**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES JUNE 12, 2024**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, June 12, 2024 at 4:00 pm at the District office located at 14 Squanto Road, Sagamore Beach.

Those in attendance at the start of the meeting were: Commissioner Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Superintendent Eric Hillstrom, Treasurer Maureen Fruci. Chairperson Bergeron called the meeting to order at 4:00 pm.

**REORGANIZATION OF THE BOARD OF WATER COMMISSIONERS**

Commissioner Mealy made a motion to nominate Commissioner Mark Melchionda as Chairperson of the Board of Water Commissioner for North Sagamore Water District. Commissioner Bergeron seconded the motion. All Board members were in favor. Commissioner Mealy made a motion to appoint Maureen Fruci as Clerk of the District. Commissioner Bergeron seconded the motion. All Board members were in favor. Commissioner Mealy made a motion to appoint Eric Hillstrom as Superintendent of the District. Commissioner Bergeron seconded the motion. All Board members were in favor.

**APPROVAL OF MEETING MINUTES DATED 5/1/24, 5/15/24, ADM 5/15/24**

Commissioner Bergeron made a motion to approve the meeting minutes dated 5/1/24 as written. Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Mealy made a motion to approve the meeting minutes dated 5/15/24 as written. Commissioner Bergeron seconded the motion. All Board members were in favor.

Commissioner Mealy made a motion to approve the Annual Meeting minutes dated 5/15/24 as written. Commissioner Bergeron seconded the motion. All Board members were in favor.

**REVIEW LABORER APPLICANTS & SELECT DATES TO CONDUCT INTERVIEWS**

Superintendent Hillstrom reviewed the four laborer applications with the Board. Applicant #1 (Khederian) had several licenses but did not have any actual water experience. He lives locally. There is potential structure from past military experience.

The Superintendent informed the Board he knows Applicant #2 (Duggan) having worked with him at his last place of employment. He said he has water and road experience. He is a hard worker and works well with others. He is unlicensed but is willing to obtain the necessary licenses. However, he has a tough time with testing. Commissioner Melchionda said there will be a time limit for how long the District will wait for the candidate to get licensed.

Superintendent Hillstrom said Applicant #3 (Hines) graduated from BSU and has some DPW experience. He is currently working at a hardware store but seems eager to learn the water industry.

The Superintendent said he is familiar with Applicant #4 (St. Pierre) through his current position at DCR. He said he is great with people, conducts himself very well and is always responsive to anything the District needs.

-2-

There was a discussion of the applicants and the Board decided to interview all 4 applicants. Commissioner Melchionda suggested giving them a tour of the District beforehand in order for them to get a feel for the job.

The Board discussed a fair timeline for obtaining the necessary licenses to be able to be included in the on-call rotation. Superintendent Hillstrom suggested 6 months should be enough time to get the T1 and D1 licenses. He said that after acquiring those licenses he would be considered an Operator in Training for 2 years. However, they can do the rounds. If there were a problem with their operation, the Superintendent would be the responsible party.

The Board decided the meeting for the interviews will be Tuesday, June 18th at 4:00 pm.

**PAY REQUISITION #2 – DIG-IT CONSTRUCTION – CAPE VIEW WAY/MASSWORKS WATER MAIN**

Superintendent Hillstrom told the Board he hasn’t received the certified payroll from Dig It yet. Once it is received, engineers Kristen Berger and Bob Bell will review it. So there will not be a vote needed on Pay Requisition #2 at this meeting.

The Superintendent said he had a meeting with MassWorks representative Nicholas Bulens in order to make an amendment to extend the project. He said they spoke about the possibility of replacing some gate valves and hydrants. Mr. Bulens said as long as the gate valves and hydrants are associated with the area of the project he didn’t think it would be a problem. But he will need to get it approved first. Superintendent Hillstrom said they located 7 hydrants within the project area that need to be replaced.

He said once the additional work is approved, he will get a change order from Dig It or the District can put that other work out to bid. Commissioner Melchionda asked if there is time to do that. The Superintendent said there will be time because the project will be extended until the end of June 2025. Commissioner Bergeron asked if Dig It would want to do the work? Superintendent Hillstrom said perhaps, but he has not been that happy with their work lately. He said the excavator has been going way too fast and almost hit a pickup truck the other day. In addition, there have been other issues with Dig It, including the fact they lost their copy of the job permit.

