

Town of Brookeville
Commissioners Meeting Minutes
Monday, October 14, 2019
7:00pm

Commissioners:

Present: Bill Gaskill, Garrett Anderson, and Mark Davis

Absent: Garrett Anderson, and Mark Davis

Quorum present? no

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: Barbara Ray

Others: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The September meeting minutes will be approved at the November meeting.
- **Budget:**
 - Budget was reviewed
 - Draft Audit will be reviewed by Commissioner Gaskill before it is finalized.
 - The HUR report to the State will be reviewed and revised if needed.
- **Adoption of MoCo Codes:** ongoing project; a list of MoCo ordinances that need to be adopted will be developed.
- **Tree Removal Permit:** will be reviewed next month
- The draft **Preliminary Subdivision Plan** was reviewed and approved.
- **Academy Rental Report:**
 - Donna Will has not confirmed her usage of the Academy and possibly will not due to a family illness.
 - Community Night: the Town did not participate due to cost but donated a free Academy rental for the raffle
 - Events Manager will order a 4ft x 8ft sign for advertising Academy rentals
 - Events Manager will research GoogleAds and Yelp
- **2020 Census:** The Town will support the 2020 Census as needed.

TOWN OPERATIONS:

- **Parking Sign:** no update.

TOWN PROPERTY

- **Academy**
 - **Academy Roof:** MHAA grant paperwork was reviewed and signed by Commissioner Gaskill. Grant paperwork will need to be revised after the Town receives estimated for the roof.
 - **Window Sills:** deposit has been paid; work should start in November.
 - **Dehumidifier:** has not been installed.
- **Schoolhouse:**
 - PortaPotty enclosure permit for the BPC in progress. The BPC has specific questions it would like answered before it will review the project.

- Eagle Scout patio installation at the Schoolhouse is complete

Infrastructure:

- **Grant paperwork for Market St.:** all paperwork has been submitted, awaiting MHT review of the project.
- **Town Road**
 - 9 potholes were repaired for \$3,200
 - Commissioner Davis will be writing a letter regarding proposed paving materials for the gravel roads.

Bypass: the project is moving forward.

Other Business:

- Black walnuts will be a topic for the upcoming newsletter
- The date for the Semi-Annual Town meeting will be selected at the Nov. Commissioner Meeting
- Property Manager will organize a Town Clean Up day

Next BPC Meeting: November 5, 2019

Next Commissioners Meeting: November 11, 2019

Holiday Party: Saturday, December 7

The meeting adjourned at 8:18 pm

Cate McDonald

Town Clerk