

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING**

LOCATION:
Grass Dale Center
Delaware City, DE 19706
October 17, 2018
8:30 a.m.

Meeting Minutes

Board Members:

Susan Frank, Bert Scoglietti, Shawn Garvin, Courtney Stewart, Dale Slotter, Laura Lee, Carol Houck, Danny Episcopo, Art Jenkins (on behalf of Michael Morton)

Staff:

Jeff Randol, Executive Director
Peggy Thomas, Accounting/Site Manager
Jack Strong, Construction Manager
Max Walton, Connolly Gallagher

Members of the Public:

Michael Hitch, Ross McGinnGail, Bob Malinowski, Tim Konkus, Billie Travalini

I. Call to Order

Ms. Frank called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:30 a.m.

II. Minutes

Ms. Frank asked if there were any questions or comments regarding the September meeting minutes. No questions were presented, and a motion was made to approve the minutes of the September meeting by Mr. Slotter and seconded by Mr. Jenkins. Motion carried.

III. Treasurer's Report

Mr. Scoglietti reported as follows:

On page 1 of the report, Line 4200, Income, includes proceeds from pending real estate sales of three lots on Officers Row and line 4203 assumes Rockwell's sale of five lots in the Canal District by June 1st, 2019, which they are contractually obligated to do, plus two additional lots. Line 4500 Historic Tax Credits reflects tax credits from Buildings #15, which have been approved by SHPO but not yet sold and credits for buildings #25 and #45 that have been sold.

Mr. Randol stated that work on Building #15 is on hold until tax credits have been received on buildings 25 and 45. Not included in this month's report are expenses for Fortify Music Festival. Total expenses for the event are not yet available and will be reported at the next meeting. The amount budgeted for the event was \$75,000. Mr. Jenkins asked when the Refinery grant is expected. Mr. Randol stated that engineering work on the Living Shoreline is underway and when that process is completed, a request for funding can be submitted. Those funds will be used for construction. Mr. Randol stated there are no time constraints on the Refinery's grant. A motion was made to approve the financial reports as presented by Mr. Episcopo and seconded by Mr. Jenkins. Motion carried.

IV. Legal

Mr. Walton reported as follows: 7:11

A. State Agency Leases – The DHSS and OMB leases have been signed. Revisions to the DNREC lease have been made and efforts continue on completion of their lease.

B. A final Declaration of Restrictions was presented to the Board. Changes made since September's meeting were minor, with one exception being changes made to the Architectural Review Committee (ARC). The new structure will consist of two groups: A Design and Historic Preservation Committee (DHPC) and a Maintenance Committee. The Board will appoint members to the DHPC, which will be responsible for reviewing subdivision plans, enforcing guidelines, and approving architectural changes. The Maintenance Committee, also appointed by the Board, will be responsible for managing maintenance of the common areas. Three resolutions were presented to the Board for consideration: 1) Resolution to approve the Declaration of Restrictions; 2) Resolution to Amend the Bylaws of the Corporation to give the DHPC limited final authority; and 3) A resolution to approve proposed rules for governing both the DHPC and the Maintenance Committee. A motion was made to approve the three resolutions simultaneously by Ms. Houck, seconded by Mr. Episcopo. Motion carried.

C. NCC Sewer Agreement – FDRPC has signed sewer agreements for both Officer's Row and the Canal District. Efforts are ongoing with the County to enter into a blanket easement for sewer on the remainder of site. Remaining issues include an annual maintenance payment on the roads and the County's adherence to design guidelines for any new construction it undertakes. Mr. Walton hopes to have more details and perhaps an agreement to present at the next board meeting.

V. Executive Director's Report

Mr. Randol commented as follows:

A. Festival and VIP Event – Approximately 90 persons attended the VIP event on September 28th, with presentations by Secretary Garvin, Senator Poore, and Mr. Randol. Fortify Music Festival was an overall success with approximately 950 in attendance and positive feedback received from attendees and vendors. Final breakdown of income and expenses will be provided at the next board meeting. Planning is underway for Fortify Festival 2019.

B. Improvements

- i. Roads/Utilities - Part of Old Elm Avenue has been reconstructed and paved along with the road (Wingate) that leads to the boat ramp. The balance of Officers Row connecting into Wingate was also completed. The remainder of Old Elm and the