



Commissioners Meeting Minutes
Monday, July 17, 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 was called to order at 7:00 pm via Zoom*

ROUTINE TOWN BUSINESS

- **Meeting Minutes:** The May & June meeting minutes were not available.
- **Budget:**
 - The projected year-end totals for FY'23 were reviewed.
 - The audit will be scheduled.
- **Rental Report:**
 - Rentals are going well; Drama Club is holding a two-week camp.
- **Parking sign:** no update
- **Annual Performance Reviews**
 - Paid employees will receive an annual review from the Commissioners. More information is coming.
- **BPC**
 - The RFP for the Market Street Streetscape design project is underway with the BPC.

NEW BUSINESS

- **Adoption of Parking Ordinance**
 - A Google form will be used for Residents to submit violations.
 - Commissioner Davis will look into custom forms to write formal violation notices.
 - The draft Parking Ordinance was reviewed and edited.
 - Motion to adopt the Parking Ordinance was made.
 - Ordinance was unanimously approved.
 - Ordinance to be effective on August 6, 2023, with a 30-day grace period for any existing violations.
- **UMD PALS Projects:**
 - Charter & Ordinance updates
 - Contract was received but not reviewed—review and approval at the August 14th meeting.
- **Sidewalks**
 - Commissioners met with SHA to discuss sidewalks. More talks will be forthcoming
 - Commissioners Ennis applied for two grants on behalf of the Town to help fund sidewalks.
- **Streetlights:**



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- Commissioners Ennis is working on pricing for LED lights to replace the HPS lights the Town currently uses.
- Grant will be sought to fund the new LED lights.

Open Discussion: none

The meeting adjourned at 7:54 pm.

Cate McDonald

Town Clerk