

## Commissioners Meeting Minutes

Monday, August 14, 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

*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-July meeting minutes were approved.
- **Budget:**
  - The year-end totals for FY'23 was reviewed.
  - The audit is scheduled to begin on September 1<sup>st</sup>.
- **Rental Report:**
  - Report not available.
- **BPC**
  - Commissioner Anderson is working on the draft RFP for the Market Street Streetscape design project and will send it to the BPC for review and comments.

### NEW BUSINESS

- **301 Market request for parking on ROW**
  - The owners of 301 Market were unable to attend the meeting.
  - The Commissioners advise the property owners of 301 Market via email that, In accordance with Section 9 (a) of the Parking Ordinance, Long-Term Parking on Town Right of Way, the request for additional parking on Town ROW is denied as there is adequate parking space on their property and can continue to park up to two cars on the Water St ROW without fines or penalties. The owners of 301 Market were also advised changes to the Water St ROW will be starting soon.
- **Parking Ordinance Complaints**
  - Two complaints regarding 301 Market parking on the Water St ROW were received. The Commissioners will be addressing the complaints by landscaping the Water St ROW
  - One complaint was received regarding 309 / 311 Market. The Commissioners will send a certified letter to the owner of 309 / 311 Market to advise him he is in violation of Section 9 of the Parking Ordinance.
- **Sidewalks Funding**
  - Commissioners met with SHA to discuss sidewalks and the two grants that could potentially help fund sidewalks. The Commissioners and SHA will meet again at the end of September for more discussion. The sidewalk project will be phased:
    - Phase 1: Market and High Streets
    - Phase 2: 307 Market down to the Valley House.
- **Pepco Streetlight:**
  - The Commissioners will try to work with Pepco to replace the existing Pepco streetlights with a more teardrop design.

- **Town of Brookeville Permit Process:**
  - Commissioner Anderson would like to speed up the permit process, which can take several weeks at a time. The permit process will be discussed with the BPC.
- **Town Picnic:** Sunday, September 24, 2023
  - Ben & Jerry's Ice Cream truck approved. A discussion about how to engage more with residents was had. The picnic will have a new smoked meat contest with cash prizes.

## **NEW BUSINESS**

- **UMD PALS Projects:**
  - The Charter & Ordinance updates project was reviewed and approved.

## **TOWN PROPERTY**

- **Academy:**
  - The Town will look for grant money for these projects:
    - Re-point Academy side façade where leaking: estimated cost is \$15,490.00.
    - Re-point the entire Academy façade: estimated cost: \$125K
    - Repair the stone wall in front of the Academy: estimate cost: \$21,534.00
  - Front Door to Academy: estimated cost to replace the door hardware: \$1,400. Replacing the front door and new door hardware will be done at the same time; will need a new estimate cost with a new front door
  - Digital lock: 2 options to make the digital lock on the side door stay unlocked during rentals.
    - Buy a more expensive version of the lock with more functions
    - Single Door Controller, with a cloud-based fee of \$20 per month per door; estimated cost is \$2,141.60
    - A less tech-savvy option was suggested to put written instructions on operating the existing lock in the rental instructions.
- **Schoolhouse**
  - Nothing to report.
- **Town-maintained infrastructure:**
  - SHA MOU for Rt 97 Maintenance: if executed, the Town would be responsible for maintaining the SHA ROW through the Town. SHA would reimburse the Town about \$3,500 annually for maintenance of their ROW if contracted with an authorized SHA contractor. Goshen Enterprise is an authorized contractor and performs this service for the Town of Laytonsville. It will take approximately six months to execute the MOU for a minimum of 2-year term.
  - Town owned Streetlights:
    - Estimated cost to replace the existing HPS lights with LED fixture is \$1,187 per fixture. The existing poles will not need to be replaced, just clean and refurbished. A State grant program will be released soon to help with the cost of paying for LED light fixtures.
    - Pepco streetlights: the Town will move forward with talks with Pepco to replace the existing lights with teardrop Federal style overhead lights.

**Open Discussion:** none

The meeting adjourned at 9:14 pm.  
Cate McDonald  
Town Clerk