



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

Minutes Recorded

Meeting Date: September 10, 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

Water Department

Agenda Item No. 1

Capital Projects Update

Marlene stated to the board that Weston & Sampson engineers are still in the process of analyzing the data from Marshall's Well. Once data collection is complete, a comprehensive proposal will be sent concerning a path forward for Marshall's Well.

The board was alerted by Marlene that there is approximately \$60,000 remaining in the Gate Valve Project budget. Marlene told the board that the remaining funds could possibly cover repairs for two more gate valves. An evaluation of the next gate valve locations will be made as soon as possible so it may

be scheduled for the upcoming Spring. Marlene stated that the Gate Valve Project funds are viable until the summer of 2025.

a. ARPA Project Update

Marlene reported to the board that the ARPA funds of \$100,000, earmarked for the WTP Design, have been exhausted as the first phase of the upgrade is coming to a close.

b. WTP Upgrade Revised floor plan (Taken Out of Order)

A discussion ensued between the board and Marlene regarding the revised floor plan submitted by Tighe and Bond. The BWC and Marlene agreed that some of the requested modifications have been satisfied, however there are still concerns about sizing and spacing as well as needed assurances that the updated floor plan stays within the allotted appropriations. Marlene and BWC Chairman, Jeff McClure, plan on compiling questions and comments from the board to present at a near future public meeting via Zoom with Tighe and Bond to refine the remaining issues. Also, the board and Marlene agreed to invite Tighe and Bond to the October meeting for a final review of the WTP floor plan and upcoming expectations concerning the upgrade.

Agenda Item No. 2

Financials FY24

Marlene made the board aware that the FY24 Financials have been concluded and displayed a strong finish reflecting only a minimal amount in overage compared to the estimated FY24 budget. Upon review of the FY24 closing numbers, the board requested Marlene obtain clarification from the Town Accountant concerning some discrepancies with the retained earnings and revenue figures.

Agenda Item No. 3

Financials FY25

Marlene stated to the BWC that the budget has remained on track to date with no unexpected expenses to report.

Utility Director Update

Agenda Item No. 4

Staffing Update

Marlene announced to the board that a new GWD operator, Brian Pyburn, was hired and started on Monday September 9, 2024. Marlene also mentioned that she is in the process of interviewing with a potential candidate for the laborer position. Marlene explained to the board that due to the transition period with the new operator as well as the pending medical leave of the department's other operator, she plans to use a contract operator and is awaiting a proposal from Steve Donovan (White Water) for a contracting timeline of two months.

Agenda Item No. 5

Backflow App/ Billing

The board was made aware by Marlene that the backflow app was installed by Operation Works onto two office computers. Marlene stated that after the completion of backflows for this year, that Water Operators Sam Opont and Brian Pyburn will share the duties for backflow inspection and cross connection surveys.

Agenda Item No. 6

West St Development

Marlene alerted the board that a public hearing occurred regarding the West Street development, however the information has not been made available yet so Marlene will monitor for any released information for presentation at a future BWC meeting.

Marlene expressed to the BWC her frustrations concerning access to Georgetown's permalink site. The board and Marlene agree that it is paramount that the GWD has access to the permalink site and is always part of the final approval process regarding construction in town. The board requested that Marlene assert a solution from the Town Administrator concerning this issue since GWD is an integral part of the town's construction planning process.

Agenda Item No. 7

OPM RFS Discussion

The board and Marlene are in agreement that it is best to work on the request for services for a third-party owner's project management services as soon as possible. Steve King and Marlene will work on the proposal.

Other Business

Agenda Item No. 8

Approval of July 7, 2024 Meeting Minutes

Motion to approve July 7, 2024 Meeting Minutes as amended moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0

Agenda Item No. 9

Approval of August 13, 2024 Meeting Minutes

Motion to approve August 13, 2024 Meeting Minutes as amended moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0

New Business

Marlene alerted the BWC that the abandoned Wellfield building had been vandalized so to avoid potential hazards and liability, the doors and windows were boarded up. The electric and gas meters were already removed and utilities cancelled.

Marlene made the board aware that the Long Hill Tank was scheduled for its first cleaning on Sept 16, 2024. In addition to inspection and cleaning, the mixer will be repositioned by the divers to the middle of the tank for optimal circulation. Originally the mixer was only lowered through the hatch and settled against the side of the tank.

Marlene recognized Stacie's hard work regarding GWD's collections process and for her latest success in recouping approximately \$5000 of overdue balances with also avoiding the need for shut offs due to non-payment.

Agenda Item No. 10

Next Meeting Date and Adjournment

Next meeting date set for October 22, 2024 @ 7:30 pm

Motion to adjourn meeting at 8:45pm moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0