



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

Minutes Recorded

Meeting Date: March 5, 2024

Meeting Location: Water Office

1 Moulton St. Georgetown, MA

Attendance:

Board of Water Commissioners (BWC): Jeff McClure (Acting Chairman), 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 Jeff McClure @ 7:21 pm

Water Department

Agenda Item No. 1

Capital Projects Update

a. Refurbishment Update

Marlene reported to the BWC that the filter refurbishment is progressing according to schedule. There was discussion regarding that the second vessel required more repairs compared to the first vessel, however, the work is progressing with plans to complete by the end of March. All vessels are anticipated to be back online in time for Spring Flushing scheduled for April.

b. BOD Workshop Discussion

A discussion and review ensued concerning the WTP project Tighe & Bond basis of design workshop that occurred on February 22, 2024. The overall sentiment was that the workshop was productive in terms of refining the perimeters of each design topic. The board and Marlene agreed that further discussion with T & B is needed (see previous BOD workshop minutes).

Agenda Item No. 2

Financials FY24

Marlene presented the board with the FY24 financials and Munis reporting for January. Revenue is ahead of projection as well as over \$20,000 in liens have been collected by the department since the new year. There have been no unexpected expenses thus far concerning the budget.

a. Delinquent Account Actions

Marlene alerted the BWC that the department is in the process of reviewing and acting on all water accounts that exceed \$500. The process includes telephone calls, emails, payment plan offer letters, and shut off notices. The goal is to offer GWD options concerning accounts with long standing balances and only determining service shut offs as a last resort.

Agenda Item No. 3

FY25 Budget Accepted by Town Hall

Marlene discussed the acceptance of the FY25 budget by Orlando (Town Administrator). Marlene verified to the board that she sent the FY25 budget to the town administrator, town accountant, town treasurer and FinComm board. There was discussion of Town meeting proceedings between the board and Marlene in preparation of the upcoming Town Meeting on May 6, 2024.

Utility Director Update

Agenda Item No. 4

Staffing Update

Marlene informed the board that she approved a request from the new water clerk employee, Linda Albano, concerning a reduction of hours.

Agenda Item No 5

IT Change-Over

Marlene alerted the board that April 1, 2024 will be the official transfer date from old IT provider BSS to new IT provider ETS. All water department computers are in the process of being replaced by ETS along with Fios fiber optic upgrades, enhanced cyber security, and transference into a VOP phone system.

Agenda item No. 6

Gate Valve Bid Update

Marlene stated to the board that the bid documents have been completed regarding the gate valve project. Marlene made the board aware that she is still awaiting a MASS DOT permit from GHD, otherwise, she is hopeful that posting will be accomplished on March 6, 2024.

Agenda Item No. 7

Educational Outreach

Marlene reported to the BWC that she has been networking to become more active throughout Georgetown and surrounding area schools to create interest in the Drinking Water field. She is planning a tour for Whittier Tech students as well as attending Whittier Tech's Career fair in March. In addition,

Marlene will be working with a GMHS science teacher conducting water testing at Pentucket Pond this Spring.

Other Business

Agenda item No. 8

Approval of February 5, 2024 Meeting Minutes

Motion to approve February 5, 2024 Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 2-0

Agenda Item No. 9

Next Meeting Date and Adjournment

Next meeting date set for April 9, 2024 @ 7 pm

Motion to adjourn meeting at 8:25pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 2-0