

**Report of the Office  
of the  
NORTH SAGAMORE WATER DISTRICT**



**Articles of the Warrant  
for the  
ANNUAL MEETING**

**May 15, 2024**

**at 6:00 P.M.**

**SAGAMORE BEACH FIRE STATION #3  
51 MEETINGHOUSE LANE  
SAGAMORE BEACH, MA 02562**

**BOARD OF WATER COMMISSIONERS**

Mark Bergeron  
Mark Melchionda  
Stephen Mealy

**DISTRICT CLERK**

Maureen Fruci

**DISTRICT MODERATOR**

Vacant

**DISTRICT TREASURER**

Maureen Fruci

**DISTRICT SUPERINTENDENT**

Eric Hillstrom

**LEGAL COUNSEL**

Robert Sweeney Troy

## Report of the Commissioners 2023

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To the Residents of the District:

The Board of Water Commissioners met monthly to transact the business of the District. Other meetings were held as deemed necessary. Sadly, the District lost long time Water Commissioner George Sala last May. George served the District for over a decade with his knowledge and expertise. He will be missed by all. Stephen Mealy resigned as Moderator for the District and was elected to a three-year term as Water Commissioner filling the void left by Commissioner Sala. Maureen Fruci was appointed as the Clerk for a one-year term. Mark Bergeron is currently serving as Chairperson of the Board.

During the calendar year 2023, 167,811,000 gallons of water was pumped from the District's three wells, a 0.68% increase from the previous year. The James A. Morgan Water Treatment Plant, located on Church Lane and the Beach Well on Pilgrim Road continue to be our sources of water.

The development of future water sources for the residents has continued through 2023. DEP has approved the redundant well site located adjacent to the existing Black Pond Well site. The new well is in the design phase and construction is proposed to begin in FY2027. The District has continued to upgrade the meter reading system by installing new radio read meters. To date, 1,676 water meters have been replaced. Customers may receive letters or door tags from the District to schedule meter installation appointments. Please make every effort to respond. Two new water services were added to the distribution system to bring our total number of active services to 1,905.

The Commissioners would like to remind its residents of the importance of water conservation. Although mandatory watering bans are currently not in effect, customers should be mindful of their outdoor water use. Due to new Massachusetts Department of Environmental Protection regulations, water restrictions may be more prevalent in the coming years. During the summer months, please be attentive to announcements from the Board in regards to outdoor water use. The District has information and conservation tools available at our office for District customers.

The Board of Water Commissioners and District employees continue to work with the Department of Environmental Protection, New England Water Works Association, the Massachusetts Water Works Association and the Environmental Protection Agency to bring increased public awareness regarding our water supply into the community. In 2021, 2022, and 2023 the North Sagamore Water District won an award for being one of the top scoring systems in the state. This year, 2024, the North Sagamore Water District is again a top scoring system and is being recognized by MassDEP at an awards ceremony May 9, 2024.

The Board of Water Commissioners is pleased to announce the water main improvements along Meetinghouse Lane, Scusset Beach Road, and Williston Road are under way and should be complete in the coming weeks. This upgrade will meet the potable water and fire flow needs of the new Cape View Way housing project along with the surrounding residents. We want to give a huge "thank you" to the District staff, Resilient Civil Engineering, Preservation of Affordable Housing and Housing Assistance Corporation for all of their hard work, time, and expertise in working on this project for the good of the District.

The water main improvements on Brady Road, Tecumseh Road, and Phillips Road were completed in early January 2024. The finish paving will be complete by early summer of 2024. The project replaced 7,000 linear feet of undersized water main and numerous deteriorating water services. This has improved delivery of potable water to the District residents and aids in conservation of our water sources. The Board of Water Commissioners and District employees would like to thank all the residents for their support and understanding with such a large scale project.

In November 2023, Superintendent Matt Sawicki left the North Sagamore Water District for another employment opportunity. The Board and District employees would like to thank Mr. Sawicki for his many years of dedicated service. We wish him well in his new chapter. In December 2023, the District welcomed Eric Hillstrom to our staff as the new Water Superintendent. Mr. Hillstrom brings multiple years of experience to his new position. The Board would like to thank all its employees for their hard work and dedication to the District.

Please visit our website [www.northsagamorewaterdistrict.com](http://www.northsagamorewaterdistrict.com) for notices, meeting minutes, agendas and other useful information pertaining to the District.

## **BOARD OF WATER COMMISSIONERS**

Mark Bergeron, Chair	- 2024
Mark Melchionda	- 2025
Stephen Mealy	- 2026

**NORTH SAGAMORE WATER DISTRICT MEETING**  
**ANNUAL MEETING MINUTES FROM MAY 10, 2023**

The Annual Meeting of the North Sagamore Water District was held on Wednesday, May 10, 2023 at 6:00 pm in accordance with the bylaws of the District and applicable statutes of the Commonwealth of Massachusetts for the purpose of acting on the articles of the warrant for said meeting issued by the Board of Water Commissioners of the District on April 11, 2023.

Commissioner Melchionda called the meeting to order at 6:08 pm at the Sagamore Beach Fire Station #3, 51 Meetinghouse Lane, Sagamore Beach, MA. Commissioner Mark Melchionda and Commissioner Mark Bergeron were in attendance. Commissioner Sala was unable to attend the meeting. The quorum was met according to the Bylaws of the District. There were 19 registered voters verified with the official voting lists provided by the towns of Bourne and Sandwich. There were non-voters in attendance as well. Commissioner Melchionda introduced the District's attorney Robert Troy. Attorney Troy said this year marks his 45<sup>th</sup> Annual District Meeting with the North Sagamore Water District. He said it has been his honor to serve the District all these years and he remarked how much he appreciated this small group of individuals whose hard work and dedication has provided such an important resource as clean water to the residents of the North Sagamore Water District.

All articles in the warrant were presented and read by Moderator Stephen Mealy with the exception of Article 1 which was presented and read by Attorney Robert Troy.

**Article 1 – To see if the District will vote to elect a Moderator for a term of one year**

Motion: Commissioner Bergeron made a motion that the District vote to elect Stephen Mealy as Moderator for a term of one year. Commissioner Melchionda seconded the motion. Stephen Mealy was elected by unanimous vote as Moderator for the term of one year.

Moderator Stephen Mealy addressed the audience. He explained that all of the Articles in the warrant with the exception of Article 6 will need a majority vote. Article 6 will require a 2/3 vote. In addition, the Moderator asked the Clerk if there were 15 registered voters present. The Clerk said there were 19 voters in attendance. The Moderator referred to Articles 5, 6 and 7 stating these articles had free cash transfers. He asked the Treasurer if there were sufficient funds within the free cash for the purposes of these articles. The Treasurer responded yes.

