

# CUMBERLAND

## DOWNTOWN DEVELOPMENT COMMISSION

A Main Street Maryland Community

### MEETING MINUTES SEPTEMBER 10, 2020 9:00 AM Via Zoom

#### **Roll Call**

In Attendance: Sandi Saville, Doug Schwab, Larry Jackson, Ed Huber, Laurie Marchini, Dave Romero, Daniel Taylor-Neumann, Kathy McKenny, Melinda Kelleher, Nathan Price, Bryan Gowans - WCBC

#### **Minutes**

August meeting minutes accepted as submitted.

#### **Treasurer's Report – Ed Huber**

- Contractual Service line item showing an \$18,625 expense was for the Cochran Group. The \$28,000 shown was also for the Cochran Group, but was actually paid in FY2020, so should be deleted from current Budget Performance Report. There is \$9,000 left on their contract to be paid.
- Ken Tressler is reviewing the DDC budget now to make corrections which will reflect actual anticipated expenses and revenue for FY2021.

#### **Report from Chair – Sandi Saville**

See attached report.

#### **Report from Executive Director – Melinda Kelleher**

See attached report.

#### **Old Business – Matt Miller, Executive Director of the CEDC**

- Drawings for Baltimore Street Project are 90% complete. City engineering should have full drawings by mid-October and then the project will be put out to bid. We will then have a better idea on cost.
- A workgroup has been formed to focus on the Baltimore Street Project. Matt Miller, Executive Director of the CEDC, will lead group. Members include: Melinda Kelleher, Sandi Saville, Doug Schwab, Dave Romero, Becky McClarren (DCBA), William Cochran, Mayor Ray Morris, Councilwoman Laurie Marchini, Bobby Smith, Zona Russell – Landscape Architect. Purpose is to provide insight and recommendations and to strengthen the transparency of the project. Group will meet every other Wednesday.
- Matt Miller and Melinda Kelleher will create a document that identifies the roles and responsibilities of each person in the workgroup for the Baltimore Street Project, which will help with transparency and collaboration.
- Larry Jackson asked about the fire suppression systems and fiber connectivity that will be a part of the project. He suggested getting Eades to put in plan to have access panels with taps for each building at construction.
- Sandi reminded the group that Bobby Smith in city engineering was asked at the last workgroup meeting to provide specs for the fire suppression system. Dave Romero and Doug Schwab suggested that we send questions about this to Bobby ahead of our meeting on September 16<sup>th</sup>. Matt Miller asked that if anyone has additional questions for Bobby to send them to Melinda Kelleher and she will share with Matt.

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**SEPTEMBER 10, 2020**  
**9:00 AM**  
Via Zoom

**New Business**

- Kathy McKenney shared a new grant opportunity from the city general funds for modest façade improvements for residential buildings in the Canal Place district. The grant will be for \$5,000 and requires matching funds from the property owner. Applications are due 9/30. Sandi asked about buildings that were mixed use, part being business and residential upstairs. Kathy encouraged those property owners to apply as well, but the work would need to be done on the residential part of the building and would be looked at on a case by case basis.
- Kathy also referred to an email sent out this morning about the Community Legacy grant application cycle. The Sustainable Communities workgroup will meet in September to begin discussion of potential projects and needs in case the State of Maryland opens the cycle back up. This group serves as a source to gather needs in the community.
- DDC Secretary Election – The Secretary will be a member of the DDC Executive Committee that meets with the Executive Director in between the monthly DDC meetings. Melinda Kelleher has agreed to take minutes at the DDC meetings moving forward, but the Secretary will review the minutes and work with Melinda to finalize. Larry Jackson volunteered to do this. Doug Schwab made a motion to elect Larry and Dave Romano seconded. All in favor.
- Sandi mentioned that the two new DDC members that were put forward to the City Council for approval will hopefully attend our October meeting. The CBIZ representative is leaving the DDC board and CBIZ has been asked to identify a new member.

**THE NEXT REGULAR MEETING WILL BE HELD**  
**October 8, 2020 via Zoom**