**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES NOVEMBER 15, 2023**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday November 15, 2023 at 3:00 PM at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach.

Those in attendance at the start of the meeting were Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Assistant Superintendent Manny Pacheco, Treasurer Maureen Fruci, Assistant Treasurer Chey Phillips, and Technician Jon Devine.

Chairperson Bergeron called the meeting to order at 3:00 PM with a roll call attendance: Commissioner Melchionda – yes, Commissioner Mealy - yes, Commissioner Bergeron - yes.

**DISCUSSION AND POSSIBLE VOTE ON APPROVAL OF MEETING MINUTES DATED 8/16/23, 9/14/23, 9/19/23, 10/17/23, 10/26/23**

Commissioner Melchionda made a motion to approve the meeting minutes dated 8/16/23 as written. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Melchionda made a motion to approve the meeting minutes dated 9/14/23 as written. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Melchionda made a motion to approve the meeting minutes dated 9/19/23 as written. Commissioner Bergeron seconded the motion. The motion was accepted. Commissioner Mealy abstained from voting as he was not in attendance for the meeting.

Commissioner Melchionda made a motion to approve the minutes dated 10/17/23 as written. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Melchionda made a motion to approve the meeting minutes dated 10/26/23 as written. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

 **DISCUSSION, REVIEW, AND POSSIBLE VOTE ON PERSONNEL POLICIES**

Commissioner Melchionda explained that he would like to consider updating the Superintendent job requirements by mandating any employee in the Superintendent position to provide The District at least 30 days’ notice before vacating the position.

**DISCUSSION AND POSSIBLE VOTE ON WATER MAIN PROJECTS**

Commissioner Melchionda suggested to outsource to CC Construction the cutting of a portion of the water main that NSWD employees had planned to do. After a short discussion it was decided that would be done in order to take some of the workload off of District staff as they are shorthanded.

**DISCUSSION AND POSSIBLE VOTE ON NEW WATER METER SERVICE APPLICATIONS**

The Board was provided applications for 3 new water services located at 1C Wildwood Lane, 1D Wildwood Lane, and 12 Shells Way. There was a brief discussion pertaining to the applications. Commissioner Melchionda made a motion to accept water service applications for 1C Wildwood Lane, 1D Wildwood Lane and 12 Shells way, as written. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Mealy – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

**SUPERINTENDENT’S REPORT**

Assistant Superintendent Manny Pacheco provided updates of the ongoing water main projects***.*** He explained that the Phillips Road water main had been pressure tested, chlorinated, and flushed. He informed the Board that the services on Tecumseh Road had been completed that day and that some of the residents were without water from approximately 9am to 11am.

**TREASURER’S REPORT**

Treasurer Maureen Fruci informed the board that the District currently has 75 accounts that are past due with an outstanding balance of $11,283.50. She also explained that she had sent the lien list to the town and it included 8 properties with a balance owed of $3,842.64.

Treasurer Fruci told the Board that she had received an email from Engineer Kristen Berger regarding the meeting planned for November 27th. Kristen asked if the Board would be able meet with her and geologist Jay Billings regarding the Black Pond Well during that meeting. The Board agreed that could be added to the agenda for the meeting scheduled for 11/27/23.

Treasurer Fruci provided the Board with a letter outlining the rate changes that Kristen Berger had drafted to be included with January’s water bills. She explained that she had seen a couple of errors that had to be updated, but otherwise it looked good.

The Board was given a hardship letter from a customer who had experienced a leak at their home. After a brief discussion it was decided that the District could offer the customer a payment plan for their next water bill.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

The next meeting is scheduled for Wednesday, 12/13/23 at 4:00 pm.

**4PM INTERVIEW SESSION WITH CANDIDATE FOR SUPERINTENDENT POSITION**

The Board and District employees introduced themselves to Superintendent candidate Eric Hillstrom. Commissioner Melchionda then informed Mr. Hillstrom that he had spoken with his reference and former coworker, Matt Darsch, and that he had favorable things to say about Mr. Hillstrom being a good fit for the Superintendent position.

Mr. Hillstrom introduced himself to the Board and explained that he had started working in water in Stoughton and was currently employed at the Kingston Water Department. He outlined the different tasks he has performed which included reading meters, meter calls, diagnosing meter issues, samples, digging, and road jobs. He explained that he has experience doing road jobs from start to finish. He told the Board that he has obtained his D2, D3, and D4 licenses as well as his cross connection license. Commissioner Melchionda asked if he had any experience with water main breaks. Mr. Hillstrom explained that he recently been a part of the process of repairing a water main.

There was a conversation pertaining to the experience Mr. Hillstrom had with different aspects of the Superintendent position. Mr. Hillstrom explained there were facets of the job he was proficient in, while other aspects of the job would be new to him. He further stated that he was ready and willing to learn anything he was not familiar with.

Commissioner Mealy asked Mr. Hillstrom if he had been a part of the hiring process at his current job as the District has plans to hire a laborer. Mr. Hillstrom informed the Board that he does have experience with the hiring process. Commissioner Melchionda explained that process will be something the new Superintendent will be a part of.

Speaking on behalf of the Baord, Commissioner Melchionda said that they would like to offer Mr. Hillstrom the position of Superintendent and asked when he could start. Mr. Hillstrom accepted the offer and told the Board that he would put his two week notice in at his current job, and start shortly thereafter. The Board agreed that was suitable for all involved. Commissioner Mealy explained to Mr. Hillstrom that he would attend the monthly Board meetings.

Mr. Hillstrom thanked the Board for the job offer. The Board thanked Mr. Hillstrom.

**ADJOURN**

Commissioner Bergeron motioned to adjourn the meeting at 4:52 PM. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron - yes, Commissioner Mealy - yes, Commissioner Melchionda – yes.

Respectfully submitted,

Chey Phillips