

Town of Brookeville
Commissioners Meeting Minutes
Monday, December 10, 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

Town Residents: Barbara Ray

Others: Bryan & Allison Moffett

Proceedings:

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

Open forum for Town Residents:

- No Resident opted to address the Commissioners
- The Moffett's were welcomed as potential new Residents of 1 North

ROUTINE TOWN BUSINESS:

- **Minutes:** The November meeting minutes were approved.
- **Budget:**
 - Local Income Tax: The Treasurer talked to Jim Peck about how local tax is calculated. Local income tax can fluctuate year to year due to income.
 - Debt Survey was returned to the State; the Town has zero debt
 - The budget was reviewed

TOWN OPERATIONS:

- **309/311:** Commissioner Johnson will follow-up with another phone call to the inspector; he states it is time to have the Town lawyer draft a letter on behalf of the Town to the Code Enforcement office.
- **Semi-Annual Meeting:** The Clerk will request a representative to provide a bypass update at the Jan. 28th meeting
- **Rental Report:** Events Manager is out sick
- **Garbage Can:** request was made to move the Academy's trash cans more promptly after trash is picked up

TOWN PROPERTY

- **Academy:**
 - **Roof:** MHT grant workshop is Wednesday; grant paperwork is due in March
 - **Interior / Exterior:** no progress on maintenance (window sills, microwave shelf, etc.); dehumidifier for basement has been ordered and will have a gravity fed drain; bathroom sinks will need new supports
- **Roads:**
 - Market St. potholes patched for \$5,400
 - The contractor estimated \$70K to repave Market St, and quote does not include curbs
 - Gravel roads are in good shape

- **Schoolhouse:** boulders will be moved around the schoolhouse to help protect the lot & markers will be placed for wintertime.
- **Trees:**
 - **Tree Collaborative:** Quotes are still in progress; once the quotes are reviewed and a contractor selected, Residents will be given their quotes for acceptance/decline. Permits are estimated to be submitted in January. Residents who recently took down trees without permits will be asked to submit permits & fee retroactively

PUBLIC WORKS

- **Streetlights:** Contractor will be coming to service a few lights that are out

BPC:

- **Pepco permits:** Commissioner Daley signed the Pepco tree removal permits
- **Trees adjacent 301 Market:** Commissioner Daley signed the tree removal permits for the Haris property and trees on the Town's ROW, pending HPC approval

ByPass: the project is moving forward.

Other Business:

None

The meeting adjourned at 7:49 pm

Cate McDonald

Town Clerk