

**Town of Brookeville**  
**Semi-Annual Meeting Minutes**  
**Tuesday, February 9, 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:* Michael Acierno, Sandy Heiler, Micole Haris, Miche Booz, Terry Anderson, Buck Bartley, Fred Teal, Iris Stratton, Karen Montgomery, Chris Scanlon, Margaret Kay

*Others:* none

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

**BPC update**

- RFP – update to the Transportation Portion of the Comprehensive Plan. Three firms submitted proposals. Once a design firm is selected, and there are conceptual plans for the redesign of east Market Street, the Town will solicit comments and hold a public meeting. The design is scheduled to be finalized in June 2021. After the delivery of the design plans, the Town will hire an engineering firm and execute the repaving of east Market Street.
- Parcel 770: the owner of Parcel 770 has started the sub-division process by submitting the NRI / FSD.

Questions / Comments:

- What other items will the consultant be advising on other than east Market St? The update will include the entire Town in the post-ByPass era.
- Rustic Roads Advisory Committee wants to host a virtual meeting with a focus on the Town. A meeting will be set-up, and the meeting invitation will be sent to the Town.
- Sandy Heiler has secured a grant to replace the signs in front of historic homes within the Town. She will need volunteers to paint and install the signs. Also, Sandy will need volunteers for a spring clean-up at the Schoolhouse.

**ByPass Update**

- The project is currently 41 percent complete, and the current estimated completion date is late August to mid-September of 2021. (weather and progress permitting).

## FY'21 Budget update

- YTD Actual Versus Budget Summary

Town of Brookeville					
Budget vs. Actuals					
July 2020 - June 2021					
	Six Months	Annual	Annual	Favorable	
	Ending 12/31/20	2021	2021	(Unfavorable)	% of Budget
	Actual	Budget	Forecast		
Operating Revenue	93,877	128,993	130,000	91,856	72.78%
Operating Expenses	55,528	134,648	134,648	50,528	41.24%
Operating Income	38,349	(5,655)	(4,648)	36,349	
Capital Expenditures		(352,500)	0		
Net Income	38,349	(358,155)	(4,648)	(36,651)	

- Budgeted CapEx not spent includes Academy Roof for \$51k, School House 1.5k, and Roads Project for \$300k = Total \$352.5k
- The Town has \$752K in Reserves

### Rental Update

- Due to COVID-19 directives from Montgomery County, there have been no Academy rentals since the pandemic started. The Academy will be ready for rentals once it safe to reopen

### Town Infrastructure

- **Schoolhouse:** All work covered under the MHAA grant has been finalized: HVAC install, floors hve been refinished, and porta-potty structure has been erected.

### Academy

- **Roof:** a new metal roof will be installed in Spring. The Town was awarded a grant of up to \$35,000 from the MHAA grant program to replace the roof on the Brookeville Academy. The grant will require a 50% match from the Town, with funds being drawn from the Reserve.

### Town maintained roads

- Potholes will be filled as needed
- The Town Commissioners are reviewing funding sources to bring the public roadways to a state of good repair. Commissioner Gaskill has been working with Senator Craig Zucker, and the District 14 team to allocate additional State grant money for the Town maintained roads.
- The gravel roads will be narrowed and might possibly be resurfaced.

### Questions / Comments:

- Have the Commissioners determined the type of surface for the gravel roads? There has been no decision as of yet, but the Commissioners are looking at tar & chip and are investigating pricing.
- A resident wants to make sure South Street will be resurfaced
  - The gravel roads' paving will be a phased approached and South Street will be resurfaced, but it is currently in better shape than the other gravel roads in Town.
- Sandy Heiler advised that Race Street has a pothole and the Town owns Race Street.
- There was a discussion about different types of road surfaces for gravel roads.

The meeting adjourned at 7:52 pm

Cate McDonald  
Town Clerk