

**MARYLAND HISTORICAL TRUST**  
**BOARD OF TRUSTEES' MEETING**  
Thursday, October 22, 2020 at 10:00 AM  
Teleconference

Pursuant to notice, the regular meeting of the Board of Trustees of the Maryland Historical Trust was held by teleconference.

Trustees present: Mmes. Bashiri, Ernstein, Filkins, Mears, and Paca; Messrs. Alberg, Brown, Buchheit, Feldstein, Little, Parker, and Robinson

Area Representatives present: Mmes. Linder, Sasser and Uunila; Messrs. Azola, Camlin, Charlton, Reed, Spikes, and Stek

Ex-Officio Members: Delegate Jim Gilchrist and Secretary Robert Neall

Maryland Department of Planning: Robert McCord, Secretary

Office of the Attorney General: Paul Cucuzzella and Rieyn DeLony

MHT Staff: Heather Barrett, Jessica French, Casey De Haven, Elizabeth Hughes, Collin Ingraham, Kate Jaffe, Charlotte Lake, Allison Luthern, Matthew McKnight, Greg Pierce, Anne Raines, Jennifer Ruffner, and Nell Ziehl.

Guests: Tamara Wilson, Chair, Maryland Commission of African American History and Culture.

**AGENDA**

**PUBLIC COMMENT**

Ms. Hughes reported that no members of the public had signed up in advance of the meeting to provide public comment.

**R1 CALL TO ORDER**

Ms. Mears provided informal remarks before the start of the meeting. During this time she recognized the passing of Margo Bailey (1943-2020), a former MHT Board member who served for many years as Mayor of Chestertown. Rodney Little shared remembrances of Mayor Bailey's support for historic preservation and her commitment to Chestertown.

Ms. Mears welcomed MHT Area Representative Lisa Sasser to her first meeting of the MHT Board. Ms. Mears also welcomed new MHT staff members Casey DeHaven and Kenneth Horowitz.

Ms. Mears congratulated Dr. Barbara Paca for being recognized with an award presented by the National Association of Secretaries of State for her global and Maryland achievements in preserving the history and culture of communities of color.

Ms. Mears called the meeting to order at 10:10 AM. Ms. Hughes called the roll. A quorum of Trustees was present.

R2 APPROVAL OF MINUTES

Mr. Parker made a motion, seconded by Mr. Brown, that the July 16, 2020 Board meeting minutes be approved. The Board voted unanimously to approve the minutes.

R3 COMMITTEE REPORTS

R100 Capital Programs

R101R African American Heritage Preservation Program Grant Awards

Dr. Charlotte Lake, Capital Grant and Loan Program Administrator, reported that forty-two eligible African American Heritage Preservation grant applications were received by the July 1, 2020 deadline. The total funding request was \$3,439,500; the majority of the funding requested was for rehabilitation, with the remainder for predevelopment or new construction. Applications represented 13 counties and the City of Baltimore. She indicated that twelve projects are being recommended for full funding and one project is recommended for partial funding for a total of \$1,000,000.

Dr. Lake explained that MHT's program partner, the Maryland Commission on African American History and Culture (MCAAHC), has evaluated, ranked, and recommended funding levels for eligible applicants in accordance with the program project selection criteria.

Rev. Dr. Tamara Wilson, MCAAHC Chair, presented the Commission's funding recommendations to the MHT Board of Trustees for action.

The following motion was made by Mr. Robinson, seconded by Mr. Parker, and approved unanimously.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees concurs with the Maryland Commission on African American History and Culture in the recommendation to fund those projects in the (i) A=Recommended for Funding category and (ii) AR=Recommended for Funding should Additional Funds become Available category, as further described in Exhibit A (African-American Heritage Preservation Grant Chart for Fiscal Year 2021) to the Secretary of the Maryland Department of Planning.

The following motion was made by Mr. Charlton, seconded by Mr. Reed, and approved unanimously.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees concurs with the Maryland Commission on African American History and Culture in the recommendation to the Secretary of the Maryland Department of Planning to maintain a reserve of \$3,535.00 to be used for emergency project grants during FY2021.

