



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

Minutes Recorded

Meeting Date: January 6, 2025

Meeting Location: Water Office

1 Moulton Street Georgetown, MA

Attendance:

Board of Water Commissioners (BWC): Jeff McClure (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 7:07pm

Water Department

Agenda Item No. 1

Capital Projects Update

Marlene discussed the remaining BABA funding. Marlene told the board that she is in contact with Cardillo and waiting to schedule the repairs and/or replacements once the department settles on the

three areas most in need of attention. The GWD are currently running an exercising program to identify any further issues. A discussion ensued regarding reinitiating the well field and the anticipated costs. Marlene stated to the board that she will review the previous report by AECOM that recommended hiring an engineering firm to evaluate the well field reinitiation plan.

a. WTP Status Update

Marlene updated the group that T&B is refining the Code Review and has also completed roof type life cycle analysis. Marlene reported to the BWC that it is currently in the QA/QC phase as well as the draft final proposed design in which both should be available for review before the February meeting. The board requested that the information be sent to all members for review in which a determination will be made concerning if T&B should be invited to the February or March meeting for follow-up questions and/or concerns. Marlene and the board also discussed the financing plan considerations for the next couple of fiscal periods regarding the Water Treatment Project. Marlene told the BWC that she plans to meet with Alex (Town Treasurer) to outline the borrowing steps necessary as the project moves forward.

Agenda Item No. 2

OPM RFP Discussion/Update

Marlene reported to the BWC that the OPM RFP is close to final draft status and projected to be ready for presentation at the next meeting. Marlene ensured the board that she and Steve King would discuss and review the examples for import into the OPM draft from the board during the finalizing process.

Agenda Item No. 3

Financials

Marlene announced that financials are on point with GWD's budget. Marlene also highlighted to the board that collections have improved, and December usage reflected a higher than usual increase. The increase was attributed to a combination of an uptick in new construction as well as the department conducting a "mini flush program" by opening selected hydrants throughout town since GWD was unable to perform a full Fall flush due to drought and lack of staff.

Agenda Item No. 4

FY26 Draft Budget Discussion

Marlene presented the FY26 Budget draft to the board for review. The BWC recommended changes such as an increase to the salaries budget line and to categorize the billing costs into two budget lines between

the software and hardware. The board also requested that Marlene re-examine and clarify the WTP added expenses for the next draft presentation. Marlene stated to the board that she will amend the formulas and complete the requests for the next presentation of the FY26 budget draft at February's meeting.

Utility Director Update

Agenda Item No. 5

Cybersecurity Update

Marlene explained to the board the most pressing issues at the plant including a computer glitch that occurred in November. Marlene announced that the plant software would be updated via grant funding and that the department will have ETS (GWD's IT provider) take over maintenance and updates for the SCADA computer as a preventative measure for oversight so that updates occur when necessary.

Agenda Item No. 6

G. Mello Update Fire Rover System

Marlene alerted the BWC that MADEP required G. Mello to have a preventative fire system and that it should help to contain or deter fires by having computer (heat/smoke sensing) nozzle heads. During November's meeting, Marlene and the board were concerned about potential water usage in having a "wetting" type of system. Marlene reported to the board that in speaking with engineers on the project and Chief Matt McKay of GFD, she was assured the usage would be minimal and could be easily recorded by the computer system, however, there unfortunately does not seem to be a way to meter the usage. Marlene stated to the BWC that she will investigate the fire rover system further and relay the information at the next meeting.

Agenda Item No. 7

Staff Update

Marlene informed the board that Dylan Ursino (GWD laborer) passed his T1/D1 exams and is working toward a promotion. Marlene also mentioned that Blake Rooney (GWD operator) passed his T2 exam and will be studying for his D2 exam this winter. The board asked if we were currently overstaffed to which Marlene responded yes to this question. However, Marlene explained that with potential impending

attrition she believes it is necessary as well as a preventative measure against what happened the previous summer in which the department staff decreased from four operators to two operators resulting in problems with daily operations as a direct result of the understaffing. Marlene and the board agreed to monitor and reevaluate the staffing situation during the upcoming months.

Agenda Item No. 8

Draft ADU Regulations

Marlene reported to the BWC that she attended a meeting with other town officials regarding new ADU regulations passed by the state. Marlene asked the board for feedback concerning if any new rules should be instituted by the GWD in terms of metering and approval of new service line installations. The board and Marlene discussed different ADU scenarios and determined to assess each situation as it arises.

Agenda Item No. 9

Water Ban Script Review

Marlene presented to the BWC the GWD public relations script which mainly targets the explanation of GWD's water permit as well as water ban information. The board provided comments regarding the script's content and Marlene stated she will refine the script and present the final draft at the next meeting.

Agenda Item No. 10

Utility Director Contract Discussion

Marlene presented her letter of resignation to the board. The BWC accepted the letter with appreciation for the ample notice and offered support for her decision.

Other Business

Agenda Item No. 11

Approval of November 19, 2024 Meeting Minutes

Motion to approve November 19, 2024 Meeting Minutes as amended moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 2-0

Agenda Item No. 12

Approval of October 22, 2024 Executive Meeting Minutes

October 22, 2024 Executive Meeting Minutes approval tabled until next meeting.

Agenda Item No. 13

Executive Session

- a. Executive Session #1 under M.G.L., Ch. 30A, Section 21 (a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

The Chair declared Executive Session postponed until the next meeting.

New Business

Agenda Item No. 14

Next Meeting Date and Adjournment

Next meeting date set February 10, 2025 @ 7:00 pm

Motion to adjourn meeting at 8:18pm moved by Nick Lawler

Seconded by Jeff McClure

All in Favor

Vote 2-0