

AGENDA
COMMISSIONERS OF POOLESVILLE
February 2, 2026
19721 BEALL STREET
7:00 PM

*To join the meeting, go to Youtube.com. Search "Pooleville"
Click the "Filter" Icon and Click "Today"
The Town Commission Meeting will be visible.
A link is also on the Town Webpage*

The meeting starts at 7 PM. You will only be able to see the meeting once it starts.

1. **Call To Order**
2. **Pledge Of Allegiance**
3. **PHS Wrestling Team Snow Shoveling Recognition**
4. **Commissioner Announcements/Committee Reports**
 - Jim Brown

 - Bryan Bupp - Planning Commission

 - Ed Reed - Fair Access and Sustainable Pooleville

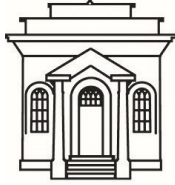
 - Sarah Paksima - Fair Access

 - Alan Hobbs - Parks, Recreation and Streets
5. **Public Comment**
6. **Approval Of Minutes**
 - 6.I. Minutes Of January 20, 2026
7. **New Business**
 - 7.I. UMVFD July 4th Budget - Scott Graham
 - 7.II. FY2027 Story Tapestries Grant Request
 - Documents:

[PROPOSAL FROM STORY TAPESTRIES INC.PDF](#)
 - 7.III. FY2027 Pooleville Seniors Budget Request
 - 7.IV. Standards For Official Conduct - Ordinance 230
 - Documents:

[ORD. 230 STANDARDS FOR OFFICIAL CONDUCT FOR FEB 2026.PDF](#)
8. **Old Business**
9. **Town Manager's Report**
10. **Adjournment**

Public Testimony is Limited to Three Minutes
This is a tentative agenda subject to change.



TOWN OF POOLESVILLE
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
www.poolesvillemd.gov

GRANT APPLICATION

Introduction

The Commissioners of Poolesville offer a variety of grant opportunities to local non-profit organizations designed to further their goals to create and maintain a more fiscally and environmentally sustainable community and improve the quality of life for all residents. ***Sports organizations are encouraged to rely on fundraising.***

Commissioner grants are funded through Poolesville's General Fund and are appropriated contingent upon Public Benefit and the availability of funds. Organizations receiving grants must serve the Town of Poolesville and its residents without discrimination based on race, religion, gender, age, disability, national origin, or sexual orientation.

Public Benefit means that all residents of the Town may derive a benefit from the grant awards in the form of environmental projects, safety, community activities, economic development, and benefit the public at large rather than an individual, small groups, or private enterprises. **In most cases, only projects based within the Poolesville Corporate Limits will be considered.**

Applicants are required to submit the attached Grant Application. Incomplete applications will be denied. Applicants are also required to give an oral presentation to the Commissioners in conjunction with the written application. Awards are contingent upon project eligibility and availability of funds.

The Following are the different types of grants available:

Mini Grants

Applications for "**mini**" grants must not exceed **\$2,500**. These grant applications are accepted throughout the year. Incomplete grant applications will be denied.

Eligibility/Criteria

- Applicant must be a non-profit organization.
- Funding must benefit Poolesville residents.
- Project must involve Poolesville residents or groups.
- If approved, the applicant shall purchase the product or services, and submit the receipt(s) for reimbursement or submit invoices directly from vendors for payment.
- Awardees are required to complete a summary of the project outcomes, submit receipts showing proper use of funding, and submit a minimum of two visual items to illustrate the project (photos, printed materials, etc.) after the project has been completed.

Major Grants

Grants ranging from \$2,500. to \$25,000 are accepted and reviewed during the Town's budget process. Application deadline for major grants is January 15 of each year for awards granted after July 1. Late or incomplete grant applications will be denied.

