**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES APRIL 24, 2024**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday, April 24, 2024 at 3:00 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. The meeting was postponed until 4:00 pm.

Those in attendance at the start of the meeting were: Commissioner Mark Bergeron (remotely), Superintendent Eric Hillstrom and Treasurer Maureen Fruci. Commissioner Bergeron initially called the meeting to order at 3:00 pm. He then postponed the meeting until 4:00 pm because the other two commissioners were delayed. Commissioner Mark Melchionda and Commissioner Stephen Mealy joined the others at 4:00 pm. Chairperson Bergeron again called the meeting to order at 4:00 pm. He asked if Commissioner Melchionda would run the meeting, stating he thought it would be more efficient due to the fact that he joined the meeting remotely. Commissioner Melchionda agreed. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

**PURCHASE OF BOG PROPERTY AT 0 CHURCH LANE – JOHN GODUTI**

Superintendent Hillstrom informed the Board Mr. Goduti was unable to attend the meeting. He explained that Attorney Bob Troy reviewed the information pertaining to the purchase of the bog property. Attorney Troy recommended the District acquire the property through a purchase and sale agreement and eminent domain taking. He recommended a vote at the Annual District Meeting and then make a title exam, closing and order of taking. He said the order of taking should be done under Chapter 79 of Massachusetts general law. Attorney Troy will prepare the documents after the Annual District Meeting. The Superintendent said the agreement with Mr. Goduti for the purchase of the property is $25,000. The legal fees will be split 50/50 between the District and Mr. Goduti. The title exam will precede any of the other actions.

The Board agreed the purchase of the property should be brought before the District residents at the Annual District Meeting. Commissioner Mealy said Attorney Troy should be able to put together a pretty good estimate for any fees associated with the purchase. Commissioner Mealy made a motion to put this article on the Annual District Meeting warrant to ask the District residents for authority to take the property with a Purchase and Sale and eminent domain. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

Commissioner Melchionda asked Superintendent Hillstrom to follow up with Attorney Troy.

**RELOCATION OF WATER EASEMENT AT 331 PHILLIPS ROAD – RICK ANDERSON**

The Superintendent informed the Board that Mr. Anderson put the relocation of the water easement at 331 Phillips Road on hold for now because the homeowner is unsure what modifications they are going to make to the property. Superintendent Hillstrom explained that according to the drawings the easement isn’t exactly located above the water line. He said if the easement is moved it would make it easier for the homeowner when they do their renovations. Additionally, the easement would be moved to where it should be, directly over the water line. Commissioner Melchionda said he spoke to Sandwich Water Superintendent Dan Mahoney about this easement. He asked the Superintendent how much of the easement is not on the water line. He said they would have to go out and measure it against the as built. Commissioner Melchionda said he would like to do that.

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Commissioner Mealy said this would have to go before the residents at the Annual District Meeting or a Special District Meeting. Commissioner Melchionda said he is concerned that there are other property owners who will want to do the same thing. He said the District should come up with a policy

concerning easements. There was a discussion about the need for a surveyor. Superintendent Hillstrom said Dan Mahoney has a piece of equipment that will help pinpoint the exact location of the water main. Commissioner Melchionda said when they have some time they should try to locate the water main and have an engineering company locate the easement. The Superintendent added that when Phase 2 of the Phillips Road water main project is done the homeowners will have to be on the new line.

**APPROVAL OF MEETING MINUTES DATED 2/21/24, 3/6/24, 3/14/24 & 3/20/24**

Commissioner Melchionda asked for a change to the meeting minutes dated 2/21/24 on page 2, second paragraph. The last sentence should read as follows: 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. Commissioner Mealy made a motion to approve the meeting minutes dated 2/21/24 with the change as noted. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

Commissioner Mealy made a motion to approve the meeting minutes dated 3/6/24 as written. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

Commissioner Mealy made a motion to approve the meeting minutes dated 3/14/24 as written. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

Commissioner Melchionda asked for two small changes to the meeting minutes dated 3/20/24; add **Bergeron** to the last sentence in the first paragraph and in the motion to adjourn change **Bergeron** to **Melchionda**. Commissioner Mealy made a motion to approve the meeting minutes dated 3/20/24. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

