

**NORTH SAGAMORE WATER DISTRICT**  
**MEETING MINUTES APRIL 20, 2021**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Tuesday, April 20, 2021 at 4:15 pm via tele-conference per Governor Baker's order suspending certain provisions of the open meeting law dated March 10, 2020 due to the Coronavirus (Covid-19). Chairperson Mark Bergeron called the meeting to order at 4:15 pm.

Those who dialed in at the start of the meeting were Chairperson Mark Bergeron, Commissioner Mark Melchionda, Commissioner George Sala, Superintendent Matt Sawicki, Treasurer Maureen Fruci, Cape View Way representatives Joe Henderson, Gemma Kite, Meena Jacob and Deanna Savage, District legal Counsel Jon Witten, ResilientCE engineer Kristen Berger, Russ Kleekamp from GHD and District resident Stephen Mealy signed on to the meeting at 4:18 pm.

**4:15 PM APPOINTMENT – CAPE VIEW WAY 40B – DISCUSSION & POSSIBLE VOTE ON PROPOSED DEVELOPMENT**

The Superintendent said Cape View Way representatives Joe Henderson, Gemma Kite and Meena Jacob and Deanna Savage attended the meeting to discuss and answer questions regarding the Cape View Way 40B development. The Superintendent explained that he and ResilientCE engineer Kristen Berger met with the developer's engineers last Friday and discussed the capacity analysis that was completed by Ms. Berger. Ms. Berger explained the developer's fire protection engineers estimated the minimum required fire flow for the new development will be 1125 gpm. Based on the results of the hydraulic computer model analysis the District can supply 900 gpm in a max situation without any of the infrastructure improvements recommended by the District. Commissioner Melchionda asked how that number was determined. Ms. Berger said she utilized a hydraulic computer model to simulate several scenarios to determine how much flow would allow at least 20 psi in a fire flow event. Ms. Berger said it will be critical to maintain pressures along Scenic Highway for a minimum of 2 hours. Mr. Henderson thanked the District for putting together the revised information. He said they will take the new information to the design team and see where they will go from there. In addition, their fire protection engineers will analyze the data.

There was a brief discussion regarding the size of an easement on the property. The developer's plan shows a 15-foot easement across Homestead Road. Superintendent Sawicki said 20 feet is standard with the water main in the center. He explained that 15 feet is rather tight in the case of repairs. He said they can discuss the size at a later date, however, the Board would make that decision.

Superintendent Sawicki said abutters have been asking questions regarding the project and the District wants to make sure accurate information is provided to residents. POAH representative Meena Jacob addressed the Board and thanked them for including them on the agenda. Ms. Jacob said the developers want to understand the capacity concerns the District has. She stated they still have some work that has to be done. However, they are really committed to working with the District to work through any concerns. Superintendent Sawicki explained that according to the capacity analysis this project would use nearly half of the District's available water. Commissioner Sala asked how much of a buffer the District has. The Superintendent said there is approximately 10,000 gallons which would be about thirty-three houses. Commissioner Sala then asked Mr. Henderson if after all of the meetings with the ZBA, is there any consideration for the size of the project. Mr. Henderson said he would let Ms. Jacob or Ms. Savage answer that question. Ms. Jacob explained that they responded for a request for proposals for this specific plot of land owned by the Bourne Housing Authority which asked for up to 60 units. She said this plan is the design that meets all their desires and requirements for the rfp. She added the developers didn't even go up to the maximum capacity they allowed for in the rfp, choosing to have only 51 units which they determined would be

more appropriate. Commissioner Melchionda asked how the developer came up with the capacity number before the plan was designed. Ms. Jacob stated she could not speak to what happened before 2018, but it was their understanding there was a feasibility analysis done by the town. However, they have found there is a disconnect on that. She explained their presentation before the Board is their attempt to understand the capacity and what the system can hold. Commissioner Melchionda said he has been on the Board for many years and in looking at future potential development, that particular area was counted as 5-6 house lots. This development is much more than was anticipated with the District's infrastructure. Ms. Jacob explained that they plan on long term ownership of the property. She said it is in their interest to be on good terms with the District and be good neighbors. When asked by the Board if other towns/Districts have reduced or eliminated fees. Ms. Jacob said it depends on the town and their resources. The Superintendent asked if there are grants available for the development of affordable housing. Ms. Jacob said she is not sure, but there could be state funding or a low income tax credit program.