**Article 2 – To see if the District will vote to elect by ballot a Water Commissioner for a term of three years**

Motion: Commissioner Melchionda made a motion to elect George Sala to the position of Water Commissioner for a term of 3 years. Commissioner Bergeron seconded the motion. George Sala was elected by unanimous vote to the position of Water Commissioner for a term of 3 years.

**Article 3 – To see if the District will vote to hear and act upon the reports of the District officers**

Motion: Commissioner Bergeron made a motion that the North Sagamore Water District vote to hear and act upon the reports of the District officers. The motion was seconded by Commissioner Melchionda. The article passed by a unanimous vote of the District.

**Article 4 – To see if the District will vote to fix the salary compensation of the Commissioners, Moderator and Clerk of the District as provided by Section 108, Chapter 41, General Laws as amended and that the District raise and appropriate or transfer from available funds a sum of money therefore for the Fiscal Year 2024 as presented in Exhibit A, or act anything thereon**

Motion: Commissioner Melchionda made a motion that the North Sagamore Water District vote to raise and appropriate the sum of \$1,550 for the purposes of this article, and to meet this appropriation, raise the sum of \$1,550. Commissioner Bergeron seconded the motion. The article passed by a unanimous vote of the District.

**Article 5 – To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from available funds in the treasury a sum of money for the purposes of District property maintenance to include but not limited to water main repairs and replacements, computer equipment and software upgrades, well rehabilitation, pump repair and upgrades, building and grounds repairs or upgrades, storage tank repairs or painting, engineering or anything incidental thereto, or act anything in relation thereon**

Motion: Commissioner Bergeron made a motion that the District vote to appropriate the sum of \$100,000 for the purpose of this article and to meet this appropriation, transfer the sum of \$100,000 from available free cash. Commissioner Melchionda seconded the motion. The article passed by a unanimous vote of the District.

**Article 6 – To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from free cash in the treasury a sum of money for the purposes of water main repairs, replacements and upgrades. Funds may be used for engineering, inspectional services, permitting, construction, pipes, valves, hydrants, police details, paving and other necessary expenditures as they relate to the repairs, replacements and upgrades to the District's water mains, or act anything thereon**

Motion: Commissioner Melchionda made a motion that the District vote to appropriate the sum of \$3,025,000 for the purpose of this article and to meet this appropriation, raise and appropriate the sum of \$150,000, transfer from free cash in the treasury the sum of \$125,000 and authorize the Treasurer with the approval of the Board of Water Commissioners to borrow the sum of \$2,750,000. Commissioner Bergeron seconded the motion. The article passed by a unanimous vote of the District. This Article requires a 2/3 vote.

The Moderator asked if there was any discussion regarding this Article. A question was asked from the floor regarding how the money would be borrowed. Commissioner Melchionda explained the District will finish paying off the Treatment Plant loan in FY24 and once that loan

is paid off the District has plans to do some of the infrastructure repairs in the District that are much needed. He said there are two areas of concern. The first is the Norris Road area which needs more water pressure. A new transmission line will be installed. The Phillips Road water main, which is one of the oldest in the District, installed in 1939, will be replaced up to the piers which is about one half of the road. These projects have been a topic of discussion for the Board for a long time and the Board feels it will be money well spent. He said the engineer for the project was present at the meeting and available to answer any questions. The Moderator asked if there were any other questions. There were none. The vote was taken. The article passed by a unanimous vote of the District.

**Article 7 – To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from free cash in the treasury a sum of money for the deposit into the District’s Stabilization Fund, or act anything thereon**

Motion: Commissioner Bergeron made a motion that the District vote to appropriate the sum of \$50,000 for the purpose of this article and to meet this appropriation, transfer the sum of \$50,000 from available free cash. Commissioner Melchionda seconded the motion. The article passed by a unanimous vote of the District.

**Article 8 – To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate or transfer from available funds in the treasury a sum of money to defray the operating budget of the District for Fiscal Year 2024 as presented in Exhibit A and to further authorize the Board of Water Commissioners to expend said funds, or act anything thereon**

Motion: Commissioner Melchionda made the motion that the District vote to appropriate the sum of \$1,369,265.56 for the purpose of this article and to meet this appropriation, raise and appropriate the sum of \$1,369,265.56 in the amounts and for the purposes as set forth on budget spreadsheet Exhibit A attached hereto and incorporated by reference. There was a second from the floor. The article passed by a unanimous vote of the District.

The Moderator asked if there was any other business. Commissioner Melchionda said he would like to say a few words. The Moderator recognized Commissioner Melchionda. Commissioner Melchionda said he wanted to take a moment to thank Attorney Bob Troy for all of his years of service to the District. He continued on to say it was an honor and a privilege to work with Attorney Troy during many of those years.

Commissioner Melchionda acknowledged that Commissioner Sala was unable to attend the meeting due to some health issues. He said he wanted to extend get well wishes to Commissioner Sala and hopes that he is soon on the mend because he knows Commissioner Sala is anxious to get started with several upcoming road projects. Commissioner Melchionda thanked all of the District staff for their hard work. He gave special thanks to Superintendent Matt Sawicki for all of his efforts on the 40b development and the \$1.3 million MassWorks grant for the water main associated with that project.

Moderator Stephen Mealy established the business of the District was complete and asked for a motion to adjourn the meeting at 6:25 pm. Commissioner Melchionda made the motion to adjourn the meeting, seconded by District residents on the floor. The meeting was adjourned.

Respectfully submitted,

Maureen Fruci, District Clerk





## **By-Laws of the District**

Updated April 27, 2016

### **ARTICLE 1 - OFFICERS**

**Section 1** There shall be a moderator, who shall be elected at each annual meeting for a period of one year. The other officers of the District shall be specified and directed by Chapter 290, Acts of 1939.

**Section 2** Any vacancy occurring in the offices of Moderator, Clerk, or Treasurer may be filled for the remainder of the unexpired term by appointment by the full Board of Water commissioners.

### **ARTICLE 2 - MEETINGS**

**Section 1** For the year 2014 and each year thereafter the annual meeting shall be held on a Wednesday in April or May of that year. The date of the Annual Meeting of the District shall be voted by the District Commissioners on or before March 30 of each year and the Warrant shall be posted in accordance with requirements of the District and Massachusetts General Laws.

