

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES NOVEMBER 15, 2022

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday, November 15, 2022 at 4:15 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA.

Those in attendance at the start of the meeting were Commissioner Mark Melchionda, Commissioner Mark Bergeron, Superintendent Matt Sawicki and Treasurer Maureen Fruci. Commissioner George Sala and Moderator Stephen Mealy joined the meeting remotely.

Chairperson Mark Melchionda called the meeting to order at 4:15 pm with a roll call attendance: Commissioner Bergeron - yes, Commissioner Sala - yes, Commissioner Melchionda - yes.

APPROVAL OF MEETING MINUTES DATED 10/12/22 & 10/19/22

Commissioner Melchionda requested one correction to the meeting minutes dated 10/12/22 under the agenda item Discussion & Possible Vote on Filling Vacant Assistant Superintendent Position – it should read NSWDC can pump 1 million gallons a day in the summer. Commissioner Sala made a motion to approve the meeting minutes dated 10/12/22 with the change as noted. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Sala made a motion to approve the meeting minutes dated 10/19/22 as written. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON RECEIPT OF \$1,310,000 MASSWORKS GRANT FOR THE CAPE VIEW WAY 40B WATER MAIN UPGRADES

Superintendent Sawicki asked the Board if he should contact Attorney Whitten to inform him the District received a \$1.3 million MassWorks grant for the Cape View Way 40B water main upgrade. The Board agreed it would be a good idea. The Superintendent said a meeting with the Cape View Way reps will need to be arranged as well to discuss the approvals for water. Commissioner Melchionda said he would like to have the water main project completed before the Cape View Way development is done. Commissioner Melchionda asked what happens if the cost for the water main project comes in less than anticipated. Commissioner Sala said the grant can be amended and the water main replacement could be expanded or the funds used for other similar projects. There was a discussion regarding the paving of the roads; which sections, the entire roadway, etc.

Commissioner Melchionda said the grant will need to be put on the Annual District Meeting warrant. Superintendent Sawicki said he's not sure how procurement works for a grant. Even though the District isn't raising the funds he thinks a vote by the District residents will be needed. Commissioner Melchionda asked if the money is released in one lump sum. The Superintendent said he thinks it is as needed. Commissioner Melchionda said he wants to be sure the District isn't waiting for funds.

The Superintendent asked if an announcement should be put on the website. The Board agreed it should be. Commissioner Melchionda said after the District hears from Attorney Whitten a timeline for engineering should be put in place. Commissioner Sala told the Superintendent if he needs assistance with any of this process, he would be happy to help. Superintendent Sawicki said engineer Kristen Berger will be working on this project for the District. He explained that engineering and an inspector is covered in the grant. The Board congratulated Superintendent Sawicki on a job well done!

DISCUSSION & POSSIBLE VOTE ON BLACK POND WELL & PUMP

The Superintendent said there has been an ongoing issue with the pump at Black Pond well for the past year. It started making noise and Weston and Sampson adjusted and greased the pump and the noise stopped. However, there seems to be something else going on with pump. There is still some vibration and noise. He said something tweaked in the pump over the years but they are not really sure what the problem is and unfortunately it is out of warranty. He further explained the parts that are used now are not the same quality that they used to be.

Superintendent Sawicki proposed replacing the entire set up – motor, pump and all moving parts. The estimated cost for the project is \$46,526.00. He said the estimated price is based on the 2020 price and adding on an additional 20%. He explained the old parts and pump will be cleaned and stored in grease and the casings will be capped to be used as spare parts.

The Superintendent said the FY17 Treatment Plant article, New Source Engineering & Wells article and the Pump & Well line item will be used to fund this project. He will write the spec and put it out to bid next week. Commissioner Sala said he should make sure to state the District wants the old pump when he writes the bid. Superintendent Sawicki said the well company said the discharge head should not be replaced. Commissioner Melchionda asked if it can be upgraded. The Superintendent said not at this point.

Commissioner Sala made a motion to go forward with the replacement of the Black Pond well pump and assembly and send it out to bid. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron – yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

DISCUSSION & POSSIBLE VOTE ON UPCOMING RATE STUDY

The Superintendent informed the Board that the person who did the last rate study for the District passed away recently. He explained that he took a class on rate studies last year and was impressed with one of the instructors, Dave Fox. He reached out to Mr. Fox and he is currently working on a proposal for the District's rate study.

