**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES JANUARY 31, 2024**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday, January 31, 2024 at 2:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Commissioner Melchionda called the meeting to order at

2:00 pm.

Those in attendance at the start of the meeting were: Commissioner Mark Melchionda, Superintendent Eric Hillstrom, Assistant Superintendent Manny Pacheco, Treasurer Maureen Fruci, Field Technician Jon Devine, Assistant Treasurer Chey Phillips, and Engineer Kristen Berger. Commissioner Mealy joined the meeting remotely. Commissioner Bergeron was unable to attend. Representatives from all bidders were in attendance as well.

**BID OPENING – CAPE VIEW WAY/ MASS WORKS**

Commissioner Melchionda welcomed everyone and thanked them for attending the bid opening for the project. He explained the bids will be opened and will be reviewed to make sure all checklist items are included. Bids can be viewed after the opening is complete. A canvas of bids will be made available to all six bidders. The bids were opened as follows:

1. **Dig It Construction** – on time, bid bond, signed, Total bid - $754.936.34
2. **Blue Diamond Equipment Co. LLC** – on time, bid bond, signed, Total bid - $1,298,250.80
3. **Robert B. Our Co., Inc**. – on time, bid bond, signed, Total bid - $902,254.04
4. **CJP & Sons Construction Co., Inc**. – on time, bid bond, signed, Total bid - $898,254.40
5. **Celco Construction Corp**. – on time, bid bond, signed, Total bid – $942,220.34
6. **C. Naughton Corp**. – on time, bid bond, signed, Total bid - $996,909.00

Commissioner Melchionda announced Dig It Construction as the low bidder. Engineer Kristen Berger explained that she will be reviewing all of the bids, checking the math and will produce a bill tab which will include all prices. She said that she would post that information on Bid Docs the following day and that everyone will have access to it. She asked if there were any questions. There were none. All bid representatives left the meeting.

Ms. Berger explained that she estimated the project at just under 1.2 million dollars, and with the bid being on the lower side, there was room for contingencies. She further explained that she would call references for Dig It Construction right away. She will call recent references in hopes that she will get information on the current crew and the turnaround for that should be about a week or so.

Assistant Superintendent Manny Pacheco informed the Board that he had worked with Dig It before and had a good experience.

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Commissioner Melchionda asked Ms. Berger if she will notify Dig It if they get the job. She said she would. Ms. Berger said that the District should plan to have an initial pre-construction meeting as soon as possible in February, and afterwards an additional meeting that includes town officials, police and fire.

**PROJECT UPDATES – RESILIENT ENGINEER KRISTEN BERGER**

Engineer Kristen Berger told the Board that she hoped to discuss the Black Pond replacement well. She explained that an MEP engineer had informed her that there is revised plumbing code that is relevant to the project. It requires a restroom in a structure that might require maintenance, which applies to the project.

Ms. Berger explained three options that the District has. Option A is a pitless adapter for well with meter vault for check valve and flow meter. She explained that she had a concern with this option because there is the possibility of losing water. She also mentioned that because you aren’t able to hear it running, you don’t get the same sense of connection. Ms. Berger explained that one of the nice things about the pitless adapter is that it is above ground and above water level. She informed the Board that she had a contact in Buzzards Bay that has experience with this option.

Option B is a submersible pump in vault with check valve and flow meter where the whole well is in an underground structure. She explained that if District personnel were interested in seeing this type of well, she had a contact in Dennis, MA that she could reach out to.

Option C is a pitless adapter for well with check valve and meter inside existing pump station. Ms. Berger explained that this is the least expensive option but the District would have to sacrifice a backup chemical room. There was a discussion about how important that chemical room is to the District.

Ms. Berger further discussed the advantages and disadvantages of each of the options. She answered any questions the Board and District employees had. The Board and Ms. Berger agreed that they should figure out what direction they want to go with the replacement well project sooner than later. Ms. Berger told the Board after a decision was made she would be able to come up with a budget number for the District’s annual meeting.

