

Town of Bath

Berkeley Springs Water Works

Special Committee Meeting Minutes

April 23, 2024

1. CALL TO ORDER: At 4pm

2. Council Members: Tom Hall (A) Rebecca MacLeod (X) Susan Webster (X) Greg Schene (X) Mary Lynn Hickey (X) Scott Merki (X) Elizabeth Skinner (X). Also present BSWW Superintendent Rick Mayhew, BSWW Clerk Kandy Morris and Town Clerk Sharron Corrick.

3. Discussion on Current Meter Hardware & Software: Sharron Corrick explained the issues that have recently come to light regarding the meters and grey boxes. Rick Mayhew has a plan in place to remedy the situation. Council was also brought up to speed on the current software and the difficulties that surround the program. This software is in the process of being upgrade effective June 2024.

4. Discussion on Current Billing Software: The problems that arise from the meter situation were discussed and an explanation of how they are handled and the reasoning behind the decisions that were made. With the new software and hardware these manual entries will be reduced, more checks and balances are also being implemented to help identify the arears of concern.

Adjourn: 5pm