

Town of Brookeville
Commissioners Meeting Minutes
Monday, September 9, 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, Treasurer Alice Allen, Events Manager Brooke Curley

Town Residents: none

Others: BPC Member Chris Scanlon, BPC Member Miche Booz

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

BPC: Chris Scanlon & Miche Booz gave the Commissioners an over of ADU Zoning within the Town. The Town has approximately 11 ADU's. The Town currently has no Zoning Requirements or Regulations.

- Items discussed:
 - The resident with ADU's must be owner-occupied
 - How to enforce zoning and regulations

ROUTINE TOWN BUSINESS:

- **Minutes:** The July meeting minutes were approved.
- **Budget:**
 - Budget vs. Actual to date and General Ledger were reviewed
 - Auditor's report should be completed in October.
- **Academy Rental Report:**
 - Rentals are updated on the Google Drive
 - Donna Will has not confirmed the usage of the Academy but is planning on fields trips this school year
 - Drama Club will be meeting on Monday nights
 - Rentals are down this year compared to last year. Marketing and advertising ideas for the Academy were discussed.
- **Town Picnic:** September 15th. How how to engage families with younger children was discussed.
- **Heritage Montgomery FY20 Mini-Grant:** The Commissioners approved Sandy Heiler submitting this grant on behalf of the Town for 15-star flags and poles with an estimated cash match from the Town for \$800 to \$860

TOWN OPERATIONS:

- **Parking Sign:** no update.
- **Adoption of MoCo Codes:** this project is ongoing. A Table of Contents will be to be developed for the website and print for the Town's Ordinances for easy reference.

TOWN PROPERTY

- **Academy**
 - **Academy Roof:** MHAA grant paperwork has arrived. Property Manager will attend the grant workshop before any permitting.

- **Window Sills:** deposit has been paid; no start date has been set.
- **Dehumidifier:** has not been installed.
- **Schoolhouse:**
 - PortaPotty enclosure HAWP is on the HPC's Sept. 11th agenda.
 - A patio will be installed in September as an Eagle Scout project.
- **Trees:**
 - 2 Town trees along Water Street were removed as part of the Tree Collaborative project at a cost of \$2300.
 - Tree Removal & Replanting permit is still in the review process

Infrastructure:

- **Grant paperwork for Market St.:** all paperwork was reviewed and signed. Town Clerk will submit the paperwork to the State and MHT.
- **Town Road**
 - A total of 9 potholes will be repaired for \$3,200 (8 potholes on Market and 1 pothole on
 - No work is currently scheduled on the gravel roads.
 - Property Manager suggested asking the BPC to consult with the HPC for paving materials for the gravel roads

BPC:

- The Commissioners approved the following amendment for TBBP: "Building permits are valid for 24-months following BPC approval. TBBPs may be resubmitted to the HPC, if needed. TBBPs are non-transferrable."
- 20 High: A TBBP for exterior changes was approved and signed

Bypass: the project is moving forward.

Other Business:

- Snow removal contract from Todd Greenstone was reviewed and signed.

Next BPC Meeting: October 1, 2019

Next Commissioners Meeting: October 14, 2019

Holiday Party: Saturday, December 7

The meeting adjourned at 8:59 pm

Cate McDonald

Town Clerk