**UPDATE ON AGENDA FOR MEETING WITH THE TOWN OF PLYMOUTH REGARDING POSSIBLE INTERCONNECTION**

Superintendent Hillstrom said he wanted to revisit the agenda for the meeting with the town of Plymouth regarding the interconnection. He asked Commissioner Mealy if there was anything he wanted to add. The Superintendent explained that Peter Gordon, Superintendent from the town of Plymouth put the agenda together as a way to get the conversation started. Commissioner Melchionda asked the Superintendent if he was able to review any of the information from the interconnection meeting that was held several years ago. Superintendent Hillstrom said he found a preliminary drawing. He said he will check with Mr. Gordon and schedule a meeting for later in the summer.

**C.C. CONSTRUCTION CHANGE ORDER (PAVING)**

The Board reviewed the change order from C.C. Construction. After a brief discussion Commissioner Melchionda recommended the Superintendent check the specs. Commissioner Melchionda said the

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Board will have a hard time approving the numbers without seeing what is in the original contract. The Superintendent said he will look through the contract and email Bob Drake after the meeting.

Stating they don’t want to delay the paving project, the Board agreed they can approve the change order based on Superintendent Hillstrom looking at the original contract and getting the approval of the engineer as well.

Commissioner Mealy made a motion to approve the change order from C.C. Construction totaling $21,851.68 based on Superintendent Hillstrom confirming the specs in the original contract and getting approval from engineer Bob Drake. The change order includes: the existing pavement thickness on Brady Road and a portion of Tecumseh Road is 2-inches, not 4-inches as indicated on the Contract drawings. During construction, the Contractor installed 4-inches of temporary pavement on Brady from Sta 0+00 to Sta 10+50 and 2-inches on Tecumseh, from Sta 10+50 to Sta 16+50. Final pavement restoration calls for a cut back of I-foot on either side of the temporary trench and then a 1.5-inch mill and overlay of a topcoat.

Due to the irregularities in pavement thickness, it is recommended that the Contractor remove the existing pavement/soils down to a depth of 4-inches and install new pavement consisting of2.5-inches of base material and 1.5-inches of topcoat. This will ensure a good quality roadway and repair.

The contractor intends to perform the above operation with a milling machine. The cost for this work is $42,844.56. However, if the Contractor has to saw cut the trench edges, there would be an additional cost of $10,927.12 for a total Change Order Cost of $53,971.68.

This cost would be offset from the item No. B-8C, 1.5 inch topcoat trench road pavement, not being used in this area, $19.95 x 1,600 l.f. = $31,920.00.

It is recommended that a change order be approved in the amount up to $53,971.68 - $31,920.00 = $21,851.68.

Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

The Superintendent said they plan on starting the paving in a couple of weeks. They will be using contractor Lawrence Lynch. He will take a video prior to the paving and in addition he will be sure they saw cut if the District is being charged for it. The contractor wants to start the paving on Brady Road.

**PROPOSED FY25 BUDGET**

The Board did a final review of the proposed FY25 budget. Commissioner Mealy made a motion to approve the draft of the FY25 budget dated 4/24/24 with a total of $1,658.764.39 to be presented at the Annual District Meeting on 5/15/24. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

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**PROPOSED FY25 CAPITAL ARTICLES**

Superintendent Hillstrom informed the Board that after consulting the former Superintendent, it was determined that the Trailer Compressor Article will be pushed back to FY26 and the District Property Maintenance article funds will be lowered and be used instead for the new truck purchase for FY25. The Superintendent said he is still waiting for the estimates for the new truck. He said it is possible the District can purchase a white vehicle and have it painted Wheatland Yellow at the dealership for approximately $4,000. Commissioner Mealy suggested the District consider no longer using the yellow trucks since they take so long to acquire and cost more money. Commissioner Melchionda said he prefers the yellow for the safety factor. Commissioner Mealy asked what the cost is to have it wrapped. Commissioner Bergeron said it would probably be a couple thousand dollars. Commissioner Melchionda said it is a good idea to wash the trucks more often. He also recommended having NH oil applied to the trucks. He said it really helps prevent rust.

