

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES FEBRUARY 16, 2022

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, February 16, 2022 at 4:15 pm via tele-conference per Governor Baker's order on June 16, 2021, extending remote meeting provisions until April 1, 2022.

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

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

APPROVAL OF MEETING MINUTES DATED 1/5/22 & 1/19/22

Commissioner Melchionda asked for several changes/additions to the meeting minutes dated 1/5/22 under the Cape View Way agenda item. The 2nd paragraph, 6th sentence should read: Commissioner Melchionda said he knows the developers met the fire department's fire flow requirements for the site, but the Board is still concerned about fire flows **and pressure** throughout the entire district. The 3rd paragraph, 3rd sentence should read: He added the District also sent a letter to Senator Susan Moran to see if the District can possibly receive some of those funds as well **for this particular project**. The 5th paragraph, 7th sentence should read: They responded, sometimes there are minor repairs in front of their building but outside infrastructure is something different and **it's not usually done on a project this size**. Commissioner Bergeron asked for a change under the Cape View Way agenda item. The 7th paragraph, 3rd sentence should read: He said NSWDC is a small water district serving **4800 residents** with a green sand filter plant. Commissioner Sala made a motion to approve the meeting minutes dated 1/5/22 with the changes as noted. 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 meeting minutes dated 1/19/22 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 POLICY FOR DISPOSAL OF SURPLUS PROPERTY

Superintendent Sawicki told the Board he drafted a policy for the disposal of surplus property under \$10,000 (which will be needed if the District decides to sell the 2011 pick-up truck). The disposal of District property over \$10,000 would follow MA law Chapter 30B. Commissioner Melchionda suggested something be added to the policy that no cash should be accepted for the sale of scrap or salvaged materials valued at less than \$1,000. Commissioner Bergeron made a motion to approve the new policy for disposal of surplus property as written with the addition of no cash being accepted for the sale of scrap or salvaged materials valued under \$1,000. The funds will be deposited in the District's General Fund. Commissioner Sala 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 PERSONNEL POLICY CHANGES & STAFFING CHANGES (FY23)

The Superintendent told the Board that after reviewing the number of additional hours on call employees are required to work during the summer months he suggested the on call stipend should be increased. The additional hours are needed to monitor and adjust the operation of the water system through the SCADA controls. Currently on call employees receive a \$100 stipend and 4 hours of overtime for Saturday and

Sunday. Superintendent Sawicki suggested increasing the stipend from \$100 to \$200 from May 1st through September 30th and from October 1st through April 30th the stipend should be increased from \$100 to \$150. The annual budget would be increased by \$2,700. An on-call salary survey was provided to the Board for their review. There was a discussion regarding who receives the on-call stipend. The Superintendent said he doesn't get the stipend only the overtime hours. The Board said he should receive the stipend and should have been receiving it all along. Commissioner Sala suggested tabling the discussion until the next meeting. Commissioner Melchionda told the Superintendent to include the increased stipend for the entire year in the FY23 budget and they can review the numbers at the next meeting.

The Superintendent proposed adding Juneteenth to the list of the District's holidays. He told the Board the state of Massachusetts recognized it as a legal holiday last year. The Board agreed Juneteenth should be added to the list of holidays.

Superintendent Sawicki suggested removing the MCPPO incentive from the personnel policy and making it a requirement for the Superintendent position going forward. The Board agreed.

The Superintendent asked the Board for clarification on the Treasurer certification stipend asking if it is an annual or a one-time stipend. The Board said it should be a one-time stipend.

Superintendent Sawicki proposed reinstating the Assistant Superintendent position, opening it up to existing employees. He explained it would not mean adding a new position because the funding for the lower position would be eliminated. The Superintendent said since the retirement of the Assistant Superintendent there has not been an employee that is designated to serve as acting Superintendent in his absence. He said with that position not being filled there are some responsibilities that are not being met and there doesn't seem to be a chain of command. A salary survey of Assistant Superintendent, Foreman and Chief Operator was given to the Board for their review. There was a discussion regarding the salary for the position and if use of a District truck would be allowed.

