

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES DECEMBER 19, 2017**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday, December 19, 2017 at 4:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson Bergeron made a motion to close the meeting at 4:01 pm to wait for Commissioner Sala to arrive. Commissioner Sala arrived at 4:07 pm and Chairperson Mark Bergeron called the meeting to order.

Those in attendance at the start of the meeting were: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner George Sala, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Kristen Berger and Mike Ohl from CEI.

**KRISTEN BERGER & MIKE OHL – CEI**

**-ENGINEERING UPDATE FOR NORRIS ROAD TANK**

**-DISCUSSION & POSSIBLE VOTE ON SCOPE OF SERVICES FOR CHURCH LANE WATER TREATMENT PLANT MEDIA REPLACEMENT/FILTER REHABILITATION**

Kristen Berger and Mike Ohl from CEI gave the Board an update on the Norris Road tank rehabilitation project. The tank is complete and back online. The contractor still has to dispose of the hazardous waste material (twelve 55 gallon barrels) on the tank site. They are processing the paperwork in order to do that. Commissioner Melchionda asked the engineers to find out when the waste will be removed. The final cost of the project was \$335,840 - \$11,400 under their bid. The project went slightly beyond the completion date but considering the project came in under budget the Board decided not to pursue anything further with the contractor.

The contractor submitted their payment requisition last week. The retainage is \$33,584. There is a requirement in the contract for an inspection in one year. CEI will check the spec requirements to see if the District should hold back the cost of the inspection. The contractor would be responsible if there are any major issues with the paint job. The contractor has a bond in place as part of the spec proposal if there is a problem.

The engineers explained the Church Lane water treatment plant filter has lost a lot of media in the last year. The media needs to be replaced and the filters need rehabilitation. They think it will be best to work on 2 filters at a time. Commissioner Melchionda asked if the inside of the tanks will need to be painted. Engineer Mike Ohl said there will be a line item in the bid for painting if necessary but that will be determined when the tanks are opened. There was a discussion regarding the use of the green sand plus. CEI will have a firm cost estimate before the ADM. Commissioner Melchionda made a motion to accept CEI's proposal of \$53,000 (lump sum) for consulting services for design, bid and construction services for the Church Lane water treatment plant media replacement and filter rehabilitation. Commissioner Sala seconded the motion. All Board members were in favor.

**APPROVAL OF MEETING MINUTES DATED 11/15/17**

Commissioner Melchionda requested one change to the meeting minutes dated 11/15/17 in the agenda item – Discussion of media replacement at the iron and manganese filtration plant.

The 4<sup>th</sup> sentence should read: The Superintendent said the paint is not in bad shape at this time so he recommends bidding the job with an alternative to paint the vessels **once they are**

**inspected.** Commissioner Melchionda made a motion to approve the meeting minutes dated 11/15/17 with the change as noted. Commissioner Bergeron seconded the motion. The motion was accepted. Commissioner Sala abstained from the vote because he was not present at last month's meeting.

#### **DISCUSSION & POSSIBLE VOTE ON SUBDIVISION REGULATIONS**

Superintendent Sawicki presented the Board with an updated copy of the regulations for subdivisions and large commercial buildings dated 12/19/17 with one change regarding easements. Commissioner Melchionda asked to add **all plans should be the original copy with a raised stamp.** Commissioner Sala made a motion to accept the updated subdivision regulations with the date of 12/19/17. Commissioner Melchionda seconded the motion. All Board members were in favor.

#### **DISCUSSION & POSSIBLE VOTE ON WATER BILLING POLICY & DELINQUENT ACCOUNTS**

Superintendent Sawicki presented the Board with the new water billing policy and letters. The new policy will be to lien delinquent accounts rather than shutting them off. The District is waiting for Attorney Troy to approve the new policy. Commissioner Melchionda made a motion to approve the new water billing lien policy and letters pending approval by Attorney Troy. Commissioner Sala seconded the motion. The motion was accepted

#### **DISCUSSION OF FY19 BUDGET AND CAPITAL PLAN**

There was a discussion regarding the capital plan and proposed FY19 budget, including the purchase of a new truck, the water treatment plant and the meter installation project. Commissioner Melchionda suggested the District should focus on infrastructure. Superintendent Sawicki recommended using the money left from the Norris Road tank project for the filter rehabilitation project. Water main projects could begin after the Norris Road tank project and SRF loans are paid off.

The Board suggested changing Jon Devine's position to field supervisor and Tanner Cannon's position to full time laborer.

The FY19 budget/capital plan discussion will continue at the next meeting.

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

The Superintendent informed the Board he will be doing the request for quotes for the Church Lane well cleaning. Meter reading for the January water bills only took 38 hours this time as compared to 3-4 weeks before the installation of radio read meters. He would like to include a notice regarding the CCR report with the water bills in January eliminating the need to post it in the newspaper. The District will have a ½ day on Friday, 12/22.

#### **TREASURER'S REPORT**

Treasurer Fruci informed the Board the DOR approved the tax rates for the Town of Sandwich - \$.91 and for the Town of Bourne \$.85. The January water bills will be going out by January 15<sup>th</sup>.

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#### **OLD BUSINESS-MATTERS NOT REASONABLY ANTICIPATED WITHIN 48 HRS OF MEETING**

Superintendent Sawicki informed the Board Hebb Builders paid for services for the next phase of their project. There was a discussion regarding supplying water for new development in the District. The Bournedale tank will be fully inspected in the spring.

#### **NEW BUSINESS-MATTERS NOT REASONABLY ANTICIPATED WITHIN 48 HRS OF MEETING**

None

**COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

The Board wished everyone a Merry Christmas! The next meeting is scheduled for Tuesday, January 23 at 4:00 pm.

**ADJOURN**

Commissioner Sala made a motion to adjourn the meeting at 5:30 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted

Maureen Fruci  
District Clerk