

Commissioners Meeting Minutes
Wednesday, September 10, 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, Treasurer Alice Allen, and Events Manager Cindy Ennis.

Town Residents: none

Others: none

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

ROUTINE TOWN BUSINESS

- **Meeting Minutes** were not available.
- **Permits for Approval:**
 1. 203 Market: change in porch materials
 - Unanimously approved as submitted
 2. 9 North: fence installation
 - Unanimously approved as submitted
- **Resolution 25-01:** adopt a Policy submitting a formal complaint in writing to the Town of Brookeville
 - Unanimously approved
- **Events Manager report**
 - Cindy Ennis reported on recent rental activities, including a \$3,600 budget status with \$700 in deposits, and highlighted several upcoming events.
 - Exodus Church renewed its contract for a 3-month contract and included Saturday rehearsals for 3 hours, if the building is not already rented.
 - Drama Kids are renewing.
 - A request to use the Academy space for free for a documentary about a Greek singer sponsored by the Maryland State Arts Council was discussed. After discussion, Cindy will offer a tour for the filmmakers to assess if the space meets their needs and offer the space for a nominal fee.
- **Budget:**
 - The Budget vs. Actuals was reviewed
 - The Town has approximately \$767,000 in available cash across multiple accounts.
 - Debbie Free Debbie is working on the annual report to be filed with the State.
- **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:

- Tristan Stewart, from North Street, is interested in a seat on the BPC. The Commissioners will look for one more person to fill the two vacant seats.
- RFP: no submittals or questions to date.

Grants

- FY27 Community Parks and Playgrounds Grant:
 - Submitted to DNR on 8/19/2025.

Town Property and Infrastructure

- **schoolhouse:** nothing to report
- **Academy:** nothing to report
- **Streetlights:** no updates

Open Discussion

- The Town received a complaint about property maintenance for a home on Market St. The Commissioners will send an email to the homeowners to determine if they require any resources from the Town to assist with property cleanup.
- Trail Cleanup: a date needs to be selected.

The meeting adjourned at 8:11 pm.

Cate McDonald

Town Clerk