

Commissioners Meeting Minutes

Wednesday, August 12, 2026

7:30 pm via Zoom

Commissioners:

Present: Dan Ennis, Dan Donnelly

Absent: Nick Roy

Quorum present? no

Present during all or portions of the meeting: Clerk Cate McDonald, Property Manager Andera Scanlon, 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:** The May, June, July, and Annual Town Meetings meeting minutes were approved.
- **Budget:**
 - The budget-versus-actual report was reviewed noting that also noting that solid waste fees doubled from \$230 to \$507 this year
- **Events**
 - **Co-Work Fridays:** postponed until September 11th.
 - **Halloween Party:** Date will be Sunday, October 25th
 - Dungeons & Dragons group will start meeting in September
- **Events Manager report**
 - The rental report covered July and August activities, including successful events like the Drama Kids Camp and GOCA happy hour.
 - The building's acoustics were discussed, centering on the Oct. 10-11 weekend rental.
 - proposed rental rate increases for the upcoming fiscal year were reviewed and discussed.
 - Cindy proposed organizing a Brookville Artisan Market in early November where local residents could sell their products in a farmers market-style booth setup. Residents will be asked to about interest in participating.

BPC:

- Permits for Approval:
 - 13 North: shed and fence installation
 - Approved
- Streetscape Project: The August 10th public meeting was well attended and Lardner/Klein received feedback about potential design options and concerns from residents.

Grants:

- Historic Preservation Capital Grant (Academy):
 - HPC has approved the project
 - Next step is to issue RFPs
 - MHT has extended the grant deadline for 6 months

- Heritage Montgomery: discussion about potentially applying for a mini-grant with suggestions including digitizing and updating the historical walking tour and purchasing new flagpoles
- FY27 Community Parks and Playgrounds Grant:
 - Waiting on BPW approved
 - remaining task - finalizing the design with their selected contractor

New Business

- Update Forest Conservation Act (FCA) Ordinance
 - Our FCA ordinance needs updating to align with Maryland's 32-page state minimum standards, which will be reviewed by Benning & Associates and potentially finalized by January.
- Sustainable Maryland: Both Resolutions were approved.
 - Resolution 2026-01: Supporting Participation In the Sustainable Maryland Municipal Certification Program
 - Resolution 2026-02: Establish a Brookeville Green Team to Support Sustainability Initiative and Pursue Sustainable Maryland Certification
- Trash & Recycle RFP: no bids were received for the trash and recycling service RFP. The RFP will be reissue in the new year.
- Dumpster will be order starting on August 20th.
- Flagpole: new poles will be ordered to replace the ones damaged in a summer storm.

Old Business

- 19801 Georgia Avenue (MNCPPC property)
 - Dan Ennis will contact SHA and Parks about the overgrowth around Yinger's old property
- Charter & Ordinances update project: PALs did not have deliverables and the contract for the update project was rescinded.

Infrastructure

- Academy: routine maintenance and inspections
 - recent HVAC maintenance and upcoming inspections for elevator and sprinkler systems.
- Verizon phone: Verizon disconnected the Town's phone and are requiring an upgrade to fiber. This is a work in progress.
- Tree trimming: Quote of \$2, 000 was approved for pruning trees on Water St, and over the roads and sidewalks around Town.
- 4 North St. driveway: The Town agreed to do minor work to help mitigate and divert water coming down the North Street hill onto the 4 North's driveway. Potential solutions discussed include re-grading the road section, installing water diversion features, or offering the homeowner the same tar and chip pricing as the Town when the road is resurfaced. Andrea agreed to consult with contractors and engineers about options.
- Acoustic: fabric panels for the Academy will be priced out.
- Tree Montgomery planting locations were discussed to include one tree at Spring Alley and along North St.
- Public Area maintenance: A Fall Cleanup Day will be held on Sunday, October 18, focusing on the removal of overgrown weeds at the Schoolhouse property.

The meeting adjourned at 9:30 pm.

Cate McDonald
Town Clerk