Eligibility/Criteria

- Applicants must be an established Poolesville civic association, nonprofit, or 501,3, c., Applicants must provide status documentation.
- Successful grant recipients must authorize one individual to manage the grant funds.
- Funding must benefit Poolesville residents, address specific needs in the Town and for its citizens, and help build and strengthen the community.
- Funding must be 20% matched through cash, in-kind donations, and/or volunteer hours.
- Funds must be expended in the fiscal year in which approved.
- If approved, the applicant shall purchase the product or services, and submit the receipt(s) for reimbursement or submit invoices directly from vendors for payment.
- Awardees are required to publicly present a summary of the project outcomes, submit receipts showing proper use of funding, and submit a minimum of two visual items to illustrate the project (photos, printed materials, etc.) to the Commissioners after the project has been completed.

In addition to the above criteria, the successful applicant shall demonstrate specifically how the funds will be spent. **Requests for grants must primarily benefit Poolesville citizens.**

Grant Terms and Conditions

All grant funds generally must be spent in the fiscal year awarded. A written report detailing expenditures and project/event success must be submitted as detailed. Failure to comply with the requirements or expenditure of funds as requested will result in forfeiture of grant funding and ineligibility of future grants.

Recipients of funds are required to provide appropriate acknowledgement of the Town's assistance in any advertisements or publications.

1. Applicant Information

Full legal name of organization Story Tapestries, Inc.

Address 19301 Hempstone Avenue, Poolesville, MD 20837

Name of Authorized Point of Contact Arianna Ross, CEO

Phone: 301-518-8607 Fax: _____

501(C)(3), status if applicable: 501c3 in good standing

Whom or what purpose does your organization serve: (Mission Statement)

Story Tapestries uses the arts as a powerful tool to create accessible, open spaces and opportunities for individuals

and communities to reach their highest potential by:

providing innovative, custom-designed performances, workshops and hands-on community and educational experiences;

designing programs that develop skills, connect individuals, elevate diverse voices and celebrate youth, families,

adults, and seniors; and engaging and impacting individuals where they live, work and thrive.

2. Type of Project and Purpose

Type of project/event:

Story Tapestries and Riverworks Art Center are collaborating to create a community-designed public art initiative creating the first phase of a Sculpture Trail / Art Walk in the Town of Poolesville.

Purpose, how will your project/event positively impact the citizens and/or businesses in Poolesville and meet the required criteria?

Story Tapestries, in collaboration with Riverworks Art Center and the Town of Poolesville, proposes to launch a community-informed sculpture trail that reflects Poolesville’s identity, values, and cultural life. Riverworks will host, and Story Tapestries will lead, inclusive community events to gather resident input, stories, and ideas. Story Tapestries will then work with two local artists to design and fabricate original sculptural works inspired directly by community voices. Artists will be selected from Story Tapestries’ team of 70+ vetted and background-checked artists, selecting those who are local, have a history of creating community-informed artwork, and are accomplished sculptors.

3. Project Location, Date & Time Information

Project Location: Multiple public-facing locations within the Town of Poolesville, with initial community engagement events hosted at Riverworks, and sculptures installed along a walkable route identified in collaboration with the Town.

Date: Community engagement and artist selection: Summer–Fall 2026; Design, fabrication and installation: Winter 2026–Spring 2027

Time: Specific dates and times for public-facing events (3 community events, 1 culminating celebration) will be decided together with the Town, Riverworks, Story Tapestries and the selected artists.

4. Funding Request Information, Itemize expenditure types and amounts (How funds will be spent)

Town funds will support artist stipends, community engagement activities, materials, fabrication, accessibility considerations, and project management. The Town’s investment will be matched by Maryland State Arts Council funding and in-kind contributions, including staff time, planning support, and community event hosting. A detailed line-item budget is provided in the attached Excel document.

5. Results

Who will prepare financial reports showing expenditures and how will the success of your project/event will be measured:

Story Tapestries’ staff will prepare all financial reports, track expenditures, and ensure compliance with Town requirements.

Project success will be evaluated through:

- Number and diversity of residents participating in engagement events;
- Successful commissioning and installation of two original sculptures;
- Accessibility and cultural relevance of the final artworks;
- Community feedback gathered through surveys and informal evaluation;
- Public use and visibility of the art walk.

Story Tapestries will provide the Town with a written final report, financial documentation, and visual materials following project completion.

