

Brookeville Times



SEMI-ANNUAL TOWN MEETING

TUESDAY, JANUARY 17, 2017

7:00 PM – 9:00PM

BROOKEVILLE ACADEMY

REFRESHMENTS WILL BE SERVED

Highlights of the meeting will include:

- FY 2016-2017 Budget Update
- Update on the proposed use of the Schoolhouse
- Road Update

All Town Residents are encouraged to attend this to attend this Town Meeting

Mark Your Calendars

All Events held at the Academy
(unless otherwise noted)

Commissioners Meeting
Monday, January 2, 2017
7:00 pm

Planning Commission Meeting
Wednesday, January 4
7:30 pm

Semi-Annual Town Meeting
Tuesday, January 17
7:00 pm – 9:00pm

Planning Commission Meeting
Tuesday, February 7, 2017
7:30 pm

Commissioners Meeting
Monday, February 13, 2017
7:00 pm

Town of Brookeville is Hiring a Marketing/Events Manager

The Town of Brookeville seeks an experienced event/marketing manager for a part-time position to manage the rentals at the Brookeville Academy (and Schoolhouse, beginning Fall 2017). Core duties include providing complete support for event rentals through consultation, scheduling, contracting, coordination and troubleshooting. The successful candidate will also develop a business plan and marketing strategy, produce marketing materials, manage a reservation system, oversee advertising and social media presence; and maintain relationships with vendors and partners. He/she will be a well-organized individual, with strong customer relation skills and be well-versed in event management, marketing and planning. A full job description is available for this position.

Application Deadline: ongoing. However, job will be advertised outside of Town in mid-January.

To apply: Send a cover letter and your resume to Clerk, Town of Brookeville, 5 High Street, Brookeville MD 20833.

For questions: Please send email to Commissioners@townofbrookevillemd.org

COMMISSIONER FARQUHAR RESIGNS

Dear Fellow Commissioners, Staff & BPC Colleagues, and Town of Brookeville,

With this letter, I resign as Town Commissioner and President of the Town Commission, effective January 15 2017.

I need to shorten the term due to Life's unexpected shifts. I have valued the precious emphasis that Brookeville residents place on their families. Thus, early in 2017, I welcome my first 2 "grands" - a grandson & granddaughter. Supporting my daughters, sons-in-law, and these newborns displaces time I previously committed to Town activities and business.

It has been an incredible honor and a continuous learning process to serve the Town as Commissioner since 2007 (and since 2014, as President of the Commission). With fellow Commissioners Sue and Buck (and Michael & Bob), the BPC members with Chair Chris and Visionary Miche, along with our incredibly dedicated and skilled Town Staff (Cate, Andrea, Susan, Diane), I have been alongside in: preparing for and celebrating the 2014 Anniversary (with a thank-you to Chair Sandy Heiler); in sharing responsibility to move the ByPass forward from a half-century of advocacy to a certainty; in promoting awareness and ideas to strengthen the community of appreciation and action in Brookeville (especially looking to the era Beyond the ByPass); and in supporting the Town to professionalize its government while achieving tangible outcomes for Residents. Being a Commissioner provided the joy of getting to know nearly every Town Resident, from the tiniest babies to grandparents who have lived their entire lives here. I've learned more about Brookeville ancestors and my own Quaker heritage over these years. I'll be staying here with my owls in the *Where the Wild Things Are* backwoods of Brookeville. I look forward to continuing treasured friendships in Town and supporting as needed.

Before leaving the Commission next month, I intend to complete these tasks:

- roadmap of the 2017 Schoolhouse project, budget requirements & plans for funding
- position descriptions for the 4 part-time Town employee jobs and advert copy for the Marketing/Events position
- cleanup of the remaining stacks of unsorted papers in the Town Closet

I will remain available to help with certain tasks as requested by the Commissioners.

Thank you to the Town Residents, Town Staff and my fellow elected Commissioners (Sue, Buck, Michael, Bob) for the opportunity to work with you.

Best,

Katherine Farquhar, Commissioner

Academy Clean-up

By Andrea Scanlon

The recent clean-up efforts at the Academy was a success. Thanks to our Town residents, many items that were cleared out of the Academy found new homes, rather than heading to the landfill. We offer a sincere Thank You to the gentlemen from Our House who also helped during the process. They loaded, hauled, spread mulch, filled holes, pulled weeds and more.

Please note that Our House has young men available to hire at reasonable rates. They have been a great friend to the Town and we are proud to support their programs. Their services include: general labor, cleaning, hauling, demolition, clearing/grubbing, landscaping, carpentry and more. Contact the Town for additional information.

Clarification: New Entrance Signs

The Town Commissioners approved the purchase of the new signs at the February 8, 2016 Commissioner Meetings. The total cost of the 3 signs was \$2,228.00 and was paid for with a grant from Heritage Montgomery, as well as additional grants from Preservation Maryland and Montgomery Preservation, Inc.

The signs were designed by Sandy Heiler and Miche Booz.

Brookeville Planning Commission Update

By Commissioner Katherine Farquhar

BPC Membership: Beginning January 2017

Garrett Anderson	(2020)
Miche Booz	(2018)
Harper Pryor	(2020)
Chris Scanlon	(2018)
Andy Spagnolo	(2019)
Stefan Syski	(2019)
Fred Teal	(2017)

Leaving the Commission:

Bruce Evans
Debbie Wagner

The Town is deeply grateful for Bruce's and Debbie's long and steady service on the BPC. Debbie and Bruce have served for decades as Commissioners. They have seen the Town through at least 2 Comprehensive Plans, 2 Bicentennial Commemorations (1994 & 2014), and have been involved in seemingly never-ending work to advance the ByPass. They have dealt with dozens of Town Commissioners. They have served residents by reviewing plans & giving feedback as the Town "filled in" with projects that include Water Street & North Street homes. They have discussed and counseled residents regarding countless HAWP applications for work on properties, in projects large and small.

