

Town of Brookeville
Commissioners Meeting Minutes
Monday, June 8, 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 May meeting minutes were approved.
- **Budget:**
 - The budget report was reviewed
 - Received \$9,500 for local income tax and \$1,500 HUR from the State
 - Draft FY '21 budget was posted to the Town's website last week.
- **Rental report:** not much to report as the Academy remains closed to rentals; Academy rental revenue will be 50% less due to COVID-19.
- **BPC:** The Town's "road diet" was discussed. The Town will do a phased approach, and an order of magnitude will be developed. The BPC will interview design firms to start the process and write an RPF once the initial interview of design plans is complete, with a budget of \$15K-\$20K.

TOWN OPERATIONS:

- **Adoption of MoCo Codes:** ongoing project.

TOWN PROPERTY

Academy

- **Water Damage**
 - Fire alarm panel being replaced this week; after installation, will need inspection and permit.
- **Hardwood floors:** quoted received from 3 companies. The lowest bidder, Quality Floors, has insurance but not an MHIC license. The pros/cons of hiring an unlicensed contractor were discussed. Property Manager will check the references for Quality Floors.
- **Exit Signs:** will be replicated, estimated cost \$3500
- **Roof:**
 - HAWP has been approved; the BPC permit will be applied for.

Schoolhouse:

- HVAC permit is pending.
- **Flooring:** the same company the refinishes the Academy floors will refinish the Schoolhouse floors.

Infrastructure:

- **Streetlights:** the following streetlights are not working and will be serviced:
 - 211 Market
 - 307 Market
 - 205 Market
- **Town Road:**
 - Property Manager her RFP for street improvements for east Market, North, and Water Streets with a projected cost of \$478,620 if all desired work is completed.
 - The parking pad at 301 Market was discussed. The earlier plan reviewed by the Commissioners nixed the parking pad.
 - A bid from the ByPass contractor, Myers, will be sought.

Annual Town Meeting: Tuesday, June 9

- FY '21 budget: a breakdown of the \$352, 500 coming from the reserve fund will be broken down

Roads	300,000.00
Academy	50,000.00
School House	2,500.00
- Town will upgrade to Zoom Webinar for this meeting
- Commissioners will pause for question after each agenda item is presented
- A moment of silence will be held in memory of George Floyd.

Next Meetings

- BPC Meeting: Tuesday, July 7, 2020, via Zoom
- Commissioners Meeting: Monday, July 13, 2020, via Zoom

The meeting adjourned at 8:23 pm

Cate McDonald

Town Clerk