



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

Annual Town Meeting Minutes

Tuesday, February 19, 2025

7:00 pm via Zoom

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,

Town Residents Chris Scanlon, Michael Acierno, Sandy Heiler, Tiona Rodgers, Jennifer Falkinburg

Others: none

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

- Welcome & Meeting Overview
- **BPC Update:** Chris Scanlon gave an update on what the BPC has been busy with.
 - Parcel 770: the final plats were recorded; nothing else to report at this time.
 - 1 High St: The Town permit was issued in August 2024 and construction has started.
 - 309 Market: the property is in the preliminary process of building a new home on the lot. The builder has had 2 preliminary consultations with the BPC in recent months,
 - RFP for the Town-owned portion of Market Street is in progress.
 - Water Street parking pad: many meetings were held and the BPC devised a compromise that was the best solution.

Questions / Comments:

- When does the Capital grant money expire? Each capital grant from the State for roadwork on Market Street has different expiration dates, depending on the year the grant was awarded.
- Who owns 309 Market and what is the status of 311 Market? 309 Market is currently owned by a bank; 311 Market is owned by DeedsWells and Montgomery County has a tax lien on the property to be sold at the upcoming tax lien sale.
- **Rental & Marketing Report**
 - Rentals are up 40% compared to this time last year.
 - Recently hosted Olney Chamber of Commerce event.
 - Will participate at the March Olney Community Olney Community Day
- **Community Events**
 - The Town would like to hear from Residents what type of events they would like the Town to host.
 - A survey will be developed and sent out to solicit feedback.
- **Town Infrastructure**
 - Schoolhouse: routine maintenance being performed.
 - Some minor carpentry work and exterior painting are planned.
 - Academy: routine maintenance being performed.
 - Possible Dining Room acoustics improvements
 - MHT Grant Awarded will take place soon: masonry repointing, windows, painting



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- Streetscape: Regular maintenance as required
 - Parking and greenspace revisions at Water Street entrance was done in 2024.
 - Sidewalks will be power washed and vegetation trimmed as needed.
 - Tree removal and replanting around Town
 - Trail work: MNCPP is planning trail work from Water St to WSSC
- Streetlights
 - New LED light fixtures have been ordered for the Town-owned streetlights; installation should be in May and the Town street light poles will be repainted.
 - The Town is working with Pepco to swap out Pepco lights with LED
- Signage
 - a new parking sign at the corner of High and Church Streets will be erected in the Spring.
- roads
 - : the gravel roads will be assessed after the recent snow
 - Inconjunction with SHA, the Town will work on plans to modify the intersection of High and Market Streets

Questions / Comments:

- When will the work on the Academy be completed? The Academy building repointing project is in the approval process and expected to be completed by fall 2026.
- There was a discussion about taking out the Pepco streetlights from around Town since there is less traffic.
- **FY'25 Budget update**
 - The FY'25 Budget vs Actual was reviewed
 - Capital Reserves was reviewed,

Questions / Comments:

- Should the Town spend down the cash reserved and just keep a moderate amount, around \$200K in reserves? Having cash reserves is helpful for getting grants, especially when there is a matching amount needed to secure a grant. There was agreement on the need for better financial forecasting and accruing for larger ticket items

Open Discussion:

- Speed Limit Reduction: SHA has approved a reduction in the speed limit from 30 to 25 miles per hour on MD 97 through the Town
- Sidewalks: The Town is awaiting SHA's feasibility study for sidewalks along MD 97 through the Town,

The meeting adjourned at 8:33

pm.

Cate McDonald

Town Clerk