On behalf of the Commissioners through the years, the Town's Residents, and their fellow BPC Members, we extend our appreciation and respect the gifts of community service by Bruce and Debbie.

The 2017 BPC Term:

Harper Pryor and Garrett Anderson have accepted the invitation to join the Brookeville Planning Commission. We thank these incoming and continuing BPC members for your commitment to serving the Town.

In 2017, BPC will be handling its **routine business**: advising residents who are approaching the HAWP process, reviewing HAWP-approved projects and recommending approvals to the Town Commissioners for votes, providing budget request to the Commissioners for the 2018 Fiscal Year, representing the Town at HPC hearings as needed, and informing residents & others about zoning issues and permitting in designated historic areas.

Special projects in 2017 include:

- Complete & submit mandatory update of the Brookeville Town Comprehensive Plan,
- Advise on and review HAWPs for the Schoolhouse Project with Heritage Montgomery,
- Advise and assist with planning of construction involved in re-grading & re-surfacing Water and North Streets
- Advise and assist with consultation and planning regarding roadways and sidewalk areas affected by the SHA ByPass construction project.

What Every Resident Needs To Know About Residing in a Montgomery County Historic District

The Town of Brookeville will begin a series of articles of what every resident needs to know about living in a *Montgomery County Historic District*. All properties in the Town, not just historic ones, require a:

Town of Brookeville Building Permit (TBBP). Information can be found on the Town's website: <http://townofbrookevillemd.org/wp-content/uploads/2012/05/BuildingPermitInfoFees1.pdf>

Historic Area Work Permit (HAWP) for any changes to building exteriors or their environmental settings, e.g., new construction, additions, grading, driveways, patios, fences, removing live trees greater than 6" in diameter, replacing window sash, re-roofing with a different material, installing siding, or adding/removing or changing architectural features like shutters, doors, porches, etc. You can download an application form from the Historic Preservation Commission (HPC) website <http://montgomeryplanning.org/planning/historic/> or ask the staff for one (301-563-3400). The website also has detailed step-by-step instructions for applying for a HAWP. The application is returned to the Department of Permitting Services (DPS) in Rockville. If you have questions about whether you need a HAWP, ask the staff—they'll give you the right answer and they're happy to help with your application.

You may be eligible for the **Tax Credit Program** for exterior maintenance, restoration or preservation expenses on any property in the district (again, not just the historic ones) are eligible for a **25% tax credit** applied to the owner's county real property taxes. Eligible projects include painting, repairing roofs or windows or replacing them in-kind, repairing trim, uncovering and repairing original siding, re-pointing brick or stone, restoring documented features that have been removed, and repairing and maintaining outbuildings, etc. The expenses must exceed \$1000. and the work must be performed by a licensed contractor. (DIY projects are eligible for the cost of materials if it exceeds \$1000.) The application form and instructions are available from the HPC website and the staff can answer questions about eligibility.

If you have any questions or would like to discuss the permit process before submitting, please contact the Brookeville Planning Commission.

Snow Removal Information

The Town of Brookeville contracts with a snow plowing service for North, South, Water Streets, the paved section of Church Street, and the eastern portion of Market Street.

The Maryland State Highway Administration plows High Street and the western section of Market Street (MD Route 97).

During a snowstorm, no plowing begins until an accumulation of 4 inches of snow has fallen on the streets.

Residents and businesses are responsible for clearing their sidewalks, driveways and entrances within 24 hours of the end of a snowstorm.

All residents are strongly encouraged to be good neighbors by clearing the sidewalks in front of their homes, as well as assisting those who may not be physically able to do so.

Town of Brookeville
5 High Street
Brookeville, MD 20833
www.townofbrookevillemd.org
Phone: 301-570-4465 Fax: 301-570-0355

Town Commissioners: commissioners@townofbrookevillemd.org

Buck Bartley (2018)	301.252.2058
Suzanne Daley (2017)	301.260.1699
Katherine Farquhar (2017), President	240.753.2121

Brookeville Planning Commission: planning.commission@townofbrookevillemd.org

Garrett Anderson (2020)	Chris Scanlon (2018)
Miche Booz (2018)	Andy Spagnolo (2019)
Harper Pryor (2020)	Stefan Syski (2019)
	Fred Teal (2017)

Brookeville Board of Elections Supervisors:

Marti Andress (2017), Chair
Carmen Harding (2017)
(Vacant), (2018) To be appointed by Commissioners

Town Staff:

Town Clerk: clerk@townofbrookevillemd.org
Cate McDonald

Treasurer: treasurer@townofbrookevillemd.org
Susan Johnson

Town Property Manager: academy@townofbrookevillemd.org
Andrea Scanlon

All Commissioner and Planning Commission agendas are posted to the Town's website at least 24 hours before each meeting.
Please note that agendas are subject to change until the time of convening.
Official meeting minutes for Open Meetings are posted to the Town's website after approval.

Have an Item for The Brookeville Times? Let us know!

We want to hear about happenings in the Town of Brookeville. You can submit articles/photos about places you've been, work you've done, new neighbors, weddings, birth announcements, anything of interest to you and your neighbors.

Contact the Town Clerk at 301-570-4465 or clerk@townofbrookevillemd.org

Letters to the Editor Welcome!