Commissioner Melchionda said the truck should be ordered immediately after the Annual District Meeting. He also suggested if there is not much of a savings for the smaller truck they might as well get the larger size truck.

Commissioner Mealy made a motion to approve the FY25 Capital Articles: District Property Maintenance - $50,000 - raise and appropriate, New Pickup Truck - $60,000 - raise and appropriate $25,000, $35,000 free cash, Well Rehabilitation - $32,000 – free cash for a total of $132,000 plus an additional $10,000 in free cash. The District Property Maintenance article will be lowered to $50,000 and the Trailer Compressor article will be moved to FY26. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

**SUPERINTENDENT’S REPORT**

Superintendent Hillstrom updated the Board on the Cape View Way water main project. He said overall the project is moving along very well. The crew is working efficiently and quickly. He has been in contact with the Bourne police chief every day. Engineers Kristen Berger and Bob Bell have been out at the job site checking on the work and talking with the crew. Inspector Matt Darsch is on site every day.

Unfortunately, the contractor hit a 2” gas main on Williston Road. The main was 48” off of the mark. The gas company made the repair within 2 ½ hours. They will work out who was responsible for the issue.

The project manager for Dig-It Construction was fired for reasons unknown. There is a new project manager, Sean Hart, who seems to have a lot of experience. He is a bit resistant to providing the weekly schedules that need to be provided to DOT. To date the contractor has installed 680 feet of water main.

There was a recent issue where Verizon pulled their ticket out of the Dig-Safe request for the Cape View Way water main project. Dig-It was unaware that this happened and in the process of excavating they inadvertently ran into the Verizon lines. The repair was made and the issue will need to be worked out between Dig Safe and Verizon.

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Field Technician Jon Devine discovered that the contractor ordered the wrong hydrants. The Superintendent said he and engineer Kristen Berger have had some back and forth conversations with Sean regarding these hydrants. The next day the correct hydrants were delivered.

The Superintendent said he received an email from the project manager Sean, wanting to discuss the way the job was bid because of unforeseen underground obstacles.

Commissioner Melchionda asked about a leaking gate valve at McDonald’s. The Superintendent said he is thinking of having Dig-It take care of this job. He said he will look at this with engineer Bob Bell tomorrow.

Bortolotti Construction will be working on a leak located in a precarious spot that runs through the dunes between 321 and 323 Phillips Road. He explained it would be a tough spot for the District’s machine and he is worried it could get stuck. District staff will be on site as well.

The Superintendent mentioned a disgruntled resident came into the office complaining about receiving a late fee on the January water bill. The resident was very aggressive and rude toward staff. The Superintendent said he thinks the late fee should stay on the account. After a brief discussion the Board agreed the fee should remain on the account.

There were no recommendations or violations from the Sanitary Survey. The District just needs to complete the cyber security assessment.

**TREASURER’S REPORT**

-Treasurer Fruci informed the Board there are currently 80 accounts with outstanding balances totaling $16,391.23.
-Certified letters were sent on 4/4/24 to 84 accounts with past due balances.

-DOR certified free cash on 4/8/24 for a total of $144,298.00; town of Bourne - $129,492 and town of Sandwich - $14,806.

**COMMISSIONER COMMENTS/SELECT NEXT MEETING DATE**

Commissioner Bergeron said he knows someone who is interested in being the Moderator for the District. Commissioner Mealy said he created a book when he was Moderator that may be helpful to the new Moderator. Commissioner Mealy said he would be happy to assist with the writing of the articles for the ADM. The Board decided there will be another meeting on Wednesday, May 1, 2024 at 4 pm to review the articles and warrant. Commissioner Melchionda suggested adding the Superintendent’s Report to the agenda as well.

**ADJOURN**

Commissioner Melchionda made a motion to adjourn the meeting at 5:45 pm. Commissioner Mealy seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Mealy – yes, Commissioner Bergeron – yes.

Respectfully submitted,

Maureen Fruci, District Clerk