

**MARYLAND HISTORICAL TRUST  
BOARD OF TRUSTEES' MEETING**

**100 Community Place, Crownsville, MD**

**July 19, 2018**

Pursuant to notice, the regular meeting of the Board of Trustees of the Maryland Historical Trust (MHT) was held at 100 Community Place in Crownsville, Maryland, on July 19, 2018.

Trustees present: Mmes. Bailey, Ernstein, Filkins, Linder, and Mears; Messrs. Alberg, Edson, Feldstein, Neall, Parker, Poffenberger, and Robinson.

Area Representatives present: Messrs. Azola, Brown, Callan, Camlin, Charlton, Reed, Stek,

Maryland Department of Planning: Robert McCord, Secretary.

MHT Staff: Elizabeth Hughes, Kathy Monday, Anne Raines, Rachelle Green, Michael Day, Kate Bolasky, Peter Kurtze, Allison Luthern, Beth Cole, Natalie Loukianoff.

Guests: Judy Dobbs, Carl Berenholtz, Thomas Keefer.

H1 CALL TO ORDER

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

H2 APPROVAL OF MINUTES

Mr. Reed made a motion, seconded by Mr. Parker that the May 17, 2018 minutes be approved as submitted. The Board voted unanimously to approve the minutes.

Mr. Reed made a motion, seconded by Mr. Callan that the May 17, 2018 closed meeting minutes be approved as submitted. The Board voted unanimously to approve the minutes.

H3 COMMITTEE REPORTS

H100 Capital Programs

H101R Capital Historic Preservation Grant Chart – Correction

Ms. Raines reported that the amount of the FY18 total funding requested as stated in Capital Historic Preservation Grant resolution approved by the Board on May 17, 2018 was incorrect. The correct total is \$5,419,650. As the May 17, 2018 resolution was not updated with the final amount at the time the final FY18 Grant Chart was generated, a correction to the Board's resolution is being submitted for action today.

Mr. Camlin made the following motion, which was seconded by Mr. Robinson. The motion was approved unanimously by the Board.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees approves revision of Resolution G101R (recommendation to the Secretary of Planning to award the FY 2018 MHT Capital Historic Preservation Grants, adopted at its May 17, 2018 meeting) to reflect the corrected amount of total funding requested set forth in the Resolution to \$5,419,650.

#### H102 Baltimore City Confederate Monuments – Update

Ms. Hughes reported that at the October 5, 2017 meeting of the MHT Board of Trustees, the Board directed staff to prepare a letter to the Commission on Historical and Architectural Preservation requesting the opportunity for the Trust to participate on the City's bronze monuments working group in order to provide guidance on the future treatment of the monuments, and establishing an achievable timetable for preserving the monuments and returning them to public accessibility. That letter was developed with input from Board members and sent out on October 20<sup>th</sup>.

The October 20<sup>th</sup> letter stipulated that the City work towards: (i) legally securing new permanent locations for the three monuments within nine (9) months of the date of the letter; and, completing installations of the monuments at the new locations within eighteen (18) months. The proposed timeframe projected that new permanent locations for the monuments would be secured by July 20, 2018 and that installation of the monuments would be completed by April 2019.

As per the monthly update on the monuments that was submitted by CHAP on July 12, 2018, more time will be needed to finalize new permanent locations for the monuments. However, the report did not specify how much more time will be needed.

Discussion followed regarding what progress was being made by the City in identifying a new and appropriate home for the monuments, based on the monthly reports that are being submitted to the Board. There was general agreement that the City was making a good faith effort to resolve the issue but that it was important and necessary for the City to continue to submit monthly reports to the Trust documenting the status of the process.

Ms. Bailey made the following motion, which was seconded by Mr. Reed. The motion was approved unanimously.

**RESOLVED**, that the staff of the Maryland Historical Trust should request that CHAP identify a realistic timeline by which they expect to legally secure new permanent locations for the three monuments under the MHT easement and complete installation of the monuments at the new locations.

## H103R MHT Loan Fund Expenditure - JPPM Gardener's Cottage

When Mrs. Jefferson Patterson donated the property that became Jefferson Patterson Park and Museum to the State of Maryland, she retained a life estate that consisting of 6 buildings including the main house, a pool house, garage, gardener's cottage, beach house, and greenhouse. This life estate became the responsibility of the state in 2003 and is now the subject of a capital project supported by the State of Maryland which will soon get underway. Due to financial limitations, the Gardener's Cottage was not included in the capital program for the "Patterson Center." Therefore, an expenditure from the MHT Loan Fund is being sought to rehabilitate this structure as is permitted under the Trust's statute and regulations.

