

Town of Bath Planning Commission

Minutes: September 21st 2023, 2:00PM

1. **Call to order:** Larry Landon
2. **Roll Call:** Larry Landon (x), David O'Connell (x), Susan Webster (x), Elizabeth Skinner (x), Steve Keith (x)
Guest: Finance Committee (Greg Schene, Mary Lynn Hickey)
3. **Review and Approval of Minutes:** David O'Connell August Minutes
(Motion to accept: Susan Webster, Second: Larry Landon, Motion carried by unanimous consent)
4. **Comprehensive Plan Development Discussion**
 - a) **2017 Comprehensive Plan Finance Committee Task Reviewed with Finance Committee**
 - a1) **Objective 1E: Develop Financial Strategies**
 - * Strategy 1E.a: Establish Capital Improvements plan
Status: work-in-progress, using a Bottoms-Up approach
 - * Strategy 1E.b: Engage with community & business leaders to create a 5yr Economic Growth plan for the town.
Status: Not a Finance Committee task because it beyond town government.
BDA may need to be tasked with long term planning (BDA does not have the resources)
 - * Strategy 1E.c: Perform an update to the 2005 Study of Finances.
Status: Supportive as a Finance Committee task, will contact Michael Dougherty at WVU
 - a2) **Objective 2B: Opportunities for community renewal & redevelopment**
 - * Strategy 2B.a: Consider ON-TRAC (Organization, Training, Revitalization & Capacity)
Status: Chamber of Commerce task
 - * Strategy 2B.b: Research available programs & funding to support renovations of existing properties.
Status: Grant Committee, Ordinance Committee; Possibly Home Rule consideration
 - a3) **Objective 3C: Enhance Town governing & funding measures**
 - * Strategy 3C.a: Review & Explore recommendations of the 2005 Report of Finances & Operations
Status: Supportive as a Finance Committee task
 - * Strategy 3C.a: Explore opportunities to update the Report of Finances & Operations looking forward for a 10 year outlook.
Status: Supportive as a Finance Committee task
 - a4) **Objective 3B: Improve & protect existing housing**
 - * Strategy 3B.a: Conduct housing quality & Vacant Property Survey
Status: Considered Historic Landmarks Committee
** Ordinance: (2016-03 Unfit Buildings) Mayor needs to establish committee. (attached)
** Status redacted post meeting because an existing ordinance address assignment
 - * Strategy 3B.b: Develop a Communication plan to encourage owners to maintain property.
Status: Considered Bath Development Authority (BDA does not have resources)
** Ordinance: (2016-03 Unfit Buildings) Mayor needs to establish committee.
 - * Strategy 3B.c: Vacant Structure Ordinance to prevent buildings from becoming dilapidated
Status: Ordinance / Bad Buildings Authority does not exist (Public Safety? HLC?)
** Ordinance: (2016-03 Unfit Buildings) Mayor needs to establish committee.
 - * Strategy 3B.d: Identify programs & funding sources to maintain structures
Status: Ordinance, Enforcement, Grants & Finance
 - a5) **Objective 4A: Improve & protect existing housing**
 - * Strategy 4A.a: Identify funding opportunities to pursue "Sense of place" objective.
Status: Finance & Grants committee
 - a6) **Finance committee as secondary or supportive stakeholder**
 - * Objective 1A: Increase local engagement for economic development
 - * Objective 1C: Work with regional government entities to stimulate small business activity
 - * Objective 1D: Identify resources & funding to promote the town
Status: Agreed that the Finance committee has a review responsibility.

4. **Comprehensive Plan Development Discussion** (Continued)

b. **Other Current Finance Committee requirements**

b1) **Transparent Budget vs income/expenses (WV-SAO, Local Government)**

Dave: Based on the web site <https://www.wvsao.gov/LocalGovernment/Default>,

The Town-of-Bath Income & Expenses were graphed out over the past 10 years.

Expenses: Increased in all departments (excluding Culture & Recreation) about 30% over the past 5 years. This includes the Covid years.

