

Minutes of the  
Seventy-Second Meeting of the  
Maryland Heritage Areas Authority  
100 Community Place  
Crownsville, MD 21032  
July 7, 2016

The seventy-second meeting of the Maryland Heritage Areas Authority (MHAA) was held on July 7, 2016 at 100 Community Place Crownsville, MD 21032.

**Authority Members/Designees Present:** Wendi Peters, Acting Secretary, MD Department of Planning and Chair, Maryland Heritage Areas Authority; Bill Pencek (representing MD Department of Commerce Secretary R. Michael Gill), Vice Chair, Maryland Heritage Areas Authority; John Wilson (representing MD Department of Natural Resources Secretary Mark J. Belton); Martha (Marty) Baker (representing MD Department of Transportation Secretary Pete K. Rahn); Peter Leshner (MD Municipal League representative); Wayne E. Clark (President of the Senate representative); Elizabeth Hughes (State Historic Preservation Officer); Amy Seitz (representing MD Department of Housing and Community Development Secretary Kenneth C. Holt); Lee Towers (representing MD Higher Education Commission Secretary James D. Fielder, Jr.); Janice Hayes-Williams (Speaker of the House representative); Lisa Challenger (Governor's Appointee for Heritage Tourism); Natalie Chabot (Representative for MD Greenways)

**Authority Members/Designees Absent:** Francis Jack Russell (MD Association of Counties representative); Amanda Conn (representing MD State Department of Education Secretary Jack Smith, Ph.D.); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder) Donna Ware (Speaker of the House representative); Robert D. Campbell (Governor's Appointee for Historic Preservation); J. Matthew Neitzey (MD Tourism Development Board representative); Burton Kummerow (President of the Senate representative)

**Staff Present:** Bernadette Pruitt, Richard Hughes, Jennifer Ruffner; Rieyn Deloney (Office of the Attorney General)

**Heritage Area Directors/Staff Present:** Carol Benson (Four Rivers Heritage Area); Paula Hankins (Baltimore National Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Deidra Ritchie (Canal Place Heritage Area); Liz Shatto (Heart of the Civil War Heritage Area); Aaron Marcavitch (Anacostia Trails Heritage Area); Brigitte Carty and Janet Gleisner (Lower Susquehanna Heritage Greenway); Roz Racanello (Southern MD Heritage Area and Chair, Maryland Coalition of Heritage Areas); Sarah Rogers (Montgomery County Heritage Area); Lisa Ludwig (Lower Eastern Shore Heritage Area); Mary Catherine Cochran (Patapsco Valley Heritage Area); Amanda Fenstermaker (Heart of Chesapeake Country Heritage Area)

**Heritage Area Directors Absent:** Jen Durbin (Mountain Maryland Gateway to the West Heritage Area)

**Others Present:** Diane Nowak-Waring (Chair, Four Rivers Heritage Area) and Paul Doherty

**CALL TO ORDER** (Wendi Peters, Acting Secretary, MD Department of Planning)

The Chair called the meeting to order at approximately 10:03 a.m.

**INTRODUCTIONS:** The Chair requested that everyone in attendance introduced themselves.

**APPOINTMENT OF MHAA VICE CHAIR AS REQUIRED BY MHAA BYLAWS,  
ARTICLE V, SECTION 2**

The Chairman called for requests for nominations for Vice Chair of the MHAA. Dr. Baker nominated Mr. Pencek to continue as Vice Chairman. No other nominations were made and nominations were closed. The motion was seconded by Mr. Clark and approved unanimously.

**MHAA CHAIRPERSON ANNOUNCEMENTS / UPDATES**  
(Secretary Wendi Peters)

Ms. Peters announced that Natalie Chabot would be joining MHAA as the Maryland Greenways representative. Ms. Chabot introduced herself to the group.

**APPROVAL OF MINUTES FOR April 14, 2016**

Ms. Peters called for a motion to approve the April 14, 2016 minutes. Mr. Leshar offered the following motion:

**RESOLVED, that the Authority approves the April 14, 2016 minutes as written.**

The motion was seconded by Dr. Baker and approved unanimously.

**MANAGEMENT REPORT**

**Maryland Heritage Areas Authority Financing Fund Report (R. Hughes)**

Mr. Hughes reported that as of May 31, 2016 the current balance was \$123,516.10.

