

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES JANUARY 25, 2023

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, January 25, 2023 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, Treasurer Maureen Fruci, Moderator Stephen Mealy and Brian Kuchar from Horsley Witten. Commissioner George Sala, Heather DiPaola – Bourne Preservation Committee, Domenic Columbo & Corey Fellows – Preservation for Affordable Housing, David Quinn – Housing Assistance and Joe Henderson – Horsley Witten, Brandon Carr – DiPrete Engineer-Starbucks, Peter Rockland - Starbucks 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.

APPOINTMENT 4:15 PM - DISCUSSION & POSSIBLE VOTE – CAPE VIEW WAY 40B – AVAILABILITY OF WATER

Commissioner Melchionda thanked Cape View Way representatives for all of their hard work with the District, stating it has been a great partnership. Superintendent Sawicki said the District, along with engineer Kristen Berger and Horsley & Witten worked on and ultimately received the MassWorks grant for this project. The Board will need to vote that it is ok to go forward with the project. The Superintendent said he has drafted a Memorandum of Agreement to finalize the agreement. He said there are a few dates that need to be changed. There was a discussion about adding if the \$1.31 million grant doesn't cover all of the costs associated with the project then Cape View Way would have to pay the difference. Both sides stated they were confident in the estimate for the project. However, with budgets tight and construction prices inflated, Mr. Kuchar said they would like to review the costs so they are able to keep track of the budget and if necessary, be proactive in cutting costs where necessary. Superintendent Sawicki suggested perhaps some things can be negotiated in an effort to save money. Commissioner Bergeron asked if the MOA could be worded as not to exceed? The Superintendent said he is not sure.

Commissioner Sala said in order to protect the District he would like to see something in writing regarding the town of Bourne's approval of trenching the roadway. Superintendent Sawicki said it is in the bid estimate as full width overlays.

Superintendent Sawicki said both attorneys will have to approve the plan and MOA. The Board agreed they are fine with everything as long as the attorney's approve it. Mr. Kuchar said he is comfortable with everything as well.

Commissioner Bergeron made a motion that on 1/25/23 the NSWDB Board of Water Commissioners approves the availability of water for the Cape View Way 40b development with the draft of conditions dated 1/25/23, to be finalized by each parties' counsel. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Bergeron – yes, Commissioner Sala – yes, Commissioner Melchionda – yes.

Commissioner Melchionda said the Board appreciates all of the hard work that Superintendent Sawicki, engineer Kristen Berger and Horsley & Witten have done on the grant and planning for this project. He said he would like to have a joint press release done regarding the grant.

Commissioner Bergeron made a motion to move to water refill station (Superintendents report) agenda item.

APPOINTMENT 5:15 PM - DISCUSSION & POSSIBLE VOTE – 10 CANAL ST. –STARBUCKS – AVAILABILITY OF WATER

Commissioner Melchionda acknowledged Peter Rockland and DiPrete engineer Brandon Carr who joined the meeting remotely to discuss the availability of water for 10 Canal Street – a proposed 2,250 sq. ft. Starbucks restaurant. Mr. Carr explained currently there is an existing 4,700 sq. ft. building (former Friendlys) with septic and an active water connection that has not been used in 5-6 years. Mr. Carr said the space could likely be used for a small business or small restaurant such as a sandwich shop. Mr. Carr said they will come before the Board when plans for that space are finalized.

The Starbucks site plan shows the building will be in the middle of the parking lot and a new septic system for both buildings will be installed. There will be a 4” fire service and 2” domestic water service. Mr. Carr said the Starbucks will use 900 gallons of water per day, 1,000 gallons per day with septic.

Superintendent Sawicki asked Mr. Carr why the fire line was not on the first plan. Mr. Carr said because the plans were done so early in the project. The Superintendent explained that fire flow in that area is a real concern. He said two earlier developments were required to upgrade the water mains in this area. He continued on to say fire flow models will need to be completed and reviewed by the District. Commissioner Melchionda said they also have to consider other buildout in the District. He said the Board would be more comfortable waiting for the fire flow models before approving the availability of water for the project. The Superintendent said engineer Kristen Berger can have the model within 2 weeks. He said the Board could have a meeting early in February in order to review the models

Mr. Carr thanked the Board and signed off from the meeting at 5:29 pm.

