

**Town of Bath Finance Committee  
Regular Meeting Minutes  
September 16, 2025**

1. CALL TO ORDER: By Chairwoman Webster at 4pm.

2. Roll Call of Finance Committee (FC) members: Chairwoman Webster (x) Mary Lynn Hickey (x) Ryan Kessel (x) Quorum – Yes  
Also present: Mayor Schene, Councilor Weber, TBS Executive Director Dusty Martin, Bath Tree Board member Kate Lehman

3. The Minutes of the FC meeting of September 2, 2025 were reviewed and after grammatical correction were approved by Common Consent.

4. Clerk's Report:

A. Clerk Corrick made available the Town's budget comparison, account review, bookkeeping information, internal budget revision considerations and payroll data.

a. There were no Property Improvement Notification submitted.

b. There was one Facility Use applications submitted. The Warm Springs Watershed Association requested use of the Depot lot on October 9, for the pick up of trees for planting. This is for the Cacapon Institute MyBMP program. The request was approved after discussion of Apple Butter parking preparations going on that week.

c. Clerks Corrick and Farris are working with Mark Winairski of the Ice House who is assisting with the upgrade of the camera and video capabilities for Council meetings.

d. Chairwoman Webster brought forward applications submitted for the Bath Historic Landmark Commission along with the Bath code stipulating the composition of membership and requirements for appointments. It was concurred that applicants who qualified were John Bohrer, Priscilla Jones and Vincent Chinchello. These applicants would be recommended to Council for appointments to the Bath Historic Landmark Commission.

5. Depot Chairwoman Webster reviewed planning and action necessary to produce a successful Depot Apple Butter Festival parking lot fund raiser financial outcome. Mayor Schene stated that he would like to spearhead this effort which was much appreciated. Groundwork will continue.

6. Grant and Special Projects Update: Councilwoman Hickey reported that most grants were in holding with not much activity at this point.

A. Mayor Schene has met with the Berry Solutions Group for Bath network upgrades and this company has provided Bath with a cost estimate (~~attached~~). Schene will clarify Bath needs and financial capabilities with Berry Solutions.

B. Streetscape: Work is progressing on previously reported projects (~~attached~~).

C. North Berkeley Rail/Trail- On Monday, September 15, the R/T committee met at the Depot to review the next steps and organizing agreements necessary to move the remediation of the Depot lot forward. Participants in the meeting included MC Commission President Clark, MC Commissioner Tuttle, Mayor Schene, Depot Chairwoman Webster and other associated interested parties. The plan and resolution will be presented to the governing bodies involved so as to provide a clear and well ordered financial and task agreement.

5. Berkeley Springs Water Works: Chairwoman Hickey described ongoing engineering work with GD&F Engineering firm. Chairwoman Hickey is planning a meeting with US Silica officials concerning their waterline. It is expected that the Water meeting of September 24 will include the GD&F final draft of their PER for the rehab and upgrade of the plant facility.

6. Bills for the BSWW and the Town of Bath were approved for recommendation to the Council.

7. The next FC Regular Meeting date is October 7, 2025 at 4pm in the Municipal Center.

8. Adjourn

Chairwoman Suzanne Webster Date 10-7-25

**Status Update of Streetscape & NBRT Projects for Town Council  
September 16, 2025**

**STREETSCAPE**

**Phase VI Design Grant and DOH Funding Agreement**

- Requesting Update from DOH:
  - Receipt of Signed Funding Agreement
  - FHWA Authorization to spend Awarded Federal Grant Funds
  - DOH Notice to Proceed (NTP) with the Thrasher Design work
    - Thrasher Task Order has been finalized – but not yet signed by Town of Bath – awaiting the FHWA Authorization and NTP

**Phase VI Construction and Completion of Phase V Streetlights Grant Applications**

- Recent DOH Plan was:
  - DOH team will review and score all TAP Applications around Sep 10<sup>th</sup>
  - Team plans to provide recommendations to the Governor around Oct. 1<sup>st</sup>

**Streetscape Committee Meeting – Setting up for Thursday 9-18-25 at 10 am**

- Planning session for next few years: Topics planned are:
  - Streetscape Phase VI Design and Construction
  - Streetlighting (Phase VII – 7 lights and possible Potomac Edison conversion of exiting HPS to LED “Cobra” lights)
  - Streetscape Phase VIII possible content (upper Wilkes & So. Washington St to Market St)
  - Bridge inspection and possible repairs/replacement (Independence St and Fairfax St)
  - Support of On-Track “Design Task” where it intersects with Streetscape installations
  - More... TBD

**NBRT**

**Coordination Meeting Sep 15<sup>th</sup> at the Depot:**

- Town and County Leaders discussed the details, timing and coordination needs of the Parcel 1A brownfield Remediation, the NBRT Trail and Bridge Construction and the CDS Trailhead Grant projects
  - Basic Project descriptions and phasing were discussed and agreed
  - A Draft Town and Morgan County Agreement (roles and actions and financial) was reviewed. County will advise any needed changes.
  - Town and County will proceed to bring the Agreement to Council and Commission with Resolutions for signature
- Meeting notes will be provided to the members of the NBRT Task Force
- Tentative Task Force Meeting will be set for Sep 24<sup>th</sup> at 4 pm (its normal timeframe).

Pete Brown  
NBRT Task Force