

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday, July 8, 2019**  
7:00pm

**Commissioners:**

*Present:* Bill Gaskill, Garrett Anderson, and Mark Davis

*Absent:* none

*Quorum present?* Yes

*present during all or portions of the meeting:*

Town Clerk Cate McDonald, Property Manager Andrea Scanlon

*Town Residents:* none

*Others:* BPC Chair Harper Pryor, BPC Member Chris Scanlon, Doug Lohmeyer, Nick Hammond, Kelly Hammond, Nicholas Schart, and Mark Schart

**Proceedings:** *Meeting called to order at 7:00pm.*

**Development Process:**

- Doug Lohmeyer, the BPC's consultant for the sub-division of Parcel 770, went over the 4 step sub-division process. Mr. Lohmeyer will work with the BPC and guide them through the sub-division process, ensuring that the sub-division complies with the zoning for the Town, MoCo, and the State.
- Mr. Lohmeyer will review the NRI / FSD form and advise how Senate Bill 234 applies to the Town's Forest Conservation Ordinance.

**ROUTINE TOWN BUSINESS:**

- **Minutes:** The June meeting minutes and Annual Town meeting minutes were approved.
- **Budget:** was reviewed; the reconciliation for the FY '19 is not yet available
- **Academy Rental Report:** rental figures for FY '19 were reviewed

**TOWN OPERATIONS:**

- **Parking Sign:** no update.
- **Google Drive Conversation:** The Town is switching from Dropbox to Google Drive. All files have been taken off the Town's laptop and were transferred to the Google Drive.
  - A discussion was held about scanning all the old Town document for storage. A solution for this issue will be sought.
- **Adoption of MoCo Codes:** a requested will be drafted to the Town's lawyer to ask what ordinances the Town needs to adopt from MoCo and which ones do not need to be adopted.

**TOWN PROPERTY**

- **Academy**
  - **Academy Roof:** MHAA grant has not been awarded yet.
  - **Window Sills:** waiting until the MHAA grant is awarded
- **Other areas of Town**
  - **Yard Waste in front of 211 Market St:** the resident will be asked not to throw branches and yard waste into the street
  - **Hill in front of 205 Market:** a new contractor will be sought to maintain this area

- **Sidewalk in front of 301 Market:** sidewalk will eventually need to be regraded. The property lines of this property was discussed.
- **Schoolhouse:**
  - PortaPotty enclosure HAWP will be submitted
  - The old sign will be moved from its resting spot. A grant will be sought for a new sign
- **Trees:**
  - Pogo will come soon to trim some trees and grind stumps
  - Tree removal & replacement permit will be reviewed by Commissioner Anderson
  - Planting trees near the intersection of Market and Water was discussed.
  - Tree Removal & Replanting permit is still in the review process

**Infrastructure:**

- **Grant paperwork for Market St. grant:** all paperwork will be completed and submitted by September 15, 2019
- **Town Road**
  - Road maintenance for the gravel roads between 2010-2018 was reviewed; the cost has been increasing the past few years year with an average cost of \$6K - \$7K annually.

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

**Other Business:**

- The Town Commissioners will not be meeting in August.

Next BPC Meeting: August 6, 2019

Next Commissioners Meeting: September 9, 2019

Town Picnic: Sunday, September 15

Holiday Party: Saturday, December 7

The meeting adjourned at 8:53 pm

Cate McDonald

Town Clerk