**Section 2** Meetings of the District shall be called by the Clerk when requested in writing by at least a majority of the commissioners or by ten or more legal voters of the District. The Clerk shall give due notice of such meeting by posting copies of the warrant in two or more places in the District at least seven days before the time of the meeting.

**Section 3** Fifteen legal voters shall constitute a quorum at the annual meeting and any special meeting, but at such special meeting no business shall be transacted other than that set forth in the warrant for the meeting. A legal voter shall reside within the boundaries of the North Sagamore Water District and be registered to vote at said address 30 days prior to the District Meeting.

**Section 4** The election of a Water Commissioner shall be preceded by the filing of nomination papers with the District Clerk, containing thirty signatures of District residents, not less than thirty days prior to the date of the Annual Meeting of the District. No candidate shall be nominated for the position of Water Commissioner at the Annual Meeting of the District unless the Town Clerk certifies that thirty District residents have signed nomination papers for that candidate.

### **ARTICLE 3 - FINANCE**

**Section 1** The fiscal year shall be July 1 through June 30.

### **ARTICLE 4 - AMENDMENTS**

**Section 1** These by-laws may be altered, amended, added to or repealed at any meeting of the District provided notice of such proposal is set forth in the call for the meeting.

#### **ARTICLE 5**

Whenever any extension of a water main is requested upon any street, way or other property, the individuals, developers of subdivisions and/or business and industrial areas shall be required to install at their expense all water mains, hydrants, gates and appurtenances required to provide water from the public supply to such individuals, subdivisions and/or businesses and industrial areas located within the boundaries of such areas. The determination of the required size of all water mains, the specifications for materials, fittings and appurtenances used, the location, installation requirements, including easements, legal provisions, agreements and betterments, shall be specified and determined by the District Board of Water Commissioners and solely within their control and discretion.

#### **ARTICLE 6**

Interest at 14% may be charged on unpaid bills after 60 days from date of such bill provided that not less than 30 days notice of such action shall be given.



## North Sagamore Water District Rates and Regulations for Supplying Water

**Rates:** *Effective on October 2014 Water Bills*

**Basic Minimum:** \$60.00 per year

**Water Rates:** 1-20,000 gallons at \$1.25 per 1,000 gallons  
20,000-50,000 gallons at \$2.50 per 1,000 gallons  
Over 50,000 gallons at \$4.00 per 1,000 gallons

**Service Call:** Minimum one (1) hour and two (2) technicians,  
\$130.00 per hour plus cost of repair parts;  
Additional \$115.00 per hour for machine and operator  
*Updated July 13, 2021*

**Turn On's / Off's:** \$50.00

**Backflow Testing:** \$50.00 per device

**Connection Fees:** *Updated March 14, 2024*

### **Meter Size**

5/8"	Meter -	\$ 3,700.00	typical residential 1" water service
1"	Meter -	\$ 6,950.00	
1 1/2"	Meter -	\$ 13,175.00	
2"	Meter -	\$ 20,500.00	
3"	Meter -	\$ 36,800.00	
4"	Meter -	\$ 57,500.00	
6"	Meter -	\$ 115,000.00	

Connections to existing future use services - \$1,200.00 (up to 1" for residential)

Connection fees are payable at the time of application.

**New Service installation:** *Updated April 11, 2023*

For water services not previously installed by the developer, the Applicant must hire a contractor to excavate, tap the water main, install the curb stop and box at the property line and install the water service line from the main to the building. The contractor shall be approved by the District, supply the District with an insurance certification including general liability and worker's compensation and submit a performance bond in the amount of \$5,000.00 prior to excavation. The Applicant is responsible for entire cost of installation, including any expense from the disturbance of asphalt or concrete areas, abutters properties, permits, special equipment and traffic details as needed. All installations will require materials that are approved for use by the North Sagamore Water District. All construction will be completed under the supervision of the District's representatives or its agents. Once the water service is installed and inspected, and all disturbed areas have been returned to their previous state, District personnel will turn on the water service, supply and install a cellar valve and water meter. All work completed by the contractor shall be guaranteed for a period of one (1) year from the date of the water service being turned on.

**Temporary Water Service** - A minimum fee of \$100.00 is to be charged for a temporary service plus a meter will be installed and the amount of water used for this temporary service will be charged.

**Fire Service Connection Fees (unmetered):**

**Initial Review:** \$300.00 – includes internal plan review, fire flow testing and inspection of installation. All engineering is done by the applicant.

<b>Annual Standby Fees:</b>	2" -	\$180.00
<i>(Effective July 2018)</i>	4" -	\$360.00
	6" -	\$648.00
	8" -	\$1080.00

**Regulations:** *Updated April 11, 2023*

1. Applications for water service with proof of ownership must be in the hands of the Commissioners 30 days prior to action by the Board. Forms may be obtained at the Office. If application is made for more than a single unit on a

- single lot, subdivision regulations will apply. No permit will be granted unless property fronts a main. Approved applicants will be valid for 2 years.
2. A two-week notification is needed for installation at which time the installation charge must be deposited with the District Collector. Costs in excess of deposit must be paid in full before water is turned on.
  3. Connection at the curb stop will be made with Polyethylene pipe-tubing or copper tubing of proper size at a five-foot depth or better. The service is to be installed under supervision of the District's employees. Services will not be installed when the ground is frozen.
  4. The Water District Board reserves the right to specify the size and type of pipe and meter dependent upon requirements that may be made upon them by fixtures installed on consumer's premises.
  5. If needed, a pressure increasing system to provide fire flow or other requirements will be the responsibility of the owner.
  6. All services will be metered. A meter will be purchased, installed and maintained by the District and shall not be removed or disturbed by others. All meters larger than 5/8 inch will be purchased by the owner.
  7. In no event will water be supplied to any premises where, through any fixtures or any connection, there is a possibility of mingling the water furnished by the District with water from any other source.
  8. District agents may enter any premises supplied with water by the District at all reasonable hours to examine the water pipes, meters and other fixtures; to install or read meters and to turn on or shut off water. Owners will be previously notified of the intention to install meters. It will be the responsibility of the owner to notify caretakers of such intention.
  9. The Water District employees may at any time shut off water for the purpose of making repairs or changes in piping system or for any other necessary purpose, and may also shut off water upon failure of consumers to observe the regulations as well as failure to pay water bills or service charges. The District shall not be liable for damage caused by shutting off water, for damage caused by any variations in pressure, or loss of water through damaged meters as aforesaid. Notice of intention to shut off water will be given whenever predictable.
  10. Bills will be rendered bi-annually. All bills are due and payable 30 days from billing date. Charge for usage will be billed in January and July and/or at the time of sale of property. Water will be shut off when bills are over 60 days in arrears. Consumers whom the records show to be repeatedly delinquent will be required to pay in advance.
  11. If a water service has to be repaired or replaced from the curb stop to the meter, the work will be done by the owner, but only approved water works

