

Town of Brookeville
Commissioners Meeting Minutes
Monday, November 12, 2018
7:00pm

Commissioners:

Present: Sue Daley, Bill Gaskill, and Jeff Johnson

Absent: none

Quorum present? Yes

present during all or portions of the meeting:

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

Town Residents: Sandy Heiler, Duane, Heiler, Michael Acierno

Others: none

Proceedings:

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

Open forum for Town Residents:

Schoolhouse grant: Sandy Heiler gave an update on the MHAA grant. The timeline for completions and financial match from the Town was discussed. The work items to be funded by the Town are limited to repairs to the interior of the schoolhouse, maintenance of the parking lot, construction of a patio using the bricks currently stacked in the parking lot, and the portion of the Property Manager's salary for her work at the site.

ROUTINE TOWN BUSINESS:

- **Minutes:** The October meeting minutes were approved.
- **Budget:**
 - The audit for the FY ending June 30, 2018, is available for review. A PDF of the audit will be uploaded to the Town's website.
 - The Treasurer had preliminary figures of Local Income Tax revenue from the State for 1999-2018. More research will need to be done to track down accurate figures.
 - The current budget was reviewed

TOWN OPERATIONS:

- online directory: no comments from Town Residents
- 309/311 Market: Commissioner Johnson requests a meeting with MoCo about the lack of progress in cleaning up the property. Next step will be to have the Town lawyer draft a letter to help facilitate the cleanup progress.
- Brookeville Volunteer Day: around 18 neighbors came out to help clean up around the Schoolhouse
- Holiday Party Dec. 1, 2018: duties were divided up
- Semi-Annual Town Meeting, Jan. 28, 2019: Commissioner Daley will ask a representative from SHA to attend to give an update on the ByPass construction.
- Flags: Stefan Syski oversaw the lowering of the Town's flags on November 3 with help from several neighbors.
- MML MoCo Chapter Holiday Dinner, Dec. 13: The Town will invite Senator Zucker and Del. Luedtke as their guests. Commissioner Daley will represent the Town.
- Academy Rentals: Events Manager reports that rentals are strong.

- A proposal to charge non-profits and organized groups that are not Resident-sponsored a rental fee was approved. The Events Manager will have each organization sign a long-term rental contract and advise of the new fee structure.

TOWN PROPERTY

• Academy:

- Roof: A grants workshop for MHT Capital Grants program is scheduled for December. The Commissioners need to decide on a roofing material before the grant writing begins.
- Microwave shelf – no work scheduled
- HVAC: heat is currently not working; Contractor has the part on order. Estimate repair cost = \$1200. The estimated cost for a dehumidifier for the basement is \$1500.

• Street repairs:

- Gravel road repair will begin after winter
- Market St: work should start in 2-3 weeks. The estimated cost is \$5500, but maybe more as potholes have gotten deeper.

• Trees:

- Pepco: has applied to take down 14 trees along Market St that interfere with the power lines. Pepco will not grind the stumps.
- The Commissioners reviewed the trees that the Town needs to remove and agreed on a total of \$3100 for five trees along Market and Water Streets.
- Emerald Ash borers – MoCo stance on the EAB is widespread treatment is costly and not sustainable

PUBLIC WORKS

• Streets:

- there is no current Federal program for street funding.
- A price will be sought for a pole to identify the fire hydrant on Western Market St, per a Residents request

BPC: The Commissioners discussed the proposed subdivision of Parcel 770

ByPass: the project is slowly moving forward.

Other Business:

None

The meeting adjourned at 8:55 pm

Cate McDonald

Town Clerk