

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday, December 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, 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 November meeting minutes were approved.
- **Budget:**
  - The budget report was reviewed
- **Rental report:** no rentals due to COVID-19 restrictions.
- **BPC update:**
  - BPC adjusted the RFP timeline to update the Transportation, Pedestrian Networks, and Streetscaping Elements of the Town of Brookeville's Comprehensive Plan. A revised RFP was published to the Town's website
  - Property Manager Andrea Scanlon will attend the next meeting to discuss the street improvement plans
- **Commissioner's Action Item List:** Reviewed and discussed
  - Market Street Improvements was discussed in detail. Commissioner Anderson will attend the upcoming BPW meeting where the Town's grant award will be discussed.

**TOWN PROPERTY**

- **Resurfacing of streets:** order of magnitude
  - New estimates were received and reviewed.
  - Design plans for Market Street are needed for a final estimate from bidders. The BPC is in the process of updating the streetscape of Market Street that the Town maintains. Once the BPC finalizes the streetscape of Market Street that the Town maintains, an engineering firm will be sought for buildable plans.
- **Academy Fire Alarm:**
  - The Verizon phone lines have been causing the fire alarm to signal trouble. Verizon has been out to correct the problem in their wiring.
  - A quote for a cellular line module is in process.
- **Streetlights**
  - Streetlight repairs complete with the exception of the light by 104 Water (photosensor will be replaced) and 211 Market (electrician will make repairs).
- **Academy Roof replacement:**

- Work will start in the mid to late March

**Semi-Annual Town Meeting:**

- Tuesday, February 9 at 7 pm was approved.
- Agenda for this meeting will be finalized at the January Commissioner Meeting

**Next Meetings**

- BPC Meeting: Tuesday, January 5, 2021, via Zoom
- Commissioners Meeting: Monday, January 11, 2021, via Zoom.
- Semi-Annual Town Meeting: Tuesday, February 9, 2021, via Zoom

The meeting adjourned at 9:22 pm

Cate McDonald

Town Clerk