

Town of Brookeville
Commissioners Meeting Minutes
Monday, October 8, 2018
7:00pm

Commissioners:

Present: Sue Daley, Bill Gaskill

Absent: Jeff Johnson

Quorum present? Yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Property Manager Andrea Scanlon, Treasurer Alice Allen

Town Residents: Barbara Ray

Others: none

Proceedings:

Meeting called to order at 7:00 p.m. by Commissioner Sue Daley.

Open forum for Town Residents: no Town Residents opted to speak.

ROUTINE TOWN BUSINESS:

- **Minutes:** The September meeting minutes were approved.
- **Budget:** will be reviewed later in the meeting when Treasurer is available.

TOWN OPERATIONS:

- Text Amendment to Subdivision Ordinance (TX 2018-02) will take effect 1Nov2018.
- The migration to the new website is complete; information will be sent to residents on how to access the online directory.
- 309/311 Market: No updates. A Town Resident sent a letter to the Commissioners expressing concern for the lack of progress in cleaning up 309/311 Market and declining property values.
- Brookeville Volunteer Day rescheduled to this Saturday, weather permitting
- Town Picnic Sept. 30th: about 75 people attended. Holiday Party will be Dec. 1
- Income Tax Revenue from State: The Treasure talked with Laytonsville's Treasurer and reported that the income tax error was a result of a coding error by summer interns.
- **Budget:** reviewed by Commissioners
 - Treasurer will work on charting the amount of tax duplication revenue received from the State going back to 2012; this information will become a chart graphic for the Jan. Semi-Annual Town Meeting.
 - The audit report is not yet available
- Open Meetings Act training: Commissioner Daley is partway through the online training
- Semi-Annual Town Meeting: date tentatively set for Monday, Jan. 28, 2019.
- Flags: Stefan Syski will be asked to head up the Flag Committee to take down the flags around Veteran's Day.
- Academy Rentals: Events Manager is representing the Academy at Community Night.
 - A proposal to charge non-profits and organized groups that are not Resident-sponsored a rental fee was discussed. The Events Manager will have each organization sign a long-term rental contract and set an appropriate rental fee.

TOWN PROPERTY

- **Academy:**

- Roof: roof is ok; gutters on the Academy need to be cleaned.
- Interior: Shelf for microwave not yet installed.

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- **Street repairs:**

- North, Water, South gravel roads: Estimate cost of repairs is \$3K
- Market:
 - MoCo road contractor is FO Day; estimator came out to survey the work and advised that the road may have many issues due to all the patchwork over the years.
 - \$5,500 estimate received from a contractor to repair and patch Market St
 - Market St will need a new top coat
 - Quotes for milling Market St will be sought for work in the Post- Bypass era.

- **Schoolhouse**

- The 2nd mini-grant which cover the HVAC and other items was discussed. Commissioner Daley advised the Town cannot afford the HVAC system and it will not be installed.

- **Trees**

- Approximately 100 trees are tagged to be removed; of this, 12 trees on town property are tagged for removal or trimming. Estimates for this work will be sought.

PUBLIC WORKS

- **Streetlights:**

BPC: Chris Scanlon and Miche Booz were reappointed to the BPC for 3-year terms.

ByPass: NTP has been issued; construction to start soon. A spokesperson from SHA will be invited to the Semi-Annual Town Meeting.

Other Business:

- Next BPC meeting is Nov. 6, and Commissioners Meeting is Nov. 12

The meeting adjourned at 8:09 pm
 Cate McDonald
 Town Clerk