

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES OCTOBER 17, 2018**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Wednesday, October 17, 2018 at 4:15 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson Mark Melchionda called the meeting to order at 4:15 pm.

Those in attendance at the start of the meeting were: Chairperson Mark Melchionda, Commissioner George Sala, Commissioner Mark Bergeron, Superintendent Matt Sawicki, Treasurer Maureen Fruci and District resident Stephen Mealy.

**PUBLIC COMMENT**

None

**APPROVAL OF MEETING MINUTES DATED 9/12/18**

Treasurer Fruci asked the Board if the approval of the meeting minutes could be postponed until the next monthly meeting. Commissioner Sala made a motion to postpone the approval of the meeting minutes dated 9/12/18 until the next monthly meeting. Commissioner Bergeron seconded the motion. The motion was accepted.

**DISCUSSION & POSSIBLE VOTE ON CONNECTION FEES**

Superintendent Sawicki provided the Board with CEI's report which evaluated the District's current rate and fee schedule. The focus of the report was the connection fees which would help cover future development in the water system. In addition, the Board was given a comparison chart showing connection fees from surrounding towns and districts. He explained some water departments charge for service size while others charge for meter size with 1" service being the most common.

The Superintendent explained the method for determining the connection fees for 1" service up to an 8" service. The report gives two options for fees. There was a discussion about using other rates or raising just the rate for 1" service. Superintendent Sawicki said the method used in the report is the acceptable practice. The numbers are based on the filter plant, the need for a new well, estimated consumption, estimated capital cost for future development and estimated number of new services. The numbers are not arbitrary. If there is a deviation from that first number, the District would have to go back and re-calculate all the other numbers.

Superintendent Sawicki suggested the Board could vote to go with the proposed option 2 connection fee of \$2,500 for a 1" service and follow option 1 for all larger size services. He also suggested the District could look at possibly raising the service installation fee. He explained those fees are based on man hours and the cost of the brass. He said he will put together numbers for the next monthly meeting. Commissioner Sala made a motion to approve the proposed option 2 connection fee of \$2,500 for a 1" service and follow option 1 for all larger size services. Commissioner Bergeron seconded the motion. All Board members were in favor.

### **DISCUSSION & POSSIBLE VOTE ON OPEN TECHNICIAN POSITION**

The Superintendent told the Board there were only two qualified candidates for the open water technician position. He met with one candidate and the other never returned his call. There was a discussion regarding qualifications and salary. Chairperson Melchionda and Superintendent Sawicki will meet with the candidate again and if necessary a meeting with the full Board would follow.

### **DISCUSSION & POSSIBLE VOTE ON WRITTEN PERSONNEL SAFETY POLICIES**

Superintendent Sawicki provided new written personnel safety policies to the Board for their review. He explained that as of February 1, 2019 the District will be required to follow new OSHA compliance rules and will need to have policies and procedures in place by that time. He said the state provides guidelines to follow and he tailored those to the needs of the District. Commissioner Sala said he did a great job writing the policies. Commissioner Sala made a motion to accept the written personnel safety policies. Commissioner Bergeron seconded the motion. All Board members were in favor.

### **DISCUSSION & POSSIBLE VOTE ON WATER LIENS**

Treasurer Fruci presented the Board with a list of the 46 accounts with past due balances from the July water bill. As of this date there are 4 accounts that have overdue balances of \$250 or more. There are also 13 accounts that have not paid their bill in 2 or more billing cycles and also have balances of \$250 or more. These accounts all fit the criteria for the District's current lien policy. The Board reviewed the list and approved the lien recommendations. The information will be given to the Assessor for the Town of Bourne by the end of October.

### **SUPERINTENDENT'S REPORT**

Superintendent Sawicki informed the Board the fire pump at the Herring Run condos has been repaired. The new maintenance company hired Weston & Sampson to maintain their pump station. The Superintendent asked if the Board had any objection to District personnel flushing hydrants within the condominium's property. There were no objections.

The District received plans for a proposed building project on the corner of Scenic Highway and Herring Pond Road. There is a hearing regarding a special permit scheduled for 11/8/18 at 7 pm if any Board members would like to attend.

The U.S. Forestry Service requested permission to do a forest inventory plot on the land behind Church Lane. It involves measuring the trees in the area every five years. The Board approved the request.

The District began hydrant flushing yesterday in the high zone.

The greensand filter rehabilitation project should begin in November. Due to the fact the bid for the project came in lower than anticipated the District is going to purchase a couple of the large valves before the project begins just in case there are problems when they are removed. The cost is approximately \$2,000-3,000 each.

Superintendent Sawicki spoke to the owner of Worldwide Industries regarding the paint issue on the Norris Road tank. They are coming back to fix the problem in a couple of weeks. The issue occurred where the robot stopped and they wet blasted the area but didn't allow it to dry completely. They will work with the paint manufacturer and the engineers to figure out the best way to fix the problem. It will be inspected when the job is complete, however the District will not have to pay for it.

Superintendent Sawicki told the Board he has not heard back from the testing lab regarding the water samples but he thinks everything is good.

The Superintendent received a call from the builder for 23 Sheppard Road. He wants to move a fire hydrant on the property in order to install the driveway. Superintendent Sawicki asked the builder to draft a letter to the Board regarding the hydrant.

There was a discussion regarding the DPW's paving on Old Plymouth Road during the 1<sup>st</sup> week in November from Noreast Drive to Meetinghouse Lane as well as milling from Deacon's Lane to Meetinghouse Lane.

#### **TREASURER'S REPORT**

Treasurer Fruci told the Board the Assessor for the Town of Bourne requested the week of November 13-16 for the classification hearing. The Board agreed to have the classification hearing at the regular monthly meeting on Wednesday, November 14, 2018 at 4:15 pm. The Board also asked if the Treasurer can contact the Assessor for the Town of Sandwich and have their classification hearing on that date as well.

Auditor Bob Bliss completed in-house testing for the FY18 audit on October 2. Consultant Teresa Johnson has been working with the Treasurer to complete end of year and audit schedules.

#### **NEW BUSINESS**

None

#### **OLD BUSINESS – CANAL ROAD CROSSING**

The Superintendent informed the Board he sent the letter to the Cape Cod Commission regarding the looping of the water main in the Canal Road Crossing development.

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

None

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

Commissioner Melchionda asked if District resident Stephen Mealy would be able to meet with him and Superintendent Sawicki to discuss a financial plan for the District.

Commissioner Bergeron thanked the Superintendent for a good job putting all of the personnel policies together.

The next meeting is tentatively scheduled for Wednesday, November 14, 2018 at 4:15 pm.

**ADJOURN**

Commissioner Sala made a motion to adjourn at 5:36 pm. Commissioner Bergeron seconded the motion. The motion was accepted.

Respectfully submitted

Maureen Fruci  
District Clerk