



Georgetown Water Department Board of Water Commissioners Meeting

Minutes Recorded

Meeting Date: August 13, 2024

Meeting Location: Water Office

1 Moulton Street Georgetown, MA

Attendance:

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

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 7:00pm

A moment of silence was called by the Chair to reflect on the passing of Mark Leonard, a 23-year veteran operator of the department.

The Chair announced in lieu of the tragedy we could abbreviate the meeting. Marlene chose to do the Water Dept and Utility Update portions and to hold other agenda items until the September meeting.

Water Department

Agenda Item No. 1

Capital Projects Update

a. ARPA Project Update

Tabled for September meeting.

b. WTP Upgrade Revised Floor Plan

Tabled for September meeting.

Agenda Item No. 2

Financials FY24

Tabled for September meeting.

Utility Director Update

Agenda Item No. 3

Gate Valve Project Completed

Marlene discussed the Gate Valve Project as being successful with minimal interruption to the community. Marlene mentioned and considered it was important to note that the coupon from the insertion valve installation on Central Street displayed little deposition but also showed no evidence of the 1977 cement lining procedure which was documented as being done according to the 1977 original plans.

Agenda Item No. 4

Staffing FMLA Update

Marlene informed the board that she will be returning to work full time beginning August 19, 2024. There was discussion about filling the department's loss of an operator. The board and Marlene agreed that it is necessary to cast the broadest net due to limited availability in the field. Marlene plans to post a general operator position to try and find a candidate that will help bridge the gap of losing our longest

tenured employee. The board advised Marlene, in the interim, to look for assistance from engineering companies with contract operations groups, including but not limited to, Swiss, White Water, and Weston & Sampson.

Agenda Item No. 5

Residual Update

Marlene reported to the BWC that she contacted Stewarts Septic Services and had a meeting concerning pricing of removing backwash water as a means to reduce the amount of residual disposal necessary since the options of removal and disposal of dried residuals is become increasingly sparse and more expensive due to the need to truck out of state. Marlene is awaiting a final pricing quote by Stewarts in order to make a decision on what course of action will be most beneficial for the department.

Agenda Item No. 6

Arears

Marlene informed the board of the most current project the office staff has undertaken regarding outstanding water account balances. Marlene summarized that approximately forty-five accounts were reviewed and contacted by telephone, email, and/or letter in which a total of \$18000 has been recouped from half of the accounts with the other half have had payment plans arranged to avoid water liens and/or interruption of service. Marlene emphasized the enormity of the task and wanted the office staff's hard work to be noted.

Agenda Item No. 7

Fees Update

Marlene made mention to the board that the new GWD fee structure has been initiated and there has not been any negative feedback to date from customers.

Agenda Item No.8

Backflow App/ Billing Update

Tabled for September meeting.

Agenda Item No. 9

Lead and Copper Complete/ Alternate Needed

Marlene stated that the yearly lead and copper sampling is complete but did require an addition of an alternate sampling site due to a primary site drawing water from a bypass valve instead of a potable water faucet to take the sample.

Agenda Item No.10

WTP Unexpected Maintenance Needs

Marlene alerted the board that there were multiple failures in the plant within the past month resulting in excessive charges from A/D Instruments including the replacement of a twenty-year-old raw water meter which controls pre-chemical dosage. A/D Instruments has installed a borrowed device until they can refit a new meter.

Agenda Item No.11

Fall Flushing

Marlene and the BWC discussed fall flushing and reasons why postponement until the spring is a viable option. Marlene shared with the board that she compared customer complaints from years of semi-annual flushing to last year's spring flush only and found no compelling reason to use the excessive amounts of water needed for flushing this upcoming Fall. In addition, Marlene stated that flushing this Fall would strain an already limited staff and detract the opportunity to tend to other important maintenance needs. Also, Marlene noted that the gate valve work further proved that the fall flush could be cancelled since water flowed for the shutdowns cleared quickly providing evidence of minimal build up since the spring flush. Marlene is hopeful the refurbishment and added operational care of backwashing is also assisting in keeping the release of color in the distribution system down which could result in a reduced flushing yearly program conducted in the Spring.

Agenda Item No.12

West St Development

Tabled for September meeting.

Other Business

Agenda Item No. 13

Approval of July 7, 2024 Meeting Minutes

Tabled for September meeting.

Agenda Item No. 14

Next Meeting Date and Adjournment

Next meeting date set for September 10, 2024 @ 7 pm

Motion to adjourn meeting at 7:56pm moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0