

Commissioners Meeting Minutes

Tuesday June 17, 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, Property Manager Andrea Scanlon, Treasurer Alice Allen, and Events Manager Beth Anderson

Town Residents: Sandy Heiler, Duane Heiler, Michael Acierno, Chloe Batch, Warren Farris, Maggie Kay, Dan Donnelly, Nick Roy

Others: none

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

- **Greetings & Meeting Overview**
- **Welcome to the new Commissioners**
 - Dan Donnelly and Nick Roy are our newly elected Commissioners.
- **Grants Update**
 - The Capital Grants for Market Street and intersection redesign and the timeline for the work were discussed.
- **BPC Update**
 - Parcel 770: after some recent progress, the Town is waiting on the owner of the property to start the process of having the permits issued.
 - RFP for East Market Street Redevelopment: Chris Scanlon is working on an RFP for a Project Manager.
- **FY'26 Budget**

Question:

- Sandy Heiler wants to know what is being done about the kudzu growth around the schoolhouse, which is out of control.
The Town's contractor, Goshen, has already been called about the kudzu problem
- The FY '26 budget was reviewed line by line.
 - No questions or objections were raised about the budget.
- **Academy Rental & Marketing Update**
 - Beth reported strong performance in Academy rentals, with nearly \$16,000 generated through May, an improvement from the previous year's \$9,000.
 - Beth is working on marketing and advertising to increase visibility.
 - New resin chairs have been ordered to replace the blue chairs.

- **Town Infrastructure & Property Update**

- Schoolhouse: routine maintenance is performed. Use for the Schoolhouse is needed to keep the building in use.
- Academy: work using a MHT \$100,000 grant with a \$100,000 match for exterior repairs at the Academy will start in the fall, including repointing stone, cleaning chimneys, restoring historic windows, and painting trim
- Street improvements have been completed with new LED street light fixtures on Town owned lights and light poles have been painted. Ongoing projects include relocating a streetlight near the north portion of the ByPass and work on the 3 wooden poles on North Street.
- A new parking sign was hung at the corner of Church and High Streets.
- Two large trees on North Street will be replaced with trees from Tree Montgomery
- RFPs will be issued soon for a project manager and East Market Street design.
- Signage: the Town's new logo and new entrance signs discussion will be deferred to a later date

Comments:

- Sandy Heiler suggested collaborating with MHT (Maryland Historic Trust) about new signage as MHT requested certain signs be erected. Signage should be focusing on the importance of Brookeville as a National Register of Historic Places and as the U.S. Capital for a day.
- Sandy Heiler also said she had a meeting with the Silo Falls and they want to be more involved with the Town.
- Michael Acierno suggested reassessing the need for Pepco streetlights considering the Town's new LED lighting. Dan Ennis mentioned ongoing discussions with Pepco about potential upgrades to historic-style streetlights.

- **Residential Property Maintenance / Historic Preservation**

- The Town has received numerous complaints about the standard for property maintenance and inconsistent enforcement of standards and the need for a balanced approach. The goal is to treat each property owner fairly. The Commissioners would like to bring Historic Preservation Commission members to a future town meeting to educate residents about available tax credits for property improvements.

Open Discussion:

- Michael Acierno requested a return to in-person public meetings, which the Commissioners agreed to consider, potentially hybrid meetings with upgraded technology.

The meeting adjourned at 8:35pm.

Cate McDonald

Town Clerk