- material may be used and the work must be inspected by a representative of the District before the pipes are covered. Property owners will have ten (10) days from the date the leak is discovered to repair or replace a broken water service on their property. Any property owner requesting to relocate a water service owned by the District must do so at their own expense per new service installation specifications.
12. The District office shall be notified of sale or transfer of property. Bills will be rendered to the known owners who will be held liable for the bill. In no case will the District make any adjustment due to change of agent to remove meters and shut off water of all seasonal properties in the ownership.
  13. The District office shall be notified by the owner or his authorized agent to remove meters and to shut off water of all seasonal properties in the fall of each year and to replace the meter and turn on the water in the spring. Advance notification of two weeks is necessary. Provision must be made for access to remove or install the meter and check cellar valve. Unprotected meters not removed from the premises when houses are closed for the season are retained at property owner's risk. Replacement of a damaged meter will be charged at cost plus labor. Curb stop shut off or turn on shall be done only by an employee of the District.
  14. Meter readings are done bi-annually by the District however it is ultimately the responsibility of the property owner to notify the District if their meter has not been read to either schedule an appointment or to call in the reading.
  15. Office hours of the North Sagamore Water District are Monday through Friday, 7:30 AM to 4:00 PM at 14 Squanto Road, PO Box 133, Sagamore Beach, MA 02562. The office telephone number is (508) 888-1085.
  16. The District shall not be held liable when providing a new service on private property with any repairs necessary to underground utilities and/or road repair (paving and/or flowable fill) as a result of this new service. All costs will be the sole responsibility of the applicant.
  17. The cellar valve installed at the time of a new service installation will be warrantied for a period of ten (10) years after which time replacement or repair of the valve will be the responsibility of the property owner.
  18. The District will not be liable for the repair or replacement of any hardscape, planting or structure within the water main layout, water service layout or hydrant layout that is damaged as a result of the construction or repair of the distribution system, with the exemption of grass, mulch and asphalt paving not pertaining to District Regulation # 16 (new services).
  19. Water Connections Larger than 2": Any water service larger than two inch (2") shall be the responsibility of the applicant to install and maintain at their expense from the tap to the building. If there is a leak within the road layout

- and/or water main easement on a private water service larger than two inch (2"), the District may perform the repair and bill the owner for parts and labor in accordance with NSWDRates and Regulations. This regulation shall pertain to domestic and fire service connections.
20. District customers who do not respond to written requests and/or do not allow District personnel to replace meters, inspect meters or perform cross connection surveys during reasonable hours will be subject to an additional \$250.00 charge on their semi-annual water bill until the District's request is fulfilled. The District will make three written requests; the final request will be sent certified mail as well as hand delivered to the property.
  21. Customers will be billed for the reading on the physical meter head. If there is a discrepancy with the billing system, outside register, touchpad or radio read transponder identification number, the customer shall be responsible for the water usage on the physical meter head.
  22. District customers may request an accuracy test for their meter. District personnel will conduct an onsite inspection and accuracy test. If the customer is still unsatisfied with the accuracy of their meter, they may request the meter be removed and sent to an independent party for further testing. If the meter is found to register over two percent (2%) more water than actually passes through it, the meter will be repaired or replaced. The District will pay for the meter test and the water bill for the current period will be adjusted in accordance with the result of the test. If the meter is found to be accurate, the customer will be responsible for the cost of the test and their water usage. A meter spacer will be installed while the meter is offsite being tested. Upon notification that the meter test is complete, the customer must allow the District to reinstall the meter within three (3) business days of said notification or a \$50.00 per day fee will be assessed to the property until District personnel is allowed access to reinstall the meter.
  23. Property owners or contractors causing damage to the water system due to negligence and resulting in the need for technicians to respond shall be charged for repairs in accordance with District Rates and Regulations, Service Call.
  24. The foregoing rates and regulations are subject to such additions and amendments from time to time as the Board of Water Commissioners may deem necessary. Appeals may be made to the Board of Water Commissioners who reserves the right to grant variances to the above regulations.



# NORTH SAGAMORE WATER DISTRICT FINANCIAL MANAGEMENT GUIDANCE DOCUMENT

*April 4, 2019*

## **Introduction**

The following financial management guidance document sets forth the framework for overall planning and management of the North Sagamore Water District's financial resources. The guidelines are intended to be advisory in nature and serve as a point of reference for all policymakers, administrators and advisors. It is fully understood that the Annual District Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate.

The guidelines are designed to ensure the District's sound financial condition now and in the future. Sound financial condition may be defined as:

- Cash Solvency: The ability to pay bills in a timely fashion
- Budgetary Solvency: The ability to annually balance the budget
- Long-Term Solvency: The ability to pay future costs
- Service Level Solvency: The ability to provide needed services
- Infrastructure Solvency: The ability to maintain infrastructure
- Market Accessibility: The ability to secure competitive bids/interest rates on debt issuance

It is equally important that the District maintain flexibility in its finances to ensure that the District is positioned to react and respond to changes in the economy and new service challenges without measurable financial stress.

## **Budget Guidelines**

The District defines a balanced budget as a budget in which revenues are greater than or equal to expenditures. The Commonwealth of Massachusetts requires all municipalities to present a balanced budget each year as a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined period of time.

Operating Budget (OB) is defined as the annual operating budget of the District including Debt Service. It does not include general articles, off-budget expenses or Capital.



