



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

Minutes Recorded

Meeting Date: May 13, 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 @ 7:00 pm

Water Department

Agenda Item No. 1

Capital Projects Update

Marlene alerted the board that she is still in the process of investigating the issue at Marshall's Well. Marlene informed the BWC that Marshall's is operating at 25% capacity and pumping less than 250gpm. Marlene has been working with hydrologists to determine the cause of the well's underperformance and

possible resolutions to avoid rehabilitation every 6 months. Marlene has scheduled an investigation of the screen fouling by camera to decide if a rehabilitation is necessary before the heavy pumping season begins.

a. Excess Media Resolve

Marlene stated to the board that she currently has two potential departments from Salem/Beverly and Holliston that may purchase the excess media. Marlene told the board that if no progress is made soon, she will resume her efforts after the start of the new fiscal year since department budgets will be approved and replenished for FY25. The BWC suggested for Marlene to contact Tighe & Bond regarding the details of who approved the amount of media initially and to also recheck the specifics pertaining to the media in the contract document in order to pursue another path for a resolution to the excess material.

b. WTP Upgrade Project

The board was made aware by Marlene that since the WTP Upgrade Project vote was passed at Town Meeting, she has blogged and posted information on the GWD website including the T & B presentation to inform the public about the project. The BWC and Marlene agreed that it is important for the GWD to continue to guide T & B forward with progress, especially since funding has been approved and the residents will deservedly expect to see results. A discussion ensued concerning the biological component to the WTP project in which the board and Marlene agreed to include engineers Lou and Tom from T & B at the next meeting to further this discussion. The BWC also asked Marlene to include the water rate increase topic on the next meeting agenda in order to plan a smooth and consistent rate increase implementation.

Agenda Item No. 2

Financials FY24

Marlene reported to the board that the FY24 budget projections remain mainly on track with a slight increase regarding the legal budget line. Marlene also informed the board of a new delinquent account project, enacted mid-April 2024 and ongoing, in which the GWD has recouped over \$10,000 to date from outstanding accounts without going to lien. These actions taken by our department will decrease the needs of the Town Hall Assessor, Accountant, and Treasurer to institute further liens.

The BWC noted with the under-budget funds from FY24, more money can be put into the operating budget's cash reserves.

Utility Director Update

Agenda Item No. 3

Backflow Testing Plan

Marlene presented to the board the plan to hire a third party to complete GWD's FY25 backflow testing program due to the lack of staffing with backflow certification. Marlene announced that OperationWorks.com will provide improved asset management and recording, as well as software that will allow the department to go paperless. Marlene noted that the department will still come in under budget after the contractor program is initiated and in the future. The board was receptive to Marlene's plan.

Agenda Item No. 4

IT Change-Over/ Email Change

Marlene re-confirmed with the BWC that upon approval of the April Meeting Minutes (containing the board's approval vote concerning the GWD's new IT provider and email change) she will alert the Town Administrator, Orlando Pacheco, to officially establish the change-over.

Agenda Item No 5

Gate Valve Bid Update

The board was updated by Marlene that the notice to proceed has been forwarded to Cardillo and plans to begin the first gate valve repair, located on Central Street in front of the Georgetown Post Office, are in process. Marlene told the BWC that she has targeted three gate valves for repair in which costs will be covered through the ARPA state funds and completed one at a time to minimize service interruption for the residents and businesses in the repair area.

Agenda Item No. 6

Leak Detection

Marlene alerted the board that Seacoast has completed our leak detection program. The results yielded discoveries of three service line leaks and eleven hydrant leaks. The service line leak residents have been

notified of their problem and offered support by the GWD during the repair process. All hydrant leaks have been resolved except for two which were deemed out of order. The GFD was notified regarding the out-of-order hydrants and replacements are currently in process.

Agenda Item No. 7

Flushing Schedule

Spring flushing has been completed ahead of schedule and with minimal complaints. Marlene stated that the staff worked well as a team through the process. Marlene also made the board aware that pending various distribution factors during the summer, flushing may be reduced to once a year during the Spring to conserve water and manpower.

Agenda Item No. 8

Staffing Update

Marlene announced to the board that the department's newest employee, Blake Rooney, has been promoted to Drinking Water Operator after successfully completing training, passing the entrance exams and applying for the licensure. Former employee, Jason Hamm, has agreed to work as a contract employee for three weekends to aid with training Blake for on-call weekend staffing in the future.

Agenda Item No. 9

Long Hill Tank Update

Marlene updated the board regarding the Public Safety Radio equipment at Long Hill Tank. This equipment has enhanced 911 Emergency Response throughout neighboring communities' fire and police departments as well as providing critical "absolute time" reference for base station radios. Upgrades are ongoing due to efforts by GPD Office Tyler Dechene for the Mutual Aid Radio Boston Emergency Police. The board were appreciative of the upgrades and suggested that Marlene make an inquiry to Boston Emergency for the possibility of funding for a permanent structure to maintain temperature control around riser piping.

Other Business

Marlene alerted the board that she is in the process of applying for a cybersecurity grant to help fund the WTP backwash panel PLC as well as updated SCADA software which has enhanced features with more security built in. Marlene stated she had begun the process by soliciting quotes.

BWC mentioned the potential available funds through class action litigation that may require further PFAS sampling by June 17, 2024 to qualify.

Agenda Item No. 10

Approval of April 9, 2024 Meeting Minutes

Motion to approve April 9, 2024 Meeting Minutes moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0

Agenda Item No. 11

Next Meeting Date and Adjournment

Next meeting date set for June 6, 2024 @ 5 pm

Motion to adjourn meeting at 8:22pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 3-0