

**Georgetown Water Department**

**Board of Water Commissioners Meeting**

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Minutes Recorded

Meeting Date: November 6, 2023

Meeting Location: Water Office

1 Moulton St. Georgetown, MA

**Attendance:**

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

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

Minutes keeper: Stacie Melchin

Attendees: Tighe and Bond Engineers Thomas Mahanna and Derek Belanger

**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

**Capital Projects Update**

1. Water Treatment Plant Improvement Basis of Design Presentation/Discussion

A discussion ensued with the BWC, Marlene, and the Tighe and Bond engineers (Thomas Mahanna and Derek Belanger) involving a review of the WTP design comments and responses. The majority of concerns and design clarity were met with resolution during the conversation. All parties felt confident with the design basis to date and were in agreement to continue to move forward with the next steps. Tighe and Bond announced the goal of creating a proposal of tasks necessary to take the design basis from its current fifteen percent completion to thirty-five percent for the December board meeting. The BWC and Marlene agreed that reaching a thirty-five percent completion in design sooner will provide a more realistic financial outline concerning full construction cost and a clearer path to secure the additional necessary funds for this project.

Agenda Item No. 2

**Financials FY24**

Marlene stated that approximately eighty percent of this quarter’s billing receivables have been collected and processed including Invoice Cloud, Online Bank Direct, checks, and cash payments. Marlene also reported that ninety-six “intent to lien” letters have been mailed to our customers requiring payment amounts (overdue by 60 days plus) to be made by November 30, 2023 in order to avoid a water lien being applied to their tax bill.

Marlene informed the board that our office is working with assistance from the GELD office to initiate an updated protocol regarding our schedule of payments and monthly reports. Due to timing constraints, the new process method for financials was not complete for this month’s meeting but will be presented at next meeting.

The BWC was made aware that there were no unexpected current expenses outside of the projected FY24 budget.

**Utility Director Update**

Agenda Item No.3

**Staffing Update**

Marlene announced to the board that three new employees have joined the Georgetown Water Department. A full-time laborer was hired on October 23, 2023 with the intention to promote once he

obtains his licenses. A part-time non-union contracted operator will begin on November 15, 2023 to cover once a month on call weekend shifts along with coverage for sick and vacation days. A part-time water clerk was hired and scheduled to begin on December 4, 2023. Marlene reconfirmed with the board that these new employee hires will bring the GWD back to full staffing strength.

**Other Business**

Agenda Item No.4

**Approval of October 3, 2023 Meeting Minutes**

Motion to approve October 3, 2023 Meeting Minutes moved by Jeff McClure

Seconded by Steve King

All in Favor

Vote 2-0

Agenda Item No. 5

**Approval of September 11, 2023 Executive Session Meeting Minutes**

Motion to approve the September 11, 2023 Executive Session Meeting Minutes moved by Jeff McClure

Seconded by Steve King

All in Favor

Vote 2-0

**New Business**

Agenda Item No. 6

**Next Meeting Date and Adjournment**

Next meeting date set forDecember 5, 2023 @ 7 pm

Motion to adjourn meeting at 8:38 pm moved by Jeff McClure

Seconded by Steve King

All in Favor

Vote 2-0