



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

Minutes Recorded

Meeting Date: October 3, 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 (Office Manager)

Minutes keeper: Stacie Melchin

Public Input

Chair to address any/all attendees

Preliminary Matters:

Meeting called to order by Steve King @ 7:03 pm

Water Department

Agenda Item No.1

FY24 Financials

Marlene stated that the FY24 financials are on track with the budget and there are no anomalous expenses to report to date.

The board was alerted by Marlene that the October quarterly bills have been sent out to the customers and also confirmed that this quarter's bills reflect the five percent increase in rates.

During a discussion regarding budget line expenses, the BWC requested all completed capital projects be removed from the GWD spread sheet to reduce complexity.

Agenda Item No.2

Capital Projects Update

- a. Water Treatment Plant Improvement Basis of Design Presentation/Discussion

Tighe and Bond sent their response to all design comments for review and plan to attend the November meeting for discussion.

Marlene reported that Marshalls well step test and sampling is complete and is running as normal.

Utility Director Update

Agenda Item No.3

Staffing Update

Marlene announced the promotion of Stacie Melchin to Office Manager. Marlene also told the board that the resignation acceptance for Christina Bernhard is currently still pending.

The BWC and Marlene discussed the two open positions and potential candidates.

Other Business

Marlene made the board aware that she has completed and submitted the NPDES permit to the EPA and DEP.

BWC inquired if there is any updated information regarding consideration for an easement at Chaplin Hills Road new construction site. Marlene states that she is still awaiting a response from the contractor and property owner concerning the request for an easement.

Agenda Item No.4

Approval of September 11, 2023 Meeting Minutes

Motion to approve the September 11, 2023 Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No.5

Approval of September 11, 2023 Executive Session Meeting Minutes

September 11, 2023 Executive Session meeting minutes have been tabled pending edits.

New Business

Agenda Item No. 6

Next Meeting Date and Adjournment

Next meeting date set for November 6, 2023 @ 7 pm

Motion to adjourn meeting at 7:58pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0