

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES OCTOBER 26, 2023**

The North Sagamore Water District Board of Water Commissioners held a meeting on Thursday, October 26, 2023 at 10:00 am at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

Chairperson Mark Bergeron called the meeting to order at 10:00 am. Those in attendance at the start of the meeting were Commissioner Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Assistant Treasurer Chey Phillips, Assistant Superintendent Manny Pacheco, Field Supervisor Jon Devine.

**DISCUSSION & POSSIBLE VOTE OF RESIGNATION OF SUPERINTENDENT**

Commissioner Melchionda said after reviewing the list of upcoming projects provided to them by Superintendent Sawicki, he suggested putting some things on the back burner. He said although Superintendent Sawicki has set up everything very well there will only be two full time employees and one part time employee working in the field. Commissioner Mealy said Geoff Ray will work 5 shorter days for more coverage. Commissioner Melchionda said there are a lot of things on the list that are doable but he is concerned with employees being overwhelmed. In addition, if somebody gets sick or needs to take a day off there needs to be coverage. He said maybe getting some outside help could be a good idea. In addition, Superintendent Sawicki said he will be available to answer questions that arise.

The Superintendent said Inspector Matt Darsch will be on site through December. Unfortunately, he is currently having some back issues but hopes to be back soon. The Superintendent said GHD Engineer Craig Curtin will be leaving GHD. Engineer Bob Drake will be taking his place. He has 40 years of experience. Chey Phillips will take over posting the weekly water main project updates on the District's website. The project is under warranty and CC Construction will return if there are any issues.

Superintendent Sawicki said CC Construction would like to continue the water main project into Sandwich. Commissioner Melchionda asked if there will be a problem if the District doesn't want to do that. The Superintendent said CC Construction may charge a fee to return pipe they have already purchased. Commissioner Melchionda said if everything goes well he would say continue into Sandwich, however there are risks involved. The Superintendent said if CC Construction does it the way he asked, he could put together a plan to do one shutdown when they tie into the Bourne/Sandwich town line. Commissioner Mealy asked how long it would take to get to the pillars. The Superintendent said approximately 3 to 4 days to install the pipe and then the services will be done. He said the District may have to pay mobilization fees if they have to come back. Commissioner Bergeron asked if there will be a shutdown no matter what. The Superintendent said yes, but they will only have to notify half the number of residents now. Commissioner Melchionda said with Russ Kleekamp leaving GHD and Superintendent Sawicki leaving the District, he is concerned about dealing with the town of Sandwich. The Superintendent said the District is all approved, funded and ready to go. Commissioner Bergeron said it may be a good idea to get a portion of the Sandwich end of Phillips Road completed. The Superintendent said the remainder of the road is private.

Commissioner Melchionda asked about getting some outside help. The Superintendent said possibly Weston & Sampson could assist with the treatment side of things. The Assistant Superintendent said they would have to be familiar with the system and they would not be able to run Scada. He said Geoff Ray will take care of the wells and treatment plant during the week. He added they are pretty well prepared ahead with rebuilt pumps ready to go and most of the preventative maintenance has already been done. However, he said they do not want to get behind on those items. Commissioner Melchionda said it may be more of a problem if the District decides not to continue the water main into Sandwich. He said maybe the District can get some help in other ways. Commissioner Melchionda said his main concern is he doesn't want to burn these guys out. He wants to make sure employees are able to take vacation and sick time and still have the coverage that is needed. The Board agreed to start advertising for the Superintendent position immediately. The Board can then explore adding another person to the team.

Superintendent Sawicki said Engineer Kristen Berger will handle the bid for the Cape View Way project. He said Matt Darsch will be the inspector for that project as well. He said that project shouldn't be a huge stress for the District

because it's not a residential area. There are only 11 services so problems should be limited. He said the permit is all set as well.

Engineer Kristen Berger will also take care of the Black Pond well. She will handle everything that needs to be submitted to DEP. He said the project shouldn't be labor intensive for the District.

Commissioner Melchionda asked about the lagoon clean out. Superintendent Sawicki said he will reach out to set up something for next summer. There will be some labor involved for the District, but it should not be a big deal. Commissioner Melchionda asked if Kristen Berger will be involved in that project. The Superintendent said she can be. He said the District signed a contract for time and materials.

Commissioner Melchionda asked for an update on the Clark Road tank ladder. The Superintendent said it is ready to bid.

Commissioner Melchionda asked where the rate study stands. The Superintendent said it is ready to be finalized. Engineer Kristen Berger has a handle on that.

Commissioner Bergeron asked if Ms. Berger can help with bids as well. The Superintendent said she can. He said Ms. Berger is a great resource for the District and she is water licensed as well.

Commissioner Melchionda asked about the backwash pump replacement. The Superintendent said the District needs to get quotes. The package is ready to go. The dates will need to be changed. Commissioner Melchionda asked if this is a priority for the District. The Assistant Superintendent said it is.

The Superintendent said Chey will help with the lead and copper service inventory. It needs to be completed by October of 2024.

Superintendent Sawicki said the Emergency alert system should be in place by the beginning of December. Letters will be sent to residents informing them of the new service and how to sign up.

The Superintendent said the District can call Bortolotti Construction if they need assistance with any leaks.

Commissioner Melchionda asked the Assistant Superintendent Manny Pacheco if he would consider moving up to the Superintendent position. He then asked if he is happy in his current position. The Assistant Superintendent said he really likes what he's doing now. The Board asked him to think about it and let them know at the next meeting. Commissioner Melchionda asked if Field Technician Jon Devine may be interested in moving up to the Treatment Plant Operator position. He said that would be ideal for the District and they would rather fill those positions from within. Superintendent Sawicki said he will be available to assist with questions to get everybody through the transition. The Board told all employees if they need anything or there is any way they can help to let them know.

Commissioner Mealy asked if a vote was needed to continue the water main project down Phillips Road. The Superintendent said it is already part of the contract. He said he will talk to the guys and see what kind of help they will need. The Assistant Superintendent and Field Technician will be on call every other weekend for now. The Board said obviously getting the Superintendent position filled is the priority and then hiring a Laborer as well. Superintendent Sawicki suggested when the District is ready to hire a Laborer it is probably best to advertise for the position and get them licensed after. He recommended advertising for that position on Indeed and MMA. He asked if the pay scale for that position should be included in the ad. Commissioner Bergeron said it may be time to look at all employee pay scales. The Superintendent said there is \$30,000 in the reserve account. It can be transferred to other line items as necessary. There is also \$50,000 in unexpended free cash, but those funds should not be used for salaries.

**COMMISSIONERS COMMENTS/SELECT NEXT MONTHLY MEETING DATE**

Commissioner Melchionda said discussion of employee personnel should be included on the next meeting agenda. The Board decided the next meeting will be on Wednesday 11/1/23 at 2:00 pm.

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 10:55 am. Commissioner Mealy seconded the motion. The meeting was adjourned.

Respectfully submitted,

Maureen Fruci  
District Clerk