



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

Minutes Recorded

Meeting Date: December 5, 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

Attendees: Georgetown Residents: Dr Capaldo 111 West Street, Robert Stevenson 113 West Street

Public Input

Chair to address any/all attendees

Preliminary Matters:

Meeting called to order by Steve King @ 7:00 pm

Water Department

Agenda Item No.1

Capital Projects Update

Tighe and Bond submitted the requested amendment to the engineering services agreement including advancing the preliminary design of Georgetown's Water Treatment Plant project. Marlene and the board agreed to review the amendment and submit comments to Marlene who will comply for presentation before next meeting.

Marlene made the BWC aware that the preparation period concerning the second Tonka vessel is almost complete and the filter rehabilitation should begin within the next two weeks.

Agenda Item No. 2

Financials FY24

Marlene stated that financials are in line with the budget with no unexpected expenses. Marlene reported that eleven liens totaling approximately \$23,000 have been posted and committed on December 4, 2023.

Marlene also alerted the board that all readings are nearly complete for GWD's upcoming quarterly billing.

The BWC requested a draft of the articles needed for the upcoming Town Meeting and a draft of the FY25 budget be ready for presentation next meeting.

New Business (Taken Out of Order)

In respect to the Georgetown resident attendees' time, new business was taken out of order to discuss hunting issues in the West Street area. The Georgetown resident attendees expressed their concerns over an influx of unpermitted hunters on GWD land and asked the BWC to consider discontinuing granting hunting permits on GWD land. Different perspectives and options were discussed in which the board acknowledged and will take into consideration for further discussion and possible decision at next month's meeting.

The board inquired about GWD's cyber security measures in which Marlene reconfirmed that she has already had a cyber security assessment done and has been moving forward in putting the recommendations from the assessment in place.

Utility Director Update

Agenda Item No.3

Warrant Approval Discussion

The BWC and Marlene reviewed and discussed the meaning of the disclaimer located at the bottom of the vendor warrant face sheet. The Weston and Sampson disclaimer was written by the department's legal counsel and remains pertinent, however, the BSS disclaimer is no longer relevant and will be removed by the next vendor warrant.

Agenda item No. 4

Chaplin Hills Road Easement

Marlene shared with the board her latest interaction with the builder of the property regarding the request for an easement. Marlene forwarded the builder an example of the proper type of easement necessary to bring the Chaplin Hills neighborhood into a future water main loop with Nelson Street through private property. Marlene is still awaiting feedback from the builder and/or property owner.

Agenda item No. 5

Gate Valve Replacement Bid Proposal

Marlene reiterated the need for a state contract to use the ear-marked government funding for her CIP project. She chose New England Civil Engineering Corp with William Ross as the engineer to orchestrate the bidding process with expectation of completing the project this spring. Mr. Ross came highly referred, vetted and has done work previously for the town. The board were familiar with his work and approved him as the choice for this project.

Other Business

Agenda Item No.6

Approval of November 6, 2023 Meeting Minutes

November 6, 2023 meeting minutes have been tabled pending edits.

Agenda Item No. 6

Next Meeting Date and Adjournment

Next meeting date set for January 8, 2024 @ 7 pm

Motion to adjourn meeting at 8:10pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0