

**Commissioners Meeting Minutes**  
Wednesday, September 11, 2024  
7:30 pm via Zoom

**Commissioners:**

*Present:* Mark Davis, Garrett Anderson, 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:* Claire Fuller, Jessica Schwartz

*Others:* none

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

**ROUTINE TOWN BUSINESS**

- **Meeting Minutes:** The August meeting minutes were approved.
- **Budget:**
  - Budget vs. Actual was reviewed.
  - Debbie Free is working on the Annual Report.
- **Rental Report:**
  - 5 upcoming events & 2 potential events. Drama Club is booking their next semester.
  - Working on marketing the Academy and offering promotions for long-term renters.

**Town Operations**

**Town Events**

- Town Picnic: October 6
  - There will be a BBQ contest with judges
- Halloween Party: Saturday, October 26
  - A budget of \$500 was approved
- Holiday Party: December 8

**BPC:**

- **Permits for approval:**
  - 1 High:
    - Building addition (conditional permit): Approved
  - Town of Brookeville
    - Streetlight change to LED: Approved
- **Water Street Modifications**
  - The plans for the two parking spaces were reviewed and discussed. The peach tree will be removed, and a native tree will be planted elsewhere in Town. At this time, no work will be done on the Montgomery side of the street.

**Grants**

- **MEA CLEG Grant**
  - Waiting on fully executed grant paperwork.

**New Business**

- Recycle bins: the purchase of 50 new recycling bins was approved
- The flag will be retired on or around November 11.

**Old Business**

- **Charter & Ordinances update project:** awaiting project deliverables
- **Streetlight painting and electrical RFP:** RFP work in progress.
- **Website redesign:** work in progress.

**Town Property and Infrastructure**

- **Schoolhouse:** nothing to report
- **Academy**
  - Working on quotes and permits for exterior work.
- **SHA RTI:** waiting on SHA to execute the contract.
- **Streetlights**
  - A virtual meeting with Pepco will be held in early October regarding the streetlight billing audit.

**Open Discussion:** none

The meeting adjourned at 8:52 pm.

Cate McDonald

Town Clerk