## **Fiscal Reserves Guidelines**

The District's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. Reserves are a resource to sustain a community during an economic downturn and may provide for cash flow needs until major revenues are received, reducing or eliminating the need for short-term borrowing. Rating agencies and investors also view reserves favorably as evidence of the community's financial flexibility. The District will endeavor to establish and maintain the following reserve levels:

- A. **Free Cash:** To have a certified Free Cash balance of at least 4% of the current Fiscal Year Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 4% of the Operating Budget during the Fiscal Year.
- B. **Stabilization Fund:** To maintain a long term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with Mass. General Laws Chapter 40 Section 5B. To maintain a Stabilization Fund balance of at least 5% of the Operating Budget. The District may appropriate funds from the Stabilization Fund for any lawful purpose with a two-thirds vote of District Meeting.
- C. **Capital Stabilization Fund:** To maintain a Capital Stabilization Fund for large capital items and to support the annual capital plan. Once the Stabilization Fund reaches 5% of the Operating Budget funds may be accumulated in the Capital Stabilization Fund.
- D. **Overlay Allowance:** To maintain an annual Overlay Allowance for abatements and exemptions at an appropriate level based on an analysis of historical data and specific circumstances such as a property revaluation project. The Board of Assessors for the Towns of Bourne and Sandwich will recommend annually the amount required to be kept in the Overlay Allowance for next Fiscal Year.
- E. **Reserve Fund:** To budget an annual Reserve Fund under the authority of the District Commissioners for unexpected and unforeseen budget needs of at least 0.4% of the Operating Budget.
- F. **OPEB Trust Fund:** To maintain an OPEB Trust Fund to accumulate funds for Other Post-Employment Benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability. Once the District's pension obligations are fully funded, it is the District's intent to appropriate those funds to the OPEB Trust obligations.

## **Use of Reserves**

To the maximum extent possible, the District shall only appropriate reserves as follows:

Free Cash, Stabilization Fund and Overlay Reserve: funds in excess of reserve policies established for each may be used for one-time, non-recurring expenses such as capital projects and equipment, emergency expenses and to fund the OPEB Trust Fund.

Capital Stabilization Fund will be used to support the annual capital budget and to fund large capital expenditures.

## **Financial Planning & Monitoring Guidelines**

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result, it is the policy of the District to undertake the following:

- A. **Multi-Year Financial Forecasting:** Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis.
- B. **Monitor and Track Current Year Financial Activities:** Constantly monitor revenue and expenditure activities and publish periodic reports for policymakers, administrators and department heads. To meet this objective, the District should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.

## **Capital Planning & Debt Service Management Guideline**

The District's willingness and ability to address its capital needs (infrastructure, facilities, equipment, etc.) is very important to the community's quality of life and fiscal stability. At the same time, the District must maintain a sound debt structure and debt ratio to ensure that all debt obligations will be satisfied without sacrificing the quality of on-going operations and/or burdening future generations with large debt obligations. To that end, the District will undertake the following:

- A. **Capital Improvement Plan:** The District shall establish and maintain a five (5) year capital improvement plan, to update the plan annually, to develop capital financing strategies consistent with these policies, and to integrate any new operating costs associated with capital projects into the annual operating budget. The District should capitalize expenditures of at least \$20,000 and having a useful life of more than five years. The Capital Plan will detail the revenue sources for these expenditures.
- B. **Debt Service Guidelines:** The debt service payments for capital maintenance and equipment costs shall not exceed 30% of the District's annual operating budget.
- C. **Debt Maturity Guidelines:** The District will strive to limit the average maturity of its debt (adhering to useful life of the asset) to five (5) to ten (10) and not exceed twenty (20) years. By adopting a conservative maturity schedule, the District will not only reduce interest costs on its bonds but also recognize that capital needs will continue to be identified and recommended.
- D. **Connection Fees:** The District may recommend to the rate payers at the District Meeting an amount of money from Free Cash equal to the revenue from Connection Fees paid to the District the previous fiscal year be transferred to the Capital Stabilization Fund.
- E. **Alternative Financing Strategies:** The District will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants and low and no-interest loan programs.
- F. **Cash Flow:** For large capital projects that may entail the issuance of bonds and or notes, the District will review the cash flow analysis to ensure funds are borrowed efficiently and in a manner that results in the lowest debt impact as possible as well as adhering to financing guidelines.

- G. **Reconciliation & Record keeping:** The District will periodically reconcile debt related records of the District Treasurer, and will annually determine if any unissued bond authorizations needed to be rescinded at Annual District Meeting.
- H. **Internal Borrowing:** The District will utilize the option of internal borrowing when fiscally prudent to do so.
- I. **Debt Issuance:** The District will work closely with its Financial Advisor, Bond Counsel and District Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained.
- J. **Capital Budget:** The total annual Capital Budget for the District includes direct cash expenditures as well as interest and principal of new bonds and debt service on prior bonded expenditures. The District will strive not to exceed 45% of the operating budget.

### **Post-Employment Benefit Liabilities**

**Pension Liabilities:** The District will fund pension liabilities on a pay as you go basis and will annually fund the recommended payments to the County Pension Fund.

**OPEB (Other Than Pension Post-Employment Benefits) Liabilities:** The District will fund OPEB Liabilities on a pay as you go basis and will strive to set aside annually 5% of the Normal Cost ARC (Annual Required Contribution) for the future OPEB Liability for current active employees into the OPEB Trust Fund. Once the District's pension obligation liability has been funded, it is the District's intent to appropriate those funds to the OPEB Trust obligations.

### **Revenue Enhancement Guidelines**

To continue to maintain a reasonable level of services to its rate payers and meet all future financial obligations, the District will proactively seek new revenue sources in the following manners:

- A. **Receivables:** The District will rapidly move all unpaid billing into a water lien when authorized by law. The District may also terminate water service to collect unpaid billing.
- B. **Non- Tax Revenue:** The District will annually review and analyze fees and charges such as new connection fees, water rates, etc. to determine if they are appropriate and comparable.
- C. **Revenue Ratio Structure:** The District shall strive to keep the revenue ratio between tax revenue and water revenue near 50% on an annual basis.

### **Investments Guidelines:**

Massachusetts law requires that public funds be invested at the highest possible rate of interest reasonably available, taking into account safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of District business. The District will continue to invest funds within the scope of the Commonwealth's Legal List for prudent investments.

