

Town of Brookeville
Commissioners Meeting Minutes
Wednesday, January 15, 2020
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, Events Manager Brooke Curley

Town Residents: none

Others: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The December meeting minutes were approved.
- **Budget:** the budget report was reviewed.
- **Rental Report:**
 - bookings have increased; Donna Will has started booking field trips.
 - New mesh sign for advertising rentals was reviewed; the sign will be displayed in front of the Academy
- Agenda for Semi-Annual Meeting – topics will include:
 - BPC update: Comprehensive Plan update and the deadline to State
 - Town properties,
 - paving of the gravel roads, and Market St improvements.

TOWN OPERATIONS:

- A proposed Parking Ordinance for parking on Town property was discussed. Commissioner Anderson will write a draft ordinance and will consult the Town's attorney. The proposed ordinance will be an agenda item at the Annual Town Meeting.
- **Parking Sign:** no update
- **Adoption of MoCo Codes:** ongoing project
- **Tree Removal Permit:** an updated version was reviewed and approved.
- **US Bicycle Route 1:** draft Resolution was reviewed and edited.

TOWN PROPERTY

Academy

- Mitigation for water damage:
 - Floor replacement under review by LGIT. The flooring is currently VCT tile; if the decision to replace linoleum flooring instead, the Town will pay the price difference.
- **Window Sills:** work in progress. The windows in 1996 addition were not properly installed and will need to be replaced. The estimated cost to replace the 16 windows is \$20K. A grant will be sought to help pay for the replacement cost.
- **Dehumidifier:** no work has begun; the unit will be mounted on the wall is possible.
- **Roof:** amendment to the easement is being sought. Estimates for the replacement are in progress.

Schoolhouse:

- HVAC installation is the next project.

Infrastructure:

• **Town Road:**

- No work on gravel roads planned for the wintertime
- Paving of gravel roads: Commissioner Anderson received a quote for \$40,300 for basic tar & chip for the Town's gravel roads. The permitting process was discussed. No decision about paving will be made until after consultation with the HPC and multiple quotes are sought.

Other Business: none

Next Meetings

- BPC Meeting: Tuesday, February 4, 2020
- Commissioners Meeting: Monday, February 10, 2020
- Semi-Annual Town Meeting: Wednesday, January 22, 2020

The meeting adjourned at 9:33 pm

Cate McDonald

Town Clerk