



Maryland Department of Planning
MARYLAND HISTORICAL TRUST
BOARD OF TRUSTEES' MEETING

October 4, 2012

Historic London Town and Gardens, Visitors Center
839 Londontown Road, Edgewater, MD
Board Meeting 10:00 a.m.*

AGENDA

- B1 CALL TO ORDER
- B2 APPROVAL OF MINUTES
- B3 COMMITTEE REPORTS
- B100 Capital Programs
- B101R Approval of FY2013 African-American Heritage Preservation Grants
- B102R Approval of FY2013 MHT Capital Loan
- B200 Survey, Registration, Community Education & Museums
- B201 Publication Announcement - *In Full Glory Reflected: Discovering the War of 1812 in the Chesapeake*
- B300 Management & Planning
- B301 Creation of MHT/PM Board Joint Committee and Communications Strategy
- B302 FY2013 Budget & Legislation - Report
- B303 Litigation & Legal Issues - Report
- B304R Investment Committee – Report and Change to Disposition Policy
- B305 Interim Actions of the Executive Committee - Report
- B306 Preservation Maryland Heritage Grant Program Report for FY12 - Report
- B307 Overview of MHT Programs – Powerpoint Presentation
- B308 2013 Board Meeting Schedule

*Following the Board meeting and luncheon, a reception will be held honoring Orlando Ridout V in this same location at 1:00 PM.



*Maryland Department of Planning
Maryland Historical Trust*

*Martin O'Malley
Governor*

*Anthony G. Brown
Lt. Governor*

*Richard Eberhart Hall
Secretary*

*Matthew J. Power
Deputy Secretary*

Maryland Historical Trust

NOTICE

The regular meeting of the Maryland Historical Trust Board of Trustees will be held on Thursday, October 4th, 2012, at Historic London Town and Gardens, 839 Londontown Road, the Visitors Center, Edgewater, MD 21037.

Board Meeting	10:30 a.m.
Lunch	12:00 p.m.

This notice given September 11, 2012.

J. Rodney Little
Director

Please respond by e-mail kmonday@mdp.state.md.us or phone (410) 514-7603 by September 27th, 2012.

**MARYLAND HISTORICAL TRUST
BOARD OF TRUSTEES' MEETING
OCTOBER 4, 2012
Historic London Town and Gardens, Edgewater, MD**

Pursuant to notice, the regular meeting of the Board of Trustees of the Maryland Historical Trust (MHT or Trust) was held in the Visitors Center at Historic London Town and Gardens, 839 Londontowne Road, Edgewater, MD on October 4, 2012.

Trustees present: Messrs. Edson, Gibson, Lighthizer, Luckenbach, Parker, Poffenberger, Stek, and Turner.

Ex Officio: Deputy Secretary of the Maryland Department of Planning, Matthew J. Power; Kristen Harbeson for Delegate McIntosh.

Area Representatives present: Messrs. Brown, Azola, Callan, Camlin, Charlton, Reed, Spikes, Eshelman, and Tilghman.

Assistant Attorneys General: Philip Deters and Amanda Conn.

Staff: Rodney Little, Elizabeth Hughes, Anne Raines, Michael Day

Visitors: Shannon Marino, Department of Planning, and Ted Mack, LeRonn Herbert, Michael Kent, and Lyndra Marshall, Maryland Commission on African American History and Culture

**Committee Only*

B1 CALL TO ORDER

Mr. Edson, Chair, called the meeting to order at 10:05 a.m. A quorum of Trustees was present.

Mr. Edson invited all present to introduce themselves.

B2 APPROVAL OF MINUTES

Mr. Parker made a motion, seconded by Mr. Luckenbach, that the August 2, 2012 minutes be approved as submitted. The motion was approved unanimously.

B3 COMMITTEE REPORTS

B100 Capital Programs

B101R Approval of FY2014 African American Heritage Preservation Grants

Rodney Little noted that since this agenda item involves pre-decisional, deliberative action on a State capital budget matter, it must be dealt with in closed session.

As permitted by the Open Meetings Act, Annotated Code of Maryland, State Government Article, Section 10-508(a)(13), Mr. Luckenbach moved, seconded by Mr. Parker, that the Board adjourn to closed session, to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosure about a particular matter. . The motion was approved unanimously.