Commissioner Bergeron asked if there were any other questions or comments. There was a brief discussion regarding Mass Works grants. The Board thanked the Cape View Way representatives for attending the meeting and stated they will meet again after the Annual District Meeting. The Cape View Way representatives signed off from the meeting at 4:35 pm.

**5:00 PM APPOINTMENT – KRISTEN BERGER, RESILIENTCE – DISCUSSION & POSSIBLE VOTE ON PROPOSAL FOR TEST WELL PROGRAM (FY22)**

ResilientCE engineer Kristen Berger addressed the Board regarding her proposal for the 2021 test well program. She reviewed the proposal which includes test well work at the Black Pond well site, Church Lane well and the Weldon Park site. A hydrogeologist will perform sonic driven testing at all of the sites in order to get a better level of confidence in a well location. The program will include both test well drilling and pump testing for wells and water quality testing. A report will be prepared that explains all of the work that was done as well as water quality and projected flows that could be gotten out of a permanent well, with a certain level of confidence. Commissioner Melchionda questioned the reliability of the gpm numbers that were used in the past. Ms. Berger said she understands the District wants more confidence in the numbers. So if one site proves to be more positive/promising than another, larger test wells would be done in that area. Putting money in the right location is important and will give a better level of confidence. Ms. Berger indicated there could be some challenges with the water quality at the Church Lane location. She explained a well with better quality water is obviously important and that treating better quality water is easier and enables more water to be pushed through. Commissioner Bergeron asked if it is just water quality that will be looked at. Ms. Berger stated water quality and anticipated flows. In addition, proximity to the existing treatment plant will be considered.

There was a discussion regarding the cost of a new well. Ms. Berger said it would cost at least \$2,000,000. She explained that she has been in touch with other engineers regarding the cost of new wells, in order to have a better idea of the cost estimate for the project. Commissioner Melchionda asked if the District should look to increase the water management permit at some point. Superintendent Sawicki said he thinks it will be a tough process. He explained currently the District's per capita is 84 gppd but the permit is 65 gppd. He said DEP will want the District to take conservation measures just to get to 65 gppd. Ms. Berger agreed and said it is quite possible the District may not need the water if the District can stay in line with that number. The Board briefly discussed the Weldon Park location and its proximity to the highway.

The Board thanked Ms. Berger for her very well put together report and presentation. She thanked the Board and signed off from the meeting at 4:52 pm. The Board decided to vote on the test well program under the capital articles agenda item.

**5:30 PM APPOINTMENT – RUSS KLEEKAMP, GHD – DISCUSSION & POSSIBLE VOTE ON PHILLIPS ROAD WATER MAIN REPLACEMENT (PHASE 1 & 2) AND NORRIS ROAD TANK TRANSMISSION WATER MAIN**

Superintendent Sawicki said the District wants to move forward with Phase I of the Phillips Road water main replacement and the Norris Road tank transmission line project. He added that the cost estimate for Phase 2 of the water main project is a major concern. Russ Kleekamp from GHD explained the estimated cost for Phase 1 (3200') is approximately \$1.3 million (\$400 per ft.). Phase 2 (6200') at a cost of \$2.5 million, would continue down to the end of Phillips Road with a similar design. The cost does not include overlay paving. He said it makes sense to do the whole project at the same time. If the project is done years apart the water main will have to be dead ended and construction vehicles will be driving over the portion of the road that was already done. In addition, prices will likely not be going down. He said if the District gets a good bid he recommends doing the entire project at the same time. Otherwise the District will have the cost to re-advertise, get new bid documents and additional consultant fees if the project is done separately. He said another option would be to bid as a separate project and not award it.

Commissioner Sala asked if the \$400 cost per foot figure is a current estimate. Mr. Kleekamp said the estimate was done a few months ago. He went on to say the cost for the transmission line is estimated at \$500 per foot because it's a bit more complicated, however he said he wouldn't be surprised to see the price come in lower.

There was a discussion regarding the paving process for the project. Mr. Kleekamp said for Phase 1, final trench paving is included. Commissioner Sala noted that the Phillips Road Association-Sandwich (Phase 2) had concerns with paving across the road. Mr. Kleekamp said they may not like the trench going down the middle of the road, however, they will be getting better water pressure, fire service and a new water main. Mr. Kleekamp said he is willing to speak with the association regarding their concerns. Commissioner Bergeron said after the meeting with the association, it sounded like they may be willing to do the project. Commissioner Melchionda asked if the pricing for the project includes meters and vaults. Mr. Kleekamp said it includes the water service only. Superintendent Sawicki asked who would be responsible for the cost to run water services to the 30 homes in Phase 2, located on the private portion of Phillips Road. Mr. Kleekamp said because its private property he thinks the homeowner would be responsible for those costs. Commissioner Melchionda asked if there will be a problem with the interconnection because it involves the state, the towns of Bourne and Sandwich and private residents. Mr. Kleekamp said it's a simple engineering design but there may be some extra permitting.