North Sagamore Water District  
**Balance Sheet**  
 As of June 30, 2023

Jun 30, 23

**ASSETS**

Current Assets

Checking/Savings

1040 · Cash Unrestricted

1040-01 · CC5 - General Fund	313,356.00
1040-02 · CC5 - Payroll	360.02
1040-03 · CC5 - Accounts Payable	26.52
1040-09 · Unibank- Online Collection	297,655.75
1040-10 · Salem Five - MM	108,241.31
1050-02 · Unibank - MM	152,542.80

Total 1040 · Cash Unrestricted 872,182.40

1050 · Cash Restricted

1040-04 · CC5 - Perf. Bonds Escrow	37,500.57
1050-01 · Cape Cod Five - Stabilization	257,588.84
1050-03 · Bartholomew & Co.-OPEB	28,334.03

Total 1050 · Cash Restricted 323,423.44

Total Checking/Savings 1,195,605.84

Accounts Receivable

1400 · Accounts Receivable

1400-01 · Water Accounts	5,056.80
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Total 1400 · Accounts Receivable 5,056.80

1410 · Water Liens

1410-06 · Bourne - FY21	304.23
1410-07 · Bourne - FY22	482.01
1410-08 · Bourne - FY23	1,497.73

Total 1410 · Water Liens 2,283.97

1440 · Tax Receivables - Bourne

1441-06 · Personal Property - 2006	-0.55
1441-07 · Personal Property - 2007	2.01
1441-08 · Personal Property - 2008	1.97
1441-09 · Personal Property - 2009	56.26
1441-10 · Personal Property - 2010	51.91
1441-11 · Personal Property - 2011	-119.59
1441-12 · Personal Property - 2012	40.25
1441-13 · Personal Property - 2013	-67.79
1441-14 · Personal Property - 2014	15.25
1441-15 · Personal Property - 2015	30.56
1441-16 · Personal Property - 2016	17.17
1441-17 · Personal Property - 2017	20.72
1441-18 · Personal Property - 2018	12.72
1441-19 · Personal Property - 2019	47.88
1441-20 · Personal Property - 2020	10.91
1441-21 · Personal Property - 2021	44.88
1441-22 · Personal Property - 2022	72.38
1441-23 · Personal Property - 2023	797.51

North Sagamore Water District  
**Balance Sheet**  
 As of June 30, 2023

	<u>Jun 30, 23</u>
1445-91 · Real Estate - 1991	7.56
1445-94 · Real Estate - 1994	-1.30
1445-95 · Real Estate - 1995	-0.94
1445-98 · Real Estate - 1998	-0.77
1446-00 · Real Estate - 2000	67.16
1446-02 · Real Estate - 2002	-0.01
1446-03 · Real Estate - 2003	-13.48
1446-04 · Real Estate - 2004	-0.67
1446-05 · Real Estate - 2005	-0.01
1446-06 · Real Estate - 2006	-0.31
1446-07 · Real Estate - 2007	-0.70
1446-09 · Real Estate - 2009	-3.37
1446-10 · Real Estate - 2010	11.78
1446-11 · Real Estate - 2011	10.23
1446-13 · Real Estate - 2013	-80.03
1446-16 · Real Estate - 2016	97.62
1446-17 · Real Estate - 2017	782.71
1446-18 · Real Estate - 2018	163.26
1446-19 · Real Estate - 2019	-6.77
1446-21 · Real Estate - 2021	145.14
1446-22 · Real Estate - 2022	1,916.44
1446-23 · Real Estate - 2023	<u>58,168.98</u>
<b>Total 1440 · Tax Receivables - Bourne</b>	<b>62,296.97</b>
<b>1460 · Tax Receivables - Sandwich</b>	
1461-15 · Personal Property 2015	7.07
1461-16 · Personal Property - 2016	2.44
1461-17 · Personal Property - 2017	13.43
1461-18 · Personal Property - 2018	18.29
1461-19 · Personal Property - 2019	8.35
1461-20 · Personal Property - 2020	1.64
1461-21 · Personal Property - 2021	3.83
1461-22 · Personal Property - 2022	14.63
1461-23 · Personal Property - 2023	40.14
1466-23 · Real Estate - 2023	<u>2,188.77</u>
<b>Total 1460 · Tax Receivables - Sandwich</b>	<b>2,298.59</b>
<b>1470 · Tax Titles</b>	
1470-01 · Bourne	13,978.83
1470-02 · Sandwich	-91.44
1470-03 · Bourne - Interest	<u>1,938.84</u>
<b>Total 1470 · Tax Titles</b>	<b>15,826.23</b>
<b>1480 · Tax Foreclosure</b>	
1480-01 · Bourne	<u>5,437.49</u>
<b>Total 1480 · Tax Foreclosure</b>	<b>5,437.49</b>
<b>Total Accounts Receivable</b>	<b><u>93,200.05</u></b>
<b>Total Current Assets</b>	<b><u>1,288,805.89</u></b>

**North Sagamore Water District**  
**Balance Sheet**  
 As of June 30, 2023

	<u>Jun 30, 23</u>
<b>Other Assets</b>	
1600 · Amts Need In Future Yrs for	
1600-01 · Retirement of Debt	163,788.13
<b>Total 1600 · Amts Need In Future Yrs for</b>	<u>163,788.13</u>
1700 · Loans Authorized / Unissued	1,414,808.96
<b>Total Other Assets</b>	<u>1,578,597.09</u>
<b>TOTAL ASSETS</b>	<u><u>2,867,402.98</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	34,172.58
<b>Total Accounts Payable</b>	<u>34,172.58</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2100-01 · Federal Income Tax Withheld	-791.00
2100-02 · FICA/Medicare Taxes W/H Employe	-130.43
2100-04 · County Retirement Withholding	2,307.72
2100-05 · Employee Direct Deposits	-5,276.91
2100-08 · Vision	-23.53
2100-50 · Health Insurance	-2,192.28
2100-51 · Dental Insurance	-404.46
2100-52 · Medex Insurance	-906.50
2100-53 · Life Insurance	8.73
2100-54 · FICA/Medicare Company Paid	-130.43
<b>Total 2100 · Payroll Liabilities</b>	<u>-7,539.09</u>
2200 · Overlay Reser Abatements-Bourne	
2201-00 · Levy of 2000	84.61
2201-05 · Levy of 2005	45.35
2201-06 · Levy of 2006	-2.98
2201-07 · Levy of 2007	-308.32
2201-08 · Levy of 2008	24.18
2201-09 · Levy of 2009	56.26
2201-10 · Levy of 2010	65.01
2201-11 · Levy of 2011	10.23
2201-12 · Levy of 2012	46.12
2201-13 · Levy of 2013	2,115.00
2201-14 · Levy of 2014	2,796.50
2201-15 · Levy of 2015	2,756.44
2201-16 · Levy of 2016	482.34
2201-17 · Levy of 2017	-212.26
2201-18 · Levy of 2018	3,202.42
2201-19 · Levy of 2019	103.74
2201-20 · Levy of 2020	563.08
2201-21 · Levy of 2021	612.87

