

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES JANUARY 22, 2020**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, January 22, 2020 at 4:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson George Sala called the meeting to order at 4:00 pm.

Those in attendance at the start of the meeting were: Chairperson George Sala, Commissioner Mark Melchionda, Superintendent Matt Sawicki, Treasurer Maureen Fruci and District resident Stephen Mealy. Commissioner Bergeron was unable to attend the meeting.

**APPROVAL OF MEETING MINUTES DATED 12/17/19**

Commissioner Melchionda made a motion to accept the meeting minutes dated 12/17/19 as written. Commissioner Sala seconded the motion. The motion was accepted.

**DISCUSSION & POSSIBLE VOTE ON CONTRACT FOR BLACK POND WELL REDEVELOPMENT & PUMP REPLACEMENT**

Superintendent Sawicki provided the Board with 3 quotes the District received for the Black Pond well redevelopment and pump replacement project. Maher Services had the lowest bid of \$27,335, Denis L. Maher \$28,902 and Weston and Sampson \$41,699. Commissioner Melchionda made a motion to accept the bid of \$27,335 from Maher Services for the Black Pond well redevelopment and pump replacement project. Commissioner Sala seconded the motion. The motion was accepted. Maher Services will complete the project by April.

**DISCUSSION OF FY21 OPERATING BUDGET**

The Superintendent presented the preliminary FY21 budget to the Board. At this point there is an increase of \$21,668 overall. He explained the budget numbers include adjusting the salary line item for the Assistant Superintendent position due to his retirement in July 2020 and the addition of the new part time laborer position. There was a discussion regarding how to fill the vacancies left by his retirement. Superintendent Sawicki said he would like to begin the hiring process for the technician position in June before the Phillips Road water main project begins in the fall.

**DISCUSSION OF FY21 CAPITAL ARTICLES – PHILLIPS ROAD WATER MAIN & BOURNDALE TANK**

Superintendent Sawicki gave the Board information regarding the Phillips Road water main and Bournedale tank projects. The Superintendent said the cost estimate for the Phillips Road water main project (\$1.2 million) is higher than originally anticipated. The paving method will affect the cost. In addition, there are 65 water services on Phillips Road that will need to be replaced that have driven the cost up as well.

The estimate for the Bournedale tank project (\$270,000) hasn't changed much. The price does not include the mixing system. However, cost estimates for the mixing equipment are provided but do not include installation. There was a discussion of the pros and cons of the mixing system. The Superintendent will get more information regarding the equipment and the cost of installation.

There was a discussion about doing both projects at the same time. Ultimately the Board decided they should be done at the same time because waiting another year could potentially increase the costs.

The financing of both projects was discussed. District resident Stephen Mealy suggested maybe a one-time assessment could be done. The idea of adding extra money into the stabilization fund each year was also discussed. The District's financial advisor will attend an upcoming meeting to provide the financial information that is necessary to make a decision whether to borrow for one or both projects.

### **SUPERINTENDENT'S REPORT**

The Superintendent informed the Board Geoff Ray continues to be on light duty. The 2019 CCR report is complete and a notice of availability was included with the January water bills. The reports were printed in-house this year. Superintendent Sawicki told the Board he is planning to take a day off here and there to help out with his brother but isn't sure which dates at this time.

### **TREASURER'S REPORT**

Treasurer Fruci told the Board January water bills were sent on 1/14/20 to 1853 customers. The total commitment was \$243,117.77 compared to \$243,030.09 last year.

The DOR certified free cash on 1/2/20 – Bourne - \$94,459 and Sandwich - \$12,881. This amount was less than anticipated because of late turnovers from the town of Bourne.

### **NEW BUSINESS**

District resident Stephen Mealy suggested with the retirement of the Assistant Superintendent it may be a good idea to have the standard operating procedures for the water treatment plant written down. Superintendent Sawicki agreed and said the District does have a written emergency response procedure. He added the District also has written OSHA policies but they are not specific to the treatment plant. He will forward the OSHA policies to Commissioner Sala.

### **OLD BUSINESS-Canal Street Crossing**

Superintendent Sawicki asked if he should send the letter regarding the order of conditions for the availability of water service for the 21 Hunters Brook Road project to the planning board and the town planner. The Board said the letter should be addressed to the town of Bourne planning board and copied to the town planner as well.

### **-Wildwood Lane – Hebb Builders**

The Superintendent told the Board he worked with Hebb Builders engineer to come up with an updated plan for the Wildwood Lane development. Commissioner Melchionda asked at what point the project changed from houses to condos. Superintendent Sawicki said the original services were 2" services for condos.

### **-Correspondence from Buzzards Bay Water District**

There was a discussion regarding a meeting of all 3 water districts. Commissioner Melchionda noted the Superintendents of the 3 districts already had a meeting. The Board said the District

is busy with capital projects, budget planning and the ADM and a meeting will not fit into the schedule at this time.

**ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING**

None

**COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

The next meeting is tentatively set for Wednesday, February 12, 2020 at 4:15 pm. The Treasurer will check with Commissioner Bergeron to make sure that date works for him as well.

**ADJOURN**

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

Respectfully submitted,

Maureen Fruci,  
District Clerk