



**Georgetown Water Department  
Board of Water Commissioners Meeting**

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Minutes Recorded

Meeting Date: January 10, 2023

Meeting Location: Water Office

1 Moulton St Georgetown, MA.

**Attendance:**

Board of Water Commissioners (BWC): Nick Lawler (Chairman), Jeff McClure, Steve King

Georgetown Water Department (GWD) Staff: Marlene Ladderbush (Utility Director), Stacie Melchin (Water Clerk)

Minutes keeper: Stacie Melchin

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**Preliminary Matters:**

Meeting called to order by Nick Lawler @ 7:02pm

**Water Department**

Agenda Item No.1

**Financials FY23**

Marlene reports that the FY23 financials remain in good standing. Marlene made the board aware that Mary (town hall accountant) states that the DOR has not yet certified GWD's free cash.

The BWC and Marlene discussed the impact to GWD's revenue concerning the decrease in flow reflected over the last three months as well as the passing of the Drought Management Plan Water Restriction Regulations. All agreed that the budget will need to be carefully monitored due to these circumstances in order to stay on par with projections.

Agenda Item No.2

**Financials FY24 Budget Draft**

Marlene presented the board with the FY24 budget draft including a rate increase. Due to projected inflation of all department expenses, possible drought conditions impacting usage, and well maintenance projects, the group agreed consideration of a 4% or 5% rate increase to support the FY24 budget and avoid a one-time larger increase in rates. The board requested an updated FY24 budget draft for next meeting to include consistency regarding the presentation of expense increases, inclusion of FY22 actuals, and to add a rate increase of 4% or 5%.

The BWC asked Marlene to request a spreadsheet from Alex (town treasurer) concerning our current outstanding debt breakdown in order to take the information into consideration in shaping the FY24 budget draft.

Agenda Item No. 3

**Capital Projects Update**

a. WTP Proposal for Design

The board and Marlene agreed that the revised design proposal was improved but there are still remaining questions before final approval. Marlene will schedule a team call with T&B engineers and one board member to resolve the issues.

Agenda Item No.4

**WTP Filter Refurbishment Update**

Marlene reports that the WTP filter refurbishment is proceeding smoothly and if project remains on schedule, it is anticipated to be completed by the beginning of February. BWC inquired if water quality has been affected during the refurbishment. Marlene responded that the project has not impacted the water quality, however, postponing the fall flushing most likely is the reason for the slight decrease in water quality. Marlene added that with the filter refurbishment success, the department plans on flushing in the Spring as early as possible weather permitting.

Agenda Item No.5

**Rowley Interconnection Back -Up Procedure**

Marlene told the board that she has gathered the existing information and materials but is still in the process of finalizing the updated procedure plan. Marlene stated she will present the updated Rowley interconnection back-up procedure once it is complete.

**Utility Director Update**

Agenda Item No.6

**Abatement Policy / Application for Review**

Marlene presented the revised version of the Abatement Policy and Application to the board. The BWC were in agreement with the updated policy and application with the one exception of changing the GWD manager's personalized email to a generic water department manager email.

Motion to approve the Abatement Policy and Application with the amendment of the generic GWD manager's email address moved by Steve King

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No.7

**Abatement Calculator Revision**

The abatement calculator revision was explained by Marlene then reviewed and approved by the board.

**Other Business**

The board and Marlene discussed permitted/maximum total finish water production and requested a graph for next meeting for review.

Marlene alerted the board that the search continues for the operator position and will pursue all sources for potential candidates.

Agenda Item No.8

**Approval of December 13, 2022 Meeting Minutes**

December 13, 2022 meeting minutes tabled for approval pending edits.

**New Business**

Agenda Item No.9

**Next Meeting Date and Adjournment**

Next meeting date set for February 7, 2023 @ 7 pm

Motion to adjourn meeting at 8:34pm moved by Steve King

Seconded by Jeff McClure

All in Favor

Vote 3-0