DISCUSSION & POSSIBLE VOTE ON FY20 AUDIT

The Treasurer explained to the Board that after reviewing the FY20 audit prepared by Korbey Lague it seems that there are some numbers that are hard to follow and trace back to the audit spreadsheets. In addition, there are approximately 6 pages in the Notes section of the audit that appear as though they were not updated from the FY19 audit. After reviewing these issues the Board said they are concerned that the FY20 audit cannot be used as it is. They also said they do not want the invoice to be paid at this time. The Treasurer said she can ask auditor Bruce Almeida to review the FY20 audit. The Board asked her to get a price from Mr. Almeida for the review.

SUPERINTENDENT'S REPORT

Superintendent Sawicki provided the Board with the monthly pumping report. The pumping numbers are down.

The new Assistant Superintendent is working out well. He seems to be a good fit.

Flushing in the District will begin tomorrow and should be completed in the beginning of December.

Testing on the booster pumps at Norris Road and Weldon Park were completed with good results.

The Superintendent was contacted by District resident John Harrington who is working for a District resident who lives on Andrew Road. Mr. Harrington is concerned that an easement on her property wasn't drafted properly. The deed to her property doesn't reference the easement. However, the deeded plan for the development does show the easement and her deed referenced that plan. The Superintendent said he went to the Registry of Deeds and found the documents for the easement. The Board instructed the Superintendent to work with the homeowner with the expectation that all legal fees will be covered by the property owner.

Superintendent Sawicki asked the Board to look at the map of the bog he provided in the meeting packet. He suggested that if the District purchases the bog it could open up several areas for a potential well. The Superintendent said after speaking with Attorney Troy regarding this property, an appraisal was completed which came in at \$6,000. Additionally, DEP will require a survey of the property, there will be legal fees, an appraisal and title insurance. However, he reiterated that he still thinks it would be worthwhile for the District to purchase the property. Commissioner Bergeron asked if DEP would be involved no matter what the District does with the land. The Superintendent said if the District wants to use the site for a well they would have to follow DEP guidelines.

The Board wants to be sure there is clear title to the property. Superintendent Sawicki said the owner has the deed but it hasn't been recorded yet. Attorney Troy said he will need title insurance. The Board said the appraisal should be sent to the current owner of the property and let him come back to the District with an offer. Commissioner Bergeron asked if anything can be done with the lot if the District doesn't purchase it. The Superintendent said not really because there are no utilities.

The generator project is moving along. The contract with South Shore Generator has not been signed yet. The plans for what needs to be done for this project are not clear yet either. The Superintendent said the generator will be placed on a pad inside the fenced in area near the Clark Road tank.

The parking area and a ramp in front of the office will be paved in the spring.

The Superintendent said he will be away on vacation from 12/10-12/15.

TREASURER'S REPORT

Treasurer Fruci told the Board there are currently 77 accounts with outstanding balances totaling \$10,242.31.

There are 7 accounts on the FY23 lien list totaling \$4,530.48.

The Treasurer was notified by Cape Cod Five that they will no longer be processing wire payments for their customers due to an increase in fraud attempts Cape-wide recently. They said it will be more secure for them to set up wire capability for the district so wires can be done directly. The Treasurer asked Chairperson Melchionda if he would sign the consent form for the wire set-up.

The current pricing schedule for Unibank's Financial Advisory services expires on 6/30/23. Unibank has provided a new schedule which is good from 7/1/23-6/30/26. There are some increases in fees.

The town of Bourne assessor has requested the classification hearing be scheduled for the last week in November. The Board said November 30, 2022 at 2:00 pm would work. The Treasurer will confirm with the assessor.

NEW BUSINESS

None

OLD BUSINESS

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The Board thanked Superintendent Sawicki for all of his hard work on the grant. The next monthly Board meeting will be held on Tuesday, December 20, 2022 at 4:15 pm.

ADJOURN

Commissioner Bergeron made a motion to adjourn the meeting at 5:44 pm. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Bergeron - yes, Commissioner Melchionda - yes.

Respectfully submitted,

Maureen Fruci
District Clerk