**North Sagamore Water District**  
**Balance Sheet**  
 As of June 30, 2023

	<u>Jun 30, 23</u>
2201-22 · Levy of 2022	732.80
2201-23 · Levy of 2023	<u>-444.33</u>
<b>Total 2200 · Overlay Reser Abatements-Bourne</b>	<b>12,729.06</b>
<b>2300 · Overlay Res Abatements-Sandwich</b>	
2300-10 · Levy of 2010	-4.30
2300-11 · Levy of 2011	1,586.03
2300-12 · Levy of 2012	2,516.50
2300-13 · Levy of 2013	2,301.33
2300-14 · Levy of 2014	2,105.29
2300-15 · Levy of 2015	1,941.52
2300-16 · Levy of 2016	2,603.04
2300-17 · Levy of 2017	1,864.33
2300-18 · Levy of 2018	1,692.23
2300-19 · Levy of 2019	345.24
2300-20 · Levy of 2020	394.74
2300-21 · Levy of 2021	837.94
2300-22 · Levy of 2022	863.49
2300-23 · Levy of 2023	<u>1,506.82</u>
<b>Total 2300 · Overlay Res Abatements-Sandwich</b>	<b>20,554.20</b>
<b>2400 · RevenueRes Until Collect-Bourne</b>	
2400-02 · Prop. Tax-Defer.Revenue-Bourne	49,567.91
2400-03 · Tax Title & Possession-Bourne	21,355.16
2400-04 · Water Tax Title - Bourne	<u>2,283.97</u>
<b>Total 2400 · RevenueRes Until Collect-Bourne</b>	<b>73,207.04</b>
<b>2500 · Rev. Res Until Collect-Sandwich</b>	
2500-02 · PropTax Def Revenue -Sandwich	-18,255.61
2500-03 · Tax Title & Possession-Sandwich	<u>-91.44</u>
<b>Total 2500 · Rev. Res Until Collect-Sandwich</b>	<b>-18,347.05</b>
<b>2600 · Rev. Res Until Collected -Water</b>	
2600-01 · Water Accounts	<u>5,056.80</u>
<b>Total 2600 · Rev. Res Until Collected -Water</b>	<b>5,056.80</b>
<b>3150 · Accrued Payroll</b>	<u>6,973.04</u>
<b>Total Other Current Liabilities</b>	<u>92,634.00</u>
<b>Total Current Liabilities</b>	<b>126,806.58</b>
<b>Long Term Liabilities</b>	
<b>2700 · Bonds Payable</b>	
2700-01 · Water Treatment - 2006 Refundin	<u>163,788.13</u>
<b>Total 2700 · Bonds Payable</b>	<b>163,788.13</b>
<b>2950 · Loans Authorized &amp; Unissued</b>	<u>1,414,808.96</u>
<b>Total Long Term Liabilities</b>	<u>1,578,597.09</u>
<b>Total Liabilities</b>	<b>1,705,403.67</b>
<b>Equity</b>	
<b>3200 · Special Revenue Funds</b>	
3201 · Stabilization Fund	257,588.84
3203 · Grants	

North Sagamore Water District  
**Balance Sheet**  
As of June 30, 2023

	<u>Jun 30, 23</u>
3203-02 · MassWorks Grant	-33,172.00
Total 3203 · Grants	-33,172.00
3204 · Perf Bond - Guarantee Deposits	37,500.57
3205 · OPEB	
3205-00 · OPEB Contributions	26,000.00
3205-01 · Interest Income	1,517.05
3205-02 · Taxes, Fees and Expenses	-216.23
3205-03 · Change in Market Value	1,033.21
Total 3205 · OPEB	<u>28,334.03</u>
Total 3200 · Special Revenue Funds	290,251.44
3580 · Undesignate FB -Surplus Revenue	250,174.93
3590 · Designated Fund Balance	
3590-02 · Reserve for Expenditure	275,000.00
Total 3590 · Designated Fund Balance	275,000.00
3860 · Continued Appropriations	
3860-01 · General Fund	302,542.62
Total 3860 · Continued Appropriations	302,542.62
Net Income	<u>44,030.32</u>
Total Equity	1,161,999.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,867,402.98</u></u></b>





**WARRANT FOR THE ANNUAL MEETING  
Fiscal Year 2025**

Commonwealth of Massachusetts  
Barnstable, SS

To the Clerk of the North Sagamore Water District:  
In the name of the undersigned Board of Water Commissioners, you are hereby directed to notify and warn the inhabitants of the North Sagamore Water District qualified to vote in said District to meet in the

**SAGAMORE BEACH FIRE STATION #3  
51 MEETINGHOUSE LANE  
SAGAMORE BEACH, MA 02562  
WEDNESDAY, May 15, 2024  
6:00 P.M.**

And there act upon the following articles:

**Article 1** To see if the District will vote to elect a Moderator for a term of one year.

**Article 2** To see if the District will vote to elect by ballot a Water Commissioner for a term of three years.

**Article 3** To see if the District will vote to hear and act upon the reports of the District Officers.

**Article 4** To see if the District will vote to fix the salary compensation of the Commissioners, Moderator and Clerk of the District as provided by Section 108, Chapter 41, General Laws as amended and that the District raise and appropriate or transfer from available funds a sum of money therefore for the Fiscal Year 2025 as presented in Exhibit A, or act anything thereon.

**Article 5** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from available funds in the treasury a sum of money for purposes of District property maintenance to include but not limited to water main repairs and replacements, computer equipment and software upgrades, well rehabilitation and treatment plant upgrades, pump repair and upgrades, building and grounds repairs or upgrades, storage tank repairs or painting, engineering, or act anything thereon.

**Article 6** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from free cash in the treasury a sum of money for the purposes of purchasing a new heavy duty pickup truck for the District, to replace a light duty pickup truck and for upgrades and repairs to the District's existing vehicles, or act anything thereon.

**Article 7** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from free cash in the treasury a sum of money for purposes of redevelopment, pump repairs or upgrades to the District wells, or act anything thereon.

**Article 8** To see if the District will authorize the Board of Water Commissioners to acquire a parcel of land, shown on Bourne Assessors Map 6, Parcel 19, located at 0 Church Lane, North Sagamore, for the protection of the District's well site and to raise and appropriate, borrow or transfer a sum of money from available funds, for the purpose of this article, or act anything thereon.

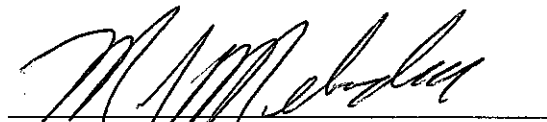
**Article 9** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury, a sum of money to defray the operating budget of the District for FY2025 as presented in Exhibit "A" and to further authorize the Board of Water Commissioners to expend said funds, or act anything thereon.


And you are hereby directed to serve this Warrant by posting attested copies thereof in two public places in North Sagamore Water District seven days at least before the time of holding said meeting.