In closed session, the Board adopted the following resolution:

RESOLVED, that the Maryland Historical Trust Board of Trustees concurs with the Maryland Commission on African American History and Culture in the recommendation of those projects described in Exhibit A (African-American Heritage Preservation Grant Chart for Fiscal Year 2014) to the Department of Budget and Management for funding in the state capital budget for FY2014.

B102R Approval of FY2013 MHT Capital Loan

Anne Raines reported that MHT Capital Loan funds have been requested to assist with acquisition of 1764 Broadlee Trail, located in the late 1920s development of Epping Forest, on the Severn River between Crownsville and Annapolis. The cottage has been meticulously maintained in its original condition, both interior and exterior, and remains one of a very few unaltered cottages within this historic community. In 2004, the property was deeded to the Scenic Rivers Land Trust, Inc. and easements on the cottage and the land were donated to MHT and the SRLT. This loan will allow the borrower, who currently leases the Hammond and Polly Dorsey Cottage as her primary residence, to purchase the property from the Scenic Rivers Land Trust. Due to the nature of the property and restrictions on its development or alteration, the borrower was unable to obtain financing privately despite her ability to make a substantial down payment. MHT will require a first mortgage on the property as security for the loan. MHT already holds an interior and exterior easement on the property.

Mr. Callan made a motion to approve the following resolution, seconded by Mr. Reed, which was unanimously approved.

RESOLVED, that the Maryland Historical Trust Board of Trustees recommends to the Secretary of Planning a loan under the Maryland Historical Trust Loan Program of up to Two hundred thirty-nine thousand, nine hundred twenty dollars (\$239,920) from the MHT Loan Fund to Alice Estrada for the acquisition of the Hammond and Polly Dorsey Cottage, 1764 Broadlee Trail, Annapolis, Anne Arundel County. The loan will be for a period of twenty (20) years and have an interest rate of 2.315%, with a down payment of at least \$59,980. The borrower will make interest-only monthly payments for the first five years and monthly payments of principal and

interest for the following fifteen years, in an amount sufficient to fully amortize the loan over the remaining loan term.

B200 Survey, Registration, Community Education & Museums

B201 Publication Announcement - *In Full Glory Reflected: Discovering the War of 1812 in the Chesapeake*

Mr. Eshelman announced the publication of *In Full Glory Reflected: Discovering the War of 1812 in the Chesapeake*. MHT, in partnership with Department of Business and Economic Development, and National Park Service, published this history and travel guide on the Chesapeake Campaign of the War of 1812 in June of this year. Authored by Ralph Eshelman and Burton Kummerow, the publication has been well received and explains the events and legacy of the War of 1812 in the Chesapeake supported by over 50 original illustrations and artwork, artifacts, and modern-day photographs. Copies of the book will be available for purchase at the December Board meeting.

Mr. Gibson noted that a reception celebrating the publication of his book, *Young Thurgood: The Making of a Supreme Court Justice*, will take place on December 13th at 6 PM at the Enoch Pratt Library in Baltimore.

B300 Management & Planning

B301 Creation of MHT/Preservation Maryland Board Joint Committee and Communications Strategy

Mr. Edson reported that on September 6th, a meeting took place that included himself, Sam Parker, Rodney Little, and Elizabeth Hughes, and Tyler Gearhart and Jeff Penza of Preservation Maryland. At that meeting, it was suggested that a joint committee of MHT and PM Board members be created whose shared purpose would be directed at communicating the value and importance of historic preservation efforts in Maryland to the legislature and to the general public.

Mr. Edson then appointed Charlie Stek to chair an "Outreach and Legislative Committee" of the Board and appointed Margo Bailey, Barrie Tilghman, Larry Gibson, and Sam Parker to sit on the committee. Mr. Edson and Mr. Power will serve as ex-officio members of the committee. He asked that Rodney Little identify staff to support the work of the committee and instructed the committee to develop an agenda and strategy for achieving its goals.

Mr. Edson urged Board members to begin to have conversations with their delegates and senators about the work of the Trust.

