

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES SEPTEMBER 14, 2022

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, September 14, 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 Commissioner Mark Bergeron, Superintendent Matt Sawicki and Treasurer Maureen Fruci. Chairperson Mark Melchionda, Commissioner George Sala and Moderator Stephen Mealy joined the meeting 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 8/23/22

Commissioner Sala asked for a change to the agenda item Old Business – Phillips Road water main and Norris Road transmission main upgrade projects. The seventh sentence in the second paragraph should read as follows: Commissioner Sala said if the District disturbs something within the legal road layout they would be obligated to put it back to its original condition. Commissioner Sala made a motion to accept the meeting minutes dated 8/23/22 with the change 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.

DISCUSSION & POSSIBLE VOTE ON ANNUAL DISTRICT PROPERTY & COMMERCIAL INSURANCE POLICIES

Commissioner Melchionda thanked Commissioner Bergeron for putting together the spreadsheet to aid the Board in reviewing the insurance presentations that were given at the last meeting by Almeida & Carlson Insurance Agency and Corcoran & Havlin Insurance Group. After carefully reviewing the information and discussing and comparing the coverage presented by both companies, the Board agreed the District will make a change and go with Corcoran & Havlin for the District’s property and commercial insurance policies for FY23. The Board agreed the liability and cyber security coverage suggested by Corcoran & Havlin will be a real benefit to the District. Commissioner Melchionda said perhaps the District can negotiate the cyber premium. He also suggested the District’s insurance needs should be reviewed each year. The Board asked that a letter be sent to Almeida & Carlson thanking them for their years of service.

Commissioner Sala made a motion to change the District’s insurance agent to Havlin & Corcoran Insurance Group as of 9/21/22 for one year. Commissioner Melchionda seconded the motion pending a meeting with George Doherty from Havlin & Corcoran Insurance Group. Commissioner Bergeron recused himself from the vote. Roll call vote. Commissioner Sala – yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON REPLACEMENT OF RECENTLY VACATED POSITION – SALARY AND QUALIFICATIONS

Superintendent Sawicki informed the Board the Plant Operator resigned as of yesterday (9/13/22). The part-time laborer, Geoff Ray, will take care of the treatment plant until the position is filled. The Superintendent asked the Board if they would approve a salary increase for him while he is filling in at the plant. The Board approved the salary increase.

The Superintendent said he would like to advertise the position of Assistant Superintendent explaining that he would like to hire somebody with full T2 and D2 licenses. He told the Board that after doing some salary research for the position of Assistant Superintendent he thinks \$72,000 is a fair starting salary for the District. The job description will be similar to what the position used to be. The Superintendent said he hopes they can

find a fully licensed applicant that can take over some of the duties at the plant and have distribution experience as well. He added that it is important that the District has a chain of command as well. The Board discussed the salary and ultimately agreed with the \$72,000 starting salary for the position with licenses. There was a discussion regarding the use of a District vehicle for the position. The Board said there should be a probationary period before the District vehicle can be used for commuting purposes, however use of the District vehicle will be allowed immediately when on-call within the rotation. The Board said the possibility of repayment for training and the use of a District vehicle can be negotiated.

Superintendent Sawicki said he will be advertising the position in the Massachusetts Municipal Association, Mass Waterworks and New England Water Works. Commissioner Melchionda said the Superintendent has done a great job and he trusts that he knows what is needed for the position.

Commissioner Sala made a motion to hire an Assistant Superintendent at a starting salary of \$72,000 and to advertise the position with the salary and qualifications 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 increase the salary of the part-time laborer by \$8.00 per hour while he is filling in at the treatment plant. 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 PERSONNEL POLICY

There was a brief discussion regarding payment/reimbursement for employee licenses. Commissioner Sala said it could be done on an individual basis or as part of the Personnel Policy. Commissioner Bergeron suggested it could be a negotiation tactic. Commissioner Melchionda asked how other Districts handle licenses. Superintendent Sawicki said in his experience most Districts pay for the licenses. Commissioner Sala said it is something for the Board to consider. He made a motion to table the discussion until another meeting. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Bergeron – yes, Commissioner Sala – yes.

DISCUSSION & POSSIBLE VOTE ON UPCOMING RATE STUDY

Superintendent Sawicki told the Board he would like to start the discussion about the rate study that was approved at the Annual District Meeting. He will gather some information and put together a scope of what the District needs for the next meeting.

SUPERINTENDENT'S REPORT

Superintendent Sawicki told the Board the pumping numbers for August are down compared to July but are still high.

The District, as part of the Cape Cod area, is at a critical drought level. However, the groundwater levels are where they need to be for the water management permit so there will be no mandatory water bans for the year. He explained the District is part of Barnstable county but the District's aquifer isn't in Barnstable county. The well monitor is at Plymouth County Airport. He said DEP's goal is to have everything tied to the regional drought levels.

The Superintendent said the District is a bit behind on maintenance so the next couple of months will be busy trying to get everything done. Commissioner Melchionda suggested if any issues come up he should use Bortolotti Construction to take some of the pressure off.

Superintendent Sawicki said he will be taking vacation days on 10/3 and 10/4.

Commissioner Melchionda asked about the meeting with the Phillips Road/Sandwich association regarding the water main replacement project. The Superintendent said he and Commissioner Bergeron attended the meeting. He said the residents raised concerns about the project being done in September and also suggested the District put in a temporary main. The Superintendent said the District could consider doing the project later in the month of September. Commissioner Bergeron said some residents were also concerned about the possibility of the gate being open at the Scusset Beach end of Phillips Road. Commissioner Bergeron said Superintendent Sawicki did a great job and the residents were very happy with his presentation. There was a discussion regarding driveways with cobblestone aprons. The Superintendent said there are 25-30 homes with cobblestone aprons. He said letters will be sent to those residents ahead of the project. Superintendent Sawicki said the trench for the water main will be half of the road so the District will pave that half. Commissioner Bergeron said it seemed like the association would consider paying for the paving of the other half of the road. The Superintendent said this part of the water main replacement project is still far out on the calendar but they will definitely learn a lot after doing the Bourne portion of Phillips Road.

TREASURER'S REPORT

Treasurer Fruci told the Board reminder letters were issued on 9/6/22 to 247 accounts with past due balances. Currently there are 194 accounts with outstanding balances totaling \$20,268.01.

NEW BUSINESS

None

OLD BUSINESS

-PHILLIPS ROAD WATER MAIN & NORRIS ROAD TRANSMISSION MAIN UPGRADE PROJECTS

The Superintendent updated the Board on the meeting with the Phillips Road/Sandwich association regarding the Phillips Road water main and the Norris Road transmission main upgrade projects as part of the Superintendent's Report.

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The next monthly Board meeting will be held on Wednesday, October 19, 2022 at 4:15 pm.

ADJOURN

Commissioner Sala made a motion to adjourn the meeting at 5:36 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