

**Town of Brookeville**  
**Commissioners Meeting Minutes**  
**Monday, January 11, 2021**  
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 December meeting minutes were approved.
- **Budget:**
  - The budget report was reviewed
- **Rental report:** no rentals due to COVID-19 restrictions.
- **BPC update:**
  - RFP timeline to update the Transportation, Pedestrian Networks, and Streetscaping Elements of the Town of Brookeville's Comprehensive Plan was discussed.
  - The owner of Parcel 770 is moving forward with the sub-division by submitting the NRI / FSD application.
- **Commissioner's Action Item List:** Reviewed and discussed
  - Silo Falls noise complaint: MoCo Dept. of Planning zoning specialist has been asked to clarify the current U&O permit for this property.
- **Grants:**
  - 19-261 Market St. Improvement Grant: BPW January 6, 2021 meeting approved the Market St. Improvement grant; the Town needs to receive the signed paperwork.
  - Commissioner Gaskill has asked Senator Zucker for more State grant money for Town roads. The Town will look at other funding sources: DOT grants, low-cost financing, Bonds, and the Town's reserve.
- **ByPass Dedication:** a request to the Commissioners was made to name the ByPass in Honor of Karen Montgomery.

**TOWN PROPERTY**

- **Academy Roof replacement:** no update
- **Streetlights**
  - the light by 104 Water (photosensor will be replaced) and 211 Market needs the glass cleaned but the light is in working order
- **Schoolhouse sign:** a grant will be sought to replace the sign
- **Tree removal:** a tree fell on the end of Water St; the log and stump will be removed
- **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.
- The estimated cost for this project is \$635, not including engineering, legal, streetscaping

**Semi-Annual Town Meeting:**

- Tuesday, February 9 at 7 pm via Zoom
- Agenda items:
  - BPC update
  - Rental report
  - Town maintained streets and properties
  - FY '21 update
  - ByPass update

**Next Meetings**

- BPC Meeting: Tuesday, February 2, 2021, via Zoom
- Commissioners Meeting: Monday, February 8, 2021, via Zoom.
- Semi-Annual Town Meeting: Tuesday, February 9, 2021, via Zoom

The meeting adjourned at 8:36 pm

Cate McDonald

Town Clerk