**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES JANUARY 10, 2024**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday, January 10, 2024 at 4:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach.

Those in attendance at the start of the meeting were: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Assistant Superintendent Manny Pacheco, Treasurer Maureen Fruci, Field Technician Jon Devine and Greg Wirsen and Stuart Clark from the Canal Crossing project. Superintendent Eric Hillstrom was not able to attend the meeting.

Chairperson Bergeron called the meeting to order at 4:00 pm.

**DISCUSSION AND POSSIBLE VOTE ON CANAL CROSSING GREG WIRSEN AND STUART CLARK**

Greg Wirsen presented updated plans for the Canal Crossing project. He explained they had problems finding a partner for the project when it included assisted living. The previous project had a 3 story office building and a 4 story assisted living facility and a waste water treatment plant. The new smaller plan will include 55 and over townhomes (20 2-bed and 12 1-bed) and a 2 story medical office building. The water usage is also lower from 22,850 gpd to 11,363 gpd. Irrigation will be done by the developer.

The developers had a preliminary meeting with Jen from the town of Bourne Planning Board. Mr. Wirsen said she liked the set-up of the project from a congestion perspective and from a visual perspective as well. Mr. Wirsen explained they are cutting 50% of the construction costs; however they are also cutting 50% of the revenue from the project as well. Commissioner Melchionda said in 2019, the plan was for Canal Crossing developers to upgrade the water line. He said the Board is concerned with the age of the water main.

Mr. Wirsen said they are looking for advice at this point and not asking for anything from the Board tonight. Commissioner Melchionda said speaking for himself, he would like to see the water main entirely replaced. He said the residents already know they are supposed to be getting a new water main. The Board is trying to do their due diligence for the District. He explained that since 2019, the Board has been planning all new projects with this project in mind as it was presented, with a new water main.

Mr. Wirsen asked if the District would put out the bid on the project. Commissioner Melchionda said no, either they would have to do it or the District could do it in conjunction with them. He told Mr. Wirsen the District worked with the contractor for the Cape View Way project on a grant for the water main replacement for that project. Mr. Clark said they have somebody who can look into grant opportunities for them. Commissioner Melchionda said that would be a good idea because the District cannot put the cost of a water main on District residents. Mr. Wirsen asked how AC pipe is handled. Commissioner Melchionda said it can be left in the ground as long as it isn’t touched.

There was a brief discussion about the waste water treatment plant that was part of the previous project design. Mr. Wirsen said the previous project design included a waste water treatment plant because of nitrogen. Commissioner Mealy said they could speak to the town about taking the plant over eventually.

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Mr. Wirsen said he appreciates the Board taking the time to meet with them. Commissioner Melchionda said they will review all of the information that was provided. Mr. Wirsen said he is still owner of the project; however, he doesn’t plan to continue as owner long term. He said he still has the solar companies and he said at some point he may gift the solar array to NSWD.

Commissioner Melchionda said ultimately the water main needs to be replaced. He said the permit for the project expires in June 2025.

**DISCUSSION AND POSSIBLE VOTE ON APPROVAL OF MEETING MINUTES DATED 11/27/23 & 12/13/23**

Commissioner Bergeron pointed out a duplicate sentence in the meeting minutes dated 11/27/23. He asked to have it removed. Commissioner Melchionda made a motion to approve the meeting minutes dated 11/27/23 with the change as noted. Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Melchionda made a motion to approve the meeting minutes dated 12/13/23 as written. Commissioner Mealy seconded the motion. All Board members were in favor.

**DISCUSSION ABOUT DISTRICT CYBER SECURITY**

Commissioner Mealy provided a copy of 2 news articles regarding cyber security as it relates to water utilities. He asked how vulnerable the District is when it comes to cyberattacks. Assistant Superintendent Pacheco said you have to manually log into the Scada computer with one password and another password to log into the treatment plant. He further explained that with some systems you have the capability to make adjustments, but not with the District’s system. Things need to be done manually. He said there is only the capability to turn the wells on and off and set tank levels, but chemicals cannot be changed. Commissioner Mealy asked if everybody has the same password. The Assistant Superintendent said yes. Commissioner Mealy suggested the District change the passwords frequently.

Assistant Superintendent Pacheco told the Board there is an upcoming cyber security assessment through DEP. Engineer Kristen Berger recommended doing a self-assessment instead, which she can assist the District with. The District will need to provide this information to DEP in the fall. In addition, this will be needed for the District’s sanitary survey. The Assistant Superintendent said with the new altitude valve at Norris Road and the new mains, flows are changing. The District will need a Scada upgrade and maybe cyber security could be part of that. Commissioner Mealy said he would like to look into changing the passwords. Assistant Superintendent Pacheco said if everybody had their own password there would be a history of who logged in and what they did. Commissioner Mealy suggested they look at other cyber security steps the District can take without putting a huge burden on the operators.

