

Town of Brookeville
Commissioners Meeting Minutes
Monday, December 9, 2019
7:00pm

Commissioners:

Present:, Garrett Anderson, and Mark Davis

Absent: Bill Gaskill

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: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The November meeting minutes were approved.
- **Budget:** the budget report was reviewed.

TOWN OPERATIONS:

- **Parking Sign:** no update
- **Adoption of MoCo Codes:** ongoing project
- **Tree Removal Permit:** an updated version will be available for approval next month.
- **US Bicycle Route 1:** the Commissioners have been asked to support the endeavor to have the eastern portion of Market Street be part of the proposed US Bicycle Route 1.

TOWN PROPERTY

- **Academy**
 - **Window Sills:** work has started. A total of 6 sills will be replaced as well as some trim.
 - **Dehumidifier:** work is on hold
 - **Roof:** grant paperwork needs to be signed by the State before the money becomes available.
 - Mitigation for water damage:
 - LGIT claim has been started
 - Basement and drywall have been dried out
 - Flooring options for the restrooms and hallways were discussed
 - One restroom will be used for now; a latch will be installed on the inside of the door for privacy
 - The alarm panel will need to be replaced; the merits of cellular vs. landline will be considered.
- **Schoolhouse:**
 - No updates

Infrastructure:

- **Town Road:** pothole repair work was performed last week on the gravel roads.

BPC: 3 permits were approved

- Schoolhouse - porta-potty enclosure

- 211 Market Street - Roof-mounted solar panels
- 209 Market Street - Railing replacement

Academy Rental Report:

- Donna Will has booked several field trips.
- 4ft x 8ft mesh sign for advertising Academy rentals was reviewed; Events Manager will order the sign.

Other Business:

- **Joint MC/PGCMA Meeting:** Commissioner Davis will attend this event and Nov. 14th and reported topics of interest to the Town: Small Cell Towers; 2020 Census support; Municipal Tax Duplication owed to the Town; and an update from WSSC
- **MML Legislative Dinner** December 5, 2019: Commissioners Davis & Anderson attended this meeting.

Next Meetings

- BPC Meeting: Tuesday, January 7, 2020
- Commissioners Meeting: Monday, January 13, 2020
- Semi-Annual Town Meeting: Wednesday, January 22, 2020

The meeting adjourned at 8:18 pm
Cate McDonald
Town Clerk