

Brookeville Times



State of the Town

A Summary of the Semi-Annual Town Meeting

Town Residents joined the Town Commissioners and Staff via Zoom on January 24, 2022, to hear an update on the Town.

BPC Update

- Parcel 770: the sub-division process is moving forward; the sub-division process is moving forward. The BPC and developer are in the process of reviewing BPC requested easements.
- Gravel Road Improvement Project: permit has been issued; the realignment of Water & Market is being reviewed.
- Comprehensive Plan update to Transportation, Pedestrian Networks & Streetscaping Elements: the draft plan has completed MDP 60-day review and returned with comments.

Update to Transportation, Pedestrian Networks & Streetscaping Elements to the Comprehensive Plan

- The update to the plan will be mailed to all Residents once slight changes are made to the draft plan after MDP's review.
- Grant money will be sought for potential projects.

Rental Update

- Rental revenue is up, and people are renting the building. Renters must follow the current COVID-19 protocols set forth by Montgomery County.

Town Infrastructure

- Schoolhouse
 - Regular maintenance as needed
- Academy
 - Roof replacement is complete
 - Project Budget \$70,000
 - Current Total \$69,320
 - Grants Received \$35,000 (MHAA / MHT)
 - Regular maintenance as needed
 - Upcoming projects: exterior painting, HVAC upgrades, windows in the addition.

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Mark Your Calendars

Commissioners Meeting
Monday, February 22, 2022
7:00pm via Zoom

Planning Commission Meeting
Tuesday, March 1, 2022
7:30 pm via Zoom

Commissioners Meeting
Monday, March 14, 2022
7:00pm via Zoom

Public Town meetings will be held virtually until further notice. Meeting updates will be communicated via email and posted to the Town's website.

If you would like to attend a public Meeting that is being held via Zoom, please send an email to clerk@townofbrookevillemd.org for login credentials

Public Notice

Application for
Subdivision of Property
Map HU62 -Parcel 770
High Street, Brookeville, Maryland

A public hearing for consideration of the site plan has been scheduled for Tuesday, March 1, 2022, at 7:30 p.m. via Zoom. If you would like to submit any written comments on this plan to the Town, please do so by no later than Friday, February 25, 2022.

- **Town maintained roads**

- Market Street
 - Still in the planning phases, the next step is design planning
- Gravel Road Contract Status & Schedule
 - All approvals complete
 - Contractors: Subgrade repairs - LW Wolfe, Road surfacing – Russell Standard
- Resident Impacts
 - Work anticipated starting in March – April 2022
 - Workdays will be communicated to less impact to residents.
 - Residents will be able to sign a contract to have their driveways re-surfaced with the contractor. Residents will be given estimates and will need to have a HAWP and a Town Permit prior to the work being.
- Pothole repairs as needed
- New street signs will be ordered

State of the Budget

Below is the YTD Actual Versus Budget/Forecast Summary

| Town of Brookeville | | | | | |
|---|-----------------|-----------|-----------|---------------|-------------|
| Budget vs. Actual | | | | | |
| July 1st through December 31st, 2021 | | | | | |
| | Six Months | Annual | Annual | Favorable | |
| | Ending 12/31/21 | 2022 | 2022 | (UnFavorable) | |
| | Actual | Budget | Forecast | (UnFavorable) | % of Budget |
| Total Operating Revenue | 69,763 | 136,400 | 136,400 | (66,637) | 51.15% |
| Total Operating Expenses | 76,446 | 138,000 | 134,648 | (58,202) | 55.40% |
| Total Operating Income (Expense) | (6,683) | (1,600) | 1,752 | (8,435) | |
| Capital Revenue | | | | | |
| Grant Income - Market Street | 0 | 300,000 | 0 | 300,000 | |
| Grant Income - MHAA Academy Roof | 0 | 35,000 | 35,000 | 0 | |
| Total Grant Revenue | 0 | 335,000 | 35,000 | 300,000 | |
| Capital Expenditures | | | | | |
| Market Street | 0 | 450,000 | 0 | 0 | |
| Gravel Roads | 4,060 | 215,000 | 300,000 | 295,940 | |
| Academy | 39,629 | 71,000 | 71,000 | 31,371 | |
| School House | 0 | 1,000 | 1,000 | 1,000 | |
| Total Capital Expenditures | 43,689 | 737,000 | 372,000 | 328,311 | |
| Net Capital Expenditures | (43,689) | (402,000) | (337,000) | 293,311 | |
| Net Income (Capital and Operating) | (50,372) | (403,600) | (335,248) | (284,876) | |

Notes:

- YTD Operating Revenue is 51% of Annual Budget. Annual Revenue Forecast slightly above budget due to increase in Academy Rental income
- YTD Operating Expense is 55% of Annual Budget. Items of note are the unplanned expense for the HVAC system work and consulting expense related to the Comprehensive Plan Update.
- YTD Capital Expenditures amount to \$44k. Total Cap Ex Forecast removes the cost of Market St (\$450k) due to timing. In addition, Gravel Roads Cap Ex Forecast is \$300k, note this is very conservative, contracts are signed, and the true estimated cost is below \$250k. Financing is in place for half the cost of the Gravel Roads Project.

