

NORTH SAGAMORE WATER DISTRICT
MEETING MINUTES FEBRUARY 12, 2019

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday February 12, 2019 at 4:15 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Commissioner Melchionda called the meeting to order at 4:16 pm.

Those in attendance at the start of the meeting were: Chairperson Mark Melchionda, Commissioner George Sala, Commissioner Mark Bergeron, Superintendent Matt Sawicki and Treasurer Maureen Fruci.

APPROVAL OF MEETING MINUTES DATED 1/16/19

Commissioner Bergeron made a motion to accept the meeting minutes dated 1/16/19 as written. Commissioner Melchionda seconded the motion. The motion was accepted. Commissioner Sala abstained from the vote because he was not present at the 1/16/19 meeting.

DISCUSSION OF FINANCIAL MANAGEMENT POLICY

The Board was presented with the draft of a financial management policy for their review. Commissioner Melchionda thanked Superintendent Sawicki for researching and putting together the information that was needed to tailor the policy for the District. Superintendent Sawicki explained the policy is just a guideline for the District to use. Commissioner Sala asked for more time to review the information and asked to table the discussion until the next monthly meeting.

DISCUSSION & POSSIBLE VOTE ON CAPITAL ARTICLES FOR FY20

Superintendent Sawicki gave the Board the updated FY20 capital plan. After some discussion the Board decided to wait until next year to do the Phillips Road water main replacement project. The Superintendent said he would still like to go forward with the design and engineering for the project transferring \$75,000 from the treatment plant line item. In addition, other FY20 capital articles were discussed including using \$40,000 from free cash for the Bournedale tank rehabilitation design, \$40,000 from free cash for meter upgrades, \$25,600 from connection fees for the stabilization fund and raise \$25,000 for well cleaning.

The Superintendent informed the Board the District is going to receive an \$11,000 credit from Robert's Filter for work that wasn't needed on the Church Lane filter project.

There was a discussion of the rehabilitation of the Bournedale tank. Superintendent Sawicki contacted the company that built the tank in 1979 and they will review the video of the tank and give the District a cost estimate for repairs. They can also help spec out the project.

In the next few years there may need to be some sort of a rate increase due to all of the capital projects that are upcoming.

DISCUSSION & POSSIBLE VOTE ON FY20 BUDGET

Commissioner Melchionda began by saying Superintendent Sawicki has done an outstanding job and is a real asset to the District and therefore he recommends the Superintendent's salary be increased by 6.25%. After some discussion the Board decided the Superintendent's salary will be increased by 6.25%, the Treasurer 4% and a 2% increase for all other employees.

Each line item was reviewed and discussed. Commissioner Sala made a motion to approve the FY20 budget with the changes that were discussed. Commissioner Bergeron seconded the motion. All Board members were in favor.

DISCUSSION & POSSIBLE VOTE ON ENGINEERING FOR PHILLIPS ROAD WATER MAIN REPLACEMENT

The Superintendent informed the Board engineer Kristen Berger has left CEI. He said he would still like to have CEI do the engineering for the Phillips Road water main project. Superintendent Sawicki said it might be a good idea to have CEI engineer Mike Ohl attend the next meeting and the Board agreed.

Commissioner Sala said the paving of Phillips Road may be pushed off even further because there are other more urgent road issues the town will have to address. Superintendent Sawicki said if that is the case he would like to begin the rehabilitation of Bournedale tank sooner. The discussion was tabled until the next meeting.

SUPERINTENDENT'S REPORT

Superintendent Sawicki told the Board an issue was discovered by District personnel regarding the January water bill for 24 Ridgehill Lane. The incorrect meter number was mistakenly entered in the water billing software for 24 Ridgehill Lane. Due to the error, 24 Ridgehill Lane received an incorrect reading/bill for 4 billing cycles. The error was discovered and corrected in January. District personnel re-read the meter at 24 Ridgehill Lane and then sent the meter out to be tested for accuracy. The test showed the meter was accurate and there were 588,000 gallons of unbilled water (\$2,282.00) at 24 Ridgehill Lane. Due to the error, the District offered to charge the customer at the lowest water rate of \$1.25 per 1,000 gallons (\$765.00) for all of the water that was used. The Superintendent said the customer was not satisfied with this solution.

The Board discussed the issue and decided because the water was used, the offer of \$765.00 was more than fair, offering a substantial savings to the customer. They also said a payment plan could be arranged if necessary.

TREASURER'S REPORT

Treasurer Fruci informed the Board the District has received \$125,784.99 in payments since the January water bills were sent out on 1/15/19. There are still 798 accounts with outstanding balances totaling \$117,245.10.

NEW BUSINESS

None

OLD BUSINESS

A. **EXECUTIVE SESSION MINUTES**

Superintendent Sawicki informed the Board that Attorney Troy has the executive session meeting minutes. He will review them, make photocopies and redact information where necessary. The Board can then vote to unencumber them with the redactions.

ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING

None

COMMISSIONERS COMMENTS/SELECT NEXT MEETING DATE

The next meeting is scheduled for Wednesday, March 13th at 4:15 pm.

ADJOURN

Commissioner Sala made a motion to adjourn the meeting at 5:43 pm. Commissioner Bergeron seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci
District Clerk