



## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Thursday April 17, 2025**

**Cambridge City Council Chambers**

### **CALL TO ORDER, ROLL CALL & CONFIRMATION OF QUORUM**

A regular meeting of the Board of Directors (the "Board") of Cambridge Waterfront Development, Inc., a Maryland Non- Stock Corporation (the "CWDI" or "Corporation"), was held on April 17, 2025, at the Cambridge City Council Chambers. The Open Meeting was called to order at 5:04 pm.

All Board Members attended the meeting, to include Michael Frenz, Angie Hengst, Frank Narr, Tim Crosby, Gaver Nichols, Natalie K. Chabot, and local official Glen Steckman, City Manager.

Community Members present: Debbie Messick, Reporter for Banner

Ms. Angie Hengst took the roll call and confirmed a quorum was present.

### **REPORT FROM CLOSED MEETING**

Angie Hengst reported no action was taken during the closed session held at 4pm

### **APPROVAL OF AGENDA**

Angie Hengst made an amendment to the executive committee section of the agenda to add the item regarding Richardson Maritime Museum lease. Motion made to accept the agenda with amendments. Hengst/Crosby (6/0)

### **APPROVAL OF March 19th. BOARD MEETING MINUTES**

Glenn Steckman made a clerical correction to the spelling of his name. Mike Frenz suggested being consistent as to how board members are referred to in the minutes. Motion was made, seconded, and duly carried to approve the minutes. Crosby/ Narr (6/0)

**OUTREACH AND COMMUNICATIONS COMMITTEE (OCC) Hengst**

Angie Hengst stated the board will plan to have a community update meeting with both City and County councils when they are available. It's targeted for late May with the location to be determined. The meeting will be coordinated with the city and county managers.

Ms. Hengst reported that the committee is working to place signage at the waterfront properties announcing it is a trash free park. The signage will let the public know what they should do with their trash and that there are no trash receptacles. The committee is also discussing some signage for general use of the actual waterfront park and what parcels are open for the public to utilize.

**FINANCE COMMITTEE Narr**

Mr. Narr presented the CWDI and CWDI Holdings year-to-date financial statements through March 2025. A motion was made, seconded, and duly carried to accept the March 2025 financial reports as presented. Nichols/Crosby (6/0)

Mr. Narr noted that the City and county continue to receive the Property Sales Proceeds Report.

Mr. Narr presented the March invoice from Earthmovers for the promenade work for approval of payment. He noted that the invoice was reviewed and certified by MRA. A motion was made, seconded and duly carried to pay the invoice. Narr/Crosby (6/0)

Mr. Narr provided an update on the 2024 Audit. The audit started Monday, April 15, with the expectation of it being completed by the June board meeting.

Property Maintenance Proposal - Ground maintenance for the site is one of the biggest expenses in the operating budget. Due to Richardson taking over maintenance of their leased area, the scope of ground maintenance is somewhat reduced. Four contractors were contacted for a quote and three responded. The low proposal was received from a company that had previously done work for CWDI, and their performance was satisfactory. Mr. Narr recommends using the lower proposal, which is around \$16,000 per season. A motion was made to accept the proposal with the lowest bid, seconded and duly carried. Chabot/Hengst (6/0)

**PLANNING COMMITTEE Crosby**

**Design Guidelines:** Mr. Crosby reported that the committee is working on a wide range of issues. Land use guidelines become the binding documents that CWDI will use to measure interested developers. They continue to work with the city planning to get zoning ordinance in place.

**Promenade Project Update:**

Mr. Narr encouraged everyone to visit the site to see the progress. He stated the contractor is 35 percent complete and the next 65 percent will go quickly. He further explained dramatic changes are expected over the next couple of months. Pictures of the progress shared.

**EXECUTIVE COMMITTEE Hengst/Chabot**

**Bylaws Update.** Ms. Hengst announced that the draft bylaws continue to be 'in review' by the attorneys for the city and county. Awaiting to receive feedback.

**Richardson Maritime Museum Lease.** The lease agreement with the Richardson Museum is ready for signing. Ms. Hengst made a motion to sign the lease, seconded and duly carried. Hengst/Chabot (6/0)

**PUBLIC Q&A**

Ms. Hengst opened the floor to public comment for 15 minutes.

Questions/Comments noted:

Debra Messick had several questions including:

- lease agreement with Richardson,
- community update
- name of the contractor for the ground maintenance contract. Mr. Narr indicated that he would like to first inform the contractors of the decision before announcing publicly.

**NEW BUSINESS/BOARD MEMBER OPEN COMMENTS**

City Manager, Glenn Steckman stated he was disappointed with the low attendance from the public since the meeting location was changed to accommodate more people.

**OPEN MEETING ADJOURNMENT AND RETURN TO CLOSED SESSION**

There being no additional discussion, the open meeting was adjourned at 5:38 pm. A motion was made to return to Closed Session, seconded and duly carried. Hengst/Crosby (6/0)

**REPORT FROM CLOSED SESSION**

There were no items to report out from the Closed Session.

Next board meeting scheduled for May 22, 2025, at Cambridge City Council Chambers.

Minutes submitted by Natalie Chabot, Secretary