

Minutes of the  
Sixty-Eighth Meeting of the  
Maryland Heritage Areas Authority  
July 9, 2015

The sixty-eighth meeting of the Maryland Heritage Areas Authority was held at the Historic London Town and Gardens, 839 Londontown Road Edgewater, MD 21037.

**Authority Members/Designees Present:** David R. Craig Secretary, MD Department of Planning; Bill Pencek (representing MD Department of Business & Economic Development Secretary R. Michael Gill); John Wilson (representing MD Department of Natural Resources Secretary Mark J. Belton); Marty Baker (representing MD Department of Transportation Secretary Peter K. Rahn); Peter Leshner (MD Municipal League Representative); Wayne E. Clark (recommended by the President of the Senate); John Fieseler (MD Tourism Development Board representative); Donna Ware (recommended by the Speaker of the House); Lisa Challenger (Governor's Appointee for Heritage Tourism); Amy Seitz (representing MD Department of Housing and Community Development Secretary Kenneth C. Holt); Amanda Conn (Representative for MD State Department of Education Secretary Lillian M. Lowery)

**Authority Members/Designees Absent:** Burton Kummerow (recommended by the President of the Senate); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder); Elizabeth Hughes (State Historic Preservation Officer); Lee Towers (representing MD Higher Education Commission Acting Secretary Jennie C. Hunter-Cevera); Robert D. Campbell (Governor's Appointee for Historic Preservation); Francis Jack Russell (MD Association of Counties representative); Vacant (Representative for MD Greenways); Vacant Speaker of the House representative

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

**Heritage Area Directors/Staff Present:** Carol Benson and Christina Csaszar (Four Rivers Heritage Area); Jeff Buchheit (Baltimore National Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Deidra L. Ritchie (Canal Place Heritage Area); Liz Shatto and Auni Gelles (Heart of the Civil War Heritage Area); Aaron Marcavitch (Anacostia Trails Heritage Area); Mary Ann Lisanti and Brigitte Carty (Lower Susquehanna Heritage Greenway); Ceres Bainbridge (Heart of Chesapeake Country Heritage Area); Roz Racanello (Chair, Maryland Coalition of Heritage Areas and Executive Director of Southern MD Heritage Area); Sarah Rogers (Montgomery County Heritage Area); Jen Durbin (Mountain Maryland Gateway to the West Heritage Area); Lisa Ludwig (Lower Eastern Shore Heritage Area); Mary Catherine Cochran (Patapsco Valley Heritage Area)

**Heritage Area Directors/Staff Absent:** None

**Others Present:** None

**CALL TO ORDER:** Chairman Craig called the meeting to order at 10:05 a.m.

**INTRODUCTIONS:** Those in attendance introduced themselves.

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

Chairman Craig called for nominations for Vice-Chair. Mr. Clark nominated Mr. Pencek to serve as Vice-Chair and there were no other nominations. The nomination was seconded by Mr. Fieseler and approved unanimously.

**MHAA CHAIRPERSON ANNOUNCEMENTS/UPDATES** (Chairman, David R. Craig)

Chairman Craig did not have any updates but he did mention Governor Larry Hogan and asked that he be kept in prayer as he continues to do well with his treatment.

**APPROVAL OF MINUTES FOR APRIL 16, 2015 (Resolution R-100)**

The Chairman called for a motion to approve the April 16, 2015 minutes. The following motion was made by Mr. Leshner.

**RESOLVED, that the Authority approves the April 16, 2015 Minutes as presented.**

The motion was seconded by Ms. Seitz and approved unanimously. (Chairman Craig, Recused)

**MANAGEMENT REPORT**

**Maryland Heritage Areas Authority Financing Fund Report (Richard Hughes)**

Mr. Hughes reported that the current cash balance is \$392,190.01. It includes the following amounts which were returned to the Financing Fund: \$1,934.74 from the Microedge online grants software contract; \$66,000 from a cancelled grant; 7,213.00 and 13,861.40 from two unused grants; and \$209,000 which had been shifted by the Board of Public Works to General Funds, but the funds were restored to MHAA by the General Assembly. A budget amendment would be required to spend the money currently in the Financing Fund. Some FY 2016 grant projects were put on a reserve list for which approval would need to be sought.

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

Mr. Hughes stated that the City of Bowie, Town of Cheverly and unincorporated areas near the edge of the Anacostia Trails Heritage Area, including Mitchellville, Glenn Dale, the WB&A Trail and areas along the Patuxent River, are seeking inclusion in the area.

Mr. Marcavitch recapped the information that was submitted to the MHAA, which includes a detailed history and details of the resources to be added to the heritage area. He answered questions about the expansion and the idea of expanding to include the lower portion of Prince George's County.

Mr. Hughes mentioned that in Prince George's County the County Council, acting as the must approve the expansion.

