



Town of Brookeville
5 High St., Brookeville, MD 20833
301-570-4465
clerk@townofbrookevillemd.org

Annual Town Meeting Minutes

Wednesday, June 12, 2024

7:00 pm Hybrid

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, and Events Manager Beth Anderson.

Town Residents: Fred Teal, Buck Bartley, Diane Teague, Maggie Kay, Andrea Batch

Others: none

Proceedings: *The meeting was called to order at 7:00 pm*

- Welcome & Meeting Overview
- ByPass:
 - The final leg of the ByPass is scheduled to open on July 1. The delay has been due to drainage issues
 - The Commissioners have requested that SHA take down any unneeded signage within the Town.
- BPC Update:
 - Parcel 770 was successfully subdivided into four lots.
- Budget
 - The current budget through April 30 was reviewed; expenses are tracking under.
 - The FY'25 Budget was reviewed; there were no questions or concerns.
- Infrastructure
 - RFP for the streetscape project is pending until the SHA completes a sidewalk feasibility study in the Town.
 - Sidewalk and Intersection Feasibility Study:
 - SHA is working on a sidewalk feasibility study with the goal of having sidewalks throughout the Town from traffic circle to traffic circle. The study will have design options for the High, Market, and Water Streets intersection. The results will be ready on July 31.
 - Pepco Streetlight disconnected across from the old Yinger property.
 - The Town-owned cast iron streetlights will be repainted; the Town applied for an MEA grant to replace the lamp heads with energy-efficient LED lamp heads.
 - Sidewalks will be power-washing, and the vegetation will be trimmed
 - Tree Montgomery planted new trees at Academy, Schoolhouse, and along Water Street
 - Montgomery Parks will expand the trail from Water Street to WSSC and beyond.
 - A Heritage Montgomery FY'24 Mini-Grant will partially fund a new parking sign for the corner of High and Church Streets.
 - Schoolhouse stairs were repaired and paid for by the Town's insurance, less our deductible. Boulders will be moved to help prevent the stairs from being damaged again.
 - The Town passed two resolutions (100% Clean Energy and 15 % energy reduction) to apply for a MEA grant for energy efficient Town-owned streetlights.
 - A grant to improve the acoustics of the Academy's Dining Room has been applied for.



Town of Brookeville
5 High St., Brookeville, MD 20833
301-570-4465
clerk@townofbrookevillemd.org

- MHT Grant Awarded for the Academy's exterior masonry repointing, windows, and painting. The grant is for \$100K with a 50% match required from the Town.

Open Discussion:

- A charter update is in progress. Sec. 49 (B) currently requires competitive bidding for projects of \$1000.00 or more. The Commissioners will raise the threshold to a higher limit without competitive bids for a more efficient work process.
- Beth Anderson was hired as the Events & Marketing Manager. She has been working on increasing rental income with marketing.
- The Town will host Tavern Night on June 1.

The meeting adjourned at 8:01 pm
Cate McDonald
Town Clerk