Commissioner Melchionda asked the Superintendent if he has heard from C.C. Construction lately regarding the road repairs. He said he reached out to them, but he has not heard back yet. He said he is going to mark out the areas himself with pink paint. The Superintendent said he will also put back some beach grass that was removed on Sandcastle and fill in some areas with dense grade.

Commissioner Melchionda asked if there has been any progress on the lagoon clean outs. The Superintendent said C.C. Construction attempted to start the project but it didn’t go well because it was so wet. They said they may line the truck bed or something but they haven’t come back. Commissioner Melchionda said C.C. Construction should be given a date, perhaps 7/1, for the project to be completed or the District will explore other options.

**VOLUNTARY WATER BAN & RGPCD PLAN**

The Superintendent provided the Board with information from DEP regarding a voluntary water ban and the 65 residential gallons per capita per day. He said the voluntary water ban signs can be placed throughout the District if the Board thinks it is appropriate. The Board agreed it a good idea. Superintendent Hillstrom said he will let the state know the District will implement a voluntary water ban.

-3-

The Superintendent reported that historically the District’s rgpcd has been higher than 65. Currently the District is at 74 rgpcd. Superintendent Hillstrom said he would like to include the conservation information with the July water bills to inform residents. The state wants to see the District is making an effort to conserve.

Commissioner Bergeron made a motion to implement a voluntary water ban in the District and notify residents by putting signs up throughout the District and include the rgpcd plan with the July water bills. The Superintendent will submit this information to the state. Commissioner Mealy seconded the motion. All Board members were in favor.

**CHANGE ORDERS FOR HYDRANTS/VALVE REPAIR UNDER CAPE VIEW WAY/MASSWORKS PROJECT**

Superintendent Hillstrom said he is confident the change orders for the hydrants and valve repairs will be approved by MassWorks.

**SUPERINTENDENT’S REPORT**

Superintendent Hillstrom provided the Board with the insurance paperwork related to the water damage at 153 Phillips Road. He explained that C.C. Construction was given a list of properties that were turned off for the season, so that when the new service was installed the water would remain off. However, when the service was installed they left the water turned on. They clearly did not refer to the list they were given and in addition they could have listened for the water when it was turned on. Initially it was estimated that 340,000 gallons of water ran through the property, however after completing a flow test, it was determined that it was actually 1.249 million gallons. The Superintendent said he provided the homeowner with C.C. Construction’s information and he has been in contact with the property owner on a weekly basis. The Board said this issue is the responsibility of C.C. Construction. The Board recommended this information should be given to the District’s insurance company.

There was a discussion about the turn on/off process the District follows. The Superintendent said the bleeder valve in the street is turned off by the technician and the meter is removed and stored at the District. The valve inside is left open to drain, so any water in the pipes won’t freeze. The Board said this process should be reviewed.

The Superintendent will send out the bids for sodium hydroxide to 3 companies at the end of this week.

Superintendent Hillstrom said there are 2 services they have been unable to locate - 90 Old Plymouth Road and 25 Williston Road. The District will continue to work with Dig It to locate the services.

The Superintendent said time is quickly running out on the state permit for the Cape View Way project. Samples were taken on a Friday with a rush put on the results, which were ready on Saturday. Sean from Dig It said they could not work that week because their crews will be on other jobs. Superintendent Hillstrom said he will have to apply for another permit with the state. Dig It will also risk penalties under the contract if they go past substantial completion which is 6/28/24. Engineer Bob Bell would like to come out next week and make a punch list.

-4-

**TREASURER’S REPORT**

Treasurer Fruci told the Board there are currently 84 accounts with outstanding balances totaling $10,588.80. July water bills will be issued 7/15/24 with the new water rates.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

Commissioner Mealy suggested at some point there should be a review of the way the District does seasonal turn ons/offs. Commissioner Melchionda said he understands that the way these are done now gives the District assurances that it is being done properly. But he agreed it should be a discussion in the future as well as the idea of having meter pits for easier access to some meters.

Commissioner Mealy mentioned the Board may want to send a letter to Senator Warren regarding the potential machine gun range on the base. Commissioner Melchionda suggested it could be a discussion for another agenda.

The Board chose Wednesday, July 17, 2024 at 4:00 pm for the next monthly Board meeting.

**ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 5:51 pm. Commissioner Mealy seconded the motion. All Board members were in favor.

Respectfully submitted,

Maureen Fruci, District Clerk