

**Downtown Milford, Inc.**  
**Board of Directors Meeting**  
**August 3, 2021**

**Present:** Peggy Reilly, James Rabe, Yanelle Powell, Joey Phillips, Lauren Bigelow, Lang Redden, Sandy Gullledge, Matt Babbitt

**Excused:** Craig Mariona

**Absent:** Dean Donovan

**Guests:** SaraKate Hammer, Dan Bond

Meeting called to order at 5:30pm

“Add Craig to meeting minutes from 7.6 and make Peggy the second for the end of the notes:.

Yanelle asked for a motion to accept last meeting minutes with changes and Peggy seconded. Motion approved, Lang second the motion.

**Vineyard Task Force Report**

DMI has been requested to hold funds for the Vineyard project. These will be the funds that additional grants are able to base their funding off of.

Vineyard Task Force has already been operating under the DMI 501c3. They see no issue with DMI holding the money. It won't look inappropriate because DMI is making no money off of it.

They will be going after much larger funding through grants and federal funding.

They do not see themselves as owning the shipyard, they would prefer if the city to purchase it. The shipyard will be open to the public and a natural addition to the Riverwalk.

If the shipyard is purchased for the price the current owners are seeking, they may offer an endowment for operations. It is a privately owned, operating shipyard. It is the only 19<sup>th</sup> century shipyard still able to go into operation. Could become a center for restoration. Compare it to the Chesapeake Bay Maritime Museum (CBMM). Looking to see if CBMM will work with the Vineyard Task Force.

The taskforce would like to remain partners with DMI for this project.

Joey asked if there was a limit to how long the money can sit without being used. The Task Force has indicated that it may be taken back if not used in time. Sandy indicated that we need a copy of the grant & aid application that was signed by DMI. Money came out of the bond &

capital improvements act. Sandy indicated that there needed to be improved communication to make sure DMI can fulfill the requirements of the Act. SaraKate will find the application.

We have to have a projected timeline before the funds will be released. As long as it's not federal money, we do not need an audit.

Matt inquired about how it will look for tax purposes.

Lang inquired about the owners willing to coincide with the project and timelines.

Dan indicated they would like to move forward.

Lang questioned how far the Task Force would go with the project. Dan indicated until the project becomes public. They have been working on it for three years. Once there is an owner, that person will make the decisions on behalf of the shipyard.

Sandy asked about interim expenses. Who will issue their tax receipts? SaraKate mentioned that Bob will oversee it. Sandy needs to make sure all money comes through DMI. The Task Force's goal is to put as little work as possible on others. Only DMI can give a receipt of a charitable donation because the Task Force has no non-profit status. Sandy wants to make sure we protect our integrity and reputation.

Sandy asks that next time we know what the application is before we are tied into it.

Matt indicated aside from the Bond Bill application in 2020, the Task Force has not filled out any applications.

In order to receive USDA funds, you have to be registered at Sam.Gov. When SaraKate went to register she had to make herself the secondary entity. She was worked to get Trish as the entity administrator. In the long run, the DMI sam.gov registration has expired and they need a new one. SaraKate is willing to be the entity administrator in order to re-register. That just means that DMI is eligible to receive funds. That grant is still sitting in limbo because the money can't be retrieved from the USDA. She is happy to hand the registration over as soon as a new DMI ED is hired.

The board agreed to allow SaraKate to act as the DMI entity for sam.gov. She will work with Lorraine to get the necessary letter.

The Task Force left the meeting at 6:03pm

**Treasurer's Report:** Included in packet. We spent more money than we brought in this month, but the Farmers market brought in money.

Annual budget needs to be passed as soon as possible (next month) to remain in compliance with Main Street Program.

Lorraine will meet with Committee Heads to discuss budgets and plans.

The only money committed this month was the WSFS façade markers. That money is reserved. No other reservations of funds coming up.

Lang wanted to follow up on Cat talking to EasySpeak about façade grants. There is roughly \$500 left for one façade. Peggy suggested FurBaby apply as well. We've only made 4 matching grants in the time we have had it. Lang does not think we should re-fund that program.

That grant was written because Main Street Organization are historic preservation entities. That is why we requested those funds from WSFS. Important to cover historic preservation for accreditation. Can re-tool to include interiors, paint colors, etc.

Yanelle asked for a motion to approve the treasurers report. Peggy made a motion to approve the treasure report, Lang seconded. All in favor.

**President's Report:** Included in packet sent to board members.

Yanelle thanked everyone in the room for their support. She is appreciative all of the board members who have been there to assist with DMI business.

**Executive Directors Report:** Included in packet sent to board members.

Lorraine wanted to emphasize the positives and concerns – especially getting the budget in place. She will be looking for a volunteer coordinator. Need board member conflict of interest statements on file. Work plans are necessary for accreditation as well. It is a requirement for the state. Her goal is to train everyone on what rules and standards we have to follow. Will be tracking volunteer hours, returns on investments, what the city is getting out of them. Need to create more of a positive image for DMI. The hope is to create a fundraising plan. We also need a three-year plan. She wants everything in place so the new program manager can find the information that they need.

Lang wants to make sure all training makes it to every committee member.

**Design Committee:** Included in packet.

Joey covered the County plaques. We need to pay for and order them before the next meeting. It will point out the uniqueness of our town being in two counties. The committee has requested 6-inch letters. That makes the plaques 60 x 20. They will cost \$2,625 each. Will be on planters in front of Santa House. Meeting with Sipple on Thursday.

Production time is estimated at 2 months. Unveil possibly on Shop Small Saturday after Thanksgiving.

Lang would like there to be a press release put out on the WSFS partnership.

**Economic/Vitality Committee:** Included in packet.

Looking to possibly make a more environmental bathroom instead of a porta potty.

Looking for Tesla charging stations in an attempt to lure visitors with electric cars to visit downtown Milford. Lang indicated that there is a State grant for charging stations. State will pay 25% residential and 50% business.

**Organization Committee:** Included in packet.

David has been actively seeking sponsorships for the Ladybug Festival. Ladybug organizers requested 25% of the sponsorship dollars.

The board unanimously voted not to providing Gable with 25% of our sponsorships.

**Promotions Committee:** Included in packet.

Holiday stroll on Saturday afternoon instead of Friday night. Businesses think they can get more people coming in on a Saturday. Suggestion of 4-8pm. Santa hours will need to change to reflect this.

Santa house will be doing candy canes instead of stockings this year.

Do an e-vote to change the day of the week.

For future events they will begin working on the work plan. They are thinking about a 4<sup>th</sup> of July event and a holiday parade. (maybe in addition to the holiday stroll)

## **Old Business**

### **ED Hiring committee:**

Yanelle suggested changing the title of the job from Executive Director to Program Manager or Coordinator.

Hiring committee conducted interviews. One candidate interviewed well but withdrew her name due to the salary.

The board agreed to change the name to Program Manager.

Lang will step down from the ED search committee after this round.

## **New Business**

Third Thursday coming up. Need volunteers – Joey(4pm), Cat & Peggy will help.

Yanelle has the Milford High School volunteers setting up a kid's zone. Hoping for a continuing partnership.

Farmers Market Committee – does the market need to report to EV committee. The Farmer's Market committee is considering a Winter Market.

Motion to adjourn August general session by Peggy at 7:08pm. Seconded by Lang. Motion Passed