

# TOWN OF BATH FINANCE COMMITTEE

## Regular Meeting

October 3, 2023

1. CALL TO ORDER: By Chairman at 3:30pm.
2. ROLL CALL: Susan Webster (X) Greg Schene (X) Mary Lynn Hickey (X) Quorum – Yes  
Also present – Councilwomen MacLeod and Skinner, Mayor Merki
3. Finance Committee Minutes of September 19, 2023 were approved by Common Consent as amended.
4. Clerk's Report –
  - A. The subjects of Bath property tax projection/actual collections and creating an accurate census of Bath addresses for tax collection and voter registration purposes were discussed. It was agreed that there may be others in the community with the ability and interest to assist in this work. The Chairwoman will inquire with potential prospects.
  - B. Clerk Corrick provided the Town's budget comparison and account review.
    - a. The FC discussed the remaining Hotel/Motel surplus balance. It was concurred that this matter will be tabled until the next fiscal quarter is complete.
    - b. The budget comparison, account review and bookkeeping methods were discussed with Clerk Corrick. It was agreed that negative budgetary issues are on the horizon and that the FC must be involved in decisions on expenditures before the obligation is made rather than being asked to accept financial actions taken by staff or others on Council.
5. Grants, donations and projects will be reviewed if necessary. Progress reports will be attached as available.
  - A. Chairwoman Webster reported on progress with events occurring at the Depot including Apple Butter Festival and Veteran's Day. She hopes that others in the community will become involved with the Depot to develop it's highest and best use and financial stability.
  - B. Pete Brown has supplied the Town with his report on other activities (attached).
6. Additional Town financial concerns of Council:
  - A. The Municipal Center needs will be kept on the agenda for further study.
  - B. The FC discussed the Law Enforcement budget and that recent expenditures including new hires were not budgeted for correctly and therefore are problematic. Solutions will be sought.
  - C. Discussion was held at length concerning possibilities and approved usage of the Depot and how future decisions will be made.
  - D. Discussion was held concerning the BSWW plant lease terms, agreement and property survey review. It was concurred that the FC will move forward with the development of a lease agreement for this purpose and that the

Town's attorney, Richard Gay, should be employed for the advancement of this endeavor.

7. The BSWW and Town of Bath bills were reviewed and will be presented to Council for approval.

8. The next regular meeting date is October 17, 2023 at 4pm in the Municipal Center.

9. Adjourn

Chairman Susan J. Webster Date 10-17-2023

**Status of Streetscape, State Park and NBRT Projects for Town Council  
Tuesday – October 3, 2023**

**STREETSCAPE**

**Phase V: Design & Budget:**

- Received an early version of the 90% Thrasher Design & Cost updates. Reviewed the drawings and sent comments and changes to Jeff Gola on Sep 25<sup>th</sup>. The latest plan for the formal DOH 90% (virtual) review is the week of Oct 9<sup>th</sup>. Jeff said he will incorporate our comments in the final 90% drawings. The 90% Cost Estimate is within our current budget (see below)
- DOH Program Office is nearing completion of a revised Funding Agreement that will replace the earlier version sent to the Town in late June. I believe I will see a draft. We expect the total Construction Phase Agreement to be: TA Grants: \$427,997; Town Cash Match: \$106,999.25; Total: \$534,996.25. Streetscape Account balance at mid-September was \$119,193. Once the formal version is received, we expect the Town to be able to sign.
- Still no date yet for the first Thrasher invoice (\$15,000 for the 30% Design) but likely in Oct. Town will pay Invoice and DOH will reimburse the payment at 100%. There are three invoices (\$55,000 total) to be paid for Phase V design work.

**Berkeley Springs State Park Grant & Project**

- The On-Site pre-construction session was completed on Thursday Sep 21<sup>st</sup>. It went fairly well:
  - We met the D5 lead person (Ryan Arnold) and the on-site D5 Contractor Rep (Josh White)
  - D5 and Delauter (Contractor) agreed to delay the start of mobilization and work until after Apple Butter – on Oct 9<sup>th</sup>.
  - Sidewalk color and stamping pattern and the bridge color and decking color were selected by the Park (Scott Fortney) and Foundation (Pete Gordon).
  - A sample of the colored and stamped concrete sidewalk will be poured in the Park for approval.
  - Bridge material and design were discussed and D5 and Delauter were asked to improve the proposed aluminum bridge to include a 4 inch arched shape and pedestrian railings more in keeping with the Park's other features. With these features included, the aluminum bridge was accepted.

**Repairs to the Cemetery Mausoleum**

- The Evaluation Team will present its Recommendations to the Cemetery Committee at its meeting Tuesday Oct 3<sup>rd</sup> at 9:30 am
- Once accepted by the Committee, a Recommendation will be presented at the Town Council Meeting at 5:30 pm on Oct 3<sup>rd</sup>.

**NBRT**

- The official Letting date is still December 12, 2023 – with a Construction completion date of March 28, 2025.
- DOH (Mark Scoular) advised that each of the bidders will complete a 30% Drawing Set with their bid.
- The winner/low bid moves on with the Construction Design – and eventually the Construction firm partnered with the Design Firm gets to build the trail.
- The Construction Contract for the building of the Parcel 1B Stormwater Management System will be presented at the Town Council Meeting – Oct 3<sup>rd</sup> – for Council Approval
- The pre-construction meeting required with the funder and WWDEP was completed on Sep 25<sup>th</sup>.

Pete Brown  
571-213-3687