B302 FY2013 Budget & Legislation - Report

Mr. Little reported that the proposed FY2014 budget had been submitted to the Department of Budget and Management and was level funded based on the FY2013 budget. While reductions may be forthcoming, there is no information to share at this time.

Mr. Little reported that the Trust does not anticipate any significant legislation during the 2013 session of the General Assembly.

B303 Litigation & Legal Issues - Report

Mr. Little reported that the West Side project may be moving again. Information on two potential projects was received from Baltimore City. At this time, project materials submitted by the City are incomplete. Once a complete filing is received, the MHT Ad Hoc Committee on the West Side will be convened to review the materials.

B304R Investment Committee – Report and Change to Disposition Policy

Mr. Poffenberger, Chair of the Investment Committee, reported that the Board was earning about a 7% return on its investments. He noted that on September 24, 2012, the Board Investment Committee met by conference call. During the call, an increase in the percentage of the value of the fund that may be expended annually was recommended by Mr. Charlton. Specifically, it was recommended to increase the expenditure percentage cap from 4 percent to “up to six percent”. That motion was approved by a majority of the Committee members on the conference call and was recommended to the Board.

Mr. Reed made a motion to approve the following resolution, seconded by Mr. Eshelman, which was unanimously approved.

RESOLVED, by the Board of Trustees of the Maryland Historical Trust, that the Maryland Heritage Preservation Fund Disposition Policy, adopted on February 1, 2007 and subsequently amended, be further amended to read as follows:

MARYLAND HERITAGE PRESERVATION FUND DISPOSITION POLICY

A. PURPOSE

The Maryland Heritage Preservation Fund (the Fund) is a repository for unrestricted donations, bequests and gifts to the Trust, including the proceeds from the sale or lease of any property donated to the Trust. Expenditures from the Fund will be made only for the general statutory purposes of the Trust.

B. INVESTMENT OF THE FUND

The Fund will be invested under the oversight of the Board’s Investment Committee with the approval of the Board. Any investment earnings not expended will be reinvested in the Fund. Investment of the Fund will be made in accordance with the Board’s “Maryland Heritage Preservation Fund Investment Policy” (adopted December 7, 2000), as amended from time to time.

C. USES

The Fund will be used as a “source of last resort” for expenditures that are necessary or highly desirable, but are not covered by the Trust’s appropriated state budget. The Fund may be used for purposes including the following:

- Significant “targets of opportunity;” and
- High priority projects or programs to be initiated and conducted by the Trust.

D. EXPENDITURES

Expenditures from the Fund may be made only with the prior, specific approval of the Board. Total approvals each year for expenditures from the Fund shall not exceed up to six percent of the value of the Fund (contributions to the Fund, income, and appreciation) minus any prior commitments not yet expended unless otherwise determined for any year by the Board. In calculating the value of the Fund, values shown on the portfolio holdings statements shall be reduced by expenditures previously approved but not yet expended and by any restricted funds and interest earned on these funds that are included in the Fund. The value of the Fund shall be based on a four year rolling average of the Fund’s market value and will be calculated using the valuations on June 30 of each of the four years preceding the first day of the new fiscal year with the following exceptions:

- In fiscal year 2007, the value of the fund shall be considered to be that total recorded in the November 28, 2006 portfolio holdings statement minus any prior commitments not yet expended.
- In fiscal year 2008, the value of the fund shall be based on the June 30, 2007 portfolio holdings statement.
- In fiscal year 2009, the value of the fund shall be based on a two year rolling average of the Fund’s market value.
- In fiscal year 2010, the value of the fund shall be based on a three year rolling average of the Fund’s market value.

In addition, if approvals of expenditures in a given year are less than the total approvals allowed for that year, the difference shall remain available for approval in the following years. These limitations do not apply to expenditures from the Patterson Bequest.

E. HERITAGE PRESERVATION FUND DISPOSITION COMMITTEE

The Heritage Preservation Fund Disposition Committee makes recommendations to the Board regarding expenditures from the Heritage Preservation Fund. The Committee consists of at least five individuals who are appointed annually by the Chairman of the Board. Committee members may be either Trustees or Area Representatives. All of the three MHT Standing Committees shall be represented on the Heritage Preservation Fund Disposition Committee. The Committee shall meet at least once per year.