**DISCUSSION AND POSSIBLE VOTE ON WATER MAIN PROJECTS**

Field Technician Jon Devine told the Board there is a curb stop on Sandcastle that they are unable to access because the contractor misaligned the valve when they were tying in the service. He said CC Construction will repair it. Commissioner Mealy asked how many valves were found to be misaligned. Mr. Devine said there were 16 others. He said the contractor will be doing cosmetic work and paving in the spring. Commissioner Bergeron asked if the 1st hydrant on the right side of Phillips Road was replaced. Mr. Devine said they replaced it and also moved it to a better location.

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**DISCUSSION AND POSSIBLE VOTE ON CAPE VIEW WAY/MASSWORKS PROJECT**

Ms. Berger said she posted the bid on the central register in order to keep the deadline. She will walk Superintendent Hillstrom through that process another time.

**DISCUSSION AND POSSIBLE VOTE ON LAGOON CLEAN OUT**

The Board reviewed the three separate bids from CC Construction for the lagoon clean outs. Commissioner Bergeron asked if the prices were in line with what they were thinking. Assistant Superintendent Pacheco said yes and the price may be lower depending on what they remove from the lagoons.

Commissioner Melchionda made a motion to accept the proposal not to exceed $7,750 for the water treatment plant backwash basin #1 maintenance. Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Melchionda made a motion to accept the proposal not to exceed $7,750 for the water treatment plant backwash basin #2 maintenance. Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Melchionda made a motion to accept the proposal not to exceed $3,350 for the water treatment plant infiltration basin maintenance. Commissioner Mealy seconded the motion. All Board members were in favor.

Field Technician Devine said material to repair the road will be delivered out to the treatment plant and they will do the repairs themselves.

**BLACK POND REPLACEMENT WELL**

There were no updates regarding the Black Pond replacement well. Everything has been submitted to DEP.

**DISCUSSION & POSSIBLE VOTE ON LABORER POSITION**

There was a discussion regarding the new Laborer position. Field Technician Jon Devine said it would be very helpful if the new laborer has some water experience/licenses. Assistant Superintendent Manny Pacheco said it will take a minimum of 6 months to get them trained. He said license classes are held several times a year. Commissioner Bergeron said maybe if the salary is a little higher maybe they will attract somebody with licenses. Assistant Superintendent Pacheco agreed and said with the lower pay range they will probably not get candidates with licenses.

**DISCUSSION & POSSIBLE VOTE ON PROPOSED FY25 BUDGET**

The discussion about the proposed FY25 budget was tabled until the next meeting.

**SUPERINTENDENT’S REPORT**

Assistant Superintendent Manny Pacheco said Superintendent Hillstrom gave him some updates for the Board. He said the water at 153 Phillips Road was turned off for the season on 10/31/23 by plumber Steve Kissell and the meter was removed. In addition, CC Construction was given a list of all the properties that were turned off. When CC Construction installed the new water service for the property they turned the service on when it should have been off and it caused the house to be

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flooded. The homeowners currently have a cleaning crew at the property. They are doing light demo in order for the structural engineer to inspect the integrity of the structure and check for mold.

There is a change in construction for the backwash pump bypass piping; instead of plastic they will be using a more robust pipe that will last longer. There will be a minimal increase to the price.

The Black Pond well roof has been leaking on the seam where the two separate roofs are merged. The roof is also covered in moss. Geoff Ray scraped the moss off of the roof and sealed the leaking seam. After the last rain storm it was dry. The Assistant Superintendent said Geoff did a great job. The roofs on the buildings at the Norris Road tank will need some attention as well.

Weston and Sampson would like to do the annual pump tests at the booster station and wells. He said they can hold off on the booster stations until spring, because it involves pumping out water and winter is not the time to do it. The well sites will be done now. Samples were scheduled for Monday but had to be rescheduled to Tuesday and then there were communication issues on Tuesday and had to be rescheduled again.

Commissioner Melchionda asked about the pressure test at the fire station. Field Technician Jon Devine said they will push it off until next week when the Superintendent returns.

**TREASURER’S REPORT**

Treasurer Fruci told the Board there are currently 45 accounts with balances totaling $3,940.65.

January water bills are being prepared and will be issued next week.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

The next meeting will be for the bid opening on Wednesday, 1/31/24 at 2:00 pm. The discussion regarding the Laborer position will be included on that agenda as well. The next monthly meeting is scheduled for Wednesday, 2/21/24 at 4:00 pm. The Board thanked all staff for their hard work.

**ADJOURN**

Commissioner Mealy made a motion to adjourn the meeting at 5:50 pm. Commissioner Melchionda seconded the motion. All Board members were in favor.

Respectfully submitted,

Maureen Fruci

District Clerk