

Town of Brookeville
Commissioners Meeting Minutes
Monday, August 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

Town Residents: Iris Stratton and Don DeWall

Others: none

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

ROUTINE TOWN BUSINESS:

- **Minutes:** June 14, 2021, and Annual Town meeting minutes were approved.
- **Budget:** The budget report was reviewed
 - The final number for the FY'21 Budget vs. Actual were reviewed. HUR totals for the year were lower than expected. Alice will contact the State about the discrepancy.
 - FY'21 audit will be scheduled.
- **Rental report:**
 - There have been a lot of rentals booked in the past few weeks.
- **BPC update:**
 - Lardner/Klein submitted the draft update for the Transportation, Pedestrian Networks, and Streetscaping Elements to the BPC, and the draft plan was reviewed at the August 3 BPC meeting. The Commissioner will review the draft plan and submit comments if needed. Jim Klein suggested writing to MoCo County Exec. Regarding ownership of MD 97 post-ByPass. MoCo "Complete Streets" allows for a narrow road width compared to SHA requirements. Narrower road width is needed to allow a sidewalk to bypass the cemetery. Commissioner Anderson will draft a letter to the MoCo.
- **Town Events:**
 - Town Picnic: Sunday, September 19 from 3p – 7p outdoors at the Academy
 - Holiday Party: Saturday, December 5 – tentative due to COVID protocols.
 - The ice cream socials are popular. Next time, ask the Church to use their parking lot so the children can play on the playground.
- **Silo Falls:** noise and parking
 - Commissioners are still monitoring and working on a resolution.

TOWN PROPERTY

- **Academy Roof replacement:** All materials have been purchased and are being stored at the Academy. The roof should be installed this October.
- **Vinyl flooring:** new flooring will be installed next week; estimated cost = \$4,521
- **HVAC:** 2 new remote thermostats have been installed at the Academy
- **Schoolhouse:** no new work scheduled
- **Streetlight:** all streetlights are in working order: 2 lights need new sensors

- **Town maintained roads:**

- CPH needs to be consulted for the next steps for the boundaries of tar & chip surfacing and the high & low points of the road
- The roadwork needs to schedule with the contractor for October.
- The Fire Marshall needs to be consulted regarding the shortening of Water St.
- The HAWP for resurfacing of North, South, and Water has been approved; Church & Race were not included on the HAWP and need a new HAPW was submitted for review and approval at the HPC's August 18 meeting. A Town Permit will be sought at the September 7 BPC meeting.
- Residents will need to apply individually for a HAWP and contact separately with the contractor for tar & chip resurfacing of their driveways. There can be no comingling of funds between the Town and Residents for the tar & chip resurfacing costs.
- Race Street will be included from Market St to the end of the sidewalk due to the prominence of the Madison House.
- The contractor for tar & chip resurfacing project American Paving
- The parking area on Water St. will be clarified prior to work beginning. The updated Transportation Plan has Water St being realigned at Market St.

Next Meetings

- BPC Meeting: Tuesday, September 7, 2021, via Zoom
- Commissioners Meeting: Monday, September 13, 2021, via Zoom.

The meeting adjourned at 9:58 pm

Cate McDonald

Town Clerk