**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES FEBRUARY 21, 2024**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday, February 21, 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: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner Stephen Mealy, Superintendent Eric Hillstrom, Assistant Superintendent Manny Pacheco, Treasurer Maureen Fruci, Field Technician Jon Devine and Matt Sawicki, DPW Director for the town of Bourne.

Chairperson Bergeron called the meeting to order at 4:00 pm.

**DISCUSSION & POSSIBLE VOTE ON APPROVAL OF MEETING MINUTES DATED 1/10/24 & 1/31/24**

Commissioner Melchionda made a motion to approve the meeting minutes dated 1/10/24 as written.

Commissioner Mealy seconded the motion. All Board members were in favor.

Commissioner Melchionda asked for a change on page 3, paragraph 3. He said the sentence should read as follows: After a discussion with the Board, Engineer Kristen Berger left the meeting. Commissioner Mealy made a motion to approve the meeting minutes dated 1/31/24 with the change as noted. Commissioner Melchionda seconded the motion. Commissioner Bergeron abstained from the vote because he was unable to attend the meeting on 1/31/24.

**DISCUSSION & POSSIBLE VOTE ON APPROVAL OF EXECUTIVE SESSION MEETING MINUTES DATED 11/1/23**

The Board approved and released the Executive Session meeting minutes dated 11/1/23. Commissioner Melchionda made a motion to approve and release the Executive Session meeting minutes dated 11/1/23. Commissioner Mealy seconded the motion. All Board members were in favor.

 There was a motion to move to agenda item #4.

**DISCUSSION & POSSIBLE VOTE ON NEW WATER SERVICE APPLICATION FOR CLARK FIELD WATER BOTTLE REFILLING STATION**

Commissioner Melchionda thanked Mr. Sawicki for attending the meeting. He asked what is needed from the Board. Mr. Sawicki said he just needs the approval of the water service application. Superintendent Hillstrom said the District can do the tap. Commissioner Mealy asked where the water main is located. Mr. Sawicki said it is on the other side of the road. Commissioner Melchionda asked who will take care of the maintenance. Mr. Sawicki said he will have somebody check it twice a week. Superintendent Hillstrom said he is fine with that as long as it is inspected and disinfected. Mr. Sawicki said he can coordinate the bacteria sampling with the District. Commissioner Bergeron said he thinks the water bottle filling station will be good for the community. The Board said they feel good about Mr. Sawicki handling the maintenance of the water bottle filling station. Commissioner Melchionda made a motion to approve the water service application for the Clark Field water bottle filling station. Commissioner Mealy seconded the motion. All Board members were in favor.

**DISCUSSION & POSSIBLE VOTE ON WATER MAIN PROJECTS – PHILLIPS ROAD**

The Board discussed the different options for paving of the Bourne portion of Phillips Road. Matt Sawicki, DPW Director for the town of Bourne joined the discussion. Mr. Sawicki said the specs for

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the project calls for pulverizing, a 2 ½ binder and top coat. He said you don’t want to raise up the road it needs to be kept the way it is. Commissioner Melchionda said they are considering paving the entire road. He said by the time they are done with the trenches there will not be much more left to pave. Mr. Sawicki said the town agreed to trenches. The District could just mill and overlay. He said right now the condition of the road is bad but once the trenches settle it should be fine. Trench paving is on the District’s plan and that’s all the District is required to do. He said he can get a price for milling and overlay of the entire road.

Commissioner Melchionda asked if the District can get in on the county bid. Mr. Sawicki said the bids came in higher than last year. Commissioner Melchionda said he has been hearing from Phillips Road residents that they are not happy with the condition of the road. Mr. Sawicki said once you pave the trenches it should be fine. He suggested paving the trenches and then re-assess the condition of the trenches in a year. Mr. Sawicki said paving the entire road is a lot bigger expense. Commissioner Melchionda said when the Sandwich portion of Phillips Road is paved, residents of the Bourne portion will not be happy. Mr. Sawicki said the town of Sandwich was not going to allow the District to do the water main project if they didn’t agree to pave the entire road. Commissioner Bergeron asked if the town of Bourne would consider moving the paving of Phillips Road up on their list if the District decides to pave the entire road. Mr. Sawicki said right now everything we do has to get approved by the Board of Selectmen. Mr. Sawicki reiterated that once the paving is done and allowed to settle, there shouldn’t be any issues. Commissioner Bergeron said they would appreciate it if Mr. Sawicki can get them an estimate for the paving and then the Board can make a decision. Mr. Sawicki said the District also has the option to contact Russ Kleekamp at his new firm and take that portion off of GHD’s contract.

There was a brief discussion about the state’s new requirement of a bathroom at Black Pond. Commissioner Melchionda suggested the District ask the state for a waiver. Mr. Sawicki said it’s worth a discussion. Commissioner Melchionda said the District should start by asking the town of Bourne’s plumbing inspector for his input on filing the waiver with the state. Commissioner Mealy made a motion to have the Superintendent investigate the application for a waiver for the requirement of a restroom at the Black Pond auxiliary well #2 under the new plumbing regulation. Commissioner Melchionda seconded the motion. All Board members were in favor.