DISCUSSION & POSSIBLE VOTE ON FY23 BUDGET & CAPITAL ARTICLES

Superintendent Sawicki reviewed several changes to the FY23 budget: an increase of 75-85% for sodium hydroxide, health care premiums increased by 3% and increasing the OPEB contribution to \$15,000. Overall there would be an increase to the operating budget of approximately \$54,000.

The capital articles are as follows: \$45,000 to replace the 2013 pick-up truck and \$100,000 for District property maintenance. The District is still waiting for prices on new source engineering and test wells.

The Board was given an update on the OPEB trust. The District's unfunded OPEB liability is currently \$1,081,805.

The Superintendent said looking at the District's tax vs. water revenue (65/35) it seems to be going off a bit from the 50/50 split. He suggested maybe a rate study should be done. The Board agreed it's probably time to have another rate study.

There was a discussion regarding the COLA and the rate of inflation. The Board suggested adding a 3% and 4% COLA to the proposed FY23 budget so they can look at the numbers at the next meeting.

The Superintendent gave a brief update regarding the Cape View Way project. It was agreed the District will work with the Cape View Way reps on a Massworks grant to fund mitigation for the project. He has reached out to town of Bourne but hasn't heard back yet. In addition, he contacted Attorney Witten and he doesn't see a problem with it. The Superintendent went on to say if the District doesn't get the grant there should be an agreement regarding the mitigation.

Commissioner Bergeron left the meeting at 5:45 pm.

SUPERINTENDENT'S REPORT

Superintendent Sawicki informed the Board pump tests were completed on the test wells at Church Lane and Black Pond but they have not received any results yet.

To date there has been no response to the letters the District sent to the county regarding ARPA funds.

The Superintendent said he thinks it would be a good idea to make some cyber security changes in the District. He recommended updating all email addresses. The Board agreed.

The Superintendent said he will be taking vacation 2/22-2/24/22.

TREASURER'S REPORT

Treasurer Fruci informed the Board the January water bills were issued to 1,877 accounts with a total commitment of \$227,613.92. Currently there are 575 accounts with outstanding balances totaling \$70,790.59.

The Treasurer confirmed the Annual District Meeting date with Attorney Troy and Moderator Ron Morgan.

The ad for nomination papers will be run in the 2/25/22 edition of the Bourne Enterprise.

The audit firm of Korbey Lague continues to work on the FY20 audit. Drafts should be completed soon.

The Treasurer is continuing to work on the FY21 audit preparation with consultant Teresa Johnson. Auditor Bruce Almeida will begin working on the FY21 audit as soon as the FY20 audit is complete.

NEW BUSINESS

None

OLD BUSINESS

-Cape View Way

None

-Relocation of easement at 337 Phillips Road

Superintendent Sawicki provided the Board with the written agreement between NSWDC and Mary Jo Gagnon regarding the relocation of the water main easement on 337 Phillips Road. The agreement includes the changes made by the District's attorney Bob Troy. The Superintendent pointed out the agreement will not be signed by the Board; it will be signed by the Superintendent. He explained the agreement will be voted on at the District's Annual Meeting and requires a 2/3 vote. The Superintendent noted that Ms. Gagnon, because she is a part-time resident, is not a registered voter in Sagamore Beach so she will be unable to vote on the agreement. Commissioner Melchionda suggested if she wants people to come to the meeting to vote they need to be registered to vote in Sagamore Beach.

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The next monthly meeting is scheduled for Wednesday, March 16, 2022 at 4:15 pm.

ADJOURN

Commissioner Sala made a motion to adjourn the meeting at 5:58 pm. Commissioner Melchionda seconded the motion. Roll call vote: Commissioner Sala - yes, Commissioner Melchionda – yes.

Respectfully submitted,

Maureen Fruci,
District Clerk