

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES JUNE 16, 2026

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Monday, June 16, 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 Mark Bergeron, Commissioner Stephen Mealy, and Superintendent Drew Buckley.

Commissioner Melchionda opened the meeting at 4:00 pm.

REORGANIZATION OF THE BOARD OF WATER COMMISSIONERS

Commissioner Mealy made a motion to nominate Commissioner Bergeron for the position of Chairperson for the North Sagamore Water District Board of Water Commissioners for FY27. Commissioner Melchionda seconded the motion. The motion was accepted.

APPOINTMENT OF CLERK/TREASURER

Commissioner Mealy made a motion to appoint Maureen Fruci as Clerk/Treasurer of the District. Commissioner Melchionda seconded the motion. All Board members were in favor.

APPOINTMENT OF DISTRICT COUNSEL

Commissioner Melchionda made a motion to appoint Attorney Robert Troy as attorney for the North Sagamore Water District. Commissioner Mealy seconded the motion. All Board members were in favor.

APPROVAL OF MEETING MINUTES DATED 1/21/26

Commissioner Mealy made a motion to accept the meeting minutes dated 1/21/26 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

COLLECTION LETTERS

Commissioner Mealy presented collection letters that he had updated for the District. There was a discussion regarding cash payments and a decision was made to no longer accept cash payments going forward, effective January 1, 2027.

The District has been unable to get IT support for the Brava billing software for a number of years. Without that support, District personnel are unable to make changes to the collection letters. There was a discussion about exploring options for new billing software.

Commissioner Mealy agreed to further revise collection letters and bring the drafts to the next meeting for review.

SPECIAL DISTRICT MEETING

The District will hold a Special District Meeting for free cash allocation and possible amendments to transfer motions. Commissioner Mealy suggested reaching out to District Counsel Troy to clarify if amendments could be made on the meeting floor. The District will need 15 people to meet quorum requirements.

SPEAKMAN EXCAVATING UPDATE

The Superintendent informed the Board that the loom and seeding appears to be taking well. Work is nearly complete on the overall project. Future work includes the repair on the hydrant that had been hit, trench repair at Williston Road and Clark Road, and final paving.

Engineer Kristen Berger has submitted final documentation. The final pavement will be held until paving is complete in the fall.

CLARK ROAD TANK REHABILITATION

Superintendent Buckley told the Board that he met with Engineer Kristen Berger and Miles Killar from Haley Ward to discuss the tank inspections. He explained that he had included Ms. Berger as she has already been involved in the project planning and bidding process for tank repairs.

Clark Road tank needs attention. The roof and bolts are corroded. The Clark tank ladder has corrosion issues. If the brackets for the ladder cannot be reused, the tank will have to be drained before the work can be done.

Also, the Norris Road tank could also use a pressure wash to keep up with maintenance, however the other tanks look ok for now.

The Superintendent explained the options the District has for moving forward with the tank rehabilitation, which included splitting up the work or doing all of the work at once. The Board decided to revisit the options after a fall inspection is done, in order to best a more informed decision.

WATER TREATMENT PLANT SCADA/PLC SYSTEM

The Superintendent informed the Board of a SCADA system failure that had occurred over the weekend. He explained that there was no flow going into the plant even though both wells were running. Ultimately it was discovered that a faulty PLC analog input card was the problem. Dylan, from Wright Pierce ordered an additional two replacement cards, and will provide and a quote for upgrading the entire system to match the newer equipment elsewhere in the District.

CANAL STREET CROSSING

The Board reviewed the possible amended order of conditions presented by the Superintendent in regards to the upcoming bridge project.

The Superintendent informed the Board he had discussed the possible water infrastructure upgrades on Patty's Way with the developer.

The Board discussed whether the Cape Cod Commission needed to be involved for the amendment to the order of conditions. Commissioner Mealy offered to call them and find out.

WATER EASEMENT APPLICATION

Commisioner Melchionda and Superintendent Buckley drafted a formal water easement application to project the District financially from water easements.

Commissioner Mealy made a motion to approved the submitted application for water main easement relocation modification with the additional amendment to be included that the only time this can be

undertaken is at the annual meeting as submitted by the Superintendent. Mark Melchionda seconded the motion. The motion was accepted.

HYDRANT WITHDRAWAL PERMIT/ HYDRANT WITHDRAWAL RULES AND REGULATIONS

The Board reviewed the updated hydrant withdrawal permit.

Commissioner Melchionda made a motion to put in place the rules and regulations for the temporary hydrant withdrawal, effective July 1, 2026. Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Mealy recommended these policies be added to the District's policy manual.

SUPERINTENDENT'S REPORT

-B&B Construction completed the water main abandonment and tie in at 331 Phillips Road. Work went smoothly

-The air valve at the treatment plant that was not working was fixed by Jeff Small. The valve is only used during backwashing. Mr. Small showed Treatment Plant Operator Josh Smolinsky how to maintain the valve.

-The spare VFD has been received and will be stored at the plant for back up.

-The Board approved continuing to use Borden & Remington as the District's chemical supplier.

-The Board discussed options for a new District vehicle.

-Water ban signs will be displayed throughout the District

-The Superintendent hopes to get the Black Pond well rehab out to bid by July 8, 2026. Comprehensive Environmental will do the design, bid phase, and constructive phase. They quoted the District \$38,500 for their work.

Commissioner Mealy made a motion to approve the submission from Comprehensive Environmental Incorporated for the design, construction, engineering, and site improvements for the Black Pond well in the amount of \$38, 500. Commissioner Melchionda seconded the motion. The motion was accepted.

TREASURER'S REPORT

Treasurer Fruci was unable to attend the meeting.

ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OR MEETING

Commissioner Bergeron heard back from the insurance company for clarification on the District's insurance claim. Superintendent Buckley informed the Board they were all paid out.

-4-

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

Commissioner Bergeron thanked Commissioner Melchionda and Commissioner Mealy for all of their help.

The next monthly meeting is scheduled for Thursday, July 23, 2026 at 4:00 pm.

The Special District Meeting is scheduled for Wednesday, June 24, 2026 at 6:00 pm.

ADJOURN

Commissioner Melchionda made a motion to adjourn the meeting at 6:05 pm. Commissioner Mealy seconded the motion. The motion was accepted.

Respectfully submitted,

Chey Phillips