R102            Revised Standard Form of Term Preservation Agreement

Ms. Kate Jaffe, Administrator of Preservation Financial Incentives, explained that when MHT accepts or requires preservation protections on historic property, the legal vehicle for those protections is ordinarily a preservation easement, which is recorded in local land records. However, in those cases where MHT accepts or requires preservation protections on property that is other than real property, an easement recorded in the land records is not an appropriate legal instrument. In such cases, a written preservation agreement entered into as a contract between MHT and the property owner is necessary and appropriate. While both preservation agreements and easements are administered through the easement program, MHT has historically held a very small number of preservation agreements relative to the number of easements. Setting aside vessels, which require a different form of preservation agreement, MHT currently holds only one preservation agreement, a perpetual preservation agreement for the Bollman Truss Bridge in Howard County in 2013 which was a requirement of MHT Capital Grant funding.

MHT's preservation agreements have traditionally included terms similar to MHT's preservation easements. However, while MHT's model perpetual preservation easement and model term easement were updated and approved by the Board in 2014 and 2019, respectively, an updated model preservation agreement has not been needed until now.

The Mayor and Council of Brunswick are receiving a FY2020 MHT Capital Grant for the relocation and rehabilitation of the B&O WB Tower in Brunswick, Maryland. The tower had been slated for demolition by CSX; however, CSX agreed to give the tower to the City of Brunswick for relocation onto a parcel owned by CSX and already leased by the City. Because the City of Brunswick will own the tower and CSX will retain ownership of the parcel of land, MHT determined that a term easement is not an appropriate preservation instrument because the structure and the land are not in common ownership. MHT has instead agreed to accept a term preservation agreement on the structure; this will satisfy the statutory and regulatory requirements of the grant program. As a result, an updated standard term preservation agreement is being submitted to the Board for review and approval.

The following motion was made by Mr. Charlton, seconded by Mr. Robinson, and approved unanimously.

**RESOLVED**, that the Board of Trustees of the Maryland Historical Trust ("MHT") approves MHT's use of the revised standard form of its term preservation agreement in all circumstances where MHT requires, or is obligated to require, a preservation agreement as a condition of financial assistance under any of MHT's grant or loan programs.

R103            Monument Relocation Working Group – Report

Mr. Robinson, chair of the Monument Relocation Working Group, reported that members met by teleconference with Eric Holcomb, Executive Director of the Baltimore Commission for Historical and Architectural Preservation, to discuss the current condition of the monuments and whether any progress had been made in the identification of a new location for the monuments. Mr. Holcomb indicated that the pandemic was having an impact on relocation efforts but that he was seeking to conduct a conservation assessment of all of the City's monuments in the coming months. In addition, he is preparing briefing materials on the City's monuments for the new mayoral administration which is scheduled to lead the City beginning in December.

The Board directed staff to prepare a letter to the incoming Mayor of Baltimore City reminding him of MHT's historic preservation easement on the Baltimore City Confederate monuments and the Board's interest in continuing to work with the City to ensure preservation of and public access to the monuments.

R200            Survey, Registration, Community Education & Museums

R201R          Non-Capital Historic Preservation Grant Awards

Ms. Barrett, Administrator of Research and Survey, reported that thirty-seven Non-Capital Historic Preservation grant applications were received by the August 28, 2020 deadline. The total funding request was \$1,536,444.91. Submitted applications represented five statewide projects, sixteen counties, Baltimore City, and a submerged site in Maryland waters. Ms. Barrett indicated that a committee of MHT staff has evaluated, ranked, and recommended funding levels for eligible applications in accordance with the Program's regulatory selection criteria and the Funding Priorities. Ms. Barrett and Dr. Matt McKnight, Chief of Archaeology, presented staff funding recommendations to the Board for their review and consideration.

The following motion was made by Mr. Little, seconded by Mr. Alberg, and approved unanimously.

**RESOLVED**, that the Maryland Historical Trust Board of Trustees recommends to the Secretary of Planning the award of MHT Historic Preservation Non-Capital grants to those projects described in Exhibit A (MHT Non-Capital Program Approved Grant Chart for Fiscal Year 2021) attached to this Resolution (the "Chart").

R202            Jefferson Patterson Park and Museum (JPPM) Report

Dr. Greg Pierce, Executive Director of JPPM, reported on new and ongoing activities at JPPM.

