

Town of Brookeville
Commissioners Meeting Minutes
Monday, May 11, 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: Harry and Karen Montgomery

Others: BPC members Buck Bartley and Chris Scanlon

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

Open Discussion:

Harry and Karen Montgomery joined the meeting via the phone. Mrs. Montgomery expressed concern about the amount of east to west traffic flowing through Town. She is lobbying from “local traffic only” sign to be placed at the intersection of Bordly Drive at Brighton Dam Road and for the speed limit to be lowered to 20 mph. She has been working with State Senator Zucker and would like the Town to help with this endeavor.

ROUTINE TOWN BUSINESS:

- **Minutes:** The April meeting minutes were approved.
- **Budget:**
 - the budget report was reviewed
 - no new funds have been received from the State.
 - The treasurer is still monitoring the progress of adding Commissioner Gaskill to the Town’s bank accounts
 - Draft FY ’21 budget will be available prior to the Annual Town Meeting.
- **BPC:**

Chris Scanlon shared a map he created of the Town streets.

 - The width and elevation of the Town’s gravel roads have grown over the years. Mr. Scanlon suggests a width of 11 feet on the side streets.
 - North Street: pave from the intersection of Market Steet to the Schoolhouse and redefine the schoolhouse parking lot and look at ways to manage water flow from rains. After discussion, the hill on North Street will be added to the paving to address winter weather issues.
 - Water Street: this Street is the “gateway to Town” and BPC’s vison is to make the entrance have green space with tree planted on both sides of the access to Water St. This will also help with water runoff. The street will be paved from Market St to the driway at 104 Water with defined parking areas on both sides of the street between 301 and 211 Market. There was a discussion about the parking on Town property on the sidestreets, and the defined parking area on Water St was deleted from the maps.
 - Next Steps:
 - order of magnitude
 - ask Town Residents opinions
 - get specs together and send out an RFP

- **Rental report:** not much to report as the Academy remains closed to rentals.
- **BPC:** BPC met with Susan Llareus from MDP last week. The Town's Comprehensive Plan does not need to updates at this time. The Town's roads and a "road diet" were discussed at length.
- **Town Election:** May 12. A contact-less voting system will be in place with signs to remind voters about social distancing.
- **Prep for Annual Town Meeting - June 9:** Agenda and draft budget will be posted to the Town's website before the meeting, which will be held via Zoom.

TOWN OPERATIONS:

- **Adoption of MoCo Codes:** ongoing project
- **Flags:** The Town's flags are up thanks to Duane Heiler, Commissioners Davis and Anderson.
- **Social get-togethers** for the Town will not be planned due to COVID-19.

TOWN PROPERTY

Academy

- Water Damage
 - Work completed except for Flooring and Fire Alarm panel. Fire alarm permit has not been issued by MoCo. New floor is partially installed and awaiting new materials to be delivered.
- Hardwood floors refinishing will be priced.
- Roof:
 - HAWP has been approved; BPC permit will be applied for.
 - No pricing

Schoolhouse:

- HVAC permit is pending.
- Painting and flooring are the next items to be accomplished.
- The Friis' and Sandy Heiler are landscaping the Schoolhouse lot.

Infrastructure:

Town Road: no work

Next Meetings

- BPC Meeting: Tuesday, June 2, 2020, via Zoom
- Commissioners Meeting: Monday, June 8, 2020, via Zoom
- Annual Town Meeting: Tuesday, June 9, 2020, via Zoom

The meeting adjourned at 8:42 pm

Cate McDonald

Town Clerk