it. He explained that at first the pump was vibrating, but after it was tightened up it was running properly. The Superintendent said the District saved \$330 from the original contract. The funds for the pump replacement will be taken out of the water treatment plant line item. Commissioner Bergeron made a motion to approve the contract/invoice #670249 from Denis L. Maher in the amount of \$43,599. Commissioner Melchionda seconded the motion. The motion was accepted.

#### **-BLACK POND REPLACEMENT WELL**

The Superintendent informed the Board he is still waiting on the test wells, so there is no update at this time.

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

Commissioner Melchionda said he really enjoyed working with Commissioner George Sala for these past 12 years. He continued on to say that George took the place of Commissioner Ginny Anderson and at the time, she said they could not have chosen a finer person than George to serve on the Board of Water Commissioners. Commissioner Melchionda said he was absolutely committed to his civic duties all these years and he will forever remain in the hearts and memories of everyone at the District.

After a brief discussion the Board decided the next monthly meeting will be held at 5:15 pm on July 19, 2023 before the public meeting at 6:00 pm. The reorganization of the board will be done at the meeting on 7/19/23 as well. Superintendent Sawicki said engineer Kristen Berger can attend that meeting.

### **ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 6:26 pm. Commissioner Melchionda seconded the motion.

Respectfully submitted,

Maureen Fruci  
District Clerk