Commissioner Resigns

Garrett Anderson resigns as Town Commissioner effective February 16, 2022. Garrett was elected to serve as a Commissioner in May 2019. Before serving as a Commissioner, Garrett was a Brookeville Planning Commission (BPC) member. The Town Staff, Brookeville Planning Commission, and Town Commissioners are grateful to Garrett for his many years of public service and hope to see him return someday.

Under Section 10 of the Town's charter, the Commissioner will make appointments for the vacancy left by Garrett Anderson's resignation.

The Town is governed by a body designated as "The Commissioners of Brookeville," which consists of three commissioners. The Town holds elections each May for Commissioners, who hold office for a 2-year term.

Town Election

There will be an election on Tuesday, May 10, 2022, for one Town Commissioner who will serve a two-year term beginning in June 2022. The seat is currently held by Bill Gaskill.

The Town is Seeking Nominations for Town Commissioner

The Town is now seeking self-nominations for the position of Town Commissioner. If you are interested in running for this position, please send a letter stating your interest in candidacy to:

Town of Brookeville
Attn: Supervisor of Elections
5 High Street
Brookeville, MD 20833

All Self – Nominations must be received on or before Tuesday, April 11, 2022

Need an Absentee Ballot? You must request an Absentee Application no later than April 22, 2022.

An informal written request for an absentee ballot may be submitted to the Supervisor of Elections, and it must contain the following information:

1. Voter's name
2. Residence address
3. Address to which the ballot is to be mailed, if different from the residence address
4. Voter's Signature

Brookeville Academy's New Roof



The metal roof replaces the cedar shingle roof that was installed in 1996 when the Academy went under a significant renovation. The installation of new gutters, downspouts, and snow guards was a part of the roof replacement project.

Project Budget \$70,000

Current Total \$69,320

Grants Received \$35,000 (MHAA)

The required matching grant funds from the Town will come from Capital Expenses Budget.

Montgomery County Historic Preservation Tax Credit

APPLICATIONS DUE BY APRIL 1, 2022

Did you do work on your home in 2021? If so, you may be eligible for tax credits through our Historic Preservation office! The Town of Brookeville is listed in the Montgomery County Master Plan for Historic Preservation, and all homes within the Town's municipal boundaries are eligible to apply for the Historic Preservation Tax Credit.

For more information about filing a tax credit application, please visit:

<https://montgomeryplanning.org/planning/historic/tax-credit-program/>

Or contact Michael Kyne, Planner Coordinator of the Historic Preservation Office at the Montgomery County Planning Department (telephone: 301-563-3403); email: Michael.Kyne@montgomeryplanning.org.

Post ByPass Era Plans

The Town is preparing for the post-Bypass era!

A. Update to the Transportation portion of the Comprehensive Plan

- The Town will set a date for a public hearing for adoption.

B. Market Street Reconstruction Project (Brighton Dam Rd to MD97 intersection)

After the update to the Comprehensive Plan is approved by the Town of Brookeville and permits are obtained, work will begin on Market Street. The project will include roadway removal, grading, and resurfacing. The goal of the project is to improve traffic safety for motorists, bicyclists, and pedestrians.

Preliminary Timeline:

- TBD: Civil engineer engaged for construction plans
- TBD: Request for Proposal sent out
- TBD: Construction begins

C. Gravel Road Improvement Project

Contractors: LW Wolfe Enterprises Inc and Russell Standard

Preliminary Timeline:

- February: obtain financing
- Early Spring 2022: obtain a schedule of work and notify residents

Projects will be updated monthly. If you have any comments, questions, or concerns about projects going on around Town, please send an email to clerk@townofbrookevillemd.org or contact a Town Commissioner.

Town of Brookeville
5 High Street
Brookeville, MD 20833
www.townofbrookevillemd.org
Phone: 301-570-4465 Fax: 301-570-0355

Town Commissioners: commissioners@townofbrookevillemd.org

Bill Gaskill (2022), President 202.257.0232.
Open (2023)
Mark Davis (2023) 202.355.3744

Brookeville Planning Commission: planning.commission@townofbrookevillemd.org

| | | | |
|--------------|--------|-----------------|--------|
| Buck Bartley | (2023) | | |
| Miche Booz | (2023) | Chris Scanlon | (2023) |
| Margaret Kay | (2022) | Allison Moffett | (2022) |

Brookeville Board of Elections Supervisors:

Marti Andress (2023), Chair
Iris Stratton (2022)
Jeff Johnson (2022)

Town Staff:

Town Clerk: clerk@townofbrookevillemd.org
Cate McDonald

Treasurer: treasurer@townofbrookevillemd.org
Alice Allen

Town Property Manager: property@townofbrookevillemd.org
Andrea Scanlon

Events / Marketing Manager: events@townofbrookevillemd.org
Brooke Curley

All public Commissioner and Planning Commission agendas are posted on the Town's website at least 24 hours before each meeting.

Please note that agendas are subject to change until the time of convening.

Meeting minutes for Open Meetings are posted on the Town's website after adoption and as soon as practicable.