Commissioner Melchionda asked what would be the best way to handle the hydraulic problem with the Norris Road transmission line. Mr. Kleekamp said because of the low water pressure he recommends water modeling to determine which option would give the best performance, remove and replace the existing line with a larger diameter line or add a redundant transmission line. The Board thanked Mr. Kleekamp for the project update. Mr. Kleekamp signed off from the meeting at 5:18 pm.

Commissioner Sala questioned the \$400 per foot cost estimate. He continued on to say the Board had discussed only doing Phase 1 and the transmission line and doing Phase 2 at a later time. Commissioner Melchionda said the cost of the project is very concerning, but it may be to the District's advantage to do the

entire project at the same time. Commissioner Bergeron added that interest rates are low at this time. Commissioner Melchionda asked about how the condition of the water main compares in Phase 1 and Phase 2. The Superintendent said most of the water main breaks are on the Bourne side.

#### **APPROVAL OF MEETING MINUTES DATED 3/18/21**

Commissioner Melchionda requested a change be made in the motion regarding the Cape View Way project. He said the minutes should show Commissioner Melchionda made the motion, seconded by Commissioner Sala. Commissioner Sala made a motion to approve the meeting minutes dated 3/18/21 with the change as noted. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Melchionda – yes, Commissioner Sala – yes, Commissioner Bergeron – yes.

#### **DISCUSSION & POSSIBLE VOTE ON FY22 OPERATING BUDGET**

The Superintendent reviewed the updates to the FY22 operating budget. He told the Board \$30,000 was added to the reserve account which could be transferred to the legal line item if necessary. The total of the overall operating budget for FY22 is \$1,175,816.47 an increase of \$33,804.24 over last year.

Superintendent Sawicki explained that for now Phase 2 of the Phillips Road water main project has been taken out of the budget/capital articles. He said going forward there would be about a \$121 increase to each customer over the course of 6 years in order to support the budget and capital articles. Each year the increase would be between \$7 and \$35. He added that as the budget gets tighter there will be less free cash each year. In addition, eventually the state is going to crack down on conservation and that could also affect the budget. Commissioner Bergeron said conservation has to be part of the plan. The Superintendent said he is concerned that with 2 big developments in the District, asking customers to conserve water will cause the rates to rise in order to support the budget. Commissioner Melchionda made a motion to accept the FY22 operating budget as written with the change as noted. Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Melchionda – yes, Commissioner Bergeron – yes.

District resident Stephen Mealy asked if there is PFAS in the District's water. Superintendent Sawicki said the PFAS numbers are below the state's level which is equivalent to a non-detect. Commissioner Melchionda said the District participated in the voluntary sampling of PFAS.

#### **DISCUSSION & POSSIBLE VOTE ON FY22 CAPITAL ARTICLES**

Superintendent Sawicki reviewed the FY22 capital articles with the Board. He explained the article to replace the 2011 utility truck (\$65,000) includes an extra \$5,000 for an aluminum body and extra money to do some work on the dump truck. Commissioner Melchionda said it's a good idea to maintain the District trucks especially because they are kept for a long time and they are not garaged. The other articles include a \$3,000 OPEB deposit, \$220,000 for new source engineering and test wells and \$50,000 for the transmission line engineering. Commissioner Sala made a motion to accept the FY22 capital articles. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala - yes, Commissioner Melchionda – yes, Commissioner Bergeron - yes.

#### **DISCUSSION & POSSIBLE VOTE ON BASELINE DOCUMENTATION FOR DISTRICT PROPERTY LOCATED AT 0 WELDON ROAD**

Superintendent Sawicki explained this report was prepared for the Massachusetts Department of Conservation and Recreation after a study of the condition of the District's property located at 0 Weldon Road

was completed. He said the report documents the condition of the property at the time the study was done. He further explained the Board would need to vote to accept and sign the document. The report will remain on file at the District. It does not restrict the District from running pipes, constructing buildings, taking water out of the ground etc. It simply documents the condition of the property at the time of the study. Commissioner Melchionda made a motion to accept the baseline documentation report for District property located at 0 Weldon Road (Restriction ID #BA265(DCR-P2002-88)). Commissioner Sala seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Melchionda – yes, Commissioner Bergeron – yes.