Commissioner Mealy asked Mr. Sawicki if Scada has gone out before. Mr. Sawicki said not like it has been now. He asked if Buzzards Bay Water District was having problems as well. Superintendent Hillstrom said not like the District has been having.

**DISCUSSION & POSSIBLE VOTE ON PROPOSED FY25 BUDGET**

The Board said they will not vote on the proposed FY25 budget at this time. The former Superintendent will meet with the Superintendent and Treasurer to review the budget and capital project spreadsheets.

Mr. Sawicki told the Board the District should follow the capital plan or at least follow the dollar amounts in the plan each year in order to get to the 50/50 split over 5 years. He said the rate study takes into consideration the budget, taxes and the capital projects. The way the model is built is based on the projects that have been projected. He said the District should try to stick with that capital plan and keep it in that dollar amount.

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**DISCUSSION & POSSIBLE VOTE ON NEW LABORER POSITION**

There was a brief discussion continued from the last meeting about the hiring of a new full-time laborer, salary and the possibility of moving funds from other line items at a Special District Meeting.

**DISCUSSION & POSSIBLE VOTE ON ARTICLE & DATE FOR SPECIAL DISTRICT MEETING**

After a brief discussion, Commissioner Mealy said he will draft the article and motion for the Special District Meeting and send it to Attorney Troy for his review. The Special District Meeting is tentatively scheduled for March 11 or 12, 2024 at 6 pm. The Treasurer will contact the fire station to see if the meeting room is available.

**DISCUSSION & POSSIBLE VOTE ON DATE FOR ANNUAL DISTRICT MEETING**

The Board chose Wednesday, May 8, 2024 or Wednesday, May 15, 2024 at 6 pm for the Annual District Meeting. The Treasurer will call the fire station to see if either of those dates is available.

**DISCUSSION & POSSIBLE VOTE ON CAPE VIEW WAY PROJECT/MASSWORKS GRANT**

Superintendent Hillstrom said Engineer Kristen Berger is coming in tomorrow to go over the contract and drawings for the Cape View Way project. He said the permit requires a 3-year performance bond. Ms. Berger said the wording can be changed in order to have Dig-It responsible for the 3-year bond. He said the tentative date for the project kick off meeting is 3/6/24. There will be a second meeting for police, fire, and businesses. The Superintendent said he was contacted by KAM Appliance and they are concerned about how the project is going to disrupt business. Commissioner Melchionda asked if Dig-It has agreed to the 10% retainage. The Superintendent said yes they are fine with it.

**DISCUSSION & POSSIBLE VOTE ON COMMUNICATION UPGRADES – BOURNEDALE TANK REPEATER**

The Superintendent said TCS Communications is coming tomorrow to assess the communication issue. He said the FCC license has 2 frequencies, so depending on what he finds the frequency may be switched, hopefully boosting wattage. Currently they are filling the tanks manually. He said the last time Mike Leary was at the office he showed them how to silence the alarms.

**DISCUSSION & POSSIBLE VOTE ON LAGOON CLEAN OUT**

Superintendent Hillstrom said he has tried to contact Chris Correa from CC Construction regarding the lagoon clean outs but he has not responded. He said he would like to have this done before the sanitary survey. The Superintendent said the last communication he had from CC Construction regarding the lagoon clean outs said they would start the work on 2/12/24.

**DISCUSSION & POSSIBLE VOTE ON BLACK POND REPLACEMENT WELL**

No updates.

**DISCUSSION & POSSIBLE VOTE ON CHURCH LANE BOG PROPERTY**

After a brief discussion the Board said the costs associated with the purchase of the property need to be determined. Mr. Goduti will need to come up with a reasonable price for the property. The District will then deduct the cost of doing all of the leg work from the purchase price.

**DISCUSSION & POSSIBLE VOTE ON UNMARKED WATER LINES DAMAGED BY CONTRACTORS**

Superintendent Hillstrom said recently a contractor who was working on Williston Road called the office on a Friday afternoon at 3 pm and said they found a water line leaking. The Superintendent said

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the contractor never contacted the District to mark out the water line. He suspects the contractor hit the water line with their machine but they did not admit that. He said fortunately they made a quick

repair. He explained to the Board If a contractor doesn’t call Dig Safe and hits an Eversource line they can be charged with a $10,000 fine. The Superintendent asked if the Board would like to add a fine for contractors that don’t call the District for a water line mark out. Commissioner Melchionda said maybe instead of fining them, calculate what the District spent for time and material to make repairs and charge the contractor. He said this has happened before. Commissioner Melchionda recommended the Superintendent check the District’s Rates and Regulations to see if there is already something in place.

**SUPERINTENDENT’S REPORT**

All topics already discussed.

**TREASURER’S REPORT**

Treasurer Fruci told the Board there are currently 586 accounts with outstanding balances totaling $91,958.

The Barnstable County Retirement appropriation for FY25 is $84,731 due on 7/1/24.

The Treasurer reminded the Board the Conflict of Interest acknowledgments are due by 2/23/24 and the Conflict of Interest training is due by 3/23/24.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

The Board decided there will be a regular monthly meeting at 5 pm before the Special District Meeting in March.

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 6:22 pm. Commissioner Mealy seconded the motion. All Board members were in favor.

Respectfully submitted,

Maureen Fruci

District Clerk