F. EXPENDITURE OF PATTERSON BEQUEST FUNDS

Expenditures from the Patterson Bequest may be made only with the prior approval of the JPPM Advisory Committee.

G. AMENDMENTS

The Board may revise this disposition policy as it deems appropriate.

Mr. Poffenberger also reported that during the course of the September 24th Investment Committee conference call, two issues raised at the August Board meeting were addressed:

1.) potential threats to the MHT Investment Fund and the desirability of spending down the corpus of the Fund; and 2.) funding of a history of MHT out of the Fund. The Committee determined that it is not desirable to spend down the corpus of the Fund at this time and noted that the Heritage Preservation Fund Disposition Committee, not the Investment Committee, is the appropriate body to make recommendations regarding expenditures from the Fund.

B305 Interim Actions of the Executive Committee - Report

**MHT Board Interim Conference Call
September 25, 2012 at 10:00 a.m.**

MHT Board Executive Committee: Edson, Chair; Buchanan, Bailey, Poffenberger

MHT Staff: Rodney Little, Elizabeth Hughes, Anne Raines

1. Amendment to Scope of FY2013 AAHPP Grant for George Rice House and Outbuildings

Ms. Bailey made a motion to approve the following resolution, seconded by Mr. Poffenberger, and the resolution was unanimously approved.

WHEREAS, the Maryland Historical Trust Board of Trustees on September 15, 2011 concurred with the Maryland Commission on African American History and Culture in the recommended list of awards for the FY2013 African American Heritage Preservation Grant, which included a grant in the amount of \$50,000 to the Calvert County Division of Natural Resources to repair foundation and pier supports; repair or rebuild porch; repair, rebuild, or replace windows and doors; repair or replace roof; repair or replace siding; repoint chimneys; and conduct archaeological monitoring at the George Rice House & Outbuildings at Biscoe Gray Heritage Farm (Calvert County);

RESOLVED, that the Maryland Historical Trust Board of Trustees concurs with the Maryland Commission on African American History and Culture that the scope of this grant be amended to include architectural, engineering, and consulting services.

Background: The Calvert County Division of Natural Resources received FY2013 AAHPP funding, and has budgeted county funding, for the bricks-and-mortar construction elements of this rehabilitation project and for archaeological monitoring. At the initial site meeting with MHT staff, the grantee requested an expansion of the grant scope to include a historic structure report which would guide the rehabilitation effort. The house and outbuildings are in poor condition, and a historic structure report, developed by an experienced architect, engineer, or preservation consultant, would identify and document the significant features of the house and ensure historic fabric is preserved in the rehabilitation. *[Please note that there is no change in the amount of the grant award. Furthermore, as a local jurisdiction, the grantee is providing a dollar-for-dollar match to the grant.]*

2. Reassignment of Wetipquin Community Center FY2013 AAHPP Grant

Mr. Buchanan made a motion to approve the following resolution, seconded by Ms. Bailey, and the resolution was unanimously approved.

RESOLVED, that the Maryland Historical Trust Board of Trustees concurs with the Maryland Commission on African American History and Culture in the recommendation that the FY2013 AAHPP grant to the Pomonkey High School Alumni Association, Inc. for the Old Pomonkey High School project be increased by \$18,000, contingent on BPW approval; and that the FY2013 AAHPP grant to Historic Easton, Incorporated for the Asbury Methodist Episcopal Church project be increased by \$11,000, contingent on BPW approval, and that the scope of this project be revised to add exterior repairs, including repairs to belfry, and pest/animal control measures.

Background: The Wetipquin Community Development Club was awarded \$29,000 through the AAHPP in FY2013 for architectural and engineering services for the rehabilitation of the Wetipquin Rosenwald School as a community center. The Wetipquin Community Development Club declined the grant by e-mail dated July 14, 2012. The Department of Budget and Management has advised that those funds may be redirected to other funded AAHPP projects from the same fiscal year, subject to Board of Public Works approval of a modification to the affected grant agreements.