APPROVAL OF MEETING MINUTES DATED 11/15/22, 11/30/22 & 12/23/22, DEFER APPROVAL OF MEETING MINUTES DATED 12/20/22

Commissioner Sala made a motion to approve the meeting minutes dated 11/15/22 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.

Commissioner Sala made a motion to approve the meeting minutes dated 11/30/22 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.

Commissioner Bergeron made a motion to approve the meeting minutes dated 12/23/22 as written. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda.

Commissioner Sala made a motion to defer approval of the meeting minutes dated 12/20/22. 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 move to the Superintendent’s Report. 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 MASSWORKS DESIGN CONTRACTS – RESILIENTCE & HORSLEY WITTEN GROUP

The Superintendent asked the Board for a vote on the MassWorks survey and plan contract with the Horsley Witten Group represented by engineer Brian Kuchar and Joe Henderson for \$15,600 as well as the engineering design services contract with ResilientCE, represented by Kristen Berger in the amount of \$61,000.

Commissioner Bergeron made a motion to accept the survey and plan contract from Horsley Witten in the amount of \$15,600 for the MassWorks grant funded through the MassWorks program and signed by Superintendent Sawicki. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Bergeron made a motion to accept the proposal from ResilientCE for engineering in the amount of \$61,000 for the Cape View Way 40b project, signed by Superintendent Sawicki. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Commissioner Melchionda asked if the attorneys should review everything again. Superintendent Sawicki said that wasn't necessary because they had already approved everything.

There was a discussion regarding how the money will be issued from the grant. The Superintendent said the District will have to put out some money and then get reimbursed. He explained that the state asks for invoices not receipts, so there should only be a 45-day turn around. Engineer Kristen Berger suggested asking for invoices every 2 weeks and sending them directly to MassWorks for reimbursement.

Commissioner Sala said there should be weekly construction meetings once the construction begins that the District should be involved with. Commissioner Melchionda said the Board could probably attend some of those meetings as well, especially when they are laying the lines. Commissioner Sala said that could be a challenge with the state.

DISCUSSION & POSSIBLE VOTE ON BOURNE DALE TANK REHABILITATION PROJECT – RELEASE OF RETAINAGE & ACCEPT CLOSE OUT DOCUMENTS

Superintendent Sawicki told the Board the Bournedale tank project contract included a 2-year evaluation which was completed in December, including a dive inspection. He asked the Board for a vote to release the last retainage which will release the bond. Commissioner Bergeron made a motion to release the retainage on the Bournedale tank project to DN Tanks in the amount of \$4,768.50. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Bergeron – yes, Commissioner Melchionda – yes.

Moderator Steve Mealy left the meeting at 5:45 pm.

DISCUSSION & POSSIBLE VOTE ON FY 24 BUDGET & CAPITAL ARTICLES

The Superintendent presented the preliminary FY24 budget and capital articles to the Board for their review and discussion. He explained that overall costs have increased especially with personnel, health insurance, property insurance and debt going up for FY24. The District has not seen as much of an increase in electricity especially because of the solar panels which saved the District \$24,000 last year. There will be increases in maintenance and operations because there will be more sampling next year and an increase in mains and hydrants so the District has emergency parts on hand. The treatment plant costs have increased because nearly everything has doubled in price. The District's Barnstable County Retirement contribution decreased

for FY24. The Bournedale tank BAN was paid off in FY23 and the SRF loan will be paid off in FY24. At this point there is a \$37,000 increase in the FY24 budget overall.

The FY24 capital plans include well cleaning and phase 1 of the Phillips Road water main replacement. The District plans to raise \$150,000 and borrow \$2.4 million for this project. Money will be added to the property maintenance line item. At this time, District residents will see an increase of approximately \$73 per household in Sandwich and \$41 in Bourne over the course of the year.

There was a discussion about raising water rates. Commissioner Melchionda said adding another tier or lowering the threshold would be helpful. Commissioner Bergeron said the rate study should take all of that into account. Additionally, Commissioner Bergeron said raising rates may make people conserve water.