Built in 1934 to house dogs, chickens, and pheasants, this structure was substantially altered in 1951-52 when it was converted into a residence, now known as the "Gardener's Cottage." A report prepared by Quinn Evans Architects in 2013 notes that "only the Gardener's Cottage has suffered substantial loss of integrity through deterioration", and it is "in the poorest condition of any of the buildings, but the basic house structure can be re-utilized". Given the prominent location of this building along one of the paths visitors will use to approach the Patterson Center, and the immediate need for stabilization of the exterior envelope and abatement of hazardous materials, in FY2015 an expenditure of \$175,000 from the MHT Loan Fund was approved for the first phase of rehabilitation of the Gardener's Cottage. Work completed with those funds to date includes architectural services; replacement of roof, gutters, and downspouts; repair / replacement of siding, trim, framing elements, windows, and doors; repair of foundation and associated site grading and drainage improvements; rough-in of mechanical, electrical, and plumbing systems (ongoing); and hazardous materials abatement.

The proposed FY2019 expenditure in the amount of \$175,000, will be used to complete the rehabilitation of the Gardener's Cottage for use as two apartments for rent or for park use: one with two bedrooms and one with one bedroom. The scope of work will include utility connections; installation of a well and septic system; interior insulation, drywall, flooring, and finish work; installation of cabinetry, appliances, and plumbing fixtures; and mechanical, electrical, and plumbing systems finish work.

Ms. Bailey made the following motion, which was seconded by Mr. Feldstein. The motion was approved unanimously.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees recommends to the Secretary of Planning and the Board of Public Works a direct expenditure from the Maryland Historical Trust Loan Fund of up to One Hundred Seventy-Five Thousand and 00/100 Dollars (\$175,000) for the rehabilitation of the Gardener's Cottage located within the Jefferson Patterson Park & Museum, 10515 Mackall Road, Saint Leonard, Calvert County.

## H104 Demonstration of Online Compliance Log

Beth Cole, Administrator of the Trust's Review and Compliance Program, and Natalie Loukianoff, Preservation Officer, presented a demonstration of MHT's new online compliance log. Ms. Cole explained that MHT reviews and comments on projects receiving funds, permits, and licenses from federal and/or state agencies for their effects on historic and archeological

resources. Agencies must consult with MHT to comply with Section 106 of the National Historic Preservation Act and the Maryland Historical Trust Act of 1985. Ms. Cole reported that her team review over 6,000 submittals each year; these requests and staff response actions are recorded in a database which MHT refers to as the “compliance log.”

Thanks to the work of the Review and Compliance team and staff member Greg Brown, the compliance log is now available to the public through the MHT website and may be queried to find out the status of a given submittal, generate a list of projects meeting specified criteria, or view a PDF copy of MHT's determinations, if available. Users may search by project name or address, project number, agency, county, date submitted or combination of those criteria. Search results inform the user if the submittal is completed or in progress and provide further details on an individual review. Users may also generate a list of submittals for a given county, agency, or specified date range.

Development of the online compliance log was a staff driven customer service initiative designed to improve transparency and efficiency of MHT processes.

Secretary McCord thanked Beth Cole and her team and Greg Brown for the creativity and initiative that they demonstrated in developing this innovative tool.

H200            Survey, Registration, Community Education & Museums

H201            History Day Prize - Report

Judy Dobbs, Maryland Humanities Council Program Officer, thanked the Board for its ongoing support of Maryland History Day. The Board’s annual donation supports two achievement awards – one in the junior division (grades 6 through 8) and one in the senior division (grades 9 through 12). Winners receive a cash prize and a plaque with the name of the Maryland Historical Trust, and sponsorship is also acknowledged in the Maryland History Day program, the National History Day program, and in press releases containing the names of Maryland History Day winners. In addition, schools receive information about the Maryland Historical Trust award at the time that History Day projects are solicited for the competition.

