

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting
October 17, 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, Clerk Corrick, Chief of Police Carper
3. Finance Committee Meeting Minutes of October 3, 2023 and Special Finance Committee Meeting Minutes of October 13, 2023 were approved by Common Consent.
4. Discussion was held with the Mayor and Chief of Police Carper concerning compensation packages currently provided to the BSPD employees. In an effort to bring clarity the FC explained Bath budget limitations at present and the FC's desire to educate itself on all obligations it must meet including those to Public Safety. Councilwoman Hickey will research employment law in this regard and report her findings at the November 7, FC meeting. It was agreed that Patrolman Gardner will remain at his present wage rate through this fiscal year. Chief Carper's compensation will be considered in conjunction with his position needs and obligation clarification to be obtained.
5. Clerk's Report –
 - A. Chairwoman Webster has approached Dave O'Connell with the subjects of assisting analyze the Bath property tax projection/actual collections and creating an accurate census of Bath addresses for tax collection and voter registration purposes. Mr. O'Connell is interested in learning more about the FC's needs in these matters and he will be available to discuss further.
 - B. Clerk Corrick provided and explained the Town's budget comparison and account review.
 - a. The Clerk brought forward a request that the FC review her internal Public Safety Budget Revision. The committee found it to be acceptable and will bring it before the Council for approval.
6. 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 (AB) Festival and Veteran's Day. The total collected by the parking lot volunteers over the AB Festival was \$7,302.00 with \$216.00 in expenses. Webster requested that the \$1,785.00 which was collected from parking on her property be restricted to the instillation of already planned Streetscape lighting at the Depot. This request was granted.

Webster also requested that her lot to be used for parking for the Depot Grand Opening and Veteran's Day event be added to the Town insurance as an additional insured for that day. This was granted.

B. Pete Brown has supplied the Town with his reports on other Bath project and grant activities (attached).

6. Additional Town financial concerns of Council:

A. The Municipal Center needs will be kept on the agenda for further study.

B. Discussion was held concerning the BSWW plant lease terms, agreement and property survey review. More study is needed and no decisions were made.

C. The Chamber of Commerce Deck the Meters holiday project was discussed. It has been realized that this project has associated costs to the Town which have not been addressed, but must be before moving forward. The matter is on the Council agenda for discussion with Chamber representatives and review.

D. The Facilities Use Application for the Berkeley Castle for parking at the Depot was reviewed. Since no policy change has been implemented as yet it was agreed that the application would be approved as presented.

E. The Christmas Committee has requested that it be placed as an additional insured on the Town's policy for their parade on December 2. Previously the parade was a project directed by Bath staff, but this is no longer the case. The FC was agreeable to this request, but expressed that throwing candy from parade entrants onto the street was a risk they did not want to accept.

F. The Greenway Cemetery Perpetual Care Account was reviewed with losses realized and lamented. Councilman Schene will meet again with representatives of CNB Bank on the matter.

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 November 7, 2023 at 4pm in the Municipal Center.

9. Adjourn

Chairman S/ Webster Date 11-7-23

**Status of Streetscape, State Park and NBRT Projects for Town Council
Tuesday – October 17, 2023**

STREETSCAPE

Phase V: Design & Budget:

- Thrasher has incorporated our comments on an early version of the 90% design. The updated 90% design and cost estimate should be out this week. As previously noted, the 90% design is within the current Grant + Town Match budget.
- Expect Thrasher to provide these 90% drawings to DOH and then set the date/time for the on-line 90% review meeting.
- Still waiting for the DOH Program Office revised Funding Agreement that will replace the earlier version sent to the Town in late June. I still 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, possibly at the first November Meeting.

Berkeley Springs State Park Grant & Project

- Construction started on Oct 16th as the revised Start Date
- Current work in progress:
 - Mobilized equipment and area protection
 - Excavated soil build-up in the Run into several large piles in preparation for loading onto trucks – which will start Wednesday morning
 - Delivered large excavator to site and off-loaded large concrete blocks that will form the coffer dam along the centerline of the Run. That centerline concrete coffer dam will permit alternating wall/mortar repairs by shifting the stream from one side to the other.
 - Plans are to remove the Southside bridge this week. I will try to let you know what day/time.
 - Asked DOH Rep (Josh White) to improve Delauter's sidewalk and curb protection on Fairfax St.

Repairs to the Cemetery Mausoleum

- The Draft Contract was sent to the apparent low bidder (MRB Enterprises) on Oct 5th. MRB management was out of the area until this week. Sharron has asked them for an update and response to the Draft Contract.
- Once accepted by the Committee, a final Contract will be presented for signature at the first Town Council Meeting in November, 2023.

NBRT

- Nothing new to report on the NBRT Design/Build Solicitation by DOH. The official Letting date is still December 12, 2023 – with a Construction completion date of March 28, 2025.
- The Construction Contract with Pentoney Bros for the building of the Parcel 1B Stormwater Management System was approved at the Town Council Meeting – Oct 3rd
- The Construction Oversight Contract with Downstream Strategies LLC will be presented at the Oct 17th Town Council for Signature. Downstream did the design and will be an asset during construction to ensure that their design is followed and will be effective as planned.

Pete Brown
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