

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES MARCH 4, 2026

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, March 4, 2026 at 4:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach, MA.

Those in attendance at the start of the meeting were: Commissioner Mark Melchionda, Commissioner Bergeron, Commissioner Stephen Mealy, Superintendent Drew Buckley, Treasurer Maureen Fruci, Attorney Chris Kirrane, Contractor Rick Anderson and Contractor Mark Hebb. Attorney Robert Troy and District resident Lisa Roberts owner of 323 Phillips Road, joined the meeting remotely. Commissioner Melchionda called the meeting to order at 4:00 pm. ROLL CALL VOTE: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

321 PHILLIPS ROAD – MARK HEBB

The Superintendent told the Board Contractor Mark Hebb is building a new house for the owner of 321 Phillips Road. Currently, there is a shared line coming from Phillips Road that feeds both 321 Phillips Road and 323 Phillips Road. After a short discussion it was decided that the contractor will be required to abandon the existing gate valve and water lines and tap two new water lines, one for 321 Phillips Road and one for 323 Phillips Road. The contractor will also be responsible for all costs associated with the new taps.

Mr. Hebb said the homeowner is asking for the Board to waive the connection fee. Mr. Hebb asked the Board if the fees the District charges have changed. Commissioner Melchionda said yes, the District has recently changed the policy for existing services. Mr. Hebb asked why none of the costs should impact 323 Phillips Road. The Superintendent explained that the new house that is being constructed is causing the issue with the other home. It is not their fault that this is happening. Mr. Hebb said however, she will benefit from it.

Commissioner Melchionda said a plan is needed to see where the new house and septic will be located. He said there will be a \$1,500 fee for each property to tap, sleeve, and install a new curbstop. However, the District needs to see a plan first. Mr. Hebb said it doesn't seem fair that his client has to bear the entire cost for this work. Ms. Roberts explained she owns the property with 7 other beneficiaries and there is no money in the trust to do this work. She explained this work was not in her plans for the near future. Mr. Hebb said if she is able to come up with the \$1,500 re-connection fee for her property, perhaps his client will pay the cost of the two new service lines. Ms. Roberts said she needs to know when this work will happen so she can speak with the other beneficiaries. Commissioner Melchionda said this is a discussion between you and Mr. Hebb.

Commissioner Melchionda said this work will need to be completed before the demolition of the existing home is done. The Superintendent said the two taps will need to be done prior to the demo. Mr. Hebb said he needs the demo letter so he can get the permit from the Town of Bourne. Commissioner Mealy said perhaps there needs to be a condition on the demo letter stating no demolition until the required work is done. The Board said there will be no conditions or letter until the Board sees a plan. Commissioner Melchionda said they need a plan for the tap, sleeves and gates and new services for both properties. The \$1,500 re-connection will have to be paid at that time. Ms. Roberts and Mr. Hebb left the meeting at 4:35 pm.

331 PHILLIPS ROAD – UPDATE/DISCUSSION - RICK ANDERSON AND ATTORNEY BOB TROY

Attorney Bob Troy joined the meeting remotely to discuss the progress between himself and Attorney Christopher Kirrane who represents the owner of 331 Phillips Road, regarding the easement at 331 Phillips Road. Attorney Troy said the District, through a meeting of members of the District at a regular or special meeting and after achieving a quorum, will need to approve the abandonment of the existing easement and grant the new easement. The owner of the property will be responsible for paying the legal fees. Attorney Kirrane said he will speak with his client and send the agreement to the District. Attorney Troy asked Attorney Kirrane to draft that document. Attorney Troy said he can draft the warrant article based on his own experience. Contractor Rick Anderson said he and the owners of the property are anxious to move things along. The Board needs to decide if this issue will be part of the Annual District Meeting or a Special District Meeting, which will need to be scheduled. Attorney Troy said in any case, motions have to be prepared. Mr. Anderson said he understands the District has been very busy, but he is ready to go as soon possible.

Commissioner Melchionda said the District is waiting for the wording for the easement. Mr. Anderson said there has been a communication issue with Attorney Troy. Attorney Troy said he only communicates directly with his clients. Attorney Kirrane said he can provide the termination of the easement and the memorandum of understanding. He said the documents are in order to get recorded. Commissioner Melchionda said the District can schedule a Special District Meeting as soon as possible in order to get this done. Attorney Troy said he was under the impression that this was being done at the ADM. He said after he and Attorney Kirrane speak the District can discuss a potential date for a Special District Meeting. Attorney Troy left the meeting at 5 pm.

After some discussion back and forth the Board decided Mr. Anderson can do the 2" tap and bring the 2" service line up to the easement that was approved, as long as he agrees not to do any demo on the house. Superintendent Buckley said that he will coordinate with B&B Construction to complete the work. Commissioner Melchionda said a Special Meeting can be scheduled in the next couple of weeks. Mr. Anderson said that will be fine.

ABATEMENT REQUEST – 1 WAMPANOAG ROAD & 75 HUNTERS BROOK ROAD

1 Wampanoag Road - The Board reviewed the abatement request for 1 Wampanoag Road. After a brief discussion the Board decided the consumption will be calculated at the first two billing tiers. Commissioner Bergeron made a motion to calculate the water consumption at the two lowest tiers. Commissioner Melchionda seconded the motion. Commissioner Mealy recused himself from the vote. ROLL CALL VOTE: Commissioner Bergeron – yes, Commissioner Melchionda – yes. Commissioner Mealy recused himself from the vote.

