



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

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Minutes Recorded

Meeting Date: May 13, 2025

Meeting Time: 7:00 PM

Meeting Location: Water Office

1 Moulton Street, Georgetown, MA 01833

**Attendance:**

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

Georgetown Water Department (GWD) Staff: Marlene Ladderbush (Utility Director), Stacie Melchin (Minute Keeper)

Attendees: None

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**Public Input**

Chair to address any/all attendees.

**Preliminary Matters:**

Meeting called to order by Jeff McClure at 7:16 pm

**Water Department**

Agenda Item No. 1

**Capital Projects Update**

- a. WTP Update Meeting with T&B and Town Departments

Marlene reported to the board that the meeting and information dissemination between T&B and the Town departments yielded no issues pertaining to the WTP project. Marlene told the board she would forward any further feedback from the departments to the BWC for their review.

## Agenda Item No. 2

### **OPM RFS Applicants Interview Review**

The board and Marlene discussed the OPM RFS applicant interviews conducted at the end of last month. Each of the BWC gave input including pros and cons for each applicant and the reasoning supporting the leading choice between both interviewees. The board selected Colliers Project Leaders as the primary candidate for initial negotiations. The BWC asked Marlene to reach out to each applicant by email with the appropriate response pertaining to the chosen candidate decision. The board also instructed Marlene to include GWD's contract with T & B, all current meeting minutes involving T & B as attendees, and a request for Collier to provide the draft contract, price proposal, and scope of services to be prepared in two weeks' time and emailed to the board as an informative email only.

## Agenda Item No. 3

### **Financials**

Marlene stated to the BWC that financials are generally remaining within budget. Marlene mentioned that the errors using the purchase of services budget line have been corrected and the salaries line has decreased with the return to GWD's original staffing number of employees. Also, Marlene noted that the distribution line reflected higher due to a main break and a couple of service line leaks.

## Utility Director Update

## Agenda Item No. 4

### **Cybersecurity Update**

Marlene told the board that there is no update regarding the cybersecurity process currently but was made aware that the grant has been extended until September of this year.

## Agenda Item No. 5

### **Staffing**

Marlene alerted the BWC that she presented all GWD employees with a memo regarding sick days. The memo has been accepted by all GWD staff members and will become the past practice protocol. Marlene also presented the board with a staffing proposal during operations manager FMLA memo which

outlined her plan to place the highest licensed operator as a stand-in with the intention of inspiring growth and success within the department.

The board and Marlene discussed the recent Town Meeting regarding the passing of Article XII and the implications relevant to the GWD. The board plans to further investigate any effect this article has on the GWD and present findings to discuss at next month's meeting.

## **Other Business**

Agenda Item No. 6

### **Approval of April 7, 2025 Meeting Minutes**

Motion to approve April 7, 2025 Meeting Minutes moved by Steve King

Seconded by Nick Lawler

All in Favor

Vote 3-0

Agenda Item No. 7

### **Approval of OPM April 29, 2025 BWC Virtual Meeting Minutes**

Motion to approve April 29, 2025 Virtual Meeting Minutes moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0

Agenda Item No. 8

### **Approval of OPM April 29, 2025 Interviewee Virtual Meeting Minutes**

Motion to approve April 29, 2025 Interviewee Virtual Meeting Minutes moved by Steve King

Seconded by Nick Lawler

All in Favor

Vote 3-0

Agenda Item No. 9

**Approval of OPM April 30, 2025 Interviewee Virtual Meeting Minutes**

Motion to approve April 30, 2025 Interviewee Virtual Meeting Minutes moved by Nick Lawler

Seconded by Steve King

All in Favor

Vote 3-0

Agenda Item No. 10

**Utility Director Responsibilities and Advertisement Schedule**

The board asked Marlene to facilitate a change to the email address receiving UD applicant resumes be made on the GWD and Town websites. All applications for consideration should be received by the end of June this year.

**New Business**

Agenda Item No. 11

**Next Meeting Date and Adjournment**

Next meeting date set for June 17, 2025 @ 7:00 pm

Motion to adjourn meeting at 8:33 pm moved by Steve King

Seconded by Nick Lawler

All in Favor

Vote 3-0