

Town of Brookeville
Commissioners Meeting Minutes
Monday, September 14, 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, Treasurer Alice Allen, Property Manager Andrea Scanlon

Town Residents: Don DeWall, Iris Stratton

Others: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** The July 13, 2020 meeting minutes were approved.
- **Budget:**
 - The budget report was reviewed
 - The water mitigation line item will be reviewed for accuracy
 - FY'20 audit is in progress.
- **BPC:** work continues on the RFP for the Market Street project; 1 High has a potential new owner who is in a preliminary discussion about modifications to the building.
- **Town Permits for Approval:**
 - Brookeville Academy: change of roofing material - approved
 - 13 North: patio - approved
 - 313 Market: heat pump installation – approved
- **Rental report:** not much to report as the Academy remains closed to rentals
 - COVID-19 rental waiver was reviewed and will be edited to add a link to the current MoCo COVID-19 regulations regarding gatherings,

TOWN OPERATIONS:

Old Business

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

New Business

- **Clean-up of the Town's right-of-way areas**
 - The owners of 301 Market have been asked to voluntarily clean up their property that is in the Town's public right-of-way on Water Street
- **Roll-off for bulk trash:** dumpster will be arranged in October and placed on the public right-of-way on Water Street. Quiet hours will be between 8:00 am and 7:00 pm.
- **Contactless collection of fees:** The Town will sign up for PayPal for collection of fees and rental payments

TOWN PROPERTY

Academy

- **Roof replacement:** all permits are approved; project is out for bid
- **Interior work:** no work except routine maintenance; sprinklers are due for inspection.

Schoolhouse

- **Status of work:**
 - HVAC is installed, and permits have been approved
 - Interior painting and light fixture installation are next
 - The porta-potty enclosure is finished

Infrastructure: (sidewalks, streets, lights)

- **Street light repair:** work in progress
- **Resurfacing of streets:** order of magnitude
 - The report from the core drillings should be in next week with bearing weight /capacity. Market Street appears to be concrete with asphalt as the top layer.
 - ROM due date is October 5, 2020 with options
- **Sidewalks:** do the sidewalks along Market St. need to be re-done the same time as the road? The cost will be the determining factor.
- The Property Manager suggested giving ownership of east Market St to MoCo.
- **Next Steps:**
 - Price east Market Street with curbs, gutters, and sidewalks
 - Once priced, the Commissioners will decide on the phased approved for this project
 - The target date for ROM is October 5, 2020

Other Business

- A Heritage Montgomery mini-grant will be applied for to restore the sign erect in 2014. The signs will be restored by replacing the graphic panels and repainting the posts. The Town's grant match will be with in-kind work and the cost of the paint.
- MoCo Code Enforcement will be contacted about the condition of 309/311 Market.

Next Meetings

- BPC Meeting: Tuesday, October 6, 2020, via Zoom
- Commissioners Meeting: Monday, October 12, 2020, via Zoom.

The meeting adjourned at 8:45 pm

Cate McDonald

Town Clerk