The highest-ranking project from FY2013 not fully funded was Old Pomonkey High School in Charles County; the funding request was \$68,200, but the project was only awarded \$50,000. The additional \$18,000 to the Pomonkey High School Alumni Association for the Pomonkey High School project can be committed for the original scope of work for architectural and engineering services. The additional money will result in this project being fully funded.

The second highest-ranking project from FY2013 not fully funded was Asbury Methodist Episcopal Church in Talbot County; the funding request was \$100,000, but the project was only awarded \$14,000, for repairs to stained glass windows. In addition to awarding \$11,000 to Historic Easton, Inc. for the Asbury M.E. Church project, it is proposed that the scope be revised to add exterior repairs, including repairs to the belfry, and pest / animal control measures. At the time that the organization applied for the FY2013 grant in summer of 2011, the work priorities were the repair of stained glass windows, which have broken panes and are bowing and bulging, and the installation of an elevator to improve access to the main space on the second floor. However, since then the condition of the belfry, in particular the woodwork and the paint, has deteriorated, which has led to a citation from the Town of Easton; the belfry has also become home to bats. The organization has applied for a FY2014 AAHPP grant (still under review) which includes a request for funds to repair the belfry. Expanding the scope for the FY2013 grant would allow the use of the additional funds to address the most urgent repairs in the near term.

3. FFY 2012 Certified Local Government Subgrant Awards

Mr. Buchanan made a motion to approve the following resolution, seconded by Ms. Bailey, and the resolution was unanimously approved.

RESOLVED, that the Maryland Historical Trust Board of Trustees approves federal FY 2012 Certified Local Government Grants-in-Aid in the amount of up to \$34,101 as set forth below, which have been approved by the State Historic Preservation Officer:

1. **Calvert County** – Up to \$11,901 for web-based virtual historical driving tour based on oral history and architectural survey documentation of culture and agriculture of Calvert County.
2. **City of Cumberland** – Up to \$7,200 for a photographic inventory of buildings within the Canal Place Preservation District and the West Side District.
3. **Montgomery County** – Up to \$15,000 for approximately 10 energy audits and production of web-based publications on energy efficiency in historic residential properties and training for historic preservation commissioners and staff.

Background: Staff solicited and reviewed applications for FFY2012 subgrants in the spring of 2012. Grant awards totaling \$45,678 of the \$79,779 available for award were recommended by the SHPO and approved by the Board on April 26, 2012.

A second grant solicitation was held in the summer of 2012 in order to award the \$34,101 in un-awarded funds which must either be spent this fiscal year or returned to the National Park Service. Three project applications were submitted requesting \$43,200 in funds. Two of these projects are recommended for funding at the requested amount; the Calvert County project is recommended for funding at a reduced level based on available funds.

B306 Preservation Maryland Heritage Grant Program Report for FY12 - Report

Ms. Hughes noted that Preservation Maryland has submitted the Heritage Fund Program report for FY12. Grant awards from this fund, a joint program of MHT and Preservation Maryland, were first made available in FY97. A copy of the report on program investment and management as well as grant awards for FY12 was included in the Board's meeting packet for review.

B307 Overview of MHT Programs – Powerpoint Presentation

Deputy Director Elizabeth Hughes gave a powerpoint presentation providing an overview of MHT programs.

B308 2013 Board Meeting Schedule

A draft 2013 MHT Board meeting schedule was distributed for review. At the Chairman's request, at least two of the 2013 Board meetings will be held outside of Crownsville. The draft schedule is as follows:

January 31, 2013 – Annapolis, MD
April 4th, 2013 – Crownsville, MD
June 6th, 2013 – Cumberland, MD
August 8th, 2013 – Crownsville, MD
October 3rd, 2013 – Chestertown, MD
December 5th, 2013 – Crownsville, MD

Announcements

Ms. Hughes reported that effective September 18th, Nicole Diehlmann resigned from the Trust in order to spend more time with her growing family. Employed at the Trust since 1996, she will be greatly missed.

Mr. Edson reminded the Board that a reception honoring Orlando Ridout V would take place downstairs at the Visitors Center beginning at 1:00 PM.

Meeting adjourned at 12:45 PM.

Mr. Charles Edson, Chair

J. Rodney Little, Director