#### **DISCUSSION & POSSIBLE VOTE ON MASSACHUSETTS DROUGHT STATUS – APRIL 2021**

The Superintendent said currently the Cape/District is at level one drought status. District resident Stephen Mealy asked if it would be proactive to put some restrictions in place now. Commissioner Melchionda said he thinks it would be easier to implement restrictions if the District enters a drought and the directive comes from the state. Commissioner Sala said enforcement could be an issue. He suggested addressing irrigation in the District, specifically rain sensors. Superintendent Sawicki said he will put something on next month's agenda, perhaps put something in the newspaper and include a note in the July water bill. Commissioner Melchionda said he doesn't think there is enough education about how irrigation systems operate. In addition, he is concerned about the lack of backflows. He recommended putting some educational information regarding these issues on the District's website. Mr. Mealy suggested when District personnel are in the field perhaps they can note which properties have pools and irrigation systems and provide educational material to these homeowners. The Superintendent said the District does offer hose bib vacuum breakers free of charge to District residents.

#### **SUPERINTENDENT'S REPORT**

Superintendent Sawicki said the District received a letter from the Department of Agriculture asking Massachusetts public water suppliers to participate in a voluntary water sampling for glyphosate which is found in herbicides such as Roundup. After some discussion the Board suggested asking the other water districts if they will participate in the sampling.

Flushing will resume the 1<sup>st</sup> week of May with only the booster zone left to complete.

Superintendent Sawicki informed the Board divers came to clean the Clark Road tank a couple of weeks ago however, it was a new crew and the divers felt it was not safe to pull their equipment to the top of the tank. He has contacted the owner of the company to find out what the issue is.

The Superintendent said he will be taking Thursday and Friday off this week.

District resident Stephen Mealy signed off from the meeting at 6:05 pm.

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

Treasurer Fruci told the Board there are currently 87 past due accounts totaling \$16,942.90. Certified letters were sent to 73 accounts during the first week of April.

All FY20 water liens have been paid with the exception of 25 Hunters Ridge Road. However, that property is for sale and the lien will be paid through the sale of the property. To date all FY21 water liens have been paid except 205 Williston Road.

The Treasurer said she is still waiting for the new audit firm Korbey Lague to begin the FY20 audit. The Board recommended a letter be sent to the firm.

The Treasurer informed the Board she spoke with the Division of Local Services regarding a question from Commissioner Melchionda about the recipients of the District's free cash notifications. DLS explained the distribution list is based on the agency's transparency policy which notifies officials of certain process approvals in all cities and towns associated with a District. Taxpayers in a city or town may also financially support the District as well and officials want to be notified of free cash and tax rate approvals in order to respond to potential constituent concerns.

#### **NEW BUSINESS**

Superintendent Sawicki informed the Board he was contacted by a District resident who owns 2 unbuildable lots on the Sandwich end of Phillips Road. One lot has grass and the other is just sand. The resident was questioning why he should have to pay District tax on these properties if they are unbuildable lots. The Superintendent explained the District tax covers fire protection for the property.

#### **OLD BUSINESS**

##### **-ANNUAL DISTRICT MEETING**

The Superintendent confirmed the Annual District Meeting will be held on May 26, 2021 at Sagamore Beach Colony Club Clark Hall. The District will have the meeting room cleaned after the meeting.

##### **-COVID-19 OPERATIONS**

Superintendent Sawicki told the Board several employees have school age children who will be returning back to in-school learning next week. He said that could bring the possibility for quarantine issues from now until the end of the school year. Alex Couturier returned back to work.

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

The Board thanked staff for doing a good job. Chairperson Bergeron thanked Board members and staff for helping to make his year as Chairperson a good one. The next monthly meeting is scheduled for Wednesday, 5/26/21 at 5 pm (before ADM at 6 pm). Commissioner Melchionda added Constable Dick White should be contacted to post the agenda.

#### **ADJOURN**

Commissioner Sala made a motion to adjourn the meeting at 6:18 pm. Commissioner Melchionda seconded the motion. All Board members were in favor. Roll call vote: Commissioner Sala – yes, Commissioner Melchionda – yes, Commissioner Bergeron – yes.

Respectfully submitted,

Maureen Fruci,  
District Clerk