**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES JULY 17, 2024**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, July 17, 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: Commissioner Mark Melchionda, Commissioner Stephen Mealy, Commissioner Mark Bergeron, Superintendent Eric Hillstrom and Treasurer Maureen Fruci. Commissioner Melchionda called the meeting to order at 4:00 pm.

**GREG WIRSEN, GREEN SEAL – SOLAR PRESENTATION**

Commissioner Melchionda explained that Greg Wirsen from Green Seal was unable to attend the meeting regarding the solar presentation. Commissioner Melchionda suggested the District reach out to Attorney Troy regarding this matter in order to avoid any conflict of interest.

**APPROVAL OF MEETING MINUTES 6/18/24**

Commissioner Bergeron asked the Clerk to remove the edit note on page 2. Commissioner Mealy made a motion to approve the meeting minutes dated 6/18/24 with the change as noted. Commissioner Bergeron seconded the motion. All Board members were in favor.

**EMPLOYEE SALARY REVIEW**

Commissioner Melchionda said there is a lot of information to go through and suggested the Board take the time to carefully review everything and they can enter into an executive session at the next monthly meeting to discuss this matter.

**REVIEW OF BACKFLOW FEES**

Superintendent Hillstrom informed the Board that the Field Supervisor said he wasn’t comfortable doing the backflow testing. Because he is the only person in the District that is licensed to perform the tests, it will be necessary to sub this work out. He said there are 14 backflow tests that need to be done now. Commissioner Melchionda said the $50 fee the District charges is too low. He suggested raising the fee to $85.00. He said a letter should be sent to District customers explaining that the backflow test fee is being increased to $85.00 in order to cover the District’s costs. Commissioner Melchionda said the Superintendent and the new Laborer should take the backflow test course in order to get licensed to perform the tests for the District. Commissioner Mealy made a motion to increase the backflow test fee retroactively from 7/1/24 from $50 to $85 until further notice. Commissioner Bergeron seconded the motion. All Board members were in favor.

**PAY REQUISITION – C.C. CONSTRUCTION**

The Superintendent said he is waiting for more of a breakdown of the costs on pay requisition #5 from engineer Bob Drake. He said if the Board deemed it appropriate, they can take a vote on the pay requisition pending further information from engineer Bob Drake. Commissioner Mealy made a motion to approve pay requisition #5 from C.C. Construction dated 6/5/24 in the amount of $225,127.07 pending the requested certified payroll and the completion of the line painting or any other outstanding items the engineer deems necessary. Commissioner Bergeron seconded the motion. All Board members were in favor.

-2-

**CHANGE ORDER – ASPHALT – C.C. CONSTRUCTION**

Commissioner Melchionda said they walked Brady and Tecumseh Roads with C.C. Construction to look at all of the areas that need to be repaired. Superintendent Hillstrom said this change order is for the mill and patching of all of the agreed upon areas on both roads. He said as soon as the change order is approved C.C. Construction will contact Lawrence Lynch Corp. to schedule the work. Commissioner Mealy made a motion to approve the change order from C.C. Construction in the amount of $20,241.49 for additional expenses for final repairs to Brady and Tecumseh Roads. Commissioner Bergeron seconded the motion. All Board members were in favor.

**UNEXPECTED CONDITION – DIG-IT CONSTRUCTION**

Superintendent Hillstrom told the Board this is related to the Verizon lines that were never marked out for the Cape View Way project. He explained that for reasons unknown, the Dig-Safe ticket was pulled by Verizon, so Verizon never marked the lines. Commissioner Melchionda asked if Dig-It was fined. The Superintendent said he is not aware of any fines. Engineer Kristen Berger suggested because it is grant money she would try to negotiate a lower price for the work. The Superintendent said the initial request was in the $27,000 range. The amount of $15,145.11 that is currently due, is the result of the negotiation with Resilient engineers and Dig-It Construction. Commissioner Melchionda said if the District chooses to contest the amount, it may be necessary to involve Attorney Troy and it may not be worth the associated costs. He suggested that since there has already been a price reduction, perhaps the District should pay the reduced amount. The other Board members agreed.

Commissioner Mealy made a motion to approve the payment of $15,145.11 to Dig-It Construction based on the change order dated 5/29/24 for the Cape View Way project. Commissioner Bergeron seconded the motion. All Board members were in favor.

**SUPERINTENDENT’S REPORT**

Superintendent Hillstrom shared a letter from some grateful residents at 90 Old Plymouth Road thanking the District crew for always being so helpful and friendly, and for consistently doing a good job with the water system.

The part time laborer sustained an injury lifting the tailgate on the dump truck. Superintendent Hillstrom said he attempted to put the tailgate back on, however it fell to the ground. The tailgate is currently at the beach well. It will be necessary to use the front end loader to lift the tailgate back onto the truck. Commissioner Melchionda recommended contacting the repair shop next to Aussie Auto to see if they can repair it.

The Superintendent told the Board the new truck will be coming soon.

**TREASURER’S REPORT**

Treasurer Fruci informed the Board the July water bills were sent on 7/16/24 to 1,906 accounts with a total commitment of $197,124,64.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

The Board suggested sending something to the Assistant Superintendent after his surgery. The next meeting is scheduled for Wednesday, August 14, 2024 at 4:00 pm. The Board may go into Executive Session if necessary.

-3-

**ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 5:43 pm. Commissioner Mealy seconded the motion. All Board members were in favor.

Respectfully submitted,

Maureen Fruci,

District Clerk