

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

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, July 22, 2020 at 4:15 pm via tele-conference per Governor Baker's order suspending certain provisions of the open meeting law dated March 10, 2020 due to the Coronavirus (Covid-19). Commissioner Mark Bergeron called the meeting to order at 4:15 pm.

Those who dialed in remotely at the start of the meeting were: Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Matt Sawicki and Treasurer Maureen Fruci. District resident Stephen Mealy dialed in at 4:18 pm and Commissioner George Sala dialed in at 4:40 pm.

Commissioner Melchionda made a motion to defer agenda item #1 until Commissioner Sala arrives. Commissioner Bergeron seconded the motion.

**APPROVAL OF MEETING MINUTES DATED 6/24/20 & 6/24/20 ANNUAL DISTRICT MEETING**

Commissioner Melchionda made a motion to accept the meeting minutes dated 6/24/20 as written. Commissioner Bergeron seconded the motion. The motion was accepted.

Commissioner Melchionda made a motion to accept the Annual District Meeting minutes dated 6/24/20 as written. Commissioner Bergeron seconded the motion. The motion was accepted.

**DISCUSSION & POSSIBLE VOTE ON COVID-19 OPERATIONS – WATER BILLING/BACKFLOW TESTING/LEAD & COPPER SAMPLING PLAN**

Superintendent Sawicki presented the Board with an updated COVID-19 operational plan for the District. He informed the Board the plexi-glass was installed at the front of the office and in between work spaces. Only one customer will be allowed in the office at a time and will be required to wear a face mask. There was a discussion regarding District personnel entering customer's homes at the discretion of the Superintendent for emergencies and mandatory testing. The Superintendent explained only one person at a time would enter a home and would wear a mask and a face shield.

District resident Stephen Mealy dialed into the meeting at 4:18 pm.

The Superintendent said back flow testing is required to be done twice a year usually in June and December. He said he did not want to fall too far behind that schedule. He asked the Board if it would be okay to begin backflow testing in the District. The Board agreed as long as all safety protocols are followed.

A spreadsheet with a breakdown of costs for COVID-19 related items was given to the Board for their review. The Superintendent explained some of the items are things the District uses on a regular basis but due to the pandemic has ordered in larger quantities. District resident Stephen Mealy asked if the District applied for payroll protection funds. Superintendent Sawicki said the District has not but will definitely qualify for FEMA reimbursements. Commissioner Melchionda made a motion to amend the COVID-19 operational plan with the changes as written. Commissioner Bergeron seconded the motion. The motion was accepted.

### **DISCUSSION OF BOURNE DALE TANK REHABILITATION PROJECT**

The Superintendent told the Board the Bournedale tank rehabilitation project went out to bid today. Attorney Troy approved the legal portion of the contract. Bids are due by August 6, 2020 at 1 pm. The bid process will all be done electronically. The engineer will give his recommendation based on the bids. Superintendent Sawicki said he can give the log-in information to the Board if they would like to look at the bids.

Superintendent Sawicki said the project should be pretty straight forward explaining a concrete tank is less complicated than a metal tank. The tank location is rather isolated and because the project is outside there shouldn't be any issues with COVID-19. Commissioner Melchionda asked if there will be a wash station on the jobsite. The Superintendent will check the bid documents to confirm there will be a wash station available.

### **DISCUSSION & POSSIBLE VOTE ON CHURCH LANE WELL REHABILITATION**

Superintendent Sawicki said the Church Lane well needs to be cleaned every 2 years and currently is scheduled to be cleaned in the winter. He asked the Board if it would be okay to clean the well early and have it done at the same time as the Bournedale tank project while the tank is off line. The plan has been to take Church Lane well off line when the Bournedale tank is taken off line in order to lower pressure so parts of the District aren't over pressurized. The Superintendent said the project should take about 4-6 weeks. The Board agreed doing both projects at the same time makes sense.

There was a discussion regarding the high water usage over the past few months likely due in part to the COVID-19 pandemic and having more people at home. Superintendent Sawicki said he is more concerned with fire flow. He said he would like to see a decrease in peak water flows to make things more manageable during the project.

### **SUPERINTENDENT'S REPORT**

The Superintendent told the Board the town of Bourne Planning Board approved the construction of a storage facility behind the property at 112 State Road. The building is located in the water resource district. He informed the owner a second water service will need to be installed for the new building. In addition, if the building is ever leased they would need to inform the lessee that the building is located in the water resource district.