Ms. Dobbs reported that the 2018 winners of the Maryland Historical Trust Special Prize in Historic Preservation were as follows:

Junior Division Winner in 2018

Students:      Meadow Timmons  
Topic:            Castle Hall  
Category:        Website  
School:          Lockerman Middle School  
County:          Caroline County  
Teacher:         Shelby Williams

Senior Division Winners in 2018

Student: Monica Beker, Erica Quinones  
Topic: The Clash of Culture in Alexandria  
Category: Exhibit  
School: Williamsport High School  
County: Washington County  
Teacher: Beth Kroma

H202 JPPM Report

Ms. Green, Acting Director of Jefferson Patterson Park and Museum, reported on past and upcoming events, ongoing programs, and capital projects at the site.

H203R Nancy Kurtz Retirement Resolution

Mr. Kurtze, Administrator of the Trust's National Register Program, reported that staff member Nancy Kurtz retired on June 30, 2018. For many years, Ms. Kurtz managed the Roadside Historical Marker Program, oversaw conservation of Maryland's Military Monuments, and assisted with the National Register Program. On behalf of all of the Trust's staff, he expressed appreciation for her many contributions to the Trust, her enthusiasm for the mission of the agency, and her friendship.

Dr. Ernstein made the following motion, which was seconded by Mr. Callan. The motion was approved unanimously by the Board.

Resolution Expressing Appreciation and Thanks from  
the Maryland Historical Trust Board of Trustees  
to Nancy Kurtz for 32 Years of Service

July 19, 2018

Whereas, the Maryland Historical Trust was created in 1961 as an instrumentality of the State of Maryland for the purpose of preserving, protecting, and enhancing districts, sites, buildings, structures, and objects significant in the prehistory, history, upland and underwater archeology, architecture, engineering, and culture of the State, to encourage others to do so and to promote interest in and study of such matters; and

Whereas, Nancy Kurtz has served MHT since 1986, having appeared providentially on the very day that the incumbent graphics technician suddenly and unexpectedly departed; and

Whereas, her technical skills, artist's eye, and meticulous attention to detail were immediately apparent, and have proven invaluable to many aspects of MHT's operations, including creating architectural and archeological drawings for documentation and publications; and

Whereas, as Staff to the Maryland Military Monuments Commission, she created and carried out a program of cyclical maintenance for bronze and stone monuments that has become a model for such undertakings nationwide; and

Whereas, over the course of three decades she has acquired a comprehensive knowledge of conservation techniques applicable to metal and masonry, and has provided constructive technical advice to MHT staff, other State agencies, preservation professionals, and the public; and

Whereas, she has expertly managed the Roadside Historical Marker Program, a complex undertaking of high visibility and great interest to the citizens of Maryland, reviewing proposals for new markers and working in coordination with the State Highway Administration to provide for fabrication, installation, repair, and occasionally retrieval of wayward markers; and

Whereas, a primary criterion for selection of new markers is that the event or person to be commemorated exhibit “statewide significance,” that is, their contribution to history must be substantial, lasting, and influential throughout Maryland; and

Whereas, Nancy’s career clearly meets that criterion, inasmuch as it is perennially embodied in the markers, monuments, and other projects she has positively affected across the State, and equally importantly, in the innumerable colleagues and constituents who have been touched by her enthusiasm, commitment, and generosity of spirit;

Now, therefore, be it resolved that the Maryland Historical Trust Board of Trustees wishes to express its deep appreciation to Nancy Kurtz for her thirty-two years of service and to wish her a healthy, happy and prosperous retirement and a rewarding next phase of life.

Approved and adopted this 19<sup>th</sup> day of July, 2018 by the Maryland Historical Trust Board of Trustees

H300            Management & Planning

H301            Administration of State Historic Preservation Easement Program Report

Ms. Hughes reported that the following Board members had volunteered to assist with development of the report on the Trust’s historic preservation easement program as required by the Report of the House Appropriations Committee to the Maryland House of Delegates - 2018 Session (pages 25-26): Joshua D. Brown, G. Bernard Callan, Dr. Julie Hevener Ernstein, Sarah Kunkel Filkins, Brien Poffenberger, and Kirsti Uunila. This work group will meet from 1-4 PM today following the Board meeting.

H302            Budget and Legislation – Report

Ms. Hughes indicated that there is nothing to report at this time.

H303            Litigation & Legal Issues

Ms. Hughes indicated that there is nothing to report at this time.

H304R           Election of Officers

Ms. Filkins, Chair of the MHT Board Nominating Committee, explained that the Bylaws of the MHT Board require the election of a Chairman, a Vice Chairman and a Treasurer at the first regular meeting of the Trustees after July 1. The term of officers shall be for two years and officers may not serve more than 3 consecutive terms.