It was decided that the questions pertaining to pump operations and SCADA would be discussed at a later time.

**DISCUSSION & POSSIBLE VOTE ON INTERCONNECTION WITH THE TOWN OF PLYMOUTH/STATE GRANT**

Superintendent Hillstrom informed the Board that he has been in touch with Plymouth’s DPW Director as well as Water Superintendent Peter Gordon in regards to a potential interconnection between the towns. He reported that so far it seems as if Plymouth is open to this option. He will meet with Mr. Gordon in the near future. He told the Board that Plymouth would like the District to assume all costs for the interconnection as they believe it will mostly favor NSWD. He told the Board that they would like to use Environmental Partners.

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He further mentioned that he had come across a development fund for such projects that he is hoping to apply for. Through his research so far, it seems as if the District fits the criteria for the grant. Commissioner Melchionda asked when the grant application was due. Superintendent Hillstrom replied that it was due in the fall.

Commissioner Mealy motioned to go forward with the investigation with the interconnection with Plymouth and that the Superintendent would take on the responsibility with Kristen Berger as engineering consultant. Commissioner Melchionda seconded the motion. The motion was accepted. Roll call vote: Commissioner Mealy – yes, Commissioner Melchionda – yes.

After discussion with the Board, engineer Kristen Berger left the meeting.

**DISCUSSION & POSSIBLE VOTE ON LABORER/EMPLOYEE POSITION AND SALARY**

Commissioner Melchionda began the discussion by saying that the District is hoping to hire a laborer or technician with some experience so they would be able to help with the stations. Superintendent Hillstrom replied by saying that he felt the same, and that someone with experience would be more of an asset to the current employees working in the field. He would also prefer a licensed individual and suggested a starting hourly wage between $22 and $28. The Superintendent informed the Board that he and Treasurer Fruci had put together possible scenarios on where to get the funding for the position.

Commissioner Mealy made a suggestion to advertise the position at the lower end of the salary range with the opportunity to earn more when licenses are obtained. There was a brief discussion on how long it may take for an unlicensed laborer to obtain licenses.

There was a discussion about holding a special meeting to vote on the funding for the laborer/technician position prior to the District’s Annual Meeting.

Commissioner Mealy made a motion that the District look to hire a laborer/technician with an hourly rate between $22 and $28 and to begin preparations for a special meeting to fund the new position. Commissioner Melchionda seconded the motion. The motion was accepted. Roll call vote: Commissioner Mealy – yes, Commissioner Melchionda – yes.

Commissioner Hillstrom suggested to the Board to raise the hourly wage of the assistant treasurer with the potential new position coming on. He further stated that the assistant treasurer has taken on more responsibilities as of late.

Commissioner Melchionda motioned to raise the assistant treasurer’s salary to $28 an hour effective immediately. Commissioner Mealy seconded the motion. The motion was accepted. Roll call vote: Commissioner Mealy – yes, Commissioner Melchionda, yes.

**APPROVAL OF PAY REQUEST #4 – CC CONSTRUCTION**

The Board reviewed the pay request that was provided to them. Superintendent Hillstrom informed the Board that there was still a repair to be finished by CC Construction.

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There was a brief discussion on the change orders, and what they were for. The Superintendent said he would reach out to Bob Drake from GHD to clarify what the change orders were for.

Commissioner Mealy made a motion to approve the pay request from CC Construction for the work completed 12/1/23 to 12/31/23 for $118,095.36 with discretion of the Superintendent speaking with CC Construction concerning outstanding issues to date. Commissioner Melchionda seconded the motion. The motion was accepted. Roll call vote. Commissioner Mealy – yes, Commissioner Melchionda – yes.

**COMMISSIONER COMMENTS**

None

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 4:07 pm. Commissioner Mealy seconded the motion. The motion was accepted.

Roll call vote – Commissioner Mealy - yes, Commissioner Melchionda - yes.

Respectfully submitted,

Chey Phillips