Signature of Authorized Person For the Organization

1/15/2026

Date

Approved

Denied

Comments: _____

Signature: _____ Date: _____



Empower. Educate. Engage.

phone: 301.916.6328

email: administrator@storytapestries.org

web: www.storytapestries.org

Town of Poolesville - Proposal from Story Tapestries

The project will:

- Engage Poolesville residents of all ages in shaping their shared public spaces;
- Create accessible, culturally relevant public art that fosters pride, belonging, and intergenerational connection;
- Enhance the Town's public realm and contribute to local economic vitality by drawing residents and visitors to walkable destinations;
- Establish the foundation for a long-term art walk featuring both permanent and rotating artworks.

The project meets the Town's grant criteria by providing broad public benefit, strengthening community connections, and investing in creative placemaking within the Town's corporate limits.

Story Tapestries, with its HQ in Poolesville, has nearly three decades of experience leading community-centered arts projects across Montgomery County and the region (15 years as a 501c3). The organization has successfully partnered with municipalities, parks departments, schools, and cultural organizations to deliver complex, multi-phase public art and engagement initiatives.

Most recently, Story Tapestries collaborated with Montgomery Parks and artist Luis Del Valle on a community-informed public art project that centered on resident voices, accessibility, and cultural relevance. That project serves as a direct model for this proposed initiative, demonstrating Story Tapestries' ability to manage artists, engage the public, coordinate with government partners, and deliver high-quality, durable public artworks.

Riverworks is a Poolesville-based arts organization and creative hub dedicated to fostering artistic expression, community connection, and access to the arts. Riverworks regularly hosts exhibitions, workshops, and community gatherings, making them an ideal partner for inclusive engagement activities that invite broad community participation.

Together, Story Tapestries and Riverworks bring deep experience, trusted community relationships, and the administrative capacity needed to ensure this project's success. This project is designed as the first phase of a long-term Sculpture Trail / Art Walk for Poolesville. In future phases, the Town and partners may invite artists with existing works to



Empower. Educate. Engage.

phone: 301.916.6328

email: administrator@storytapestries.org

web: www.storytapestries.org

loan sculptures for rotating installations, creating an evolving destination that balances permanent anchors with changing artistic voices.

Accessibility and cultural relevance will remain central to all future expansion, ensuring that the trail continues to reflect Poolesville's diverse community and remains welcoming to residents and visitors alike.

The Town of Poolesville's investment will catalyze a lasting cultural asset that grows over time and strengthens the Town's identity as a vibrant, creative, and inclusive community.



							TOTAL	Town of Pooleville	In-Kind contributions	MSAC A/E
Organizational Planning Fees										
ST staff to support financial tracking, marketing, oversight of the project	7.50%	% of time	1	staff	\$73,000	rate	\$5,475.00	\$5,250.00		\$225.00
Riverworks to support implementation	40	hours	1	rate	\$50	rate	\$2,000.00	\$2,000.00		
Additional Contracted Services							\$0.00	\$0.00		
Artist Fees to create pieces; includes materials costs	2	pieces	1	# of artists	\$6,000		\$12,000.00	\$12,000.00		
3 community activities to gather public input for designs	3	events	1	# of artists	\$1,800		\$5,400.00	\$1,400.00		\$4,000.00
1 culminating celebration	1	events	1	team	\$2,200		\$2,200.00	\$2,200.00		
Misc.							\$0.00	\$0.00		
Print Marketing Material	1	flat rate	1	flat rate	\$700		\$700.00	\$0.00		\$700.00
Community activity supplies	3	events	1	set of supplies	\$80	supplies	\$240.00	\$0.00		\$240.00
Sculpture Installation fees	2	sculptures	1	fee	\$450	rate	\$900.00	\$900.00		
Sculpture signage	2	sculptures	1	fee	\$150	per sign	\$300.00	\$300.00		
Space for the community activities	3	events	1	host	\$300	per event	\$900.00		\$900.00	
							\$30,115.00	\$24,050.00	\$900.00	\$5,165.00

Ordinance No. 230
Introduced: February 2, 2026
Public Hearing:
Adopted:
Effective:

AN ORDINANCE TO AMEND THE POOLESVILLE CODE, CHAPTER 2.5, TO ESTABLISH STANDARDS FOR OFFICIAL CONDUCT REGARDING VULGARITY, PUBLIC COMMUNICATION, AND IMPARTIALITY.

