

Town of Brookeville
Commissioners Meeting Minutes
Monday, July 13, 2020
7:00 pm via Zoom

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, Events Manager Brooke Curley, Treasurer Alice Allen

Town Residents: none

Others: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The June 8 meeting minutes and June 9 Annual Town Meeting minutes were approved.
- **Budget:**
 - The budget report was reviewed
 - Received \$15,826 for local income tax and \$1,100 HUR from the State for FY'20
 - An auditor will be scheduled to review FY'20.
- **Rental report:** not much to report as the Academy remains closed to rentals. The Commissioners are in favor of allowing small groups to rent the Academy on a case by case basis with a signed COVID-19 wavier. The Events Manager will draft a COVID-19 wavier for the Commissioner's approval.
- **BPC:** 104 Water St. change of roofing material request was discussed.

TOWN OPERATIONS:

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

TOWN PROPERTY

Report via email:

Academy Interior

- *fire alarm panel replacement complete*
- *all water damage restoration work complete*
- *new Exit signs and Emergency lights installed*
- *wood floor refinishing in progress (Quality Floor = low bidder); will be complete this week*
- *carpet cleaning and building clean will be next*

Academy Roof

- *TOB Bldg Permit submitted*
- *pricing in progress*

Schoolhouse

- *wood floor refinishing in progress (Quality Floor = low bidder); will be complete this week*
- *new street numbers ordered; HVAC re-inspection will be scheduled after they are installed*
- *painting and hanging light fixture will be next*
- *Sandy working on scheduling toilet enclosure work*

Streets

- *working with CPH and PSI to get proposal for additional core drills*
- *O of M pricing in progress*

Streetlights

- *205 Market and 307 Market are working, but need new sensors*
- *waiting on Bogan schedule*

Town Road:

- The Commissioner would like a rough draft of the order of magnitude and a timeline for the east Market Street project. Commissioner Gaskill will contact the Property Manager for more details.
- RFP for east Market Street streetscape: the BPC is developing an RFP to engage a design firm.

Next Meetings

- BPC Meeting: Tuesday, August 4, 2020, via Zoom
- Commissioners Meeting: Monday, September 14, 2020, via Zoom. The Commissioners will take an August meeting break.

The meeting adjourned at 7:43 pm

Cate McDonald

Town Clerk