

C U M B E R L A N D
DOWNTOWN DEVELOPMENT COMMISSION
A Main Street Maryland Community

MEETING MINUTES
January 13, 2022
9:00 AM - Via WebEx

Call to Order

Board Chair, Sandi Saville, called the meeting to order at 9:01AM.

Attendance

In Attendance: Sandi Saville, Melinda Kelleher, Ed Huber, Stu Czapski, Matt Miller, Dan Bowser, Leigh Ann Sipple, Lori Lepley, Dave Romero, Mayor Ray Morriss, Laurie Marchini, John Buchanan, Rhiannon Morgret, Doug Schwab, Ruth Rogers-Davis, Larry Jackson, Bryan Gowans – WCBC, Lindsay Renner-Wood – Cumberland Times-News

Minutes

December meeting minutes accepted as submitted.

Treasurer's Report – Ed Huber, Treasurer

- We are half-way through our fiscal year, and we have used 54% of our expenses. The Employment State Retirement payment for the entire year was taken out of our budget in December, so we are a bit over 50% due to that.

Report from Executive Director – Melinda Kelleher

Completed:

- Managed planning for New Year's Eve festivities (created schedule for evening, hired DJ and person to manage ball drop).
- Met with staff members about New Year's Eve festivities to finalize details.
- Met with owners of Lila Building to discuss their ideas for renovation and development.
- Meeting to discuss application for the Maryland Department of Housing and Community Development's Community Safety Grant. Work with police department representative and CEDC on application and submit.
- Finalized ARPA Grant Committees: 1) Marketing & Promotions and 2) Special Events & Revitalization of Store Windows and scheduled meetings for both.
- Began planning for Groundhog Day festivities.
- Assist Community Development staff with Sustainable Communities grant request.
- Meetings attended: Baltimore Street Project Workgroup, Chamber International Woman's Day Planning, Chamber Economic Development Committee, Canal Place Board meeting, CEDC Strategic Planning Committee
- Executed December social media calendar.
- Completed Main Street Maryland report for December and submitted.

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Report from Executive Director – Melinda Kelleher (continued)

January/February Projects:

- Planning and execution of Groundhog Day festivities.
- Hold meetings for the two ARPA committees – set goals, finalize timeline of activities for first quarter, execute tasks.
- Submit Letter of Intent for a grant from the Maryland Heritage Areas Authority.
- Post marketing & communications internship opportunity for summer.
- Main Street Maryland January report.
- Execute January social media calendar.
- Continue work on the draft of the Mitigation Plan for review by Baltimore Street Project Workgroup.
- Continue marketing and social media execution to promote support of local downtown retailers and restaurants.
- Attend bi-weekly Baltimore Street Project meetings, Canal Place Board meeting, planning for International Women’s Day activities, and monthly Chamber Economic Development Committee meetings.

Old Business

- **Main Street Improvement & Technology Assistance Grants** – Melinda was notified the week before Christmas that the DDC would be receiving \$13,000 for Main Street Improvement – will be used for marketing during the Baltimore St. construction. Also receiving \$20,000 for Technology assistance to support downtown businesses with technology (social media, websites, online sales, etc.).
- **Baltimore St. Project Update** – Matt shared that the plans are still in the review phase with State and Federal Highway.
- **CEDC** – 19 Frederick Street tenant has been chosen and a contract is being worked out now. They will announce it soon. Cumberland received \$150K from the Dept of Housing & Community Development to help Baltimore Street property owners take the new fiber cable connectors into their buildings during the renovation construction.

New Business

New DDC Board Members – Sandi shared that the Mayor and City Council appointed new board member, Leigh Ann Sipple. Those who were reappointed include Sandi Saville, Doug Schwab, Larry Jackson, Dave Romero, John Buchanan and Ed Huber. Ruth David Rogers has resigned from the board as she is now the new FT Preservation Coordinator for the City, replacing Kathy McKenney. We have two board positions open now and those positions have been posted.

ARPA Committees – We have put together two committees, one for Marketing and one for Special Events/Downtown Windows, to help with ideas and suggestions. The Special Events committee meets tomorrow and the Marketing committee meets next week. If anyone is interested in participating, let Melinda or Sandi know.

Columbia Gas Work Downtown – Matt shared that the project contact for this is Bobby Smith, the City Engineer. This is preliminary work to the Baltimore Street project. They started behind the McMullen building and have been working behind Ottaviani’s. The work will continue over the coming weeks.

Public Comment - None

There being no further business, the meeting was adjourned at 9:45AM.

**THE NEXT REGULAR MEETING WILL BE HELD
Thursday, February 10, 2021 at 9AM**