

# Brookeville Times



## Semi-Annual Town Meeting

**Monday, February 6, 2023  
7:00 PM via Zoom**

The meeting agenda will include the following:

- BPC Update
- Post-ByPass Era Plans
  - Update to Transportation, Pedestrian Networks & Streetscaping Elements to the Comprehensive Plan
- FY'23 Budget update
- Rental Update
- Parking Ordinance
- Town Infrastructure
  - Schoolhouse
  - Academy
  - Town maintained roads
- Residents' Questions & Comments

Closing by 9:00 PM

Login credentials will be emailed the day before the meeting.  
*All Town Residents are encouraged to attend this Town Meeting*

## Commissioner Update

Bill Gaskill resigned as a Town Commissioner at the January 9, 2023. Commissioners Meeting. Dan Ennis, of High Street, was appointed to fill the remainder of Bill Gaskill's term, which is June 2024.

Under Section 10 of the Town's charter, a vacancy on the Commissioners for any reason, the Commissioners by a majority vote shall appoint some person, qualified in accordance with Section 4, to fill such vacancy for the remainder of the unexpired term. There is still a vacancy on the Commissioners that has a term expiration of June 2023. If you are interested in serving your community as a Town Commissioners, please send an email to: [commissioners@townofbrookevillemd.org](mailto:commissioners@townofbrookevillemd.org)

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

### Mark Your Calendars

**Semi-Annual Town Meeting**  
February 6, 2023  
7:00pm via Zoom

**Planning Commission Meeting**  
Tuesday, February 7, 2023  
7:30 pm via Zoom

**Commissioners Meeting**  
Monday, February 13, 2023  
7:00 pm via Zoom

**Planning Commission Meeting**  
Tuesday, March 7, 2023  
7:30 pm via Zoom

**Commissioners Meeting**  
Monday, March 13, 2023  
7:00 pm via Zoom

If you would like to attend a public meeting that is being held via Zoom, please send an email to [clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org) for login credentials

## The Town of Brookeville is Hiring!

Submit your resume by January 31, 2023, to be considered

Brooke Curly will be leaving her position as Events / Marketing Manager. Brooke's work to keep the Academy in use before, during, and after the pandemic was incredible. She's been the face of the Town, working with renters for years, and represented us very well. Even though she moved away from the Town a while ago, she kept up with her duties, sometimes traveling from across the bay bridge to make sure things were set up for our renters. We're sad to see her leave and genuinely appreciate all the hard work she gave the Town over the years.

The Town of Brookeville seeks an experienced event/marketing manager for a part-time position to manage the rentals at the Brookeville Academy. This is a part-time position with an annual salary. Hours vary depending on circumstances but generally range between 4 and 15 hours/week. Salary is consistent with a one day/week commitment.

Core duties include supporting event rentals through consultation, scheduling, contracting, coordination and troubleshooting. The successful candidate will also develop a business plan and marketing strategy, produce marketing materials, manage a reservation system, oversee advertising and social media presence, and maintain relationships with vendors and partners. He/she will be a well-organized individual with strong customer relation skills and be well-versed in event management, marketing, and planning. A full job description is available for this position [here](#).

**To apply:** Send a cover letter and your resume to: [Commissioners@townofbrookevillemd.org](mailto:Commissioners@townofbrookevillemd.org)

## Bypass Update

Per SHA, the project is currently 85 percent complete. The previously communicated estimated completion date for this project was the year-end of 2022. The new estimated completion date is late summer 2023. A redesign of a bridge for the project has pushed back the final paving schedule until next year. Through late spring, limited work on the project will continue, weather permitting

For more information about this project, please contact Mr. Troy Callendar, SHA Project Engineer at [tcallender@mdot.maryland.gov](mailto:tcallender@mdot.maryland.gov) or Mr. Ryan Doran, SHA District 3 Area Engineer at [rdoran@mdot.maryland.gov](mailto:rdoran@mdot.maryland.gov)

## Post Bypass Era Plans

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

The project will include roadway removal, grading, and resurfacing. The project aims to improve traffic safety for motorists, bicyclists, and pedestrians.

#### Preliminary Timeline:

- TBD: Design
- TBD: Civil engineer engaged for construction plans
- TBD: Request for Proposal sent out
- TBD: Construction begins (2-3 years out)

## Auditor's Report for FY'22

The audit of the Town's finances in Fiscal Year 2022 is available for download on the Town's website: <https://townofbrookevillemd.org/wp-content/uploads/2022/11/FS-June-30-2022-and-2021.pdf>

## Snow Removal Information

The Town of Brookeville contracts with a snow plowing service for North, South, Water Streets, the paved section of Church Street, and the eastern portion of Market Street.

The State Highway Administration plows High Street and the western section of Market Street (MD Route 97). During a snowstorm, no plowing begins until an accumulation of 4 inches of snow has fallen on the streets. The goal is to make residential streets passable, not necessarily clear them to the bare surface. Please move your parked cars into your driveway or off the road to accomplish this goal. Crews can do a much better job clearing your street of snow without maneuvering around parked vehicles.

Residents and businesses are responsible for clearing their sidewalks, driveways, and entrances within 24 hours of the end of a snowstorm.

All residents are strongly encouraged to be good neighbors by clearing the sidewalks in front of their homes and assisting those who may not be physically able to do so.

## Streetlights

Streetlights mounted on wooden utility poles are owned and maintained by Pepco. If you notice a Pepco streetlight that is out, please look for a metal strip on the wooden pole that has the pole number and report the location of the streetlight to [property@townofbrookevillemd.org](mailto:property@townofbrookevillemd.org). If the wooden pole does not have a pole number, please report the location of the streetlight. If you would like to report a Pepco Street light outage: 24-Hour Outage Report Line - 1-877- PEPCO-62 (1-877-737-2662) or online: <https://pepco.streetlightoutages.com/public/default.html>

The Town also operates several cast-iron streetlights and three wooden ornamental streetlights on North Street. The ornamental streetlights owned and operated by the Town do not have pole numbers. If you notice an ornamental streetlight that is out, please report the location to [property@townofbrookevillemd.org](mailto:property@townofbrookevillemd.org)

## Do you need a Permit?

Owning a property within a Historic District, most exterior work will require permits from Montgomery County's Historic Preservation Commission (HPC) and the Town of Brookeville.

Work requiring permits includes but is not limited to the following:

- New Construction, including garages and sheds
- Additions
- Removing or enclosing porches
- Grading and removing live trees greater than six inches in diameter
- Removing or enclosing porches
- Installing siding, shingle, or masonry facing or other changes to exterior materials
- Replacing a window sash with a new sash
- Permanently removing shutters
- Adding, removing, or changing architectural features, including size, shape and placement of windows
- Painting or removing paint from masonry

Information for the HPC can be found [here](#)

Town of Brookeville permits can be found [here](#)

Tree Removal Permit can be found [here](#)

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](mailto:commissioners@townofbrookevillemd.org)

Mark Davis (2023), President 202.355.3744.  
Vacant (2023)  
Dan Ennis (2024) 410.274.7380

**Brookeville Planning Commission:** [planning.commission@townofbrookevillemd.org](mailto: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](mailto:clerk@townofbrookevillemd.org)  
Cate McDonald

**Treasurer:** [treasurer@townofbrookevillemd.org](mailto:treasurer@townofbrookevillemd.org)  
Alice Allen

**Town Property Manager:** [property@townofbrookevillemd.org](mailto:property@townofbrookevillemd.org)  
Andrea Scanlon

**Events / Marketing Manager:** [events@townofbrookevillemd.org](mailto: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.

Have an item for The Brookeville Times?

Let us know!! We want to hear about any happenings in the Town of Brookeville: new neighbors, weddings, birth announcements, anything of interest to you, and your neighbors.

Contact the Town Clerk at [clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org)