

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

**MEETING MINUTES**  
**February 9, 2023**  
**9:00 AM – Hybrid Meeting**

**Call to Order**

Board Chair, Doug Schwab, called the meeting to order at 9:00AM.

**Attendance**

**In Attendance:** Ed Huber, Melinda Kelleher, Matt Miller, Doug Schwab, Laurie Marchini, Bob Mayhew, Lori Lepley, Stu Czapski, John Buchanan, Dan Bowser, Larry Jackson, Dave Romero,

**Media:** Brian Gowans, WCBC radio

**Absent:** Ryan Brenneman, Penny Walker, Rhett Wolford, Sandi Saville

**Minutes**

January meeting minutes accepted as submitted.

**Treasurer's Report – Ed Huber**

January shows expenses at 56% year to date, in line with where we should be. Melinda also shared that she, Ed and Doug met to discuss the DDC FY24 budget. Melinda had an initial budget meeting with the Comptroller last week and is making some adjustments to the budget. The budget will go to the Mayor and City Council for approval in March. The DDC board will see the budget in April.

**DDC Executive Director Report – February 2023**

Completed:

- Final tally for the Winter Wonderland windows contest; award letters to winners.
- Planned and executed the Groundhog Day event.
- Town Hall meeting – sent out Save the Date and invitation; worked with IT to create an online registration form, met with Allegany High School about serving as location, met with Ryan Brenneman about managing the live stream.
- Delivered Ring cameras to downtown businesses.
- Meeting with Canal Place to discuss 2023 events.
- ARPA Marketing Committee meeting – create agenda and minutes, lead meeting.
- Meet with Dave Love and Special Events Coordinator about music for the year.
- Initial work on DDC FY24 budget; meet with DDC Board Chair and Treasurer about budget; meet with Comptroller about budget.
- Met with Allegany Farmer's Market about logistics at Canal Place.
- Updated job description and posted Mall Maintenance Coordinator position; phone screening interviews.
- Created Mitigation Plan distribution list and assignments; began distribution.
- Created and sent out E-Blasts for Curtis's Coney Island Hot Dogs, The Lean Loon, Western MD Music Center, Morton's Jewelry.
- Attended Leadership Allegany Healthcare Day and mid-year review day.

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**DDC Executive Director Report – February 2023 9 continued**

Completed:

- Website review meeting with Curly Red and ongoing updates and changes.
- Meetings/events attended: Baltimore Street Project Workgroup, Chamber Economic Development Committee, monthly meeting with Mall Maintenance Manager, Local Women Leaders Group, City Events meeting, Canal Place board meeting.
- Technology Grant progress reports.
- Executed December social media calendar (Facebook likes – 3.4K likes; 3.9K followers)).
- Completed Main Street Maryland report for December and submitted.

**February/March Projects**

- Window Contest – finalize how winners are spending their prize packages.
- Execute Town Hall Meeting on Feb. 23<sup>rd</sup>.
- Special Events meeting with City group.
- Finalize Friday After Five events.
- Plan and lead ARPA Marketing Committee meeting.
- Finalize information for Hooley Pub Crawl promotional materials and get printed.
- Attend Leadership Allegany State Government Day.
- Distribute Mitigation Plans for Baltimore Street Project to all building and business owners.

**Old Business**

**Baltimore Street Project Update** – Matt Miller reported we are still on track for early April groundbreaking. Please attend the Town Hall Meeting on February 23<sup>rd</sup>.

**Security Grant** – There will be 15-16 cameras downtown including the lot across from Curtis's on Liberty Street; the alley behind Rose's Plaza; the alley behind Chessie; and the alley between the Arts Council building and Awesome Gifts.

**CEDC Updates** – Matt Miller

Phase II of the Investment grants has a deadline on Friday of this week (tomorrow). Stu shared that they have received two applications for the upper story redevelopment grant. Matt is trying to get an update from the contractor on the Park Street project.

**Historic Preservation Update** – Melinda in place of Ruth Davis-Rogers

Tax Incentive Workshop today from 11:30AM – 2PM. This is for owners of historic buildings, investors, real estate agents, accountants and the general public. We are partnering with State of MD officials for this workshop. There will be a virtual option and it will be recorded.

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**Main Street Committees**

Doug Schwab has contacted all the board members and assigned them to a committee. He has also spoken with some people outside of the board who would like to serve. He will next reach out to everyone to confirm their committee assignments. We hope to have the committees starting to meet next month.

**Public Comment**

No public comment.

The meeting was adjourned at 9:50 AM.

**The next regular meeting will be held on Thursday, March 9, 2023 at 9AM.**