### **ACTION ITEMS**

Request to amend the Heart of the Civil War Heritage Area Management Plan to change the Heritage Area management entity from the Tourism Council of Frederick County, Inc. to the newly-created non-profit Heart of the Civil War Heritage Area, Inc.  
(Resolution R-200)

Chairman Craig called for a motion. Mr. Pencek made the following motion:

**RESOLVED, that the Authority approves with conditions the proposed amendment to the Heart of the Civil War Heritage Area Management Plan to change the Heritage Area management entity from the Maryland 501(c)(6) non-profit corporation Tourism Council of Frederick County, Incorporated to the Maryland 501(c)(3) non-profit corporation Heart of the Civil War Heritage Area, Incorporated (the "Amendment").**

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

- 1) The Authority is in receipt of an approval letter from each local jurisdiction within which the Heart of the Civil War Heritage Area is located stating the local jurisdiction has taken all requisite action to approve the Amendment and that the local jurisdiction understands that, if approved by the Authority, the Amendment will become part of the local jurisdiction's local plan, which incorporates the Heart of the Civil War Heritage Area Management Plan, as amended.**

**AND BE IT FURTHER RESOLVED, that the Authority approves assignment of all of the Tourism Council of Frederick County, Incorporated's outstanding rights and responsibilities under any open contracts between the Authority and the Tourism Council of Frederick County, Incorporated to the Heart of the Civil War Heritage Area, Incorporated, on condition that the Heart of the Civil War Heritage Area, Incorporated consent and provide documentation of its consent to the Authority.**

Dr. Baker seconded the motion.. Chairman Craig opened the floor to discussion.

Mr. Hughes indicated that the proposal is to the shift the management entity of the Heart of the Civil War Heritage Area to a new 501(c)(3) Heart of the Civil War Heritage Area, Inc. from the

Tourism Council of Frederick County that is a 501(c)(6). There are 27 jurisdictions within the heritage area. Regulations indicate that the jurisdictions have to agree to the change because it is an amendment to the heritage area management plan, which in turn is an amendment to the jurisdictions' comprehensive plans. MHAA must receive a letter of approval from each area. All of the letters have been received except for a few that are expected to come in very soon. Chairman Craig called for a vote on the motion. The motion passed unanimously.

Ms. Shatto thanked the MHAA and TAC for coming out to the public hearing. Mr. Fieseler added that staff will continue to work in the building and remain employees of the Tourism Council. Mr. Fieseler commended Ms. Shatto for the research and expertise with how she moved forward with making the change.

Emergency Grant Request from the Baltimore National Heritage Area (\$30,000):  
*Healing and Moving Forward - Baltimore's Neighborhoods return to "Visitor-Ready"*  
Resolution R-300

Chairman Craig called for a motion. The following motion was made by Ms. Challenger:

**RESOLVED, that the Authority approves a Fiscal Year 2016 emergency grant from the Maryland Heritage Areas Authority Financing Fund in an amount not to exceed \$30,000 (the "Grant") to the Baltimore Heritage Area Association, Inc. (the "Grantee") for the "Healing and Moving Forward: Baltimore's Neighborhoods return to Visitor-Ready" project (the "Project"). The overall goal is to create community dialogue surrounding the recent events in Baltimore and economic disparity. Dialogue will be focused on three key questions: 1) What have we learned? 2) How do we move forward as a community? and 3) How do we return our neighborhoods to being visitor ready and being perceived as visitor ready? The Grantee will work in partnership with the six Baltimore Main Street and Arts and Entertainment Districts in communities affected by the recent events. Two principal project components will unite all of the various programs: 1) a trained facilitator who will coordinate community dialogues and 2) a documentary-style video that will capture images and interviews from the programs over the summer, resulting in a final documentary video that will be released to the public in the fall.**

**AND BE IT FURTHER RESOLVED, that the Authority has determined in accordance with its July 3, 2003 Policy on Emergency Grants that this Grant helps meet an unanticipated need which arose because of an unforeseen situation necessitating an immediate need for funding assistance.**

**AND BE IT FURTHER RESOLVED, that the Authority's approval of the Grant is contingent upon sufficient funding being available from the Maryland Heritage Areas Authority Financing Fund.**

The motion was seconded by Dr. Baker. Chairman Craig opened the floor for discussion.

Mr. Buchheit summarized the application that was submitted from the Baltimore National Heritage Area for an emergency grant. He expressed the economic impact that the unrest in

Baltimore had on the city businesses. The Baltimore National Heritage Area is working with other tourism agencies to make neighborhoods visitor-ready again

The idea was reviewed by the Baltimore National Heritage Area staff and they suggested that the communities needed to decide what they needed in each area. The Main Street and Arts and Entertainment District managers should work with each community to determine what they need and how they will approach the project in their communities.

Mr. Buchheit responded to numerous questions from MHAA members about public relations, marketing, additional funding, partnerships, who would benefit from the project and the level of community involvement. Ms. Seitz indicated that it is a great opportunity to build partnerships and to assisted communities.

Chairman Craig called for a vote on the motion. The motion passed unanimously.