Commissioner Melchionda said he would like to have a discussion about adding another full time employee. The Superintendent said it really has become necessary because they are a bit behind on some District maintenance and with all of the upcoming projects. Commissioner Sala said he is in favor of hiring an additional full time employee. The Board asked him to add the new position to the FY24 budget.

DISCUSSION & POSSIBLE VOTE ON RATE STUDY

The Superintendent suggested the District has control of the rate study in order to help steer the study in the right direction. He said currently Mr. Fox is re-working the study in order to lower the cost. He suggested if he is not able to do this, the District will have to explore other options.

DISCUSSION & POSSIBLE VOTE ON ABATEMENT – 24 LAKEWOOD ROAD

Superintendent Sawicki said the office was contacted by the District resident at 24 Lakewood Road because he received a substantially higher than usual water bill in January and was asking for an abatement. The Superintendent explained his water meter had failed in 2020 and therefore the readings were estimated, unfortunately too low. He actually used more water than what was estimated. Additionally, he told the Board during COVID the District stopped sending letters for water meter change outs. When the letters began going out again this past November, the resident responded within 4 days. The Superintendent said the delay in changing the meter was not the resident's fault. So therefore he is asking to charge for the usage at the lowest tier bringing the bill from \$479 to \$200, saying he thinks it's the fair thing to do. All Board members were in favor of the abatement.

SUPERINTENDENT'S REPORT

Superintendent Sawicki explained that Heather DiPaolo and Steve Mealy, on behalf of the Bourne Recycling Committee, have asked the District to approve the installation of an outside water bottle filling station at the Clark Road ballfield. They are in the process of filling out a grant application which would allow them to install 3-4 additional water bottle refill stations in the town of Bourne. They are asking for the District's support to include with the application. Ms. DiPaolo said she was not sure if the Clark Road field had a well or town water. She said currently there are other refill stations in the town that Bourne DPW winterizes and the water district turns on and off. She said there have been no problems. She added that there would be no water fountain just a water bottle refill station. Mr. Mealy said they have support from the schools, the recreation department and conservation committee. He said they are asking for the Board to support the project in principal, but with the understanding there is other work that has to be done. He said the application is due tomorrow but can be withdrawn if necessary or if DEP regulations won't allow it.

The Superintendent said it's not a DEP regulation specific to water filling stations. The DEP regulation states a public water supplier is responsible to the last tap. He said they would be inviting people to drink from something that has no oversight or shelter. He said his concern is if a bird polluted the refill station and

people drink from it and get sick, there could possibly be 500 sick people. Ms. DiPaolo said the water filler is covered and comes out of a wall. The Superintendent said the model she sent had two fountains on it. Mr. Mealy said that's not the model they are suggesting.

Commissioner Sala said at the time he was Bourne DPW Director, he along with the Recreation Department made the decision to install a well instead of town water at the Clark Road ballfield, because at that time irrigation was the main concern. He continued on to say he will have to step aside tonight as commissioner, because he is also a CPC representative and member of the Bourne Recreation Committee and it would not be appropriate for him to be part of the vote.

The Superintendent said he would have to review the design for the need of a possible cross connection device. Commissioner Melchionda asked what would be involved on the District's end in order to install the water bottle refill station. The Superintendent said the old 2" line cannot be used. A new tap would have to be installed with a smaller than 3/4" service line. It would be seasonal. There was a discussion about where the water line would be located. Commissioner Sala suggested bringing it in on the side near the walking path.

Ms. DiPaolo said they have the cost of the unit however they need to know what other costs would be associated with the installation. The Superintendent said the cost would be approximately \$5,000 for connection fees and other costs would have to be worked out with the DPW. Commissioner Melchionda asked who will maintain the refill station. Commissioner Sala said the DPW winterizes the refill station in Buzzards Bay, pulling the filter at the end of the season and blowing the lines out. In the spring a new filter is put in place.

Commissioner Melchionda said he appreciates what they are trying to do, but the Board's biggest concern is to make sure the water supply does not get contaminated and this seems to have a real potential for problems. Mr. Mealy said there is a winter cover to protect the refill station. He said they obviously don't want to put the water supply in jeopardy. Commissioner Sala said he thinks the town of Bourne is not going to allow the installation of a bottle refill station with a well. Superintendent Sawicki said he is fine supporting the refill station but will need more information before getting behind the project. He is waiting to hear back from DEP.

