

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES FEBRUARY 27, 2020**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Thursday, February 27, 2020 at 4:15 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson George Sala called the meeting to order at 4:15 pm.

Those in attendance at the start of the meeting were: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Unibank Financial Advisor Lynne Welsh, Russ Kleekamp - GHD and District resident Stephen Mealy.

**APPOINTMENT WITH UNIBANK FINANCIAL ADVISOR – LYNNE FOSTER-WELSH – 4:15 PM**

Unibank Financial Advisor Lynne Foster-Welsh presented the Board with 3 financing options for the upcoming Phillips Road water main replacement project and the Bournedale tank rehabilitation project. Ms. Welsh began by saying bond issuance wouldn't be recommended for the project in part because of the amount of money the District would need to borrow and because the cost of issuance is approximately \$50,000. Ms. Welsh explained short term debt (BANs) which are certified by DOR can be issued for up to 10 years and would be paid each year with a new note being issued each year. At this time rates are great (1.80%), however because a new note is issued each year, there is always the risk that rates could go up. She explained the most cost effective way to finance projects at this time would be permanent state house loan notes. The rates are great right now. The District wouldn't need bond disclosure or a credit rating. The District will need to get a legal opinion from Lock Lord which will cost approximately \$2,300. Permanent financing comes with a higher interest rate (3.75-4% now). However, the rate would be locked in for the term of the notes which could be up to 10 years.

Commissioner Melchionda said the District will have the final cost for the projects shortly before the Annual District Meeting in April. Ms. Welsh said the District will need to get bond counsel review and have the article and motion written for the ADM. After some discussion the Board decided it is best to lock the rate in for the projects so the District will be able to forecast and budget for the payments. Ms. Welsh said the District should contact her as soon as the final numbers are ready and she will get the borrowing process started.

Commissioner Melchionda made a motion to move ahead to Agenda Item #4.

**DISCUSSION OF FY21 CAPITAL ARTICLES – PHILLIPS ROAD WATER MAIN (RUSS KLEEKAMP-GHD) & BOURNDALE TANK**

Russ Kleekamp from GHD addressed the Board regarding the Phillips Road water main replacement project. There was a discussion about possibly continuing the water main replacement into Sandwich. As the project stands now the District will replace 550 feet of water main up to the Sandwich town line with the possibility of continuing the replacement into Sandwich for a total of 710 feet. The discussion moved to what process would be used to

restore the surface of the road after the new water main is installed and how best to coordinate that between the town of Bourne and the town of Sandwich. Mr. Kleekamp said

depending on what process is chosen it may affect the cost. Mr. Kleekamp said the bid documents can state the water main replacement goes to the town line and then make a change order to go beyond the town line or bid sandwich as a bid alternate depending on where the quotes come in.

Mr. Kleekamp asked the Board if they would agree to let him meet with Paul Tilton from the town of Sandwich to try and work out the details of Sandwich's requirements for the water main replacement and paving project. The Board agreed to the meeting. Mr. Kleekamp departed the meeting at 5:30 pm.

Superintendent Sawicki said he wanted to be sure everybody was on the same page regarding these projects. After reviewing all of the information from the engineers and the financial information the Board was in favor of doing both projects this fall as well as borrowing for both projects. The Superintendent also confirmed with the Board that they do not want to install a mixer in the Bournedale tank. The Superintendent said there would be an approximate increase of \$130 to each property spread out over the next 6 years which would include other projects as well if the District goes forward with these projects.

#### **APPROVAL OF MEETING MINUTES DATED 12/5/19 & 1/22/20**

Commissioner Bergeron made a motion to accept the meeting minutes dated 12/5/19 as written. Commissioner Melchionda seconded the motion. The motion was accepted.

Commissioner Melchionda made a motion to accept the meeting minutes dated 1/22/20 as written. Commissioner Bergeron seconded the motion. The motion was accepted.

#### **DISCUSSION OF FY21 OPERATING BUDGET**

The Superintendent asked the Board if an increase in salary could be given to the Assistant Treasurer, Chey Phillips explaining other than COLA, she has not received an increase. In addition, the salary line item for that position has never been met. The Board approved the increase.

There was a discussion regarding the upcoming retirement of the Assistant Superintendent, Geoff Ray and how/when the position would be filled. With the knowledge that Mr. Ray will be coming back to work part time at the treatment plant the Board decided that for FY21 Alex Couturier will become the plant operator with a salary of \$46,600. The FY21 salary for Jonathan Devine, Field Supervisor will be \$58,222.40 with some additional responsibilities. The Board decided the Superintendent and Treasurer will receive a 3% COLA. Commissioner Melchionda made a motion to accept the FY21 operating budget with the changes as discussed. Commissioner Bergeron seconded the motion. All Board members were in favor.

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

The Superintendent informed the Board Assistant Superintendent Geoff Ray is still on light duty.

The Black Pond well pump project is scheduled to begin on Monday, March 2<sup>nd</sup>.

Superintendent Sawicki explained he had an engineer and hydro geologist look at the property at 274 Williston Road which is for sale, as a potential new well site for the District. After reviewing the property, they determined it is not worth pursuing as a well site.

The recent PFAS test results are in and they are below any action levels. The Superintendent explained at this time the samples are voluntary. Commissioner Bergeron asked where the samples were taken from. The Superintendent explained samples were taken from raw water (pretreatment) locations at the Beach Well and Treatment Plant.

Next week the District will be taking samples for UCMR 4's which are unregulated contaminants.

The Superintendent informed the Board the Swift Memorial Activity Center was recently sold to a private party.

Superintendent Sawicki is currently working on the SOP's (standard operating practices) for the Treatment Plant.

### **TREASURER'S REPORT**

Treasurer Fruci informed the Board reminder letters will be sent on 3/2/20 to 315 accounts with outstanding balances from the January water bills.

CCMHG informed all units there will be no increase in health insurance rates again for FY21 due in part because the CCMHG fund balance is above the targeted range it needs to be in. The CCMHG steering committee is working on details for a rate stabilization fund to help prevent big increases in rates going forward. This is something units will have to vote on in the future.

Auditor Bob Bliss completed the FY19 audit. The Treasurer will send PDF copies to the Board.

The District will run an ad in the 3/6/20 edition of the Bourne Enterprise regarding the availability of nomination papers.

### **NEW BUSINESS**

There was a discussion of the Assistant Superintendent's upcoming retirement in July.

### **OLD BUSINESS**

None

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### **ANY BUSINESS NOT REASONABLY ANTICIPATED WITHIN 48 HOURS OF MEETING**

None

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

The Board chose Wednesday, April 29, 2020 at 7:00 pm for the Annual District Meeting. The next monthly meeting is tentatively set for Wednesday, March 25, 2020 at 4:15 pm.

### **ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 6:55 pm. Commissioner Bergeron seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci,  
District Clerk