**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Thursday Dec 7, 2023**

**2:00 p.m.**

**Water Committee**

**Minutes**

Those present: Greg Scheen, Rick Mayhew, Rebecca Macleod, Tom Hall, Mary Lynn Hickey, and Susan Webster

1. Public to address – No visitors
2. Review of Minutes – Name Change Spelling – Minutes Approved
3. Sharron – Financial Review In depth
4. Bond full funded in Bond Area
5. R & R (Repair & Replace)

* To fix most expensive piece keep closer account of equipment.
* Check on our Insurance & Coverages (Finance chair would like to review.

1. General Account: Customer Payments
2. Depreciation Account – To replace vehicles /equipment 1/8 of operating costs
3. Operations – all accounts are earning a minimum of 3%
4. Special Account – Holding Security Deposits

* ASI – Account computer program (Utility Billing) Phase IV should be closed
* Accounts Receivable – Need to be balanced & written off. Very complicated process! Includes 2% to town residents only. County residents do not pay!
* P.R.P.S ? Fire Fees
* FY24 (Fiscal Year) Budget does not balance / No Budget in place year to date/ Do we know ASI may provide that figure.
* Balance Sheet will show where we are.
* Close has expenses broken out in the current profit & Loss (P & L)
* Annual report handled by Close. Due annually in July – We extended to Oct. CNB has town and water accounts.
* Some Discussion on new Lead Rule coming Due Oct 2024
* Billing adjustments made monthly
* Grove Heights – No water pressure – Possibly use Warm Springs Tank (Fairview) ?
* Lord Fairfax Flow Excess to be used for multiple projects /B.S.W.W. to process the H₂O
* Contract with Hach for new equipment maintenance annual single payment! Not budgeted $17K
* Warm Springs New Tarriff. They add fee to B.S.W.W. fee
* State Park pays nothing for their supply of water – allowed a leak to run for months. How can these issues be handled?
* Bond Board & direction to them regarding excess amounts
* New chair purchased for B.S.W.W. office
* Pay scale final approval – Budget not balanced – Expenses NOT expected - $300K Road Additions $17K Hach
* New Need for Monthly P & L Statements
* New Bank Statements – Sharon working on the process
* Discussion of charges From Close Accounting very reasonable
* B.S.W.W. clerk to pay Hach $17K
* Write Offs – By individual / once per year as per P.S.C. $83K to be written off/ older than 10 years.

G . Superintendent Report

* Escape Condition - $1400. to $2000. For repairs
* New Utility – Non Approved Repairs – Oil Leak – NO WARRANTY – WHY?
* Why use out of town repair shops?
* Upgrade for radio read meters - $22k by Core & Maine. Is it ASI Compatible?
* Purchased needed water meters / received 12 each – 24 on backorder
* Repairing leak @ Fox’s
* **DISCUSSION ON**
* Raw pump station repairs
* Weber Account – W/O Right of Way /B.S.W.W. CAN NOT set meter per P.S.C. by C. Miller
* Naked Olive Account