Given under our hands on this 1<sup>st</sup> day of May, 2024.

A true copy, attest Board of Water Commissioners

  
Mark Bergeron, Chairperson

  
Mark Melchionda

  
Stephen Mealy

**Exhibit A**  
**North Sagamore Water District**  
**Proposed Funding for FY25**

**Article 4      Salaries for Elected Officials      **\$ 1,550.00****

3 Commissioners at \$300.00 each	\$ 900.00
Moderator	\$ 200.00
Clerk	\$ 450.00

*Raise and appropriate the sum of \$1,550 for the purpose of this article*

**Article 5      District Property Maintenance      **\$ 50,000.00****

*Raise and appropriate the sum of \$50,000 for the purpose of this article*

**Article 6      New Pick-up Truck      **\$ 60,000.00****

*Raise and appropriate the sum of \$25,000, transfer the sum of \$30,800 from the Bourne portion of available free cash and transfer the sum of \$4,200 from the Sandwich portion of available free cash for the purpose of this article*

**Article 7      Well Rehabilitation      **\$ 32,000.00****

*Transfer the sum of \$28,160 from the Bourne portion of available free cash and transfer the sum of \$3,840 from the Sandwich portion of available free cash for the purpose of this article*

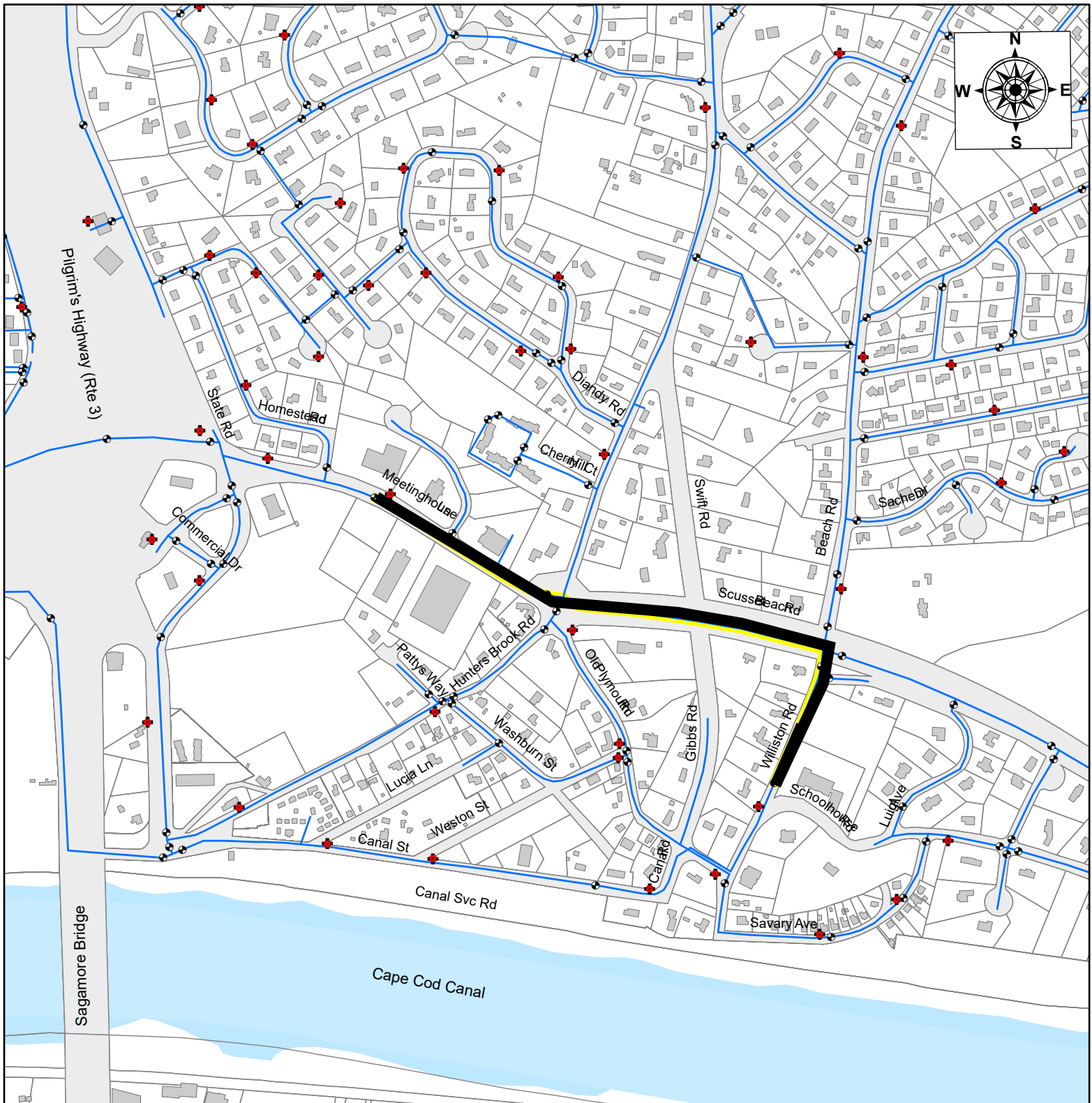
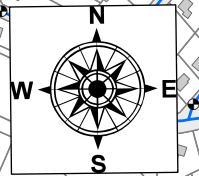
**Article 8      Purchase of Bog Property 0 Church Lane      **\$ 5,000.00****

*Transfer the sum of \$4,400 from the Bourne portion of available free cash and transfer the sum of \$600 from the Sandwich portion of available free cash for the purpose of this article*






**Article 9      District Operating Budget      **\$1,649,124.39****

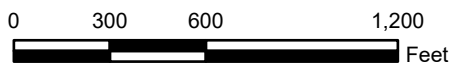
Salaries, Wages and Related Expenses	\$ 535,514.31
Maintenance & Operations	\$ 336,030.00
Treasurer Expenses	\$ 5,875.00
Professional Services	\$ 14,500.00
Insurance	\$ 278,205.08
Long Term Debt	\$ 275,800.00
Miscellaneous Expense	\$ 203,200.00

*Raise and appropriate the sum of \$1,649,124.39 for the purposes of this article*



**Legend**

-  Gate Valve
-  Hydrant
-  Water Main
-  Water Main Improvement
-  Structure



Data Source: Town of North Sagamore and MassGIS

**Water Main Improvements  
for  
40B Development**

**North Sagamore Water District  
Sagamore, MA**

**ResilientCE**  
Resilient Civil Engineering, P.C.