

CAMBRIDGE WATERFRONT DEVELOPMENT, INC.
Minutes of the Regular Meeting of Board of Directors
Thursday, July 28, 2022
Dorchester Chamber of Commerce and via Zoom

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 July 28, 2022, at the Dorchester Chamber of Commerce and via Zoom. It was called to Order at 10:00AM

In attendance at the meeting were Daryl Butcher, Mike Frenz (via Zoom), Frank Narr, Jr., Jeff Powell (arrived at 10:07), and Richard Zeidman (via Zoom), appointees to the Board as specified in the Articles of Incorporation of the Corporation. Also in attendance were Matt Leonard, CWDI Executive Director, Gwen Fike, Chip MacLeod, Esq. (via Zoom) Brennan Murray and Maria Garcia both of BCT (via Zoom). Public Partner Representatives Tom Carroll and Donna Lane were absent.

Roll Call and Confirmation of Quorum

Mr. Leonard took the roll call and confirmed a quorum was present.

Approval of the Agenda

Mr. Leonard requested a motion to approve the meeting agenda. A motion was made and approved to approve the agenda – Narr/Butcher (4/0).

Approval of Minutes:

Mr. Leonard asked for any comments to the minutes submitted for the June 23, 2022 Board meeting. There were no comments, and a motion was made and approved to approve the minutes – Narr/Butcher (4/0).

Consent Agenda

Mr. Leonard requested a motion to approve items A through Z as a group.

Approval of the following payments made or in process is requested:

- A. Chubb: \$808.00
- B. BCT: \$4,100.00
- C. BCT: \$8,250.00
- D. Network Realty Partners: \$125,000.00
- E. Cambridge House: \$388.50
- F. REVPAR: \$5,000.00
- G. BCT: \$45,841.21
- H. USPS: \$20.55
- I. Sandra Tripp-Jones: \$5,240.77
- J. ECS Mid Atlantic: \$4,200.00
- K. Ginger Jenkins - For Services Rendered: \$887.25
- L. Creekside Agency - For Services Rendered: \$460.49
- M. MacLeod Law Group - For Services Rendered in June: \$682.00
- N. Morris Ritchie: \$2,862.50
- O. Warrior Consulting - Risk Management Consulting: \$4,612.50
- P. Dorchester Chamber of Commerce: \$130.00
- Q. Kirk Avenue, LLC - For Services Rendered: \$7,500.00
- R. State of Maryland (Permit): \$1,545.00

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- S. MUC: \$33.89
- T. MUC: \$69.50
- U. Delmarva Power: \$310.30
- V. Unity Landscaping: \$471.55
- W. Royal Lawns: Gateway Maintenance: \$330.00
- X. LP Maintenance Pros: \$280.00
- Y. City of Cambridge: \$75.00
- Z. Stone Tech Materials: \$2,500.00

A motion was made and approved to approve Items A through Z on the Consent Agenda – Narr/Butcher (4/0).

Mr. Powell arrived at 10:07am.

Presentation of Brand Merchandise Design & Production

Mr. Murray and Ms. Garcia of BCT provided a presentation to the board members showing merchandise ideas for Cambridge Harbor. The presentation included merchandise roll out ideas such as hats, lapel pins, t-shirts, polo shirts and bags.

The presentation also included suggestions for branding of administrative supplies, such as business cards, letterhead and envelopes. The colors, font and pictures all tie back to the final branding guide, which was also reviewed with the group.

After the BCT presentation, the board members asked questions and discussed the topic. Mr. Leonard asked Mr. Murray to prepare a suggested proposal for an entry order.

Committee Reports

Finance Committee

Mr. Narr reviewed the June financial statements with the group. There were no questions on the financial statements. A motion was made and approved to accept the financial reports as presented – Powell/Butcher (5/0).

Mr. Leonard reported that CWDI will receive a \$2.4 million EDA grant for the wharf expansion. CWDI will also be receiving ARPA funds in 2022 and 2023, which could be used as the required match funding for the wharf.

CY 2021 Financial Review – Mr. Narr reported that draft 2021 financial statements with footnotes have been received from UHY. He anticipates presenting them to the Board at the August meeting. CWDI plans to have a full audit performed for CY 2022.

LOC – Mr. Narr indicated that a commitment has been received from Bay Vanguard Bank for a \$500,000 Line of Credit. Mr. Leonard is working on the exact details of the LOC and will report back to the Board ASAP.

Planning Committee

REOI – The REOI was issued on July 15th. A presubmission meeting has been scheduled at the site for any interested parties on August 15th.

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Demolition – Mr. Powell reported that work is in progress to secure earth disturbance permits, which must be obtained before demolition may begin on the pad of Governor’s Hall. It is expected that demolition will begin on the hospital buildings in mid-August to early September.

Due to vandalism at the hospital, a security firm has been hired to guard the site from approximately dusk to dawn each day.

Executive Committee

Board Member Selection Process – Mr. Zeidman reported that the City is soliciting candidates for new Board members. The County is considering their next appointments. CWDI is working with both bodies to identify next Board members. It is anticipated that possible candidates will be identified in August, with appointments to be made no later than September.

New Business

Mr. Powell reported on a meeting held with a few board members of the and the Richardson Museum and their Executive Director to discuss their plans and how they and CWDI can work together as neighbors and potential partners. Richardson Museum will be sharing more details over the next month for consideration by CWDI.

Mr. Zeidman left the meeting at 11:03am.

There being no additional information to be discussed, the meeting was adjourned at 11:15am