

Town of Brookeville
Commissioners Meeting Minutes
Monday, December 11, 2017
7:00pm

Commissioner:

Present: Buck Bartley, Sue Daley

Absent: Jeff Johnson

Quorum present? Yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Property Manager Andrea Scanlon, Events Manager Brooke Curley, and Treasurer Susan Johnson

Town Residents: none

Others: none

Proceedings:

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

Open forum for Town Residents: no Town Residents were present

ROUTINE TOWN BUSINESS:

Minutes: The November meeting minutes were approved.

Budget: The Town's financial reports were emailed prior to the meeting for review.

- The cost of QuickBooks Online is increasing to \$50 per month. QuickBooks from Costco is cheaper per month. If switching to QuickBooks from Costco, the Town would need to get a Costco membership so the QuickBooks account will be in the Town's name
- Academy rentals are low compared to \$20K in revenue budgeted; currently tracking to be \$10K in revenue. The Events Manager is creating a Facebook page and will have new flyers printed up.

TOWN OPERATIONS:

- Codifying/organize Brookeville Ordinances: the Commissioners will make an appointment with the lawyer to get this process of updating the Town Charter and ordinances started
- Some Residents did not understand that leaf collection was bagged. The Town paid to have leaves vacuumed up from Market Street. There was a discussion about billing the Residents for this service. The total cost of \$250 from Todd Greenstone. The Town will have bagged leaf collection next year.

TOWN PROPERTY:

Academy.

- **Roof:** Property Manager will work with Sandy Heiler on the Town's intent to apply for MHT'S Capital Grant Program. Intent to apply deadline is mid-January; the grant application will be due mid-February; awards will be announced in the Spring. One more roofing contractor will be coming out to give an estimate. MHT will not approve an all copper roof for the Academy since there is no precedence for an all copper roof for the building

- **Lawn:** MHT's easement advisor and archaeologist came to visit the Academy. There will not be any grant money for the lawn project. The Town will be able to level the lawn by adding more dirt, not moving dirt from the Academy lawn. MHT would be willing for the Town to turnover any archaeological findings and will waive the \$350 box fee since the Academy is an easement property. The items will be owned by the Town's, but MHT will store them. The area of the addition has already been disturbed; MHT will need to approve any screening of this area. MHT will be able to give guidelines for any disturbance of the land around the Academy.

The Commissioners will review the paper to turn over the Town's relics to MHT for safekeeping.

- **Refrigerator:** estimated cost will S&H is \$2,235.55. Property Manager will ask Our House if they would like the old fridge.
- **Acoustics:** consultant coming to the Academy in January

Roadways:

South Street: repairs complete

North Street: Property Manager asking for a revised proposal for regrading in accordance with the engineering plans. There will be approximately 10-12 yards of gravel being removed from North Street that will be disbursed to other areas in Town; smaller gravel will be added to North Street.

Market Street: Property Manager will get estimated for pothole repair for this winter.

Schoolhouse: no new updates.

Estimated cost for path and fence is \$2,500 - \$3,000. The brick patio will be the last part of this project.

Streetlights: Town owned lights

The Town will not replace the streetlight at 308 Market. The Property Manager will get an estimated cost to cap the electrical wiring at 308 Market.

Other Business:

- Next BPC meeting – Tuesday, January 9
- Next Commissioners Meeting – Monday, January 8
- The Semi-Annual Town Meeting is January 22, 2018. Cornelius Barner and Aimee Zhang from SHA will attend and be first on the agenda.
- Karen Montgomery reported an intruder at her home. Commissioner Bartley will have the police community relations officer visit the Montgomery's.
- Commissioner Buck Bartley tendered his resignation effect January 1, 2018.

The meeting adjourned at 8:47pm

Cate McDonald

Town Clerk