

Town of Brookeville
Commissioners Meeting Minutes
Wednesday, March 9, 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: Harper Pryor and Michael Acierno

Others: none

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

Open Discussion: Harper Pryor and Michael Acierno discussed their disappointment with the Town's website. Michael Acierno suggested using G Suite Business to create a new website.

Harper Pryor asked why the Commissioners did not consult the BPC before requesting a preliminary consultation with the HPC regarding paving of the gravel roads. Commissioner Gaskill advised the Commissioners are asking the HPC what surface types are allowable, and the request to the HPC is not an actionable plan.

ROUTINE TOWN BUSINESS:

- **Minutes:** The February meeting minutes were approved.
- **Budget:**
 - the budget report was reviewed.
 - Treasurer moved \$250K into a CD at Bank of America. Commissioner Gaskill will be added to the account.
 - Treasurer spoke with Jim Peck, MML, and the Town is on track to receive all projected municipal tax duplication payments
- **Rental Report:**
 - Donna Will has canceled all upcoming rentals due to a family emergency
 - Brooke will develop a rental Forecast for FY20.
- **BPC:**
 - Harper Pryor resigned her position at the March 3 BPC meeting,
 - Buck Bartley was appointed to the BPC
 - Allison Moffet is considering accepting an appointment to the BPC
 - Budget for the Comprehensive Plan: A consultant will need to be hired to pull the updated Comprehensive Plan together. A Scope of Work will be written to solicit bids. The Commissioners approved the hiring of a consultant after a Scope of Work, and a timeline for completion is determined.

TOWN OPERATIONS:

- **Parking Sign:** no update
- **Adoption of MoCo Codes:** ongoing project
- **Clean Energy:** the Town's clean energy agreement expires on 04/23/2020. Renewal rate = 12-month fixed rate of 8.2¢/kWh. The Commissioner agree to allow the contract to renew. Fred Teal, Jr will be asked to write a article for The Times about the Town's commitment to clean energy over the past decade.

- **Monarch Waystation:** Karen Montgomery would like the Town to become a monarch waystation. Karen will be asked to spearhead this effort with other Master Gardeners in Town.
- **Bluebird houses:** 3 more bluebird houses will be purchased and scattered around Town with memorial plaques.
- **Bulk Trash:** a location for the dumpster was discussed. The discussion was tabled until next month

TOWN PROPERTY

Academy

- Roof:
 - MHT permit has been approved; HAWP has been submitted for the March 25 agenda
 - Estimates will be sought with work anticipated to begin in May
- Water Damage
 - Interior painting and drywall repair have been delayed
 - Flooring: \$2500 to replace with VCP; an additional \$1300 to replace with LVT (Town would pay the upcharge)
 - Fire alarm permit has not been issued
 - The estimated completion date for work is the end of April

Schoolhouse:

- Brown's Refrigeration will install the HVAC and get the permit.
- New light fixtures have been ordered

Infrastructure:

Town Road:

- No road work planned at this time
- Paving of gravel roads:
 - Preliminary consultation with HPC is scheduled for March 11
 - Feedback from Town Residents will be sought before any work is performed; information from the HPC preliminary consultation will be in the upcoming newsletter.

Next Meetings

- BPC Meeting: Tuesday, April 7, 2020
- Commissioners Meeting: Monday, April 11, 2020

The meeting adjourned at 9:27 pm

Cate McDonald

Town Clerk