

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday, April 8, 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 Clerk Cate McDonald, Events Manager Brooke Curley, Treasurer Alice Allen, Property Manager Andrea Scanlon, and Harper Pryor, BPC Chair

*Town Residents:* Barbara Ray, Fred Teal, Jr.

*Others:* none

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

**Open forum for Town Residents:**

Fred Teal, Jr. spoke regarding the long history the Town of Brookeville has with supporting green energy and the commitment to the EPA's Green Power Partnership Program. Fred estimates that the Town will spend between \$400 - \$600 annually to purchase "green" power from a Pepco approved supplier.

All 3 Commissioners voted to approve the purchase "green" power

**ROUTINE TOWN BUSINESS:**

- **Minutes:** The March meeting minutes were approved.
- **Budget:** The budget was reviewed. transparency from the State regarding the distributions of municipal tax duplication is still a work in progress.

**BPC:** the BPC Chair addressed the Commissioners:

- **Tree Removal & Replanting Permit:**
  - the permit was reviewed by the BPC; Garret Anderson submitted a revised permit to the Commissioners prior to the meeting
  - BPC was uncommitted about the benefits of becoming a Tree City USA participant.
  - A Tree Committee should be formed to advise the Town on all tree related items, sustainability, and how to care for trees.
  - An Arborist should be consulted to advise the Town on what trees should be planted.
- **Comprehensive Plan:** BPC Chair met with Rebeccah Ballo, Supervisor of the Historic Preservation Office, Michael Kyne, HPC Staff, and Eli Glazier and Stephen Aldridge, MoCo Planning Dept Transportation Planners, Sandy Heiler, and BPC Chair walked around Town Friday, March 29<sup>th</sup>. Items discussed: T-intersection for High and Market intersection; Traffic calming measures: narrow the roads; on-street parking; and Walkability
- **Parcel 770:** Project is pending HPC approval

**TOWN OPERATIONS:**

- **309/311:** The Housing Code Inspector has issued a "clean and lien" order for the properties.
- **Rental Report:** current rentals are shared on the Google Doc. Drama Club will be using the Academy for three weeks this summer for camp.

- **Tree Removal & Replanting Permit:** Commissioners will review the permit before approval.
- **Parking Sign:** Property Manager will provide quotes and submit a design for SUMC to approve for a new Academy parking sign to be used at the corner of High & Church Streets.

### **TOWN PROPERTY**

- **Academy Roof:** 2 grants have been submitted. MHT is expected to award grants in May; MHAA is expected to award grants in July
- **Window Sill:** work will be postponed until the roof grant awards are announced to see if part of the repair cost can be covered by the grant award.
- **Town Roads:** Thanks to State Senator Zucker, the Governor has allocated \$100K in funds for the repair and repaving of East Market Street. The Town must match the \$100K. More details are needed about the timeline of spending the funds
- **Schoolhouse:** a potential Eagle Scout will be submitting paperwork to build the patio as his Eagle Project. Stump removal and exterior work are the next items
- **Tree Trimming Collaborative:** Pogo is working on paperwork for the permits; there will be approximately \$30K in tree work due to the collaborative effort.

**ByPass:** the project is moving forward.

### **Other Business:**

- The new cleaners are working out well; the new cost to clean both floors is \$125
- A keypad lock for the Academy door was discussed; the Property Manager will price a new lock.

Next BPC Meeting: May 7, 2019

Next Commissioners Meeting: May 20, 2019 – 3<sup>rd</sup> Monday of the month

Annual Town Meeting; Monday, June 10<sup>th</sup> with Commissioners Meeting immediately following

The meeting adjourned at 8:22 pm

Cate McDonald

Town Clerk