Income: Has kept pace with Expenses largely because of Unassigned (Carry Over) category.

Questions:

1) What is Unassigned (Carry Over)?

Does this represent incomplete approved one-time projects funded by outside sources?

2) Expenses for One time capital improvement projects are not broken out.

Is the increased expenses in Public Works departments (Sanitation & Streets) a mix of One-Time Capital projects and ongoing Operations & Maintenance?

Mary Lynn rephrased the question more directly as "Have we developed a dependency on one-time funds to cover Operations & Maintenance?"

Note: See attached graphs. *Attach #1*

Status: Requires further investigation.

b2) **Capital Investment vs Annual Operations & Maintenance**

Larry: Questioned how is capital project expensed in the budget for the Capital Savings?

Status: *Dave will work with Sharron*

c. **Potential Future Finance Committee tasks (Comprehensive Plan 2027)**
(Deferred)

5. **Status of Tasks:**

6. **Any New Business:**

a.

7. **Tasks For Next Meeting**

a. Coordinate for Public Works meeting in October

8. **Next Meeting:** Thursday, October 12th 2023 at 5:00 PM

9. **Motion to Adjourn:** Time: (6:30pm) approved with common consent.

Attest:

Chair:



Recorder:



Town of Bath

A Hochmont #1
Sept 2023

Budgets over the years

Planning Commission (David O'Connell)

Source & Background

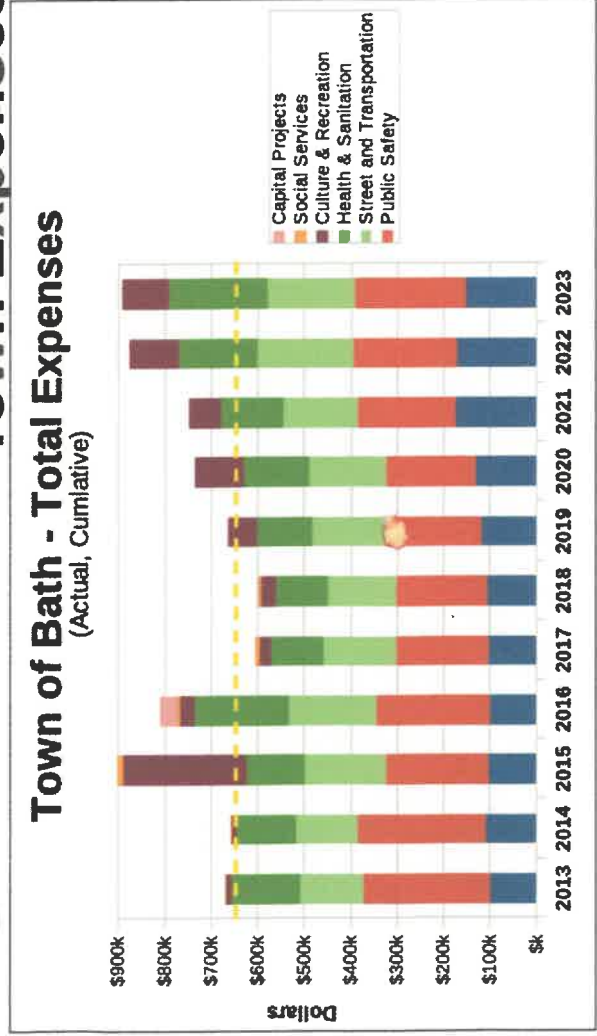
Local Government of WV SAO

The Local Government Services Division of the State Auditor's Office is charged with the responsibility of approving property tax levy rates, the review and approval of general operating budgets / budget revisions for county commissions / municipalities and providing training and technical assistance to local governments in the State.