Commissioner Bergeron made a motion that the Board of Water Commissioners support the water bottle refill station project with no drinking fountains, in good faith, but with the understanding there is other work that has to be done and more information is needed. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Bergeron - yes, Commissioner Melchionda - yes.

Superintendent Sawicki provided the water pumping spreadsheet for the Board's review.

The Superintendent informed the Board that he received an email with a survey for special districts (water, fire and sewer) regarding the challenges faced by these districts and ways to do things differently. A link was provided for their review.

Superintendent Sawicki said he wanted to make the Board aware the main manufacturer of potassium permanganate had a fire which burned the facility to the ground. Fortunately, there was an order already in place and there should be enough on hand moving forward. He explained it can be purchased from other countries but it is not as good. He said best practice is to use permanganate because it recharges the filters.

Jon Devine will be taking the backflow tester license class.

The lab the District uses for bacteria samples no longer does them. The District uses New England Testing Labs for the quarterly samples but they are a courier service. The Superintendent said he prefers the District technician bring the bacteria samples directly to the lab so going forward they will use a lab in Sandwich.

Beginning in January of 2024 the District will have to do a mandatory study which will track and report work place injuries.

The Superintendent said he received an email from the Phillips Road Homeowners Association asking that the District not start the water main replacement project until November. Superintendent Sawicki said he doesn't know if the District can be held to that. Commissioner Sala suggested perhaps starting on the Manomet Road side first.

TREASURER'S REPORT

Treasurer Fruci told the Board water bills were issued to 1,892 accounts with a total commitment of \$262,951.82.

The Treasurer informed the Board that one of the District's banks, Cape Cod Five is no longer part of the DIF (FDIC) who insures deposits, because the bank has become too large. In order to insure the deposits, they are moving to collateralize all of the municipal deposits and until that system is set up CC5 has provided letters of credit from the FHL Bank of Boston which shows the funds are insured.

OLD BUSINESS

-FY20 AUDIT

There was a discussion regarding the invoice from auditor Bruce Almeida. The Board was concerned about the amount of the invoice (\$3750) and that he waited so long to send it. After some discussion, the Board decided to pay for the review of the OPEB journal entries and the review of the FY19 and FY20 audits, reducing the bill to \$3,187.50.

-BLACK POND PUMP REPLACEMENT & WELL REHABILITATION PROJECT UPDATE

Superintendent Sawicki informed the Board that since the contract for the Black Pond pump replacement and well rehabilitation project was signed with DL Maher in December, the company was bought by Weston & Sampson. At this point the two companies are trying to decide who will sign the contract. The Superintendent suggested a time limit be given for them to sign the contract or the project will go to the next lowest bidder. The Board recommended waiting a bit to see what happens.

-NEW SOURCE DEVELOPMENT UPDATE

The Superintendent said they are at the point where a decision needs to be made whether to do an 8" well and pump test or just put the well in for a savings of \$75,000. The new well with a cost of approximately \$350,000 will be a 24" production well with steel casing, gravel and sanitary seal. This price does not include construction of a building around the well. Commissioner Bergeron asked if there is a chance this is not going to work? The Superintendent said they are pretty confident with the location. He said he will have more information for the next monthly meeting. He said it may be helpful to have engineer Kristen Berger attend the next meeting as well.

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

Commissioner Sala asked if the no trespassing signs were ready for Church Lane. Superintendent Sawicki said the signs have already been installed. Additionally, he said Bourne DPW does not have a problem if the District wants to install a gate there as well. However, he will check with the police department first. Commissioners Sala and Melchionda said they are fine with just the signs. Commissioner Bergeron said he is so impressed with how well Superintendent Sawicki is handling the many projects that are ongoing in the District at this time. All Board members agreed with Commissioner Bergeron.

Treasurer Fruci asked the Board to choose a date for the Annual District Meeting. The Board discussed options for the location of the meeting including the fire station and Clark Hall and tentatively chose May 10, 2023 for the ADM.

The next monthly Board meeting will be held on Wednesday, February 8, 2023 at 4:15 pm.

ADJOURN

Commissioner Bergeron made a motion to adjourn the meeting at 7:08 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