**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES SEPTEMBER 25, 2024**

The North Sagamore Water District Board of Water Commissioners held a meeting on Wednesday September 25, 2024 at 10:00 am at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Chairperson Melchionda called the meeting to order at 10:05.

Those in attendance at the start of the meeting were: Chairperson Mark Melchionda, Commissioner Mark Bergeron, Superintendent Eric Hillstrom, Treasurer Maureen Fruci, Assistant Treasurer Chey Phillips, Engineer Kristen Berger, Engineer Bob Bell, DOT Rep Mark Berlinger, Chadash Alexander from Dig It Construction, DPW Director Matt Sawicki, Wallace Perry from Bourne PD, and Ryan Haden from Bourne Fire.

**PRE-CONSTRUCTION MEETING FOR CAPE VIEW WAY/MASSWORKS PROJECT FINAL PAVING**

Commissioner Melchionda introduced Engineer Kristen Berger to meeting participants. Mr. Alexander introduced himself as the representative for Dig It Construction. He explained that he was only on the project at times but he would report information from the meeting to the project foreman who was unable to attend.

Engineer Berger introduced the Commissioners, and asked all other participants to state their name and what company they were from. Ms. Berger proceeded by going through the remaining work for the project and explained that they would walk the work site following the meeting. The remaining work includes loam and seed, sidewalk repair, cut and cap of the water main at Williston Road, repair to a few areas where there has been damage, and finish paving. She explained that she would need to verify what pave mix will be used, and who the supplier is as well.

Commisioner Melchionda asked Mr. Alexander who was doing the paving. He replied that Dig It Construction would do the paving themselves. The Dig It Rep then explained that the work would likely start in 2 to 3 weeks. Superintendent Hillstrom informed Mr. Alexander that he would need a schedule a week in advance in order to be able to report it to the state before the deadline.

Mr. Berlinger then explained that a work request would need to be entered into SHAPS by Thursday of the prior week for any work to be done on state roads. He also asked Superintendent Hillstrom to email him when he submitted his request so he would be aware that the information was on the website.

Mr. Alexander informed meeting participants that Dig It planned to do 10-hour work days, Monday through Thursday, until the time change. Sergeant Wallace explained that it can be harder to fill details with that time frame, and that ideally work would be done between 7am to 3pm. The Dig It rep said that he would relay that information to his company. Superintendent Hillstrom asked Mr. Berlinger if the approved amendment he submitted at the beginning of the project for the longer work days would still be upheld. Mr. Berlinger confirmed that it would.

Engineer Berger asked Sergeant Wallace how many details he thought would be needed. He answered that it would be dependent on the scope of work for the day, but he would guess that at least 3 would be necessary. Sergeant Wallace explained that the Police Department needs to be notified about details that need to be filled before Thursday of the prior week. The Bourne Police Department will notify the District if there are any slots that are unable to be filled. Sergeant Wallace also clarified the requirements of a flagger. Flaggers must be at least 18 years old, be certified, and have proper equipment and adequate signage. They must also have their certification card on them at all times. He also clarified that there could be no road closures.

Mr. Berlinger asked if there were any changes to the existing traffic management plan. Superintendent Hillstrom told him there were not. Mr. Sawicki then asked if there would be any detours. Mr. Alexander explained he believed only one detour would be necessary which would be for the hydrant on Williston Road.

Ms. Berger explained that water main work was completed by June 30th and that the 90-day period would be coming up on September 28th. Therefore, September 30th would be the earliest that Dig It could begin paving with the minimal requirement. She also stated that the plan is to have the paving completed by November 15th and that it could not be pushed off, it has to be completed during the fall. Mr. Berlinger added that all road markings must be restored.

Mr. Alexander explained that Dig It had their own message boards they will utilize. Sergeant Wallace said to confirm the information for the message boards with the Police Department first and that it would be best if they got the signs out as soon as possible. Engineer Bob Bell emphasized that it would be helpful for Dig it to provide a start date in order to get the boards up so the public is aware of the upcoming work.

Commissioner Melchionda, Commissioner Bergeron, Superintendent Hillstrom, Kristen Berger, Bob Bell, Mark Berlinger, Matt Sawicki, and Chadash Alexander left the meeting at 11:00 to go walk the project. The meeting was adjourned at the end of the walk through.

Respectfully Submitted,

Chey Phillips