<https://www.wvsao.gov/LocalGovernment/Default>

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Town Expenses over time

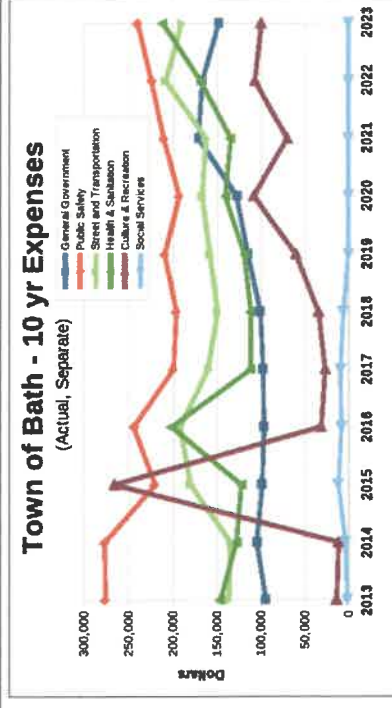


Expense side

- 1) ALL departments show increases since 2018
Move than a year before Covid
- 2) 50% increase in expenses in 5 years
(\$600k in 2018 to

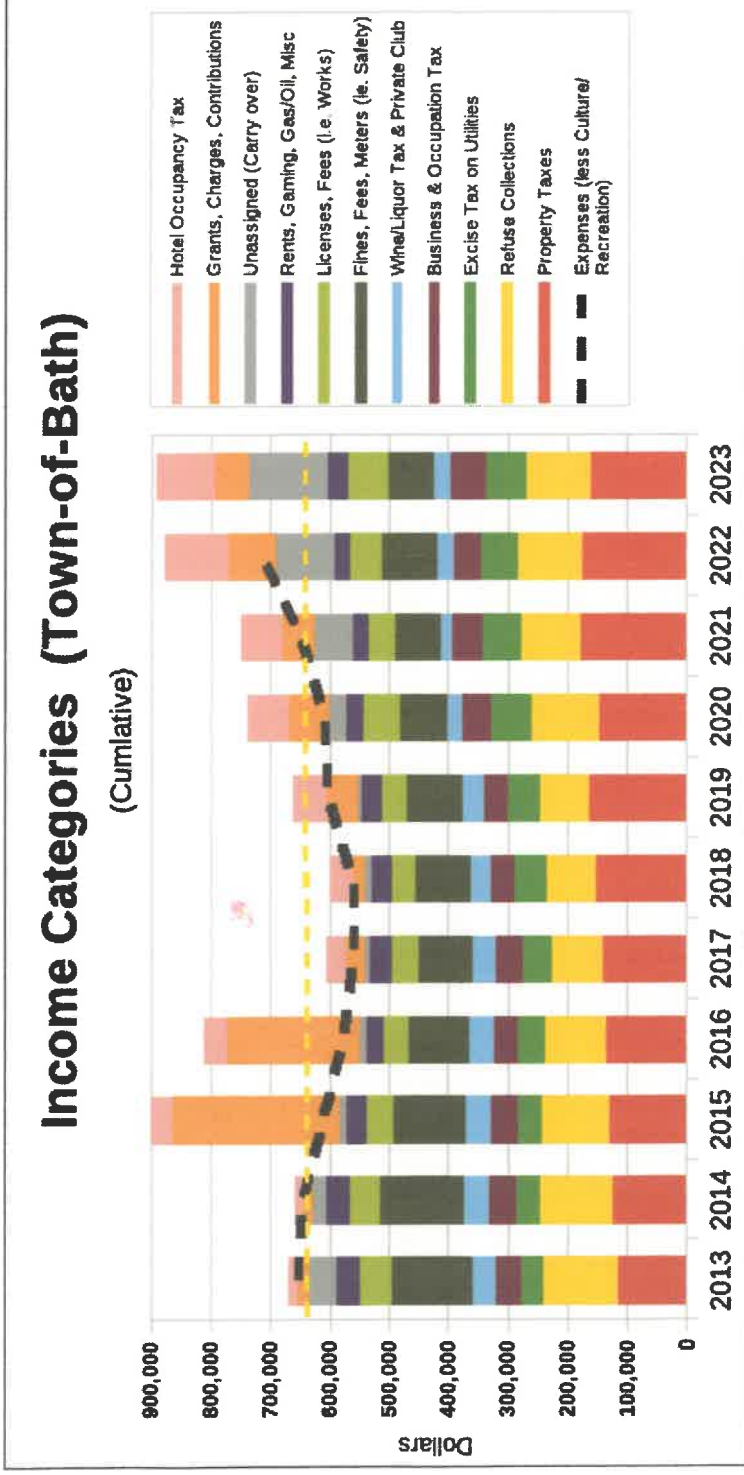
Possible One-Time Expenditures

- 1) Two Police vehicles
- 2) Sanitation Trucks other vehicles?
- 3) Train Depot
- 4) Temporary Covid Compensation (\$6k per employee)
- 5) Street Paving (not covered by DOH)?



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Income vs Operation & Maintenance



