

**Town of Brookeville**  
**Semi-Annual Town Meeting Minutes**  
**Monday, January 28, 2019**  
**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 Staff:* Town Clerk Cate McDonald, Property Manager Andrea Scanlon, Treasurer Alice Allen, Events Manager Brooke Curley

*Town Residents:* Garrett & Beth Anderson, Jennifer Roy, Chris Haris, Deeds Wells, Freal Teal, Jr., Barbara Ray, Michael Acierno, Harper Pryor, Marti Andress, Mark Davis, JoAnn Keister, Chris Scanlon, Rev. Sue Shorb-Sterling, Don DeWall, Iris Stratton, Sandy & Duane Heiler, Miche Booz, MaryKay & Andy Spagnola, Maggie Kay, Buck Bartley

*Others:* Terry Hogan, GONews; Javier Arias, SHA; Eyen Watkins, SHA

**Proceedings:**

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

**Brookeville Bypass Update**

SHA Project Manager Javier & Eyen Watkins: An overview of the work being performed on the ByPass Project was given. The project completion date, subject to change, is July 31, 2020

**BPC Update**

BPC Chair, Harper Pryor

- Trees: Residents were asked to consider a Town Tree to unify the look of the Town.
- Comprehensive Plan: the BPC is in the process of reviewing the 1994 & 2010 Comprehensive Plans. Streetscapes, walkability, and the commercial zone will be included in the updated Comprehensive Plan. The BPC Chair is working on a grant to move the Comprehensive Plan updating process forward
- Parcel 770: an overview of this potential sub-division was given. The sub-division process will be started after HPC approval of the project.

**Schoolhouse & Academy**

- Academy Roof: the Town's 2018 grant for the Academy's roof replacement was not chosen by MHT. The Town will re-apply for MHT's Capital Grant in 2019 or an MHAA grant.
- Academy Interior / Exterior: work scheduled to be performed: rotten window sills will be replaced, the dehumidifier will be installed in the basement, and GFCI will be installed in the kitchen.
- Schoolhouse grants: work was or will be performed with minimal cost to the Town.
  - MHAA: construction of a brick patio, trail landscape improvements, HVAC system, exterior bench, and a portable toilet enclosure and concrete pad
  - Heritage Montgomery mini-grant: construction of the fence along the back of Montgomery property bordering SchoolHouse

**Town Streets:**

Gravel roads will be maintained as needed

Market St: speedbump, potholes, and curb were repaired. The Town will seek funding for repaving with Senator Zucker.

**Trees:** over 100 trees were evaluated for pruning or removal. Pepco has obtained permits to remove several trees that interfere with their power lines. A contractor – Pogo - has been selected for the tree collaborative and homeowners will be sent the cost of the tree removal or pruning; once the homeowner agrees to the cost, permits approval process will begin.

**Questions from Residents:**

- What is the status of resurfacing the gravel roads with tar & chip? The grading revisions to the gravel roads are still being studied for stormwater management. Also, tar & chip will not be a viable solution for the hill on North St.
- What is the purpose of the boulders placed around the Schoolhouse? To help protect the Schoolhouse and the fence.

**Budget**

A handout of the Town's Budget to Actual, Local Income Tax Revenue comparisons from 1999 – 2018, and governmental funds from 2011 – 2018 was available for review. The Town had discussions with the State of Maryland Revenue Accounting Department regarding the decrease Local Income Tax. The calculation errors in the number of Town Residents has been corrected, and the Town can expect \$50K - \$55K per year in Local Income Tax. The Town will work with MML and other municipalities for transparency with the Maryland Revenue Accounting Department.

**Open forum for Town Residents:** No comments or questions from Residents.

The meeting adjourned at 8:31 pm  
Cate McDonald  
Town Clerk