

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES DECEMBER 16, 2020

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, December 16, 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). Chairperson Mark Bergeron called the meeting to order at 4:15 pm.

Those who dialed in at the start of the meeting were Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner George Sala, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Russ Kleekamp from GHD and District resident Stephen Mealy.

APPOINTMENT WITH RUSS KLEEKAMP – DISCUSSION & POSSIBLE VOTE ON WATER MAIN ENGINEERING PROPOSAL FOR PHILLIPS ROAD PHASE 2 & NORRIS ROAD TANK TRANSMISSION LINE

Engineer Russ Kleekamp from GHD addressed the Board regarding the Phillips Road water main engineering proposal phase 2 and the Norris Road tank transmission line. Mr. Kleekamp brought the project area up on google earth so the Board could see the area he was referring to. He explained the amendment #2 will include replacing the water main in the remaining portion of Phillips Road into the town of Sandwich and adding or upgrading the Norris Road tank transmission line. The engineers will look at the best option for the District. Mr. Kleekamp provided the Board with a breakdown of the overall engineering cost for both project areas, totaling \$157,065. There was a lengthy discussion of the breakdown of each cost. The Board also discussed the advantages and disadvantages of either running a new upsized transmission line or adding a 2nd transmission line to the Norris Road tank.

Mr. Kleekamp said he thinks there will be a lot of bidders for the project, on cape and off cape. Commissioner Melchionda asked why it would be a good idea to continue the water main to the end of Phillips Road into Sandwich. Mr. Kleekamp responded that it's a great project for contractors to do in late fall or early spring. It's a very straightforward project with a long stretch of road and contractors can get better prices for pipe etc. If the District waits to do the remainder of the road at another time the project will have to be re-bid, new permits filed and the potential cost of inflation. The Board discussed options for how to lay the water main, what process will be used to pave the road, possible betterment fees and staging areas for equipment.

The Board thanked Mr. Kleekamp for his presentation and he signed off from the meeting at 4:54 pm.

Commissioner Melchionda said he wants to be sure the right decision is made for the good of the District. The Board questioned whether or not to continue the water main to the end of Phillips Road. Superintendent Sawicki said most of the breaks/leaks in the District have been on Phillips Road and the water main would have to be replaced to the end of the road eventually. Betterments for the private section of Phillips Road were also discussed as a way to lower the cost to the District. The Superintendent said perhaps instead of a betterment maybe the District can approach the association on the Sandwich end of Phillips Road and see if they would be willing to pay for the paving for that section of the road. The other issue the Board discussed was possibly laying the water main away from the middle of the road to save on paving costs.

Commissioner Melchionda asked if it would be advantageous to run the water main down the entire length of Phillips Road and not do the transmission line. The Superintendent said the transmission line will benefit more of the district (about 50%). The line will also upgrade the flow to the tank. Replacing the Phillips Road water main will help remove about 9,000' of ac pipe from the system.

The Board said they need more information and more time to review all of the options and suggested another meeting be held for this project only. Commissioner Bergeron asked if the Superintendent can get in touch with the Phillips Road-Sandwich association before the next meeting. The Superintendent said he will.

APPROVAL OF MEETING MINUTES DATED 11/18/20

Commissioner Melchionda made a motion to accept the meeting minutes dated 11/18/20 as written. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

DISCUSSION & POSSIBLE VOTE ON BOURNE DALE TANK REHABILITATION PROJECT

The Superintendent informed the Board the project is complete and the tank is back on line. He said he is very pleased with how the project turned out and with the contractor as well. He asked the Board to vote to approve the second pay requisition of \$44,245.30. Commissioner Melchionda asked if the warranty on the project began on the completion date of 11/13/20. The Superintendent said it did. There was a discussion regarding a warranty on the extra gate valve and the ladder. Superintendent Sawicki will ask the engineer about the warranty for those items. Commissioner Melchionda made a motion to approve the application and certification of payment to DN Tanks for \$44,245.30. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

The Superintendent asked if the Board would vote on the certificate of substantial completion for the Bournedale tank project. He explained the document requires the signature of all 3 board members. Commissioner Melchionda made a motion to accept the date of substantial completion of 11/13/20 for the Bournedale tank rehabilitation project. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

District resident Stephen Mealy suggested the District send a letter of congratulations to the contractor DN Tanks for their exemplary work on this project.

Superintendent Sawicki suggested now that the project is completed it may be a good time to add some safety features to the tank. He explained presently there is only a bracket on the tank to lean a ladder on and a cable around the top edge of the tank. He said DN Tanks is still under contract to add a ladder and a railing around the top of the tank at a cost of \$10,714.01. After discussing safety aspects and the price for the installation the Board agreed the ladder and railing should definitely be installed. Commissioner Melchionda made a motion to have DN Tanks install the ladder and extended hand rail for the amount of \$10,714.01. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

District resident Stephen Mealy signed off of the meeting at 5:32 pm.

