

Commissioners Meeting Minutes

Monday, October 9, 2023

7:30 pm via Zoom

Commissioners:

Present: Garrett Anderson, Dan Ennis

Absent: Mark Davis

Quorum present? yes

Present during all or portions of the meeting: Clerk Cate McDonald, Property Manager Andrea Scanlon, Treasurer Alice Allen, and Events Manager Brooke Curley & Beth Anderson.

Town Residents: none

Others: none

Proceedings: *The meeting was called to order at 7:30 pm via Zoom*

ROUTINE TOWN BUSINESS

- **Meeting Minutes:** The September meeting minutes were approved.
- **Budget:**
 - The budget report through 9/30/2023 was reviewed.
 - The audit is almost done.
 - The pros/cons of a multi-year waiver of the annual audit requirement were discussed. Alice Allen will contact our current auditor and the Town of Barnesville for their thoughts.
- **Rental Report:**
 - The transition plan for the new Events Manager was reviewed.
 - The current rental rates were reviewed. Beth Anderson will propose new rental rates at the November meeting after comparing rates at similar venues. New rates will take effect 1/1/2024.
 - Usage of the Schoolhouse and rental rates will be devised.
 - The potential to rent the Town's office may be a source of revenue.
- **BPC**
 - The Market St. streetscape RFP will be revised to encompass the Town as a whole.
 - Jim Klein, of Lardner/Klein, will be contacted to provide a ROM to enact the Town's transportation portion of the Comprehensive Plan.
 - Water Street Modifications: there has been no input from the BPC; the proposed landscaping must be done before winter. Holding a Public Forum might be the best option to solicit feedback from all Residents regarding the proposed parking plan for Water St.
- **Snow Removal contract:**
 - Greenstone's proposed contract was reviewed and approved
- **Town Picnic:** rescheduled to Sunday, October 22
- **Grant review**
 - Heritage Montgomery mini-grant submitted for new parking sign
 - Sidewalk grant: approved but not feasible with the current streetscape plan to be Town-wide; sidewalks would be part of the new grant applied for at DOT.
 - Potential MHT Capital Grant for work needed at the Academy: repair and repaint the walls and repair the stone wall.
 - Heritage Montgomery Preservation grant will be reviewed for potential projects.
- **UMD PALS Charter & Ordinance project:** projected to start in the Spring.

Town Property and Infrastructure

- **Academy:**
 - **Stonewall:** no update
 - **Exterior lighting:** no update
 - A location for an outdoor plug for holiday lights will be needed. An electrician will be consulted for a solution,
 - **Acoustic:** no update. A SUMC member who may be able to provide a quote

- **Schoolhouse**
 - Nothing to report.

- **Town-maintained infrastructure & ROW**
 - All Town sidewalks were power-washed today. Weed whacking will be done soon.
 - SHA MOU for Rt 97 Maintenance: no update
 - SHA has not trimmed the vegetation along W. Market St.
 - Streetlights:
 - LED light upgrade for Town light poles is moving forward.
 - No update on Pepco lights updates

Open Discussion:

- The flags need to come down soon. New hardware for the flag may be required.
- The Town's Holiday Party was moved to Sunday, December 3rd from 3:00 pm to 6:00 pm to be more family-friendly.

The meeting adjourned at 9:28 pm.

Cate McDonald

Town Clerk