

Commissioners Meeting Minutes

Wednesday, July 9, 2025

7:30 pm via Zoom

Commissioners:

Present: Dan Ennis, Dan Donnelly, and Nick Roy

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:

Others: none

Proceedings: *The meeting was called to order at 8:40 pm via Zoom*

ROUTINE TOWN BUSINESS

- **Meeting Minutes:** The meeting minutes from the May and June meetings were approved.
- **Budget:**
 - The FY'25 Budget vs. Actuals was reviewed
 - Alice will follow up to determine if the waiver for the annual audit needs to be requested each fiscal year.
 - Dan E. will sign the change of signature for the bank accounts; Alice to provide the paperwork.
- **Events Manager report:**
 - Beth reported on upcoming events generating \$3,100 in planned rent revenue and a one event book in 2026 worth \$800.
 - National Night Out on August 5th, with Andrea to be at the booth
 - There needs to be a written policy regarding the use and placement of chairs, tables and lines,

Town Operations

- **Town Picnic:** date will be Sunday, October 5th
- **Halloween Event:** October 25th pending a volunteer committee to plan the event
- **Holiday Brunch:** Sunday, December 7th - brunch

BPC:

- Zoning Board of Appeals: Bruce Evans will be asked if he is interested in serving.

Grants

- MEA CLEG Grant (LED streetlight upgrade):
 - Pepco's estimated cost to run power across the street from 307 Market is \$2312. The Commissioners approved this expense and the relocation of the Town streetlight from the corner of Brookeville Road and Market to near 307 Market. After the work is done, the final grant paperwork will be completed.
- Historic Preservation Capital Grant (Academy):
 - waiting on MHT's review: exterior work estimated to start in November. The windows work is estimated to take 6 weeks or more. The Town will need to decide if they will pay for temporary windows – a plan for the window work will be developed.
- Heritage Montgomery mini-grant: paperwork to close out the grant will be submitted.
- Playground grant:
 - SUMC will be asked to partner with the Town for a DNR grant to replace the playground at SUMC

Old Business

- Resolution to adopt a Policy of submitting a formal complaint in writing:
 - Draft resolution was reviewed and discussed. A form will be created to with options for anonymous, semi-anonymous, and fully public complaints.
- Security camera:
 - Proposed cameras location at the Academy, schoolhouse, and Pepco pole on Water Street with LTE internet connectivity. Cameras will not be monitored and footage will only be reviewed if there are any reported incidents.

Town Property and Infrastructure

- **schoolhouse:**
 - A redbud tree was trim and strapped that on the patio, tree is now stable but will be monitored. Another newly planted tree may need to be removed as it was run over.
- **Academy:** nothing to report
- **Streetlights:**
 - Pepco sent their inventory of streetlights, which will be reviewed.
- SHA maintenance contract: contract has been executed .

Meeting Schedule:

- The August 13th meeting was rescheduled to Tuesday, August 12th.

The meeting adjourned at 8:49pm.

Cate McDonald

Town Clerk