WHEREAS, Section 82–13 (Quorum and Enactment of Ordinances) of the Town Charter states that the Commissioners shall enact ordinances only after public hearing upon reasonable notice, and no ordinance shall be enacted by the Commissioners unless it receives the affirmative vote of three of the Commissioners, and ordinances shall be permanently filed by the Town Clerk and shall be kept available for public inspection.

WHEREAS, the Town Charter authorizes in certain cases the removal of appointed officials for misconduct in office; and

WHEREAS, the Town of Poolesville depends on its officials to follow the law and make the right decisions; and

WHEREAS, the reputation of the Town for integrity and impartiality flows from a commitment to shared values; and

WHEREAS, the Commissioners desire to ensure that all public servants treat the public with dignity and respect.

NOW, THEREFORE, BE IT ORDAINED, by the Commissioners of Poolesville, that Chapter 2.5 of the Poolesville Code is hereby amended by adding Section 2.5-1 as follows:

Chapter 2.5 [~~RESERVED~~]* PUBLIC OFFICIAL STANDARDS

SECTION 2.5-1. STANDARDS OF PUBLIC CONDUCT AND COMMUNICATION.

A. APPLICABILITY. THE PROVISIONS OF THIS SECTION APPLY TO ALL LOCAL ELECTED OFFICIALS AND ALL APPOINTEES TO BOARDS, COMMISSIONS, AND COMMITTEES OF THE TOWN.

B. PROHIBITION OF FOUL AND ABUSIVE LANGUAGE. NO OFFICIAL SHALL UTILIZE FOUL AND ABUSIVE LANGUAGE, INCLUDING BUT NOT LIMITED TO VULGARITIES, OBSCENITIES, OR GENDER-BASED SLURS, IN ANY PUBLIC FORUM OR ON ANY SOCIAL

Page 1 of 3

CAPITALS : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

MEDIA PLATFORM WHERE THE OFFICIAL IS IDENTIFIABLE AS A REPRESENTATIVE OF THE TOWN. FOR THE PURPOSES OF THIS SECTION, AN OFFICIAL IS DEEMED "IDENTIFIABLE" IF:

1. THE OFFICIAL'S TOWN TITLE IS EXPLICITLY USED IN THE POST OR ACCOUNT BIO; OR
2. THE OFFICIAL USES TOWN-OWNED EQUIPMENT OR NETWORK RESOURCES TO TRANSMIT THE COMMUNICATION; OR
3. THE OFFICIAL IS WIDELY RECOGNIZED BY THE COMMUNITY AS A TOWN REPRESENTATIVE SUCH THAT THE CONDUCT IS DETRIMENTAL TO THE IMAGE OF THE TOWN.

C. MAINTENANCE OF IMPARTIALITY. PUBLIC OFFICIALS SHALL REFRAIN FROM PUBLIC STATEMENTS OR SOCIAL MEDIA POSTINGS THAT DEMONSTRATE A LACK OF IMPARTIALITY OR INDEPENDENCE OF JUDGMENT REGARDING THEIR OFFICIAL DUTIES. HIGHLY INFLAMMATORY DENIGRATION OF FEDERAL, STATE, OR COUNTY OFFICIALS THAT IMPAIRS THE OFFICIAL'S ABILITY TO PERFORM TOWN DUTIES OBJECTIVELY SHALL CONSTITUTE A VIOLATION OF THIS STANDARD.

D. DISCLAIMER REQUIREMENT. WHEN POSTING PERSONAL VIEWS ON MATTERS OF PUBLIC CONCERN THAT RELATE TO GOVERNMENTAL OPERATIONS, OFFICIALS ARE ENCOURAGED TO PROVIDE A CLEAR DISCLAIMER STATING THAT THE VIEWS EXPRESSED ARE THEIR OWN AND NOT REPRESENTATIVE OF THE TOWN OF POOLESVILLE. FAILURE TO PROVIDE A DISCLAIMER WHEN USING A TOWN TITLE SHALL CREATE A REBUTTABLE PRESUMPTION THAT THE OFFICIAL IS ACTING IN AN OFFICIAL CAPACITY.