Officers currently include: Chairman - Charles L. Edson, Esq.; Vice Chairman – Brien Poffenberger; Treasurer – Samuel J. Parker, Jr. Following the election of the new officers at the July 19<sup>th</sup> meeting, Chairman Edson steps down as Chairman of the Board after serving 3 consecutive terms in this capacity.

Ms. Filkins reported that the MHT Nominating Committee met on June 20<sup>th</sup> and recommends the following slate of officer candidates for election by the Board:

Chairman:            Brien Poffenberger  
Vice Chairman:     Laura Davis Mears  
Treasurer:          Samuel J. Parker, Jr.

Mr. Feldstein made the following motion, which was seconded by Mr. Reed. The motion was approved unanimously by the Board.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees approves the Nominating Committee’s recommendation to appoint the following slate of officers for two-year terms beginning on September 1, 2018:

<b>Position</b>	<b>Name</b>	<b>Term</b>
Chairman	Brien Poffenberger	2018-2020
Vice Chairman	Laura Davis Mears	2018-2020
Treasurer	Samuel J. Parker, Jr.	2018-2020

Mr. Edson expressed his pleasure in serving as Chair of the Maryland Historical Trust Board of Trustees since 2012, thanked his fellow Board members for their support, and recognized staff for their commitment to the mission of the Trust.

Ms. Hughes thanked Mr. Edson for his leadership and presented him with a biography of philanthropist Julius Rosenwald. She remarked that, like Mr. Rosenwald’s “belief in the importance of giving in the present to make an impact on the future,” Mr. Edson’s generosity of time and talent on the Board was greatly appreciated.

H305R Election of “Elected Trustee” to the Executive Committee

Ms. Filkins reported that the MHT Board bylaws require the Executive Committee to consist of the officers, the immediate past Chairman (if still a Trustee) or the current Chairman's designee, and one other Trustee elected by the Trustees at the time established for the election of officers (the “Elected Trustee”). The terms of the Executive Committee members are to be concurrent with the terms of the officers. Margo G. Bailey currently serves as the Elected Trustee. Ms. Filkins reported that the MHT Nominating Committee recommends that Margo G. Bailey be considered by the Board for re-election as the Elected Trustee on the Executive Committee.

Mr. Stek made the following motion, which was seconded by Mr. Callan. The motion was approved unanimously by the Board.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees approves the Nominating Committee’s recommendation to re-appoint Margo G. Bailey to serve as the Elected Trustee on the Executive Committee.

E306R Election of Area Representatives

Ms. Filkins explained that the Bylaws of the Maryland Historical Trust state that the Trustees may at any time elect persons to serve as Area Representatives to the Trust. The term of an Area Representative shall be two years commencing on the first day of the first month following his or her election. There shall be up to ten Area Representatives serving at one time. Area Representatives shall be chosen to enable regular participation in Trust deliberations by representatives from areas of the State not represented by the Trustees.

Ms. Filkins reported that the MHT Nominating Committee met on June 20th and recommends that all of the current Area Representatives be re-elected by the Board:

Mr. Feldstein made the following motion, which was seconded by Mr. Robinson. The motion was approved unanimously by the Board.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees approves the Nominating Committee’s recommendation to appoint the following slate of Area Representatives for two-year terms beginning on September 1, 2018:

	<b>Name</b>	<b>County</b>
1	Charles A. Stek	Anne Arundel County
2	Harry T. Spikes, II	Baltimore City
3	Martin Azola	Baltimore County
4	Kirsti Uunila	Calvert County
5	Joshua D. Brown	Cecil County
6	Dean R. Camlin	Carroll County
7	G. Bernard Callan	Frederick County
8	W. Dickerson Charlton	Prince George’s County
9	Douglass C. Reed	Washington County



E307R Election of MHT Representative on CPPDA

Ms. Filkins explained that in 1993, the State of Maryland created the Canal Place Preservation & Development Authority (CPPDA) to oversee the preservation, development, and management of the Canal Place Preservation District, a designated heritage area in Cumberland around the western end of the C&O Canal. The ongoing mission of the Canal Place Heritage Area is to preserve local heritage and promote heritage tourism throughout the heritage area, bringing the C&O Canal history to life for visitors and residents.

