



**MINUTES OF THE REGULAR MEETING OF BOARD OF DIRECTORS  
THURSDAY, SEPTEMBER 29, 2022  
DORCHESTER CHAMBER OF COMMERCE**

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 September 29, 2022, at the Dorchester Chamber of Commerce. The meeting was called to Order at 8:14AM.

In attendance at the meeting were Mike Frenz, Frank Narr, Jr., Jeff Powell, and Richard Zeidman, appointees to the Board as specified in the Articles of Incorporation of the Corporation. Also in attendance were Matt Leonard, CWDI Executive Director, and Gwen Fike, Administrative Support. Dion Banks and Shay Sisco 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 indicated there were two additions to the agenda. Under section V.A adding Richardson Museum Discussion, and under section V.D, add request approval to donate to the Dorchester Chamber of Commerce Scholarship Fund. Mr. Leonard requested a motion to approve the meeting agenda as amended. A motion was made, seconded, and duly carried to approve the amended agenda – Powell/Narr (4/0).

**APPROVAL OF MINUTES:**

Mr. Leonard asked for any comments to the minutes submitted for the August 25, 2022 Board meeting. Mr. Narr suggested one minor edit be made under the Finance Committee, LOC report. Mr. Leonard asked for a motion to approve the amended minutes with the recommended edit. A motion was made, seconded, and duly carried to approve the amended minutes – Powell/Zeidman (4/0).

**CONSENT AGENDA**

Mr. Leonard requested a motion to approve items A through V as a group. Approval is requested for payments made since August 25, or in process as follows:

A. Chesapeake Hyatt.....	\$676.48
B. Go Daddy.....	\$298.57
C. Chesapeake Hyatt.....	\$375.93
D. Sailwinds Park, Inc.....	\$250.00
E. W.R. McCain.....	\$3,140.00
F. Google, LLC.....	\$90.25
G. Creekside Agency: For Services Rendered.....	\$940.03
H. Ginger Jenkins: For Services Rendered.....	\$887.25
I. MacLeod Law Group: For Services Rendered in August.....	\$3,519.00
J. Kirk Avenue, LLC: For Services Rendered.....	\$7,500.00
K. Sailwinds Park, Inc.....	\$175.00
L. BCT.....	\$9,818.75
M. James G. Davis Construction Corp.....	\$352,005.00
N. Royal Lawns: Gateway Maintenance.....	\$345.00
O. Lew Oliver, Inc.....	\$23,930.02
P. MuniCap, Inc.....	\$5,875.00
Q. LP Maintenance Pros: Wharf Trash Removal.....	\$280.00
R. James G. Davis Construction Corp.....	\$303,405.00
S. Morris & Ritchie.....	\$12,608.99
T. Network Realty Partners.....	\$30,900.00
U. REVPAR.....	\$2,365.00
V. Lewis Security.....	\$3,220.00

A motion was made, seconded, and duly carried to approve Items A through V on the Consent Agenda – Powell/Narr (4/0).

**COMMITTEE REPORTS**

Planning Committee

Demolition – Mr. Powell reported that demolition is proceeding on the hospital and is slightly ahead of schedule. Permits are being obtained to demolish the two office buildings on site.

REOI – Mr. Leonard reported that he has been having conversations with interested parties concerning the REOI. The deadline for submission is November 15th.

Master Plan Schematic Development – Funding is in place for the schematic design on a horizontal level. It is expected that the schematic for the green and open space will be completed by the end of the year. Vertical renderings are in process by Lew Oliver.

Richardson Museum – Mr. Leonard provided a summary of discussions held with board members of the Richardson Museum. He requested the CWDI Board approve an offer to purchase the Richardson Museum property for negotiated best terms up to

\$800,000, with a close of the sale by end of 2022 and to negotiate with the bank on the debt side. A motion was made, seconded, and duly carried to approve as requested – Powell/Zeidman (4/0).

Finance Committee

Mr. Leonard reported that the last Finance Committee Meeting was held on September 14, 2022.

Financials - Mr. Narr reviewed the August financial statements with the group that were distributed in the Board packet. He answered brief questions and the group further discussed operating funds for the next few years. A motion was made, seconded, and duly carried to accept the financial reports as presented - Powell/Zeidman (4/0).

Mr. Leonard provided a summary of the work he and Mr. MacLeod are doing concerning the request for a tax exemption for CWDI for the City, County and State property tax due. A letter is being drafted to send to Mr. Spears and will be circulated to the Executive Committee for review prior to sending.

Outreach & Communications Committee (OCC)

Mr. Leonard presented the group with an advertisement that will be placed in the Dorchester Banner’s annual *Water Moves Us* publication.

He reported that a website for *Cambridge Harbor* is being developed by BCT under the guidance of the OCC. An active website is expected to be completed by the end of the year.

Executive Committee

Mr. Leonard reported that the last Executive Committee meeting was held on September 27<sup>th</sup>. Mr. Leonard indicated he will be reaching out to Board members to determine best days/times for full Board meetings going forward.

Mr. Leonard requested approval from the group for CWDI to make a \$250 charitable contribution to the Dorchester Chamber of Commerce Scholarship Fund as special appreciation for the extra time and support Bill Christopher and his staff have provided to CWDI throughout 2022, including Bill’s facilitating CWDI’s daylong Strategic Planning Session scheduled for immediately following this meeting. A motion was made, seconded, and duly carried to approve the \$250 contribution – Powell/Narr (4/0).

There being no additional information to be discussed, the meeting was adjourned at 9:00AM.

