

CAMBRIDGE WATERFRONT DEVELOPMENT, INC.

Minutes of the Regular Meeting of Board of Directors

Thursday, January 16, 2020

A meeting of the Board of Directors (the “Board”) of Cambridge Waterfront Development, Inc., a Maryland non-stock corporation (the “Corporation”), was held on January 16, 2020 at the Cambridge-Dorchester Regional Airport, 5263 Bucktown Road, Cambridge, MD 21613.

In attendance were Keith Adkins, Daryl Butcher, Patrick Comiskey, Michael J. Frenz, and Frank J. Narr, Jr., appointees to the Board as specified in the Articles of Incorporation of the Corporation. Also in attendance were Sandra Tripp-Jones, Interim Executive Director, and Mike Detmer, reporter from the Dorchester Star. Not present were Richard Zeidman, Jeff Powell and Chip MacLeod, Council of the Board.

Sandra Tripp-Jones called the meeting to order.

Introduction of Guests

Sandra Tripp-Jones began the meeting by introducing Mike Detmer. Mr. Detmer is a reporter from the Dorchester Star.

Approval of the Agenda

The Board proceeded with the meeting agenda. A motion was made to approve the agenda as presented. The agenda was approved on a motion by Narr/Adkins (5/0).

Approval of Minutes

Ms. Tripp-Jones asked for any comments on the minutes submitted for the December 19, 2019 Board meeting. The motion to approve the minutes of December 19, 2019 was approved Frenz/Narr (5/0).

Planning Committee Report

Frank Narr updated the Board on the Planning Committee’s recent activities. Mr. Hamon was provided with the Board member’s comments on the site plan. He will implement those comments into the plan and a revised conceptual site plan will be presented at the next meeting. The Planning Committee has met with the City Planning Director and a member of the Planning and Zoning Commission to discuss the overall concept and potential zoning issues. These discussions will continue as the project moves forward.

Branding Project

Work has begun on the branding of the project. Mr. Narr indicated that Mullins Ashley has been engaged to create a new logo and brand for the project and also simultaneously create logos for CWDI and Sailwinds Park. She will create a protocol on how to cobrand the project with Sailwinds Park, the project with CWDI, the project with Yacht Maintenance, and whoever else is on the site. Three focus groups of 10-12 people will be held to look at different artworks. This is expected to occur within the next month. The goal is to develop protocols of logos, stationary, and signs to create a consistency between the groups. A proposal will be submitted to the Board when it is received.

Closed Session

A recommendation was made that the Board go into closed session pursuant to A, B and C. Motion approved with no objections: Adkins/Narr (5/0).

- A. Pursuant to OMA Sect. 3-305(b)(4) to consider and discuss a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the State.
- B. Pursuant to Maryland Code Section 3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process;
- C. To discuss personnel matters

All Board members at the regular meeting, Keith Adkins, Daryl Butcher, Patrick Comiskey, Michael J. Frenz and Frank J. Narr, Jr. were present in the closed session. Also present in the closed session was Sandra Tripp-Jones.

On a motion by Butcher/Comiskey, the closed session ended. The Board returned to its regular agenda. Approved (5/0).

Report on Closed Session

Ms. Tripp-Jones reported that the Board agreed to hold a conference call with Thibault Manekin and identified who would be on the January 27th call to discuss possible Executive Director-like work for this project.

Interim Executive Director's Report

Ms. Tripp-Jones reviewed the Task List with the directors. She highlighted the TAG grant application. CWDI received notification that it would receive a \$50,000 grant to support Executive Director costs and special studies. The funds should be available once the State executes and returns the application.

Ms. Tripp-Jones told the Board that the city is receiving \$400,000 for CWDI from DHCD for the Strategic Demolition grant. CWDI must match this with \$100,000, which means that as the money is spent, CWDI will probably need to obtain the \$100,000 match through 1880 Bank and secure it with the properties CWDI has acquired. A near term task is to prioritize properties that CWDI is interested in purchasing or securing with those funds.

The group discussed placing an ad in the Chesapeake Bay Magazine. The April edition will have a Guide to What's Happening in Dorchester County, and an ad would cost \$650. The magazine has 20,000 subscribers and 30,000 copies are distributed. After discussion, a motion was made and approved to place an ad in the Visitor Center's Guide insert to the Chesapeake Bay Magazine if the branding project can be sufficiently completed and can arrange for a follow-up story in the media. Adkins/Narr (5/0).

Ms. Tripp Jones reported that she made presentations to provide updates on the project to the City Council, Rotary and Mid-Shore Regional Council in the past few weeks.

Ms. Tripp-Jones reviewed items 1 and 2 for the Board and made a recommendation that the Board approve the two items.

1. Receive December Financial Reports.
2. Approve payment to MacLeod Law Group for Invoice 5201 in the amount of \$2,726.00 for legal services.

Motion by Butcher/Narr to approve items 1 and 2 (5/0).

Board Directors' Comments

Mr. Butcher recommended having both city and county economic development directors at a future meeting to update them on the project.

There being no additional business to discuss, the meeting was adjourned.