

**Town of Brookeville**  
**Semi-Annual Town Meeting Minutes**  
**Monday, January 24, 2022**  
7:00pm 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, Property Manager Andrea Scanlon,

*Town Residents:* Buck Bartley, Todd Van Gelder, Dan Laughlin, Don DeWall, Iris Stratton, Michael Acierno, Sandy Heiler, Maggie Kay, Fred Teal, Jennifer Roy

*Others:* none

**Proceedings:** *Meeting called to order at 7:05 pm.*

**COVID-19**

- The Town received 360 COVID-19 rapid test kits for MoCo and will hold a distribution event at the Academy on Wednesday, January 26, from 5 pm – 7 pm; limit 2 test kits per resident.

**BPC Update**

- Parcel 770: the sub-division process is moving forward; the requested easement requested by the Town is delaying approval.
- 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.

Questions / Comments

- The Town entrance sign on High Street should be moved when Parcel 770's site plan is approved.
- What's happening on Brighton Dam Road? stream restoration mitigation as part of the ByPass Project
- How many homes are planned for Parcel 770? 4 single family plans have been approved by the HPC
- What are the plans for 1 High Street? Is the property owner going to maintain the property? The owner of 1 High Street has not submitted any application for the property. The owner will be contacted about property maintenance issues and shoveling the sidewalks.

**ByPass Update**

- The project is moving forward with a completion date of year-end 2022.

Questions / Comments

- Proposal: contact the appropriate agency to consider naming the ByPass after Clyde Unglesbee.

**Post ByPass Era Plans**

- The Town worked with a consultant to update the vision for the Town post-ByPass.

## 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.

## FY'22 Budget update

- YTD Actual Versus Budget/Forecast was reviewed

Town of Brookeville					
Budget vs. Actual					
July 1st through December 31st, 2021					
	Six Months	Annual	Annual	Favorable	
	Ending 12/31/21	2022	2022	(UnFavorable)	% of Budget
	Actual	Budget	Forecast		
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)	

## Questions / Comments

- When will sidewalks, curbs, and gutters on Market Street be repaired? The is curb work planned in front of 204 Market due to damage by a truck. Otherwise, the sidewalks, curbs, and gutters will be part of the Market Street Improvement Project unless regular maintenance is required.
- The stone curb in front of 204 Market is historic and will need a HAWP, not repair in kind.

## Rental Update

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

## 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

- **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.

Questions / Comments

- The realignment of Water and Market Street, it will make for a tight for cars to maneuver around the cars parked there. Is there a solution? A four-way way stop sign is envisioned for the intersection, which will allow cars to pass. Are the vehicles supposed to be moved? There will be parking along the western entrance of Water St and a pull-off on the eastern side.
  - Pothole repairs as needed
  - New street signs will be ordered

Questions / Comments

- Resident should get more information in the next few weeks about the gravel road improvement project
- The realignment of Water and Market Streets, and the proposed four-way stop sign, will fix where people stop and make the intersection safer.

The meeting adjourned at 8:21 pm

Cate McDonald

Town Clerk