R203R          Heritage Preservation Fund Expenditure

Ms. Hughes reported that this agenda item has been tabled until the December 3, 2020 Board meeting in order to allow the MHT Heritage Preservation Fund Disposition Committee more time to review the expenditure proposal submitted by the Maryland Maritime Archaeology Program.

R300            Management & Planning

R301            Investment Committee Report

Mr. Parker, Chair of the Investment Committee, reported that although the MHT Board portfolio continues to face a challenging environment, the Board's investments have experienced a nice recovery from the low point in March. The value of the portfolio through the end of August is up 8.3% and up 14.8% for the one year trailing return, demonstrating that the Board's investments have been able to provide a consistent return.

R302            Equity Working Group

Ms. Hughes recounted that, at its July 16, 2020 meeting, the Board unanimously adopted a "Statement on Racism" which is now posted on the MHT website. Following that action, Chair Laura Mears announced that she would be appointing an MHT Board Equity Working Group charged with identifying next steps that the Board will undertake to fulfill its commitment to being part of the solution to ending racial inequality. In September, Chair Mears appointed Sakinah Linder, Franklin Robinson, Samuel Parker, Harry Spikes, and Kirsti Uunila to serve on the MHT Board Equity Working Group. Sam Parker was selected to serve as the Working Group chair.

Mr. Parker reported that the Working Group met for the first time by teleconference on September 17<sup>th</sup>. During the meeting Anne Raines reported on MHT staff Diversity, Equity, Inclusion and Justice (DEIJ) initiatives and Nell Ziehl reported on feedback received during the state historic preservation plan process regarding diversity and equity issues. At the request of the Working Group, the following staff reported on MHT DEIJ related program, research, and professional development initiatives:

Nell Ziehl, Chief, Office of Planning, Education and Outreach, provided an overview of feedback received from partners and constituents related to diversity, equity and inclusion in historic preservation generally and in MHT's programs as a result of outreach conducted in the development of the state historic preservation plan - PreserveMaryland II - in 2018.

Jennifer Ruffner, Director, Maryland Heritages Area Program, reported on changes to the heritage areas program including creation of a new grants review panel designed to represent a broader and more diverse perspective, revision of the program's matching funds requirement to improve access to a more diverse pool of applicants, and creation of a Racial Equity Working Group.

Jessica French, Architectural Survey Data Analyst, reported on staff's professional development initiatives, including a survey of staff familiarity with and desire to learn more about DEIJ issues as well as the creation of a DEIJ reading list and a series of staff-led informal Equity and Inclusion conversations.

Allison Luthern, Architectural Survey Administrator, reported on MHT research and survey projects designed to prioritize the survey and documentation of understudied and underrepresented themes and contexts statewide.

Finally, Dr. Greg Pierce, Director of JPPM, reported on JPPM's Diversity and Inclusion Initiative designed to ensure that JPPM can better serve all of southern Maryland's communities.

Following the staff presentations, Mr. Parker discussed the Working Group's intent to conduct a survey of MHT Board members to gauge their interest in and familiarity with diversity, equity, inclusion and justice issues in general and as related to the field of historic preservation in particular. Draft survey questions, which mirror those which comprised the survey taken by MHT staff members, were provided for review and comment.

Mr. Parker also indicated the Working Group's desire to compile a list of DEIJ training opportunities for consideration by the Board and requested training recommendations from Board members.

R303 Interim Actions of the Executive Committee

MARYLAND HISTORICAL TRUST  
MEETING OF THE BOARD OF TRUSTEES EXECUTIVE COMMITTEE  
Thursday, September 17, 2020 at 3:00 PM

Teleconference

MHT Executive Committee members present: Joshua Brown, Laura Mears, Franklin Robinson  
MHT Staff present: Elizabeth Hughes  
Members of the public: Liz Groszer

I. CALL TO ORDER

Ms. Laura Mears, Chair, called the meeting to order at 3:02 PM.

II. ACTION ITEMS

1. Resolution of Appreciation – Denise America

Ms. Hughes reported that Denise America, the Business Manager for Jefferson Patterson Park and Museum, would be retiring on September 19<sup>th</sup>. A resolution of appreciation for her many years of service has been submitted to the Executive Committee for action.

Mr. Robinson made the following motion, which was seconded by Mr. Brown, and approved unanimously.

