**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES NOVEMBER 27, 2023**

The North Sagamore Water District Board of Water Commissioners held their meeting on Monday, November 27, 2023 at 4:00 pm at the North Sagamore Water District office, 14 Squanto Road, Sagamore Beach, MA. Chairperson Mark Bergeron called the meeting to order at 4:00 pm.

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, Bourne Assessor Rui Pereira, Sandwich Assessor Ben Styche and ResilientCE Engineer Kristen Berger.

**4:00 pm - UNDER CHAPTER 40, SECTION 56, AS AMENDED BY CHAPTER 369 OF THE ACTS OF 1982, AND CHAPTER 79 OF THE ACTS OF 1983, THE BOARD OF WATER COMMISSIONERS WILL CONDUCT A PUBLIC HEARING ON WHETHER THE NORTH SAGAMORE WATER DISTRICT/BOURNE PORTION SHOULD IMPLEMENT THE CLASSIFICATION ACT FOR FISCAL YEAR 2024**

Rui Pereira, Assessor for the town of Bourne provided the Board with the information for the classification hearing. Mr. Pereira said the Board of Assessors recommends retaining one tax rate for all classes of property for FY24. The Board of Assessors feels that the relatively small benefit to the residential taxpayer that could be achieved through the use of two tax rates is not warranted. Bourne is largely a residential community that simply does not have enough of a commercial/industrial base to make classification worthwhile. Mr. Pereira said the estimated tax rate for FY24 is $.78.

Commissioner Melchionda made a motion that the Board of Water Commissioners adopt a single tax rate by selecting a residential factor of one in determining the allocation of taxes to be borne by the 4 classes of real property along with personal property for FY24. The Board also votes not to adopt an open space discount, residential exemption, senior means tested exemption and a small commercial exemption for FY24. Commissioner Mealy seconded the motion. All Board members were in favor.

**4:15 pm - UNDER CHAPTER 40, SECTION 56, AS AMENDED BY CHAPTER 369 OF THE ACTS OF 1982, AND CHAPTER 79 OF THE ACTS OF 1983, THE BOARD OF WATER COMMISSIONERS WILL CONDUCT A PUBLIC HEARING ON WHETHER THE NORTH SAGAMORE WATER DISTRICT/SANDWICH PORTION SHOULD IMPLEMENT THE CLASSIFICATION ACT FOR FISCAL YEAR 2024**

Ben Styche, Director of Assessing for the town of Sandwich provided the Board with the information for the classification hearing. Mr. Styche said the Board of Assessors recommends one tax rate for the District in FY24.

Commissioner Melchionda made a motion that North Sagamore Water District Board of Water Commissioners adopt a factor of one for FY24 with no open space discount, no residential exemption and no small commercial exemption. Commissioner Mealy seconded the motion. All Board members were in favor.

**DISCUSSION & POSSIBLE VOTE ON BLACK POND REPLACEMENT WELL – ENGINEER KRISTEN BERGER**

Ms. Berger walked the Board through the progress of the Black Pond replacement well project. She reviewed all of the test results for wells TW2-23 and TW3-23. She said the results for TW3-23 show it is the best option.

Ms. Berger said the test well report was submitted to MADEP. She explained the hydrogeologist recommends proceeding directly to the permanent well, however if the Board would like additional test well work, he recommends more 2 ½ “pumping and testing over a 12 inch test well. She explained the plan is to permit the well at 750 gpm, after it is permitted the District can ask for an increase.

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There was a discussion about the design for the pump station, building a retaining wall, Scada upgrades and the budget for the remainder of the project.

Commissioner Melchionda asked Ms. Berger if she recommends going right to the permanent well. Ms. Berger said yes. She said the hydrogeologist’s most recent report gives him a lot of confidence in this well. The soil tests look good as well. She said it may save the District some money. The final well will be

18-24”, with a 10” casing and gravel around the casing.

Commissioner Mealy asked if more testing of the well is necessary. Ms. Berger said it is not needed but can be done if that’s what the District wants. She said it is time consuming and will provide more data but will not take away any questions. The Board agreed no further testing will be necessary.

