

Commissioners Meeting Minutes
Wednesday, August 12, 2025
7:30 pm in-person

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 Cindy Ennis.

Town Residents: Sandy & Duane Heiler

Others: none

Proceedings: *The meeting was called to order at 7:30 pm at the Brookeville Academy.*

Residents' Comments:

Sandy Heiler discussed two items: updating the Town logo and the use of the Brookeville Academy.

Logo: Mrs. Heiler updated the current logo for the 2014 Bicentennial Celebration. She would like any updated logo to focus on the historical character of the Town and, more importantly, the identity of the Town as Capital for a Day.

Rentals at the Academy: Mrs. Heiler feels that the current ads for the Academy are appalling and does not like the new white plastic chairs, which makes the Academy seem like a cheap wedding venue. She would like the Academy to operate as a historic venue, similar to Chevy Chase Village Hall: only private events for Town Residents and for 501(c) (3) community and civic groups, or local referrals. Also, the black chairs are being abused by renters, and these chairs are fitting for the Academy.

There was a discussion about updating the Welcome to Brookeville signs and the need for more intentional advertising.

ROUTINE TOWN BUSINESS

• **Events Manager report**

- Cindy Ennis is the new events manager, working on a new marketing strategy for rentals.
- She and Andrea recently met with the new Church renter about storage spaces and logistics..

• **Budget:**

- The Budget vs. Actuals was reviewed
- Meeting with Debbie Free to start work on the Annual Financial Report.

Town Operations

• **Events**

- **History Happy Hour:** Tuesday, September 16
- **Town Picnic:** Sunday, October 5; Church renter will end that day by 3:00 pm
- **Halloween Event:** October 25, with the same volunteer committee as last year.
- **Holiday Brunch:** Sunday, December 7 - brunch

BPC:

- Currently, there is no quorum for the 9/9 meeting; Maggie will be asked to attend the 9/9 meeting before she resigns, ensuring a quorum. The Commissioners will appoint two new members before the October meeting.
- Zoning Board of Appeals: Fred Teal will not be replaced at this time.
- RFP for Owners' Representative for East Market Street Project: Chris Scanlon to send the draft RFP for review and comments before it is advertised. The Commissioners discussed the project's scope and will provide feedback to the BPC.

- Permits for Approval:
 1. 19, 21, 23 & 25 High Street: site development
 - Unanimously approved as submitted
 2. Town of Brookeville: tree removal at Academy (mulberry) & Schoolhouse (redbud)
 - Unanimously approved as submitted
 - Work is estimated at \$3K was approved

Grants

- FY27 Community Parks and Playgrounds Grant
 - Joint Use Agreement with SUMC was approved
 - Waiting on revised design to bring down Phase 1 costs before submitting to the DNR on 8/19/2025.
- MEA CLEG Grant (LED streetlight upgrade):
 - Pepco is estimated to complete its work in September. 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.
- Heritage Montgomery mini-grant: paperwork to close out the grant will be submitted.

Old Business

- Resolution to adopt a Policy for submitting a formal complaint in writing:
 - Draft resolutions were reviewed and discussed.
- Security camera:
 - Check for grant money from Montgomery County.
- Academy WiFi: a mesh system will be purchased and installed.

Town Property and Infrastructure

- **schoolhouse:** nothing new to report
- **Academy:** nothing to report
- **Streetlights:**
 1. Pepco sent their inventory of streetlights, which will be reviewed.
- Goshen / SHA maintenance contract: the first bill is being submitted to SHA for reimbursement.
- Goshen Quotes for review and Approval:
 1. Kudzu vine removal on schoolhouse lot: manual removal for \$430
 - Approved
 2. Water St. pathway to North St.: replace mulch and add steppers with stones for \$5600
 - Work will be bid out before Approval
 3. Hill in front of 203 and 205 Market: take out bushes for \$1650
 - A more permanent solution will be sought for this area in conjunction with the East Market Street project.

The meeting adjourned at 9:44 pm.
Cate McDonald
Town Clerk