**Update on proposed amendment to the boundaries of the Maryland Milestones (Anacostia Trails) Heritage Area (Richard Hughes and Aaron Marcavitch, ATHA Executive Director)**

Mr. Marcavitch summarized that ATHA is waiting for Prince George's County to make sure it went through their plan process instead of giving a regular approval. As a result, the county put it in the resource conservation plan that they are developing, which should be an easy process. The process should be completed by September and MHAA can expect for the amendment to be presented at the January 2017 meeting.

Update on proposed amendment to the boundaries of the Southern Maryland Heritage Area within Calvert County to include a parcel and structure at the American Chestnut Land Trust property and additional areas of Calvert County's Biscoe Gray Farm Heritage Park. (Richard Hughes and Roz Racanello, SMHA Executive Director)

Mr. Hughes summarized that two relatively small parcels in Calvert County will be proposed for addition to the SMHA and asked Ms. Racanello to explain the proposed boundary amendments.

Ms. Racanello stated that the SMHA consists of a series of clusters connected by corridors. One of the clusters in Prince Frederick does not include a small part of the American Chestnut Land Trust (ACLT) property, which includes a building that was formerly residential, but which is now to be used for visitor services. The second proposed addition is part of the Biscoe Gray Heritage Farm owned by Calvert County that is at the bottom of a cluster and along a corridor.

The county's principal planner is on the SMHA board and is working with the County tourism office and historic preservationists who are all on board to amend the County comprehensive plan to include the amended boundaries.

### **ACTION ITEMS**

Request to amend the boundaries of the Canal Place Heritage Area within the City of Cumberland to include the Greene Street National Register Historic District, portions of the Canada/Viaduct Survey District, Candoc & Mason Recreational District/Riverside area of the C&O Canal Preservation District (Richard Hughes & Deidra Ritchie, CPHA Executive Director)

Mr. Hughes summarized that the City had moved ahead to amend its comprehensive plan. A tour and public hearing was held on May 24th. The transcript was provided to members. Everyone who attended the hearing was in support of the boundary amendment. However, one gentleman who arrived after the hearing ended did submit some written comments in opposition to the amendment and Mr. Hughes addressed his concerns.

Ms. Ritchie reviewed the areas that would be included in the expansion.

Ms. Ritchie will be meeting with Allegany county officials about the county becoming a part of the heritage area as well. Ms. Peters mentioned that letters of support from the city had been received.

Ms. Hayes-Williams was inadvertently left off the attendee list on the front of the transcript, but she did attend the tour and public hearing. She was impressed with the tour and especially the Footer Dye Works Building. She and other members complimented Ms. Ritchie on her accomplishments.

Resolution R-200 to Approve a Request by the Canal Place Heritage Area and the City of Cumberland to amend the boundaries of the Canal Place Heritage Area.

Ms. Seitz offered the following motion:

**RESOLVED, that the Authority approves with conditions the request by the Canal Place Heritage Area and the City of Cumberland to amend the boundaries of the Certified Heritage Area within the City of Cumberland to include the Greene Street National Register Historic District, portions of the Canada/Viaduct Survey District, and the Candoc & Mason Recreational District/Riverside area of the C&O Canal Preservation District.**

**AND BE IT FURTHER RESOLVED, that the Authority's approval of the Amendment to the Canal Place Heritage Area Management Plan is contingent on the satisfaction of the following condition:**

**The Authority is in receipt of one or more maps accurately depicting the boundaries of the Canal Place Heritage, as amended. Maps are to be prepared in accordance with the Authority's guidance document "Maryland Heritage Areas Authority Requirements for Maps Depicting Certified Heritage Areas."**

The motion was seconded by Mr. Wilson and approved unanimously.

FY 2017 Maryland Heritage Areas Authority Grant Requests: Review and approval of FY 2017 MHAA grant requests

Ms. Ruffner distributed four different grant charts: the management and marketing grants; the project grants sorted by overall ranking; all the grants sorted by local ranking; and the official grant chart. She summarized approved management and marketing grants and reviewed all other approved grants from the overall ranking chart. She addressed questions, concerns and comments from the MHAA after the review.

Discussion took place regarding how recommendations/conclusions were made by the Technical Advisory Committee, the ranking of projects, questions regarding funding for/lack of funding for archeology projects, scoring criteria, interactions with heritage area directors regarding applications, and the need for increased funding to support projects. Ms. Ruffner, Mr. Hughes, MHAA members who sit on the TAC and heritage area directors, with projects in their areas, responded to any inquires.

