

Commissioners Meeting Minutes

Monday, January 8, 2024

7:30 pm via Zoom

Commissioners:

Present: Mark Davis and Dan Ennis

Absent: none

Quorum present? yes

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

Town Residents: none

Others: none

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

ROUTINE TOWN BUSINESS

- **Minutes:** The November & December meeting minutes were approved.
- **Budget:**
 - The budget report was reviewed.
 - The year-end paperwork is in progress.
 - The multi-year waiver of the annual audit requirement paperwork needs to be signed and returned to the State. The auditor will be retained to do the Fiscal Year Annual Report.
- **Rental Report:**
 - Rentals have been slowed.
 - Working on marketing the Academy.
 - Beth will work on forming a volunteer committee to help with Town events and would like to organize a spring artist market.

Town Operations

BPC

- **Water Street Modifications**
 - The survey is in progress, and the Commissioners will send the results to the BPC for review.
- **Streetscape RFP:** work in progress.
- The Commissioners are working with SHA to determine a preliminary price for the intersection with a 4-way stop and to conduct a feasibility study for sidewalks.

Old Business

- **Charter & Ordinances update project**
 - Project is scheduled to start this month UMD
- **Streetlight painting and electrical RFP:** no update
- **Open Meeting Acts training:** Mark Davis has taken the Open Meeting Acts training.

Town Property and Infrastructure

- **Academy:**
 - **Stonewall:** will apply for a Capital grant
 - **Acoustic:**

- Working on estimate.
- **Schoolhouse**
 - Nothing to report.
- **Town-maintained infrastructure & ROW**
 - **Tree Montgomery:** trees should be planted in March.
- **Street Sign painting and refurbishment**
 - The Market St sign at South St will be sent for refurbishment. It takes 4-6 weeks to refurbish the signs.
- **Streetlights**
 - Pepco streetlight upgrades: the streetlight survey is complete, and the Property Manager needs to go over the results with Pepco. The survey was needed if the Town wants to upgrade to the Pepco lights to LED.
 - State grant opportunities will be researched for LED conversion of Town-owned streetlights.
- **Grants**
 - A project determination is needed to apply for the Capital grant.
 - DOT grant is a possibility for post-ByPass planning.
- **Semi-Annual Town Meeting**
 - The agenda for the Semi-Annual meeting was reviewed and finalized.

Open Discussion: none

The meeting adjourned at 8:35 pm.
Cate McDonald
Town Clerk