

Commissioners Meeting Minutes
Monday, September 11, 2023
7:00 pm via Zoom

Commissioners:

Present: Mark Davis, Dan Ennis

Absent: Garrett Anderson

Quorum present? yes

Present during all or portions of the meeting: Clerk Cate McDonald, Property Manager Andrea Scanlon, and 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 August meeting minutes were approved.
- **Budget:**
 - The budget was reviewed.
 - The auditor will be in the Town office on 9/13.
- **BPC:** The draft RFP for the Market Street Streetscape design project is a work in progress.
- **Parking Notice:** the mailed parking notice for 309/311 Market was returned as undeliverable. The violation notice will be sent via email. MoCo Code Enforcement will try to remove the inoperable vehicles in the next 30 days.
- **Grants**
 - All grant paperwork for the Town must be stored in the Town's shared drive.
 - Heritage Montgomery Mini-grant: several projects were discussed
 - Repoint the stone wall in front of the Academy
 - Replace the front door of the Academy
 - Parking sign for the corner of Church and High Sts.
 - Outdoor lighting at the Academy
 - Relocate the light pole fixture to the side door (the light pole is currently not in use).
 - Sandy Heiler's request: a survey marker at the Madison House
 - Clean Water Montgomery: potential grant for tree planting
 - Sidewalk grant: not awarded as of yet.
- **Rental Report:**
 - Rentals are strong
 - Door Digital lock: no complaints from renters about the door staying locked during rentals
- **Public Meeting rule**
 - Etiquette for attending an open meeting of the Town, both in-person and via Zoom, will be in the Town's newsletter.
- **Town Picnic** – Sunday, September 24: a Google form will be sent out for residents to RSVP.
- **UMD PALS Charter & Ordinance project:** pending UMD finding a class.

TOWN PROPERTY

- **Academy:**
 - **Stonewall:**
 - set a cap to repair the one hole over the winter or start the project before the streetscape.
 - State grant: how does the competitive bid process work when you need a historical preservation contractor?
 - **Acoustic:** the Academy noise reductions while events and meetings occur. Commissioner Ennis will contact a vendor he knows that handles acoustic ceiling tiles. Property manager will find the acoustic report from a few years ago.

- **Schoolhouse**
 - Nothing to report.

- **Town-maintained infrastructure & ROW**
 - All Town sidewalks will be scheduled to be power washed. Property manager will get the cost for bi-annual power washing of the sidewalks
 - Water St landscaping: per the BPC's request, they want to review the landscaping project. The price and project will be revisited next month.
 - SHA MOU for Rt 97 Maintenance: no update
 - A request was made to SHA to trim the vegetation along E. Market St.
 - Streetlights
 - Price is being sought to refurbish the existing light poles
 - Pepco: Commissioners are changing the Pepco to teardrop Federal style overhead lights.
 - Both Town lights and Pepco lights may need to be moved if sidewalks are installed on High St.
 - Tree Montgomery: trees should arrive in the springtime.

Open Discussion:

- A request was made to change the meeting time to 7:30 p.m. moving forward. Starting in October, Commissioner Meetings shall begin at 7:30 pm

The meeting adjourned at 8:07 pm.

Cate McDonald
Town Clerk