Commissioner Mealy made a motion that the North Sagamore Board of Water Commissioners vote to proceed directly to a permanent well. ResilientCE will complete the following: a preliminary design for the pump station, prepare design specs and drawings for the site work, submit permits if needed, site work on slope behind pump station, construction of retaining wall, bid and construction of site work, prepare design specs for production well, submit permits, prepare drawings and specs for site work and submit permits, bid and construction of production well, design and permitting of pump station, includes permanent generator at Black Pond well pump station and Scada upgrades, bid and construction of pump station, pump test, BRP WES 19 permit application and MA DEP approval. Commissioner Melchionda seconded the motion. All Board members were in favor.

Ms. Berger told the Board she will keep them updated on the project and will let them know when more funds will be needed for the next step. She said an article will be needed at ADM when additional funds are necessary.

**DISCUSSION & POSSIBLE VOTE ON RATE STUDY – ENGINEER KRISTEN BERGER**

Ms. Berger said the last time she met with the Board regarding the rate study the Board agreed Option 1 was the best choice for the District. She provided a rate increase notice to be included with the January water bills. She said it is reasonable to raise the rates a bit each year and perhaps some years an increase will not be necessary. Each year the Board will have to review the budget and capital projects in order to determine if an increase will be necessary. Commissioner Bergeron said the District has been very fair over the years and have been doing a lot with a little for a long time. The District has worked diligently to keep the costs down. Commissioner Mealy said he will review the rate increase notice to see if any information should be added. The Board said they appreciated Ms. Berger’s work on the rate study and will now have a tool to use going forward.

Commissioner Melchionda made a motion to establish new water billing rates as written in the rate increase notice to be implemented on 7/1/24. Commissioner Mealy seconded the motion. All Board members were in favor.

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Other Updates:

-**Cape View Way Project**

Ms. Berger updated the Board on the Cape View Way project. She said we are still waiting for the approval of the DOT permit. She explained DOT permit information is needed for the bid documents. However, the bid could be done without the permit approval and change orders could be done if necessary. Commissioner Mealy asked if it would be helpful if the Board sent a letter to DOT. Ms. Berger said it could be helpful, especially because it is a grant project. She said she could assist with the bid process and that the bid should go out in December, with the bid opening in January.

-**Tank Cleaning and Ladder Replacement**

Ms. Berger said the bid documents are ready to be finalized pending District approval.

-**WTP Lagoon Cleanout**

Ms. Berger said in order to make this project as simple as possible each lagoon can be done separately and therefore she will not have to do the bid package. Assistant Superintendent Pacheco said they met with CC Construction and they will do two separate proposals rather than one bid for both lagoons.

**DISCUSSION & POSSIBLE VOTE ON PERSONNEL POLICY**

The Board reviewed the District’s personnel vacation policy. After a brief discussion the Board decided to increase the Assistant Superintendent’s vacation time to 3 weeks, effective immediately. The Assistant Treasurer will receive 2 weeks vacation, effective immediately and will receive 3 weeks vacation on her next anniversary date. The Board agreed they are not changing the policy, but will consider each situation on a case by case basis. Commissioner Mealy made a motion to waive the personnel policy and give the Assistant Superintendent 3 weeks vacation, effective immediately. Commissioner Melchionda seconded the motion. All Board members were in favor. Commissioner Melchionda made a motion to give the Assistant Treasurer 2 weeks vacation, effective immediately, 3 weeks vacation at her next anniversary date and 4 weeks vacation after 10 years of full time employment. Commissioner Mealy seconded the motion. All Board members were in favor.

There was a brief discussion about the possibility of instituting a requirement for the amount of notice an employee in a management position would need to provide when leaving the employment of the District. Commissioner Mealy will contact District counsel for guidance.

**DISCUSSION & POSSIBLE VOTE ON FY24 WATER MAIN PAY REQUEST #2**

The Board reviewed the FY24 water main pay request #2. Commissioner Mealy made a motion to authorize the Treasurer to pay $489,057.55 to CC Construction for the FY24 water main project, payment request #2, for October 2023 dated 11/6/23. Commissioner Melchionda seconded the motion. All Board members were in favor.

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 6:17 pm. Commissioner Mealy seconded the motion. All Board members were in favor.

Respectfully submitted,

Maureen Fruci, District Clerk