E. ENFORCEMENT AND PENALTIES.

1. **MISCONDUCT IN OFFICE:** A VIOLATION OF THIS SECTION SHALL BE ADJUDGED AS "MISCONDUCT IN OFFICE" OR "MALFEASANCE" UNDER THE PROVISIONS OF THE TOWN CHARTER.
2. **ACTION BY ETHICS COMMISSION:** ANY PERSON MAY FILE A COMPLAINT WITH THE ETHICS COMMISSION ALLEGING A VIOLATION OF THIS SECTION. THE COMMISSION MAY ISSUE A REPRIMAND OR RECOMMEND REMOVAL TO THE TOWN COMMISSIONERS.
3. **REMOVAL:** UPON A FINDING OF MISCONDUCT AFTER DUE NOTICE AND HEARING, AN OFFICIAL MAY BE REMOVED BY THE COMMISSIONERS.

F. PROCEDURES FOR REMOVAL BY THE BOARD OF COMMISSIONERS. IN INSTANCES WHERE THE BOARD OF COMMISSIONERS ELECTS TO EXERCISE ITS DIRECT AUTHORITY UNDER THE TOWN CHARTER TO ADJUDICATE MISCONDUCT, THE FOLLOWING PROCEDURES SHALL APPLY:

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

1. **NOTICE OF CHARGES:** THE TOWN MANAGER OR THE PRESIDENT OF THE COMMISSIONERS SHALL PROVIDE THE APPOINTED OFFICIAL WITH A WRITTEN "STATEMENT OF CHARGES" DETAILING THE SPECIFIC VULGARITIES OR ACTS OF PARTIALITY ALLEGED, AT LEAST FIFTEEN (15) DAYS PRIOR TO ANY SCHEDULED ACTION.
2. **RIGHT TO A PUBLIC HEARING:** NO APPOINTED OFFICIAL MAY BE REMOVED FOR MISCONDUCT WITHOUT THE OPPORTUNITY FOR A PUBLIC HEARING.
3. **CONDUCT OF HEARING:** THE HEARING SHALL BE HELD BEFORE THE BOARD OF COMMISSIONERS. THE OFFICIAL SHALL HAVE THE RIGHT TO BE REPRESENTED BY LEGAL COUNSEL, TO TESTIFY, AND TO PRESENT WITNESSES OR EVIDENCE IN THEIR DEFENSE.
4. **ADJUDICATION:** FOLLOWING THE HEARING, A MEMBER MAY BE REMOVED FROM OFFICE BY AN AFFIRMATIVE VOTE OF AT LEAST THREE (3) MEMBERS OF THE BOARD OF COMMISSIONERS UPON A FINDING OF MISCONDUCT IN OFFICE, MALFEASANCE, OR CONDUCT INJURIOUS TO THE REPUTATION OF THE TOWN.
5. **FINAL DECISION:** THE DECISION OF THE BOARD SHALL BE IN WRITING AND SHALL BE CONSIDERED A FINAL ADMINISTRATIVE ACTION SUBJECT TO APPEAL IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY.

AND BE IT FURTHER ORDAINED that the provisions of this Ordinance are severable, and if any provision, clause, sentence, word or part thereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts of the Ordinance or their application to the other persons or circumstances; and it is hereby declared to be the legislative intent that this Ordinance would have been adopted as if such illegal, invalid unconstitutional provision, clause, sentence, section, word or part had not been included therein, and as if the person or circumstance to which the ordinance or part thereof is inapplicable had been specifically exempted therefrom.

APPROVED THIS __ DAY OF _____, 2026

James E. Brown, President
Commissioners of Poolesville

A TRUE COPY ATTEST:

Maggie Leibrand, Town Clerk

Page 3 of 3

CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.