



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

Minutes Recorded

Meeting Date: September 11, 2023

Meeting Location: Water Office

1 Moulton St. Georgetown, MA

Attendance:

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

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

Minutes keeper: Stacie Melchin

Attendee: Robert Stevenson (Georgetown Resident 113 West Street)

Public Input

Chair to address any/all attendees

Preliminary Matters:

Meeting called to order by Steve King @ 7:01pm

Water Department

Agenda Item No.1

FY24 Financials

The board was made aware by Marlene that the FY24 financials are holding steady as the new fiscal year begins with no unexpected issues to report.

Marlene highlighted to the BWC that the engineering budget line would be used for the Weston & Sampson Well proposal regarding Marshalls Well and reconfirmed that the allotted \$30,000 from the meter budget will be sufficient in replacing the majority of 1990s meters.

The BWC were updated by Marlene that the department's schedule of payments (SOP) are now handled electronically, creating a shorter time lapse between the department and Munis reporting as well as allowing a more streamlined approach enabling GWD to reconcile on a daily basis.

a. Indirect Costs

Marlene presented to the board an estimated amount and breakdown of FY24 indirect costs which reflects slightly higher compared to the appropriated budget amount, however considered overall within budget.

b. Improvements

Marlene reiterated that the Weston and Sampson accepted proposal regarding Marshalls Well issues will be withdrawn from the engineering budget.

Agenda Item No.2

Capital Projects Update

a. Basis of Design Comments Reply

Tighe and Bond has received and accepted the board's comments in reply to the basis of design. Marlene also supplied Tighe and Bond with invoices from the past five years reflecting repairs and/or improvements pertinent to the Water Treatment Plant in order to avoid duplicating the work. Marlene told the board she will be inviting Tighe and Bond to the next monthly meeting to further discuss the design comments and the project as a whole.

b. Well Proposal Edited/Accepted

Marlene outlined for the board that Marshalls Well has declined from it's original state determined by Frank Getchell (Weston & Sampson engineer) to be an obstructed screen shroud. Performance testing regarding post-rehabilitation is still in progress so Marlene is awaiting results which she is anticipating to be complete and ready to present at the next monthly meeting.

Utility Director Update

Agenda Item No.3

Chaplin Hills Road Construction

Marlene explained to the board that new residential construction is occurring at Chaplin Hills Road and the owner is requesting a two-inch service. Marlene asked the board if consideration for more future development should be considered regarding this area. The BWC recommended investigating the possibility of an easement in order to connect to our main service line and to contact the Town Planner and property owner regarding a conversation for this plan.

Agenda Item No.4

Email/ IT Update

Marlene made the board aware that the department is still consistently having email/IT issues so she has taken steps to look outside of our current IT support for a new vendor. Marlene reports that she has met with Todd Willard from ETS as a potential new IT support and has also discussed with Verizon changing our system to Fios.

Agenda Item No.5 (Taken out of order)

Executive Session

- a. Executive Session #1 under M.G.L., Ch. 30A, Section 21 (a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.
- b. Executive Session #2 under M.G.L., Ch. 30A, Section 21 (a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Other Business

Marlene announced to the board that Jason (GWD operator) handed in his resignation. Marlene plans to contact Weston & Sampson and Swiss for contracting a possible temporary operator for the interim to support the field staff until a new GWD operator hire.

Due to the staff shortage, Marlene alerted the BWC the Fall flushing is canceled and will resume in the spring.

The BWC was presented the memo to file by Marlene regarding the Baldpate Road (access to towers and water tank) information meeting and repair. Marlene confirmed with the board that during that meeting, she had a discussion with Peter Durkee (GHD) regarding the need for the road repair who then agreed to repair the road in which it was completed the same day of the meeting and at no additional cost to the town.

Agenda Item No. 6

Approval of August 1, 2023 Meeting Minutes

Motion to approve the August 1, 2023 Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No. 7

Approval of August 1, 2023 Executive Session Meeting Minutes

Motion to approve the August 1, 2023 Executive Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

New Business

Agenda Item No. 8

Next Meeting Date and Adjournment

Next meeting date set for October 3, 2023 @ 7 pm

Motion to enter into Executive Session #1 under M.G.L., Ch. 30A, Section 21 (a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and Executive Session #2 under M.G.L., Ch. 30A, Section 21 (a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and not to reconvene to open session and moved by Nick Lawler at 7:57pm.

Seconded by Jeff McClure

Roll Call Vote

Nick Lawler- Yes

Jeff McClure- Yes

Steve King- Yes

Motion to adjourn from Executive Session moved by Nick Lawler at 8:42pm and to resume in open session for signing the Union Contract July 1, 2023- June 30, 2026.

Adjourned 8:44 pm