DISCUSSION & POSSIBLE VOTE ON PROPOSALS RECEIVED FOR CHURCH LANE WELL REDEVELOPMENT PROJECT

Superintendent Sawicki informed the Board he received 3 bids for the Church Lane well redevelopment project on 12/3/20. The lowest bid came in from Denis L. Maher Co. at \$22,900 (which is \$600 less than their price a couple of years ago). The Superintendent said he would recommend them for this project. Commissioner Melchionda asked if it's necessary to clean the well every 2 years. Superintendent Sawicki said this well has a lot of iron and it's important to keep up with the cleanings so well capacity is not lost. Commissioner Melchionda made a motion to vote to accept the bid from Denis L. Maher Co. of \$22,900 for the Church Lane gravel packed well redevelopment. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote - Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

DISCUSSION & POSSIBLE VOTE ON COVID-19 OPERATIONS

The Superintendent updated the Board on the COVID operations at the District. He explained that due to being short staffed and extremely busy, he was unable to perform backflow inspections. DEP has allowed regulations for non-compliance. He said he does not think there will be any ramifications. He should be able to complete them in April. The Board agreed that it should not be a problem. The Superintendent will send letters to backflow customers should they need them for their insurance carriers. Superintendent Sawicki said Chey Phillips has been working from home and will return to the office next week. He said all employees have really stepped up and worked really hard through the pandemic.

DISCUSSION OF PRELIMINARY FY22 OPERATING BUDGET & CAPITAL ARTICLES

Superintendent Sawicki provided the Board with the preliminary FY22 operating budget and capital articles. Commissioner Sala said he has done well managing the budget in the past and should continue the same trend. The Superintendent said for FY22 he would like to replace the 2011 utility body pickup truck. Currently the plow is on that truck, however, he doesn't want to install the plow on the new truck. He would like to put it on the dump truck. Commissioner Melchionda recommended having the under carriage of the dump truck sandblasted. He said the cost would be approximately \$4-5,000. Commissioner Sala agreed and suggested putting both items in the same proposal. The Superintendent said the plow will need to be replaced as well. Also, for FY22 he would like to move forward with looking for future well sites and installing some test wells. Superintendent Sawicki told the Board free cash has not been certified yet. District tax rates have been certified for FY21, the town of Bourne is .86 and town of Sandwich is .87.

SUPERINTENDENT'S REPORT

Superintendent Sawicki said he was contacted by the engineer for the Cape View Drive project yesterday. The scope of the project has changed from 6 single family homes to an affordable apartment building (40B) consisting of possibly 90 units. The water main for the original project was stopped because the developer never did the easement. The developer is asking if the easement is still required. The Board said they will need a lot more information regarding the project before any decisions can be made. Superintendent Sawicki said the property will require approximately 9,500 gallons of water a day. Commissioner Melchionda said they will need to come before the Board with a new plan because it's a change of use from what was originally planned. The Superintendent said the property could become tax exempt and the District would lose out on the tax revenue. Superintendent Sawicki will contact the town of Bourne assessor and see if he can get some information regarding that issue. He will also contact the Buzzards Bay Water Superintendent who has experience dealing with tax exempt properties.

The Superintendent informed the Board the District may not receive the FEMA grant for the generator at the beach well. FEMA is asking for items to be completed by the District in addition to our application that are not feasible or cost effective at this time.

The Superintendent said he will be taking vacation days on Monday and Tuesday after Christmas.

TREASURER'S REPORT

Treasurer Fruci updated the Board on the past due accounts. Currently there are 57 accounts totaling \$14,178.03 which includes water liens (\$7,558.20), quarterlies and turn on/off invoices.

The DOR certified the FY21 District tax rates on 12/8/20: Bourne .86 Sandwich .87

Consultant Teresa Johnson will be assisting the Treasurer in completing audit and end of year information in order to get free cash certified.

NEW BUSINESS

None

OLD BUSINESS

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The Board chose Wednesday, January 20, 2021 at 4:15 pm for the next monthly meeting. Commissioner Sala thanked everybody for the great job they have done especially with the pandemic. Commissioner Melchionda welcomed Commissioner Sala back and said he is a tremendous asset to the District. The Board wished everybody Merry Christmas.

ADJOURN

Commissioner Sala made a motion to adjourn the meeting at 6:10 pm. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

Respectfully submitted,

Maureen Fruci,
District Clerk