

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday April 13, 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 via Zoom.*

**ROUTINE TOWN BUSINESS:**

- **Minutes:** The March meeting minutes were approved.
- **Budget:**
  - the budget report was reviewed. On track to spend approximately 65 – 75% of allocated funds.
  - Town Clerk to notarize BofA document to add Commissioner Gaskill to the CD account.
  - Treasurer will check to make sure Commissioners Gaskill is added to all the Town's bank account as a signer.
  - Work on the FY '21 will begin.
- **BPC:**
  - Buck Bartley and Allison Moffit were sworn-in at the April 7<sup>th</sup> BPC meeting. The search for a BPC Chair continues.
  - The BPC will seek and interview consultants to help write an update to the Town's Comprehensive Plan
  - A scope of work for the Consultant needs to be developed.
  - Commissioners approve money for the BPC to hire a consultant to work on the Town's Comprehensive Plan.
- **Town Election:** May 12<sup>th</sup>. The Commissioners discussed various options for holding the election. Mailing in the ballot will be the preferred method.
- **Rental report:**
  - Events Manager working on rescheduling or canceling events on the calendar. All cancellations are receiving full refunds.

**TOWN OPERATIONS:**

- **Parking Sign:** no update. Once rentals are allowed, the sign will be added as an action item.
- **Adoption of MoCo Codes:** ongoing project
- **Bulk Trash:** a location will be the Schoolhouse lot.
- **Flags:** the Town's flags will be put up in early May. Commissioners Davis and Anderson will head up this task
- **Annual Town Meeting:** date set for Tuesday, June 9<sup>th</sup> at 7:30 pm

**TOWN PROPERTY**

### **Academy**

- Water Damage
  - Work completed except for Flooring and Fire Alarm panel. Fire alarm permit has not been issued by MoCo and flooring is out of stock
- Hardwood floors will be refinished as there are no rentals.
- Roof:
  - HAWP has been submitted
  - Estimates are being sought

### **Schoolhouse:**

- HVAC has been installed.
- Painting and flooring are the next items to be accomplished.

### **Infrastructure:**

#### **Town Road:**

- Potholes repaired on the gravel roads

### **Next Meetings**

- BPC Meeting: Tuesday, May 5, 2020 via Zoom
- Commissioners Meeting: Monday, May 11, 2020 via Zoom

The meeting adjourned at 8:12 pm

Cate McDonald

Town Clerk