

Town of Brookeville
Commissioners Meeting Minutes

Monday, April 6, 2022

7:00 pm via Zoom

Commissioners:

Present: Bill Gaskill, Mark Davis, and Robert Johnson

Absent: none

Quorum present? yes

present during all or portions of the meeting:

Town Clerk Cate McDonald, Property Manager Andrea Scanlon

BPC members: Maggie Kay, Miche Booz, Allison Moffett, and Chris Scanlon

Town Residents: none

Others: Matthew Mallard

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

BPC Permits:

- Permits for Approval
 - 203 Market: tar & chip resurfacing
 - BPC approval by Maggie Kay, Miche Booz, and Allison Moffett
 - 1 North: tar & chip resurfacing
 - BPC approval by Maggie Kay, Miche Booz, and Chris Scanlon

Appoinment of Commissioner

- Robert Johnson was sworn-in to fulfill the Commissioners term left vacant; Mr. Johnson's term will expire in June 2023.

ROUTINE TOWN BUSINESS

- **Minutes:** The March meeting minuets were not available.
- **Budget:** will be reviewed at the May meeting
- **Rental report:** will be updated at the May meeting
- **BPC update:**
 - Parcel 770 subdivision is moving forward; the easement location needs to be finalized.
 - Comprehensive Plan: Town Clerk to consult with Jim Klein about editing the Comp. Plan to add in the transportation element.
 - Permits for Approval
 - 203 Market: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 208 Market: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 209 Market: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 1 North: tar & chip resurfacing
 - Unanimous approval by Commissioners
 - 4 North: tar & chip resurfacing
 - Unanimous approval by Commissioners (Gaskill recuse)
 - 108 Water: tar & chip resurfacing
 - Unanimous approval by Commissioners

OLD BUSINESS

- **Adoption of MoCo Codes:**
 - The Town's lawyer will be asked to review our Charter and Ordinances for compliance with MoCo Codes.
- **Silo Falls: noise and parking**
 - Commissioner Gaskill will talk to the new manager about the noise and parking.
- **Town Election:** Tuesday, May 10, 2022
 - Self-nominations due on or before Monday, April 11, 2022
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NEW BUSINESS

- Heritage Days: June 25 - Jun 26, 2022
 - Sandy Heiler to be docent at the Schoolhouse
 - Will need a handicap port-a-potty for the weekend
- Date for Annual Town Meeting
 - Tuesday, June 14, 2022 from 7:00 pm – 8:30 pm in person at the Brookeville Academy was confirmed.

TOWN PROPERTY

- **Academy**
 - **Roof replacement:** grant report is due June 1, 2022.
 - **Digital lock:** work in progress
 - **HVAC:** the heater is at the end of its lifecycle and will need to be replaced. Grant funding will be researched.
- **Schoolhouse:** no work is needed at this time
- **Streetlights:** all functioning
- **Town maintained roads:**
 - The stonewall in front of 204 Market will be repaired; waiting on contractor start date.
 - Gravel Roads Improvement Project:
 - Sub-grade work is scheduled the third week of April; task will take 2-3 weeks until completion
 - Tar & chip overlay slated to begin the 1st week of May

Next Meetings

- BPC Meeting: Tuesday, May 3, 2022, via Zoom
- Commissioners Meeting: Monday May 9, 2022, via Zoom.

The meeting adjourned at 7:46 pm

Cate McDonald

Town Clerk