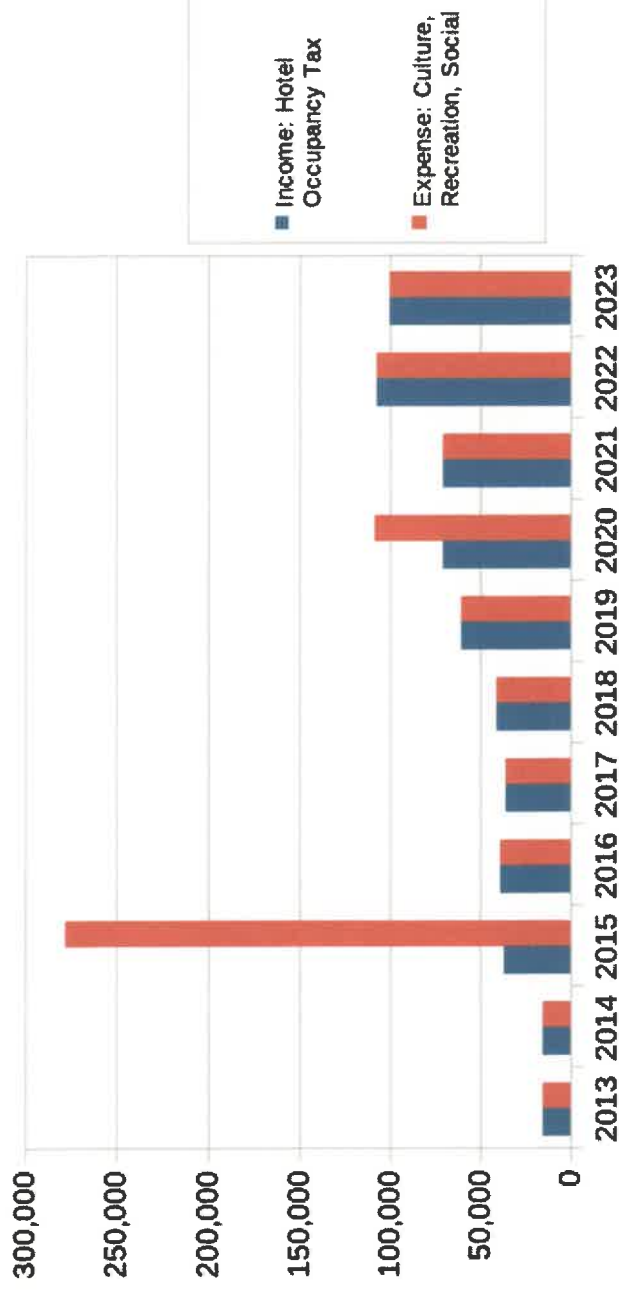
A closer look

- 1) 2015 \$250k grant for NBR1 does not show up in Expense:
- 2) 2016 \$200k grant seems to explain pops in expenses across all dept (Equipment?)

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Hotel Tax

Hotel Occupancy vs Culture, Recreation, Social



A closer look

- 1) 2015 \$250k grant for NBT (or Train Depot) does show up in Expenses
- 2) 2020 Expense exceed Income. (Covid Effect?) W/ So High in 2020
- 3) Note: 2023 Political debate about use of Hotel Occupancy spent on Cemetery

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