Membership on the CPPDA consists of:

- (1) Six members appointed by the Governor with the advice and consent of the Senate;
- (2) One representative of the United States Department of the Interior, as designated by the Department of the Interior;
- (3) One representative of the Maryland Historical Trust; and,
- (4) One representative of the Mayor and City Council of the City of Cumberland.

Ms. Filkins reported that Douglass Reed, MHT's representative on the CPPDA since 2011, has indicated his desire to resign from the CPPDA effective as of August 31, 2018. MHT Board Trustee Albert L. Feldstein has volunteered to serve as Mr. Reed's replacement as the MHT representative on the CPPDA.

Ms. Bailey made the following motion, which was seconded by Mr. Alberg. The motion was approved unanimously by the Board.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees designates Albert L. Feldstein as the representative of MHT on the Canal Place Preservation and Development Authority (CPPDA) effective September 1, 2018.

E308 MHT Board Public Comment Policy

Mr. Poffenberger asked that the Board consider adoption of a public comment policy that could be used to guide interactions between the Board and the interested public. Discussion followed regarding the most appropriate manner in which to manage a public comment period at regularly scheduled Board meetings.

Ms. Bailey made the following motion to adopt the Guidelines and Procedures for Public Comment set forth below, which was seconded by Ms. Mears. The motion was approved unanimously by the Board.

## **MARYLAND HISTORICAL TRUST BOARD OF TRUSTEES GUIDELINES AND PROCEDURES FOR PUBLIC COMMENT**

Meetings of the Maryland Historical Trust Board of Trustees are open to the public. As part of its general operating procedure, the Board offers an opportunity for the public to express their views at each meeting as part of a public comment period.

### 1. Scope of comments

Speakers are permitted to comment on any item relevant to the business of the Maryland Historical Trust. Public comment will take place at the beginning of the regular meetings.

Comments are to be directed to the Board as a whole. The public comment period is intended to provide an opportunity for the Board to hear from members of the public. Board members may refer matters that arise to the Chair for investigation and/or follow-up. However, the Board will not provide immediate responses to the public comments presented.

### 2. Time limitation on comments

The maximum speaking time afforded to any individual speaking on any item of business relevant to the Maryland Historical Trust Board of Trustees will be 3 minutes, unless otherwise indicated by the Chair. The Chair will moderate the comment period.

### 3. Registration procedures for public comment

Any person wishing to make comments during the public comment period shall sign a speakers list prior to the commencement of the meeting. The speakers list will be available at least 15 minutes before the scheduled start of the meeting, and it will be closed once the meeting begins. Persons who have not signed up prior to the start of the meeting will not be permitted to provide public comment.

Speakers shall identify themselves in writing on the speakers list by providing their name, contact information, organizational affiliation (if any), and the subject matter and/or agenda item to which their comments pertain. Public comments will be made in the order in which individuals signed up.

### E309            Board Member Recognition

Ms. Hughes reported that, going forward, Board members will be recognized as they leave the Board of Trustees with a framed Citation expressing the Board's appreciation for their service to the Maryland Historical Trust. The first recipients of these framed Citations will be Dr. Ralph Eshelman, Dr. Alvin Luckenbach, and Mr. O. James Lighthizer, all of whom resigned from the Board in fiscal year 2018.

## Public Comment

Mr. Carl Berenholtz urged the Maryland Historical Trust to exercise its fiduciary responsibilities under the terms of the historic preservation easement it holds on the Baltimore City Confederate Monuments. He expressed concern about the length of time it is taking to resolve this issue and expressed frustration that the Trust has not done its duty to protect the monuments.

## Announcements

Ms. Hughes reminded Board members that the next meeting of the Board will take place on October 18<sup>th</sup> at Jefferson Patterson Park and Museum in St. Leonard, Maryland (Calvert County). She also noted that planning has begun for a social gathering of MHT Board and Preservation Maryland Board members sometime in early September. More information about that event will be forthcoming.

Ms. Raines reported that Board members were invited to join MHT staff in a kayaking tour of Mallows Bay and a boat trip on the Sultana which sails out of Chestertown. More information on these events will be shared with Board members by email.

Mr. Charlton reported that a court case regarding the future of the Bladensburg Peace Cross has been appealed to the Supreme Court. At this time, it is unclear whether the Court will hear the case.

Meeting adjourned at 12:35 PM.

Mr. Charles L. Edson, Chair

Elizabeth Hughes, Director