



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

Minutes Recorded

Meeting Date: January 8, 2024

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 @ 7:01 pm

Water Department

Agenda Item No. 1

Capital Projects Update

a. BOD Proposal Discussion

Marlene reported to the board that she is still awaiting a response from Tighe & Bond regarding concerns with the proposal. Since the group agrees that a 35% design must be completed by March, Marlene plans to expedite signing the proposal by adding a disclaimer to apply for USDA funding upon permission and authorization.

A discussion also ensued between the board and Marlene about the possibility of hiring a third party OPM to assist Marlene and whose job would solely focus on handling the day-to-day project issues and continue to move the WTP project forward.

Marlene alerted the board that Alex (Town Treasurer) advises the department to use retained earnings to pay down the refurbishment debt at ATM 25. The BWC and Marlene discussed and agreed to adjust the budget appropriately.

b. Refurbishment Update

Marlene stated that the filter refurbishment at the WTP is progressing with no major issues and the timeline to complete the project is slated for early March which will allow for full capacity for Spring flushing.

Agenda Item No. 2

Financials FY24

Marlene alerted the board that the FY24 financials and Munis reporting for the past three months are in the process of being brought to completion and will be ready to present for the February meeting. Marlene assured the board that spending is within budget with no unexpected expenses to report.

Agenda Item No. 3

Financials FY25

Marlene presented the BWC with a FY25 budget draft. There were no significant changes and the operating budget was slightly less than previous years. Marlene added that she is still awaiting full indirect costs and debt service amounts.

Utility Director Update

Agenda Item No. 4

Hunting Concerns

Marlene announced to the board that the GWD land hunting permits have reached it's maximum of ten approved permits for this season. The BWC and Marlene discussed intended updates to the GWD hunting

permit application to include but not limited to a possible time restriction for allowed hunting, require vehicle license plate number, provide a general map of the allowed hunting perimeters, and development of a signed release of responsibility waiver. The BWC suggested investigating the process and cost of surveying the hunting permitted GWD land as to create a more secure border for the benefit of all parties.

Agenda item No. 5

Hazard Pay Appreciation Letter

Marlene made the board aware that she submitted an appreciation letter to the Board of Selectmen regarding approved and received hazard pay by three current GWD employees who had worked through the Covid restrictions of 2020. The board was appreciative that the GWD employees were rewarded with hazard pay for their in-person dedication through that difficult period of time.

Other Business

Marlene announced to the board that Blake (GWD laborer) has passed his D1 exam and is scheduled to take the T1 exam later this month.

The BWC and Marlene discussed and agreed to have the written language for the articles to be presented at the upcoming Town Meeting ready for review at the February meeting.

The board inquired about the beaver impoundment in which Marlene stated that she will be contacting Dam Beaver to review when and how the trapping process will begin.

The BWC mentioned that the MA DEP has changed their parameters concerning the Lead and Copper Survey, however, Marlene reported that our survey was already completed and approved by the MA DEP approximately a year ago so the GWD will be unaffected by the new parameter changes.

Agenda Item No. 6

Approval of Tabled November 6, 2023 Meeting Minutes

Motion to approve amended November 6, 2023 Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No. 7

Approval of December 5, 2023 Meeting Minutes

Motion to approve December 5, 2023 Meeting Minutes as amended moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No. 8

Next Meeting Date and Adjournment

Next meeting date set for February 5, 2024 @ 7 pm

Motion to adjourn meeting at 8:39 pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0