

**BERKELEY SPRINGS WATER WORKS  
COMMITTEE**

**Regular Meeting Minutes**

**December 7, 2023**

1. CALL TO ORDER: By Chairman at 2:00pm.
2. ROLL CALL: Tom Hall (X) Rebecca MacLeod (X) Susan Webster (X) Quorum – Yes  
Also present – BSWW Superintendent Mayhew, BSWW Clerk Morris, Town of Bath Clerk Corrick, Councilors Schene and Hickey
3. Water Committee Meeting Minutes of November ?, 2023 were approved by Common Consent with name spelling correction.
4. Town of Bath Clerk’s Report –
  - A. Clerk Corrick provided a review of all accounts and bookkeeping information with explanation and discussion. Financial documents were available for review and are available at the Municipal Canter office. Specifics of Clerk Corrick’s report included:
    - a. BSWW bond accounts are fully funded.
    - b. Repair and Replacement account is being used for appropriate purchases. Maintenance of expensive equipment must be monitored.
    - c. Insurance coverage review is needed.
    - d. Customer account payments are largely in line with billing.
    - e. The Depreciation account for the replacement of vehicles/equipment is 1/8 of operating costs.
    - f. All accounts are now earning at least 3% interest.
    - g. The Special account is for holding customer security deposits.
5. BSWW Administration Report -
  - a. The Water Line Replacement Phase IV account must be closed.
6. BSWW Superintendent’s Report -
7. The next meeting date was discussed with agreement among Committee members. Beginning in January 2024 regular meetings will be the first and third Wednesdays of the month at 2pm.
8. Adjourn

Chairman \_\_\_\_\_ Date \_\_\_\_\_