

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

**MEETING MINUTES**  
**November 10, 2022**  
**9:00 AM – Hybrid Meeting**

**Call to Order**

Board Chair, Doug Schwab, called the meeting to order at 9:05AM. Doug asked that everyone please let Melinda know whether you are planning to attend the meetings so we know who to expect. You can simply click YES, NO, or TENTATIVE on the Webex invitation you receive.

**Attendance**

**In Attendance:** Ruth Davis-Rogers, Ed Huber, Larry Jackson, Melinda Kelleher, Matt Miller, Sandi Saville, Doug Schwab, Rhett Wolford, Dave Romero, John Buchanan, Stu Czapski, Dan Bowser, Lori Lepley, Penny Walker, Ryan Brenneman

**Media:** Brian Gowans, WCBC radio and Lindsay Renner-Wood, Cumberland Times-News

**Absent:** Leigh Ann Sipple, Bob Mayhew

**Minutes**

October meeting minutes accepted as submitted.

**Treasurer's Report – Ed Huber**

October shows expenses at 27% year to date, in line with where we should be.

**DDC Executive Director Report – October 2022**

Completed:

- Executed Friday After Five for October 14<sup>th</sup>.
- Created and sent out E-Blasts for Ottaviani's, Lew Lew Belle, and Pepper in a Bottle.
- Attended Leadership Allegany Education Day.
- Scheduled ARPA Marketing Committee meeting; created agenda, provided updates, wrote minutes and distributed.
- Scheduled ARPA Special Events Committee meeting; created agenda, provided updates, wrote minutes and distributed.
- Prep work for the Boo on the Bricks event and executing event on October 29<sup>th</sup>.
- Began work on the Tree Lighting Celebration – booked entertainment, scheduled all the Breakfast with Santa events, scheduled all the Santa appearances at The Book Center, other logistics.
- Podcast interview with Lydia Savramis with RTL Productions about downtown Cumberland.
- Website review meeting with Curly Red.
- Call with Forever Media about radio advertising for the holidays; gather options.
- Call with Lamar Billboard Company about advertising for the holidays; gather options.
- Participated in a downtown walking tour with Congressman David Trone.
- Update email sent to downtown constituents with Baltimore Street Project updates.
- Meetings attended: Baltimore Street Project Workgroup, Chamber Economic Development Committee, monthly meeting with Mall Maintenance Manager

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**DDC Executive Director Report – October 2022**

Completed continued:

- Executed October social media calendar (Facebook new Likes – 40; Facebook new Followers – 45).
- Completed Main Street Maryland report for October and submitted.

**November/December Projects**

- Attend Chamber Business Recognition Awards Reception on November 10<sup>th</sup>.
- Attend Chamber Annual Meeting on December 1.
- Attend Chamber Holiday Reception on December 8<sup>th</sup>.
- Finalize all details of the tree lighting – entertainment, characters, schedule, parade, script, etc.
- Press release for the Winter Wonderland Windows Decorating Contest.
- Finalize all details of the window decorating contest – voting page, social media assets and QR Code signage to participants.
- Execute Breakfast with Santa events on November 26<sup>th</sup>, December 3.
- Special Events meeting with City group.
- Attend Leadership Allegany Local Government Day.
- Final grant reports for Technology Grant.
- Kick-off Shop Small, Win Big contest.

**Old Business**

**Baltimore Street Project Update** – Matt Miller shared that the City Engineering Department is reassessing costs and looking at the grant funds we have secured and how they can be spent. It looks positive that we will receive additional TAP Grant funds to help close the gap. Working on determining the gap of funding. Right now, April 1 is the tentative start date for the project.

**Security Grant** – Matt shared that we are getting ready to award the bid for the downtown security system. He is reaching out to building owners about having equipment mounted on their buildings.

**New Business**

**CEDC Updates** – Stu Czapski shared that the Downtown Investment Program grant deadline is November 11<sup>th</sup> (tomorrow). They have received ten applications totaling \$250K in asks. There is \$400K available. The committee is set to review applications. The Technical Assistance grant is \$5,000 max per awardee.

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**New Business – continued**

**Historic Preservation Update** – Ruth Davis-Rogers provided the following updates:

- Preservation Maryland visited Cumberland on November 4<sup>th</sup>. It was a very positive visit that included discussion about the Baltimore Street Project. They have a grant coming up – the Heritage Fund – and the deadline is March 31, 2023 for up to \$10K awards. They are interested in projects in Western Maryland.
- The RFP for the Historic Preservation Plan is November 16<sup>th</sup>. Twenty-one consultants have inquired about it.

**Other Business**

Mall Maintenance Equipment – Doug shared that there had been some concerns expressed about Jacob Corbin, our Mall Maintenance Manager, having to pick up all the leaves on the mall with just a broom and dustpan. Doug researched some equipment and has gotten some prices. It has been decided that we will wait to purchase equipment until after the Baltimore Street Project is completed and we really see what we might need then. We don't want to invest a large portion of budget funds for something that we won't be able to use much during construction. Doug will speak with Ruth Davis-Rogers about possible grants to help make the purchase of equipment and to Ed about budgeting some funds for this in a future DDC budget.

**Public Comment**

There was no public comment.

The meeting was adjourned at 9:37AM.

**The next regular meeting will be held on Thursday, December 8, 2021 at 9AM. It will be a hybrid meeting, meeting in the Community Development Conference Room in the basement of City Hall with a virtual option.**