75 Hunters Brook Road - The abatement request for 75 Hunters Brook Road was approved and the bill will be calculated using the lowest tier. Commissioner Mealy made a motion to approve the abatement for 75 Hunters Brook Road and charge all consumption at the lowest tier. Commissioner Bergeron seconded the motion. All Board members were in favor. ROLL CALL VOTE: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

ENGINEERING PROPOSAL – RESILIENTCE – RISK & RESILIENCY ASSESSMENT UPDATE

The Board reviewed the proposal from Engineer Kristen Berger for the Risk & Resiliency Assessment update in the amount of \$7,000. After some discussion the Board voted to approve the proposal,

dated 1/25/26 from ResilientCE in the amount of \$7,000. Commissioner Bergeron seconded the motion. All Board members were in favor. ROLL CALL VOTE: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

NSWD WATER CAPACITY ANALYSIS UPDATE

The Superintendent provided the Board with an updated water capacity analysis for the District. Currently there is 4,090 gallons per day remaining. There was a discussion about the Canal Crossing project and whether or not it is included in this list. The Superintendent said when the builder comes back with the new plan they will find out how much water they are going to need. A portion of the water main on Hunters Brook Road will be replaced during the course of the new Sagamore Bridge project. Commissioner Melchionda told the Superintendent he needs to let the Board know about these projects when they come before him. He also said there should be a 30,000 gallon buffer in this capacity analysis. He suggested the Superintendent reach out to engineer Kristen Berger about this.

The Board told Superintendent Buckley to let Kahian's Appliance on Scenic Highway know they need to come before the Board before anything is approved. Commissioner Mealy recommended the Superintendent send a letter to the Town of Bourne Planning Board and the Town Administrator to let them know the District is getting close to its firm water capacity and it is imperative that the District be notified when anybody applies for building permits in the District.

Superintendent Buckley said in the Town of Plymouth the Town Engineer does the water analysis and will let the Water Department know if there is enough water available for a particular project and the contractor pays for the analysis. He will be meeting with Engineer Kristen Berger tomorrow about the ASR.

RECONNECTION/DEVELOPMENT FEE FOR EXISTING SERVICES

After discussions at previous meetings, the Board voted to increase the reconnection/development fee from \$1,200 to \$1,500 and add it to the District's Rates & Regulations. Commissioner Mealy made a motion to increase the reconnection/development fee from \$1,200 to \$1,500 and add it to the District's Rates & Regulations. Commissioner Bergeron seconded the motion. All Board members were in favor. ROLL CALL VOTE: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

DISTRICT RATES & REGULATIONS

Same as above. Make change effective 3/4/26.

RATE STUDY

Superintendent Buckley met with engineer Kristen Berger. She highly recommends the District continue with the water rate increases in order to be more reliant on water rates than taxes. Commissioner Melchionda said maybe the increases can be walked back a bit. The Board suggested discussing this further with Ms. Berger. There was a brief discussion about the possibility of doing quarterly billing.

PROPOSED FY27 BUDGET & CAPITAL ARTICLES

The Board reviewed the proposed FY27 budget and capital articles.

NEW WATER OPERATOR POSITION

The Superintendent said he would like to post the new Water Operator position as soon as possible. He hopes they can get a licensed, versatile candidate with some treatment experience. He said Field Supervisor Jon Devine is having surgery on his hand. He will be out for at least 1 month. However, he may be able to come in on light duty. The Superintendent and Josh Smolinsky will rotate the on-call during this time. He said it will be good to have a 4-man on-call rotation.

The Superintendent informed the Board he was contacted by a former co-worker who is interested in the new position. He showed him around the District and introduced him to Jon and Geoff. He has done maintenance, meter change outs, and has experience with treatment. He could probably get on the rotation in 2 weeks. He is concerned the salary range may not work for him. It would be ideal to have the position filled in early April.

The Superintendent said hopefully the new hire will take the burden off of Geoff Ray so he can get back to doing the maintenance. Superintendent Buckley said he would like to do the initial meet and greet and then bring the candidates to the Board for the interviews. The Board agreed and told the Superintendent to post the position tomorrow.

SUPERINTENDENTS REPORT

Superintendent Buckley said the iron levels at the Church Lane well have been up and down since it was cleaned. Commissioner Melchionda asked if maybe something happened when it was cleaned. The Superintendent said since it was cleaned it is drawing from other areas, however he thinks it will settle out. He said they will monitor the situation.

The Tier 2 report and the lead service certification were submitted.

The Superintendent recently completed the backflow course. Jon Devine completed the backflow refresher course. Commissioner Melchionda suggested they go with Sarian once before they take over the backflow testing.

Contractor Nick Cimeno provided his insurance information to the District.

The beach well will be cleaned in the fall.

Superintendent Buckley suggested adding either a new well or the interconnection project to the FY27 capital plan. He said the interconnection would be a quicker project. There was a brief discussion regarding whether a new well or a satellite well would be better for the District.

TREASURERS REPORT

Treasurer Fruci informed the Board there are 1,515 accounts with outstanding balances totaling \$391,052.67 as of 1/31/26.

The January water bills were issued to 1,920 accounts with a total commitment of \$488,772.41.

ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The Board decided there will be a budget meeting on 3/25/26. The Annual District Meeting is scheduled for 5/13/26 at 6 pm at the Sagamore Beach Fire Station. The Treasurer will reach out to Attorney Troy to see if he is available.

The Board thanked the Superintendent and field crew for all of their efforts during the recent storm.

ADJOURN

Commissioner Bergeron made a motion to adjourn the meeting at 6:47 pm. Commissioner Mealy seconded the motion. All Board members were in favor. ROLL CALL VOTE: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Respectfully submitted,

Maureen Fruci
District Clerk