Commissioner Sala dialed in to the meeting at 4:40 pm.

Superintendent Sawicki informed the Board he was contacted by a resident of Herring Pond Road in Plymouth asking if the District would be interested in selling a parcel of land that was given to the District by the Nuovo family years ago. The Board discussed the property and decided to put the item on next month's agenda.

Commissioner Melchionda mentioned the property on 316 Williston Road was sold. He recommended a letter be sent to the new owner informing them the property is located in a zone 1. Superintendent Sawicki said he will send a letter. He added the District sends letters to all property owners located within the zone 1 every two years informing them of the restrictions.

The Superintendent is still working with FEMA on the beach well grant however the process has been delayed due to COVID-19.

Superintendent Sawicki told the Board there was an article in the newspaper regarding Buzzards Bay Water District's water capacity. He will provide the planning board with a copy of NSW's capacity analysis just in case they receive any questions regarding the matter. Commissioner Sala asked about the District's water capacity. The Superintendent said the District has 20,590 gallons per day available for new development.

The Superintendent informed the Board he is taking a ½ day on Friday, July 24th.

### **TREASURER'S REPORT**

Treasurer Fruci updated the Board regarding the July 2020 water bills. Water bills were issued to 1861 customers with a total commitment of \$155,137.19. The prior balance before the water bills was \$13,555.03. The monthly treasurer report was given to the Board.

### **OLD BUSINESS**

#### **-NORRIS ROAD TO STARFISH LANE EASEMENT**

None

#### **-PHILLIPS ROAD WATER MAIN REPLACEMENT PROJECT**

The Superintendent told the Board there was a Conservation Hearing regarding the Phillips Road water main replacement project water plan. The engineers from GHD presented the plan to the committee and it was approved.

### **NEW BUSINESS**

#### **-MA DEP DROUGHT ADVISORY STATUS**

Superintendent Sawicki provided the Board with the Mass DEP drought advisory report. He explained that there are several factors involved with declaring a ban including well levels and the District's water management permit. At this time the District is not required to do a ban.

District resident Stephen Mealy said he read an article in the Bourne Enterprise regarding the Buzzards Bay Water District water capacity. He stated there seems to be very little communication between the water districts and the town of Bourne. He suggested perhaps a quarterly meeting of the water superintendents and commissioners might be helpful to discuss issues and share ideas. Superintendent Sawicki said he speaks frequently with the other two water superintendents. Mr. Mealy suggested getting more involved with the town of Bourne planning board and town administrator. Commissioner Melchionda said in the past, information wasn't being shared with the District. The Superintendent said the lines of communication have improved significantly. The District now receives notification from the planning board before each meeting and receives plans if they pertain to the District. Commissioner Sala said the District could draft a policy and share it with the planning board so they are aware of the District's expectations. He said it may be a good idea to put this item on the agenda for future discussion. Mr. Mealy added an annual or bi-annual report could be given to the planning board to update them on the district's water capacity.

Mr. Mealy asked if he could get a copy of the meeting packet before each meeting. After some discussion the Superintendent said if Mr. Mealy emails him with a public records request a couple of days before the meeting requesting the packet, he will provide it to him before the meeting.

Commissioner Melchionda made a motion to move to agenda item #1. Commissioner Sala seconded the motion. The motion was accepted.

**REORGANIZATION OF THE BOARD OF WATER COMMISSIONERS & DISTRICT MEMBERS**

Commissioner Melchionda made a motion to nominate Mark Bergeron as chairperson of the North Sagamore Water District Board of Water Commissioners. Commissioner Sala seconded the motion. The motion was accepted. Commissioner Melchionda made a motion to appoint Matt Sawicki as Superintendent of the District. Commissioner Sala seconded the motion. The motion was accepted. Commissioner Melchionda made a motion to appoint Maureen Fruci as Clerk of the District. Commissioner Sala seconded the motion. The motion was accepted. Commissioner Melchionda made a motion to appoint Attorney Robert Troy as legal counsel for the District. Commissioner Sala seconded the motion. The motion was accepted. A roll call vote was taken: Commissioner Sala - yes, Commissioner Melchionda - yes, Commissioner Bergeron – yes.

**COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE**

The next meeting date is scheduled for Wednesday, August 12, 2020 at 4:15 pm.

**ADJOURN**

Commissioner Sala made a motion to adjourn the meeting at 5:33 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci,  
District Clerk