*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* Denise M. America has served the State of Maryland since September 7, 1994, and

*Whereas* she became a Secretary for Jefferson Patterson Park and Museum, assisting and supporting park operations, in 1994, and

*Whereas* she became the Fiscal Officer, facilitating the fiscal operations of JPPM, from 1996 to 2009, and

*Whereas* she was promoted to JPPM's Business Manager, serving as a contact point for all staff and working to ensure continuity in park operations, from 2009 to 2020, and

*Whereas* JPPM would have ceased to function if Denise were not there to help the staff navigate bureaucratic paperwork, work within the budget, and stay on top of all of the contracts and requisitions necessary to keep things running, and

*Whereas* she always worked hard to find money for things that we needed, and

*Whereas* every time you went to Denise with a problem or project she said "Let's see what we can do!" Her attitude towards any challenge was always positive, and

*Whereas* Denise spent countless hours correcting one million plus purchase requisitions and travel paperwork forms because none of us could obviously read or follow directions, and

*Whereas* we could always count on Denise to keep us in line with statements like "Whoa!", "Let's go step by step", "I need your reports!", "Did you sign off all your purchase requests?", and

*Whereas* Denise served as a translator, helping the rest of the JPPM staff understand the language of "bureaucracy" and allowed the rest of us to spend more time doing our regular jobs, and

*Whereas* aside from being our adept trailblazer and translator, Denise was also our volunteer morale officer and concerned "mother hen", and

*Whereas* we always knew there was "emergency chocolate" and the comfort of Henry the dog in her office, for those days when nothing seemed to be going according to plan, and

*Whereas* Denise bravely undertook planning for the two-day War of 1812 Celebration in 2014, wrestling valiantly with Mom's in the Kitchen when they didn't want to obey her sensible instructions about what was expected of them as our event caterer, and

*Whereas* Denise selflessly hauled cold water to all staff, volunteers and participants at the 120 degree heat index Patuxent Encounters event, reminding us all repeatedly to drink our water, then pushing herself to the brink of dehydration and landing in the first aid tent, and

*Whereas* Denise was never shy about being assigned for long hours at Kid's Art at Children's Day on the Farm, despite the fact that it is (oddly enough) a truly backbreaking assignment, and

*Whereas* Denise's commitment to the Park was demonstrated by her ability to recruit her family to help volunteer at big events, and

*Whereas* Denise cheerfully organized countless park pot lucks, ensuring that we all knew what was going on in other parts of the park, and generally keeping us more tight-knit as a staff, and

*Whereas* Denise was known to bring excellent food to staff events, with a devil food chocolate cake so good that Julie King – famous for not cooking at all - even asked for recipe, and

*Whereas* Denise generously scoured her gift closet every year for great chili cook-off prizes and extra holiday gifts so that we never ran short, and

*Whereas* she kept secret the chefs' identifies of our chili cook-off entries so that we could all be unbiased tasters, and

*Whereas* any after-hours staff social gathering, including margarita pool parties, after-event shindigs or village potlucks, will not be the same without Denise, who was never afraid to bust a move on the dance floor, and

*Whereas* we were blessed with 27 years of our own "Mrs. America", and

*Whereas* having left her mark and set a high bar for those who will follow her on this mission, she moves on to new challenges and adventures.

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

Approved and adopted this 17th day of September 2020, by the Maryland Historical Trust Board of Trustees.

### III. ADJOURN

Meeting adjourned at 3:06 pm.

R304            Budget and Legislation

Ms. Hughes reported that the Maryland Department of Planning's capital budget hearing was held on September 17, 2020 before the Department of Budget and Management. The virtual

hearing went smoothly and DBM staff comments were generally supportive.

The MDP operating budget hearing will be held on October 28<sup>th</sup>. It remains unclear how the fiscal year 2022 budget will be impacted by the financial implications of COVID-19. The Governor will announce his budget no later than January 20, 2021. Final budget figures will not be known until that time.

R305            Litigation and Legal Issues

Mr. Cucuzzella indicated that there were no litigation or legal issues to report.

Announcements

Ms. Mears made the following announcements:

- The next MHT Board of Trustees meeting is scheduled for December 3, 2020.

Meeting adjourned at 12:17 PM