Mr. Leshner asked if a reserve list of projects exists that were not funded due to the lack of funding and if \$100,000 was still available for emergency grants. Mr. Hughes responded that the \$100,000 is still available for emergency grants and there is not a lot of money remaining in the MHAA budget for a reserve list.

Mr. Clark spoke about his archeological concerns and the need to restore other MHT capital, non-capital and museum grant funding resources that have been cut.

A record number of 136 applications were received via the on-line system. There were 60 Capital, 60 Non Capital, 13 Management grants and 3 Marketing grants totaling \$5.7 million in requests. 52 grants were recommended for award, totaling \$2,699,532.

Resolution R-300 to Approve Funding Requests: FY 2017 Maryland Heritage Areas Authority Grants

Ms. Seitz offered the following motion:

**RESOLVED, that the Maryland Heritage Area Authority approves thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants for the management and marketing of Certified Heritage Areas, and for projects and activities located within the Anacostia Trails Heritage Area, Annapolis, London Town and South County Heritage Area, Baltimore National Heritage Area, Canal Place Heritage Area, Mountain Maryland Gateway to the West Heritage Area, Heart of Chesapeake Country Heritage Area, Heart of the Civil War Heritage Area, Lower Eastern Shore Heritage Area, Lower Susquehanna Heritage Greenway Heritage Area, Montgomery County Heritage Area, Patapsco Heritage Area, Southern Maryland Heritage Area, and Stories of the Chesapeake Heritage Area, under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the chart titled “Maryland Heritage Areas Authority Grant Requests: Fiscal Year 2017” (the “Chart”), attached hereto and made part of Resolutions R-300 through R-800.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon grant recipients (the “Grantee(s)”) providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grants in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Mr. Wilson and approved unanimously.

**GRANTS APPROVED BY SEPARATE RESOLUTION**  
**(EXCLUDING AUTHORITY MEMBERS WITH CONFLICT OF INTEREST)**

Resolution R-400 to Approve Funding Request: FY 2017 Maryland Heritage Areas Authority Grant to the Maryland Department of Commerce, Office of Tourism Development for the “Harriet Tubman Driving Tour Components: Reprinted, Edited, Re-recorded” project.  
**(Recused: Mr. Pencek)**

Ms. Challenger offered the following motion:

**RESOLVED, that, in addition to the thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the Maryland Department of Commerce, Office of Tourism Development for the “Harriet Tubman Driving Tour Components: Reprinted, Edited, Re-recorded” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Seitz and approved unanimously.

Resolution R-500 to Approve Funding Request: FY 2017 Maryland Heritage Areas Authority Grant to the Chesapeake Bay Maritime Museum, Inc. for the “Small Craft Heritage Center” project. **(Recused: Mr. Leshner)**

Mr. Clark offered the following motion:

**RESOLVED, that, in addition to the thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants approved in Resolution R-300 above, the Maryland Heritage Area**

**Authority approves a grant to the Chesapeake Bay Maritime Museum, Inc. for the “Small Craft Heritage Center” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantees, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Dr. Baker and approved unanimously.

Resolution R-600 to Approve Funding Request: FY 2017 Maryland Heritage Areas Authority Grant to the Maryland Department of Natural Resources, Maryland Park Service for the “Programmatic Support for Grand Opening–Harriet Tubman Underground Railroad State Park and Visitor Center” project. (Recused: Mr. Wilson)

Ms. Seitz offered the following motion:

**RESOLVED, that, in addition to the thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the Maryland Department of Natural Resources, Maryland Park Service for the “Programmatic Support for Grand Opening–Harriet Tubman Underground Railroad State Park and Visitor Center” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff.**

**Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Challenger and approved unanimously.

Resolution R-700 to Approve Funding Request: FY 2017 Maryland Heritage Areas Authority Grant to the Maryland Department of Natural Resources, Maryland Forest Service for the “Visitation and Economics of Recreation/Tourism in Western Maryland State Forests” project.  
**(Recused: Mr. Wilson)**

Ms. Hughes offered the following motion:

**RESOLVED, that, in addition to the thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the Maryland Department of Natural Resources, Maryland Forest Service for the “Visitation and Economics of Recreation/Tourism in Western Maryland State Forests” project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these**

**adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Ms. Hayes-Williams and approved unanimously.

Resolution R-800 to Approve Funding Request: FY 2017 Maryland Heritage Areas Authority Grant to the Friends of Cunningham Falls State Park and Gambrill State Park for the “Catoctin Furnace Iron Master House Ruins Stabilization, Phase Two” project. (Recused: Mr. Wilson)

Mr. Clark offered the following motion:

**RESOLVED, that, in addition to the thirteen (13) management grants, three (3) marketing grants, and thirty-six (36) project grants approved in Resolution R-300 above, the Maryland Heritage Area Authority approves a grant to the Friends of Cunningham Falls State Park and Gambrill State Park for the “Catoctin Furnace Iron Master House Ruins Stabilization, Phase Two project under the Maryland Heritage Areas Authority Grant Program as detailed and in accordance with the amounts and terms set forth in the Chart.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon sufficient funding being made available in the Maryland Heritage Areas Authority Financing Fund.**

**AND BE IT FURTHER RESOLVED, that this approval is contingent upon the Grantee providing written documentation to Authority staff of the availability of cash matching funds and in-kind contributions dedicated to the project, as required by the Authority’s statute and regulations and detailed in the grant agreement, prior to the disbursement of grant funds. Documentation may consist of financial statements, commitment letters, or other proof acceptable to Authority staff. Disbursements of grant funds may not exceed the total amount of the grant award, or the amount of documented available cash matching funds and in-kind contributions as required by law and regulations and detailed in the grant agreement, whichever is less.**

**AND BE IT FURTHER RESOLVED, that the staff to the Maryland Heritage Areas Authority is authorized to prepare any documents necessary or useful in order to carry out the grant in conformance with the terms set forth in the Chart. Staff is further authorized to make adjustments to the scope of work, timetable, and budget set forth in the Chart and grant application, including the specific allocation of Authority grant funds and the amount of matching funds that must be provided by the Grantee, subject to requirements of law and regulations, and provided that these adjustments do not materially alter the programs, work, activities or products of the grant project as approved by the Authority.**

The motion was seconded by Mr. Leshner and approved unanimously.

There was discussion about mini grants, looking at streamlining the grant application process and reviewing policy guidelines for grants. The Chair asked the staff to review it and it will also be brought before the TAC for discussion and recommendations.

**MARYLAND COALITION OF HERITAGE AREAS (MCHA) REPORT**  
(Ms. Roz Racanello, Chair MCHA)

Ms. Racanello spoke in praise of the \$105 million awarded over the course of the program. She also shared that it was great honor to be a heritage area director for over 13 years, and that she is retiring. She commended her colleagues in the Coalition, and noted that they would be deciding who would be the next chair or co-chairs of the MCHA.

MCHA had an all-day retreat in June. They discussed the marketing working group, the three grant categories that get extra points (archeology, education, and natural resources); the need to restore MHT capital, non-capital and museum grant programs; and the need for data on the impact of the MHAA program.

The Coalition once again would have a presence at MACO and MML, and would once again be handing out heritage area fans. A pop-up was created for the events, as well a map to attendees could mark their heritage area.

The Coalition is still exploring the possibility of raising the funding cap for MHAA, and helping with the effort to restore funding to the MHT grant programs.

Ms. Peters made a brief presentation on Ms. Racanello's accomplishments as a heritage area director and chair of the MCHA. She expressed thanks and sincere appreciation for Ms. Racanello's 13 years of dedication to the MHAA. Pictures were taken and Ms. Racanello was presented a number of gifts from her MCHA colleagues.

Ms. Racanello was given compliments by MHAA members and colleagues alike.

### **MARYLAND HERITAGE AREAS AUTHORITY MEMBER / MHAA STAFF ANNOUNCEMENTS**

Mr. Clark asked everyone to complete the MHT survey on the need for capital, non-capital and museum grant funding.

Ms. Hayes-William announced that Anne Arundel County will no longer write letters of support for grant funding under the county's ethics law.

Ms. Owings reported on the Mills Branch Solar Project that is being conducted in the Stories of Chesapeake Heritage Area and noted that she may be turning to MHAA for support in the near future.

### **NEW BUSINESS**

None.

### **ADJOURN**

Ms. Peters called for a motion to adjourn. Ms. Seitz made a motion to adjourn, that was seconded and approved unanimously. The meeting adjourned at 11:50.