

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES AUGUST 23, 2022**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday, August 23, 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: Chairperson Mark Melchionda, Commissioner Mark Bergeron, Moderator Stephen Mealy, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Commissioner George Sala who dialed in remotely and District resident Nan Crossland.

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.

**4:15 PM – GEORGE DOHERTY – CORCORAN & HAVLIN INSURANCE GROUP**

George Doherty from Corcoran & Havlin Insurance Group arrived and thanked everybody for allowing him the opportunity present their insurance package. He said Corcoran & Havlin Insurance Group has offices in Wellesley and Duxbury. They have experience with municipalities of all sizes and the special exposures and risks unique to water districts. He said the insurance program he is presenting not only mirrors the District's current coverage but offers recommendations to fill in some gaps in coverage as well. He went on to explain Trident is the managing agent and Arch is the insurance company with an A+ rating. They will provide property, general liability, cyber, auto, public officials, claims from employees, with legal costs included as well.

Mr. Doherty noted that after reviewing the District's property on the town of Bourne Assessor's website, it was discovered that there a couple of locations owned by the District that are not currently included on the District's insurance policy: the tank on Scenic Highway and Norris Road tank. Additionally, he said it doesn't look like employee liability practices is included in the current policy but will be provided with their new policy. Currently there is no on-road coverage for the backhoe.

Mr. Doherty reviewed each area of coverage including property, liability, Scada, cyber security, public official liability, employee liability practices and auto. He explained the coverage does not include workers' compensation at this time because the premium was already paid and they would use Atlantic Charter as well. If the District chooses to go with Corcoran & Havlin they would add workers' compensation when the policy expires next year.

Mr. Doherty concluded his presentation by highlighting the gaps in coverage his company discovered. He also pointed out the additional coverage limit for equipment breakdown, Scada coverage and penstock which is unique to water districts, additional coverage for piping to 1,000 feet where currently only 100 feet of piping is covered. Mr. Doherty added he has a vested interest in the District as he owns a home here as well.

**5:15 PM – NOEL ALMEIDA – ALMEIDA & CARLSON INSURANCE AGENCY**

Noel and Shawn Almeida from Almeida & Carlson Insurance Agency presented the Board with their insurance package. Noel Almeida told the Board they chose to stay with Glatfelter because the company has vast experience with municipalities, risk management and underwriting claims. He explained the District's property coverage will be \$5,103,000. Mr. Almeida said to keep in mind the coverage is on a blanket basis so each loss would have that \$5.1 million coverage.

Mr. Almeida reviewed each section of the insurance policy including property, auto, equipment, general liability, public officials and management liability, cyber, flood and earthquake and excess liability. Mr. Almeida closed by saying Glatfelter Insurance specializes in small municipalities and water districts primarily. He has been working with them for many years. He explained that Almeida & Carlson has a team of three people working in the office on any claims that may arise. He said the premiums will change with the addition of the two tanks which are currently not included on the policy. They will get those numbers as soon as possible.

#### **DISCUSSION & POSSIBLE VOTE ON ANNUAL DISTRICT PROPERTY & COMMERCIAL INSURANCE POLICIES**

Commissioner Melchionda said they were very good presentations. He said the Board will need to see the final numbers and compare the coverage. Commissioner Sala suggested they table the discussion until they have a chance to review all of the information. Commissioner Bergeron will put together a comparison of each policy.

#### **APPROVAL OF MEETING MINUTES DATED 7/12/22**

Commissioner Sala made a motion to approve the meeting minutes dated 7/12/22 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 CHANGE ORDER FROM K&G REMODELING FOR ROOF REPAIRS**

Superintendent Sawicki asked the Board for a vote on the change order from K&G Remodeling for the addition of gutter guards and a drip edge. The original charge was \$4,360 but they were able to negotiate the price down to \$2,200. Commissioner Sala made a motion to approve the change order from K&G Remodeling for \$2,200 for the addition of gutter guards and a drip edge. Commissioner Bergeron seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron - yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

#### **SUPERINTENDENT'S REPORT**

Superintendent Sawicki provided the Board with the updated pumping numbers for their review.

The Superintendent informed the Board the Cape Cod Region is at a Level 2 drought. However, groundwater levels are still substantial and there is no action required by the District.

Commissioner Bergeron asked if the voluntary water ban helped. The Superintendent said it doesn't appear that all of the residents abide by the water restrictions. This year the District pumped the most water since 2014. Commissioner Melchionda said irrigation is the biggest problem in the District.

District resident Nan Crossland, former Superintendent of the Dedham/Westwood Water Department, joined the Board's discussion about water restrictions. She suggested the District move from odd/even watering to 2 days per week. She also said residents need to be more educated about not cutting their lawn too short. She also added, sprinkler companies do not provide good operating instructions to homeowners when installing their irrigation systems. She said there needs to be more publicity about how to properly water to save water and keep our lawns. Commissioner Melchionda said there has been conservation information and watering tips included with the water bills in the past but many people don't pay attention. Superintendent Sawicki said if the District is required to do a mandatory water ban it would allow for watering 2 days a week. Commissioner Melchionda said he is also concerned about over-development in the District especially with

the two large developments that are planned for the District. Ms. Crossland said she is very impressed with the way the District is run.

We are in the final stages of permitting permanent chlorination at the beach well.

Superintendent Sawicki said they will be doing a whole system leak detection in September.

The Superintendent said he spoke with Weston & Sampson and if we rehabilitated Black Pond everything including the motor, pump shaft and other parts can be cleaned and saved as emergency parts. These parts would need to be stored in a climate controlled space. It would be a big investment for the District.

Superintendent Sawicki said he will be taking vacation days Friday and Monday.

### **TREASURER'S REPORT**

Treasurer Fruci told the Board there are currently 445 accounts with outstanding balances from the July water bills totaling \$42,374.32. Reminder letters will be sent next week to those accounts.

### **NEW BUSINESS**

None

### **OLD BUSINESS**

#### **-PHILLIPS ROAD WATER MAIN & NORRIS ROAD TRANSMISSION MAIN UPGRADE PROJECTS**

The Superintendent said replacement of the Phillips Road and Norris Road water mains are still on the capital plan for next year. He will be attending the Phillips Road-Sandwich Association meeting in September. Commissioner Bergeron said he will attend the meeting as well.

There was a discussion about cobblestone aprons and retaining walls related to this project and the District's regulations. Commissioner Sala said the town of Bourne bylaw says nothing can be placed within the road layout. The Superintendent said Phillips Road-Sandwich is private. Commissioner Sala said it doesn't matter if it's public or private. Commissioner Melchionda said a public entity will not pay for paving of an entire private road. Commissioner Sala said if the water district replaces the water main then they will have to pay for the paving of the road. Commissioner Sala said if the District disturbs something within the legal road layout they would be obligated to put it back to its original condition. Commissioner Melchionda suggested checking on that to be sure. The Superintendent said he will check with attorney Troy. GHD will get information from the towns. Superintendent Sawicki said the water main project at the Sandwich end of Phillips Road will not be done until FY31. The first section of Phillips Road in Bourne will be done next year.

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

The next monthly Board meeting will be held on Wednesday, September 14, 2022 at 4:15 pm.

### **ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 6:48 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