**FY 2016 Maryland Heritage Areas Authority Grant Requests:**

To Approve Funding Requests: FY 2016 Maryland Heritage Areas Authority Grants  
(Resolution R-400)

Chairman Craig called for a motion. The following motion was made by Ms. Seitz:

**RESOLVED that the Maryland Heritage Area Authority approves thirteen (13) management grants, two (2) marketing grants, and thirty-seven (37) 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 2016,” (the “Chart”), attached hereto and made part of Resolutions R-300 through R-700.**

**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 in the event that other program funding is available and an additional spending authorization is approved subject to requirements of law and regulations, the Authority approves nine (9) project grants designated as “Reserve List” in the Chart.**

**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. Chairman Craig opened the floor for discussion.

MHAA members were provided with listings of 2016 grants for their information. Mr. Hughes and Ms. Ruffner summarized grants recommended for funding and those on the reserve list.

There was questions and discussion about the 1) large number of capital projects 2) prioritizing projects and 3) about a possible policy for organizations that apply /receive funding year after year.

Ms. Racanello indicated that some organization come in over a number of years to work on or complete a large project. Mr. Pencek requested that staff explore a possible policy on funding repeat programs, or repeat awards for organizations.

Chairman Craig called for a vote on the motion. The motion passed unanimously.

The following grants were approved by separate resolutions.

Mr. Leshner made the following motion:

**To Approve Funding Request: FY 2016 Maryland Heritage Areas Authority Grant to Historic Annapolis, Inc. for “Renovation of 1 Martin Street: Construction Phase” project. (Recused: Ms. Ware) (Resolution R-500)**

Ms. Seitz seconded the motion, and it was approved unanimously. (Ms. Ware recused herself).

Mr. Clarke made the following motion:

**To Approve Funding Request: FY 2016 Maryland Heritage Areas Authority Grant to the Maryland Department of Natural Resources, Maryland Forest Service for the “Meadow Mountain Trail Overlook” project. (Recused: Mr. Wilson) (Resolution R-600)**

Mr. Leshar seconded the motion, and it was approved unanimously. (Mr. Wilson left the room).

Mr. Clarke made the following motion:

**To Approve from the Reserve List: Funding Request: FY 2016 Maryland Heritage Areas Authority Grant to the Maryland Department of Natural Resources, Maryland Park Service for the “Using Archaeology to Articulate the History of Newtowne Neck” project. (Recused: Mr. Wilson) (Resolution R-700)**

Mr. Leshar seconded the motion, and it was approved unanimously. (Mr. Wilson left the room).

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

Ms. Racanello mentioned that MCHA will attend and have a table at both MML and MACO. She acknowledged how grateful she is to her colleagues, particularly Mr. Marcavitch and Ms. Ludwig, who did extensive outreach, and to Mr. Buchheit who created a MCHA rack card.

The MCHA unanimously support the budget amendment to get funding authorization for grants on the reserve list. MCHA is very interested in hearing more about the Program Open Space working group and their findings. MCHA is willing support in those efforts.

Ms. Shatto announced that it was the 151<sup>st</sup> anniversary of the Battle of Monocacy.

Mr. Pencek mentioned to MCHA and staff that the 20<sup>th</sup> anniversary of the MHAA is approaching. He suggested that something special be done to highlight the sustainability /longevity of the program.

Ms. Racanello mentioned that her colleagues are excellent ambassadors for the program. They meet stakeholders at MML and MACO. She thanked the members of MHAA and the TAC members for their ongoing support.

**TAC MEMBER/MHAA STAFF ANNOUNCEMENTS**

The group discussed the work of the POS Working Group, the availability of other funds for preservation and heritage tourism work.

Mr. Pencek inquired about and Mr. Hughes gave a status report regarding the stabilization of the Nehemiah Fountain Cobbler Shop in Denton Md.

Mr. Hughes acknowledged and thanked members of the Technical Advisory Committee for all of the work that they do and indicated the program could not exist without them.

Mr. Pencek mentioned that Elizabeth Fitzsimmons is the new executive director for Office of Tourism Development. She filled the position after longtime director Margo Amelia resigned in early February.

Mr. Pencek mentioned that in 2001, the MD Office of Tourism did a strategic development plan for tourism for the state and that ushered in the partnership between the Office of Tourism and the MHAA program. This fiscal year the Office of Tourism will be launching/scoping what a new statewide development program would be and MHAA heritage area directors will be of help in determining what work should be done as a part of the plan.

Mr. Clark asked Chairman Craig the status of the office of the Maryland Historical Trust in Crownsville. He indicated that MHT will be staying in Crownsville, with plans to expand their space, and there are plans for other state agencies to move into the building as well.

Mr. Hughes took the time to thank the heritage area directors and their staff for reviewing and working all year to partner with organizations to bring good projects and good applications to the program. He also acknowledged and thanked members of the TAC who put in many, many hours reviewing grants. The MHAA staff simply could not function without the support of those mentioned.

### **NEW BUSINESS**

None.

### **ADJOURN**

The chairman called for a motion to adjourn. Ms. Challenger made the motion, which was seconded by Mr. Fieseler. The motion passed unanimously. The meeting adjourned at 11:35.