

Town of Brookeville
Commissioners Meeting Minutes
Monday, May 10, 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 April 12, 2021, meeting minutes were approved.
- **Budget:** The budget report was reviewed
 - MD unemployment insurance rate is increasing
 - FY'22 budget is being prepared for review.
- **Rental report:**
 - With the lessening of restrictions, bookings for later summer have been confirmed.
 - The sign to advertise for rentals needs to be put up with stakes.
- **BPC update:**
 - Virtual Public meeting with Lardner/Klein to solicit public comment for the update the Transportation, Pedestrian Networks, and Streetscaping Elements of the Town of Brookeville's Comprehensive Plan is May 12th at 7:00 pm via Zoom
 - TBBP: 13 North for a new portico/awning and front door replacement was approved. Commissioner Davis was recused.
- **Silo Falls:** noise and parking
 - Commissioners are still monitoring and working on a resolution.
- **Town Election:** Election is scheduled from tomorrow from 3:00 pm – 7:00 pm with 2 election volunteers.

TOWN PROPERTY

- **Academy Roof replacement:** more materials have been ordered; the gutters and downspouts will be ordered soon. Work should start the end of summer.
- **Schoolhouse:** no new work scheduled
- **Streetlight:** all streetlights are in working order.
- **Town maintained roads:**
 - potholes on the gravel roads have been filled.
 - Paperwork for the \$200K road improvement grant is expected to arrive in June.
- **Commissioner's Action Item List:** Reviewed and discussed
 - The gravel road resurfacing project timeline was discussed. Nest Steps:
 - HAWP will be submitted after the survey is sent.

- Send a survey to the Town about the gravel road resurfacing project to solicit feedback.
- Review funding sources
- The draft gravel road improvement report will be updated with new information that tar & chip will require maintenance with 1-2 years of installation.
- Commissioner Davis will invite SSVFD to review the turn around on Water St. and review the Town “road diet” plans for the gravel roads.

Other Business:

- Commissioners Anderson and Davis will put up the Town’s flags before Memorial Day.

Next Meetings

- Virtual Public Meeting Wednesday, May 12, 2021, from 7:00 pm – 8:30 pm to solicit public comment for Updating the Transportation, Pedestrian Networks & Streetscaping Elements of the Town of Brookeville’s Comprehensive Plan.
- BPC Meeting: Tuesday, June 1, 2021, via Zoom
- Annual Town Meeting: Monday, June 14, 2021, via Zoom
- Commissioners Meeting: Monday, June 14, 2021, via Zoom, immediately after the Annual Meeting

The meeting adjourned at 8:49 pm
Cate McDonald
Town Clerk