



Town of Brookeville
5 High St., Brookeville, MD 20833
301-570-4465
clerk@townofbrookevillemd.org

Commissioners Meeting Minutes

Monday, April 10, 2023

7:00 pm via Zoom

Commissioners:

Present: Mark Davis, Dan Ennis, and Garrett Anderson

Absent: none

Quorum present? yes

present during all or portions of the meeting: Clerk Cate McDonald, Property Manager Andrea Scanlon, Treasurer Alice Allen, Events Manager Brooke Curly

Town Residents: none

Others: none

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

ROUTINE TOWN BUSINESS

• **Rental report:**

- Rental business has been going well.
- A replacement is needed before June. Brooke will talk with Cindy Ennis about her job duties.
- The pros/cons of various keyless entry systems were discussed.

• **Budget:**

- Budget reports were reviewed and discussed.
- FY '24 budget prep will start soon.

• **Parking sign:** awaiting pricing

• **BPC**

- The BPC did not have a quorum at the April meeting.
- The Market Street Streetscape design project was discussed. The BPC members did not feel ready to start the RFP process. The PALS program's benefits were discussed, and the BPC favored this approach.

NEW BUSINESS

- **UMD Partnership for Action Learning in Sustainability (PALS) Projects: Streetscape Project & Charter and ordinance update**
 - **Streetscape Preliminary Design:** after receiving preliminary information from the Town about the project's scope, UMD would design a curriculum to redesign Market St in compliance with our Comprehensive Plan. The class would be scheduled for the Fall term. Cost = \$10,000. After discussing the pros/cons, the Commissioners approved moving forward with this approach for the design of Market St.
 - **Charter and Ordinances:** After discussion, the Commissioners approved this project. Cost = \$10,000.
- **Parking ordinance:** still under legal review.
- **Flags:** Sandy Heiler requests that the Town flags be hung before May 7th; the Commissioners will ensure that the flags fly before May 7th.
- **Town Election:** Tuesday, May 9, 2023
 - To date, one self-nomination has been received.



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TOWN PROPERTY

- **Academy:**
 - Routine inspections and maintenance are being performed.
 - Locks will be changed when the digital lock is installed.
- **Schoolhouse**
 - The Anderson Family donated a restored pre-Civil War era desk.
- **Town-maintained infrastructure:**
 - **Streetlights:**
 - no update on cleaning the glass and news sensors is in the works.
 - 3 Pepco lights need to be repaired.
 - **Public area upkeep:** landscaping will occur at the Schoolhouse and in front of 205 Market.
 - **Tar & Chip:** Commissioners approved a new layer of tar & chip to the Water, North, South and Church Streets, if needed.

Open Discussion:

- The Town will seek a grant to improve the acoustics at the Academy. Acoustical solutions were sought several years ago but were cost-prohibited.
- A microphone may be needed for public meetings and events.
- Spring picnic: this is an ever-changing event. An event at the Schoolhouse and amphitheater may be a better approach for parents with children.

Other Business:

- The Commissioner's Action Item list was reviewed and updated.

Open Discussion: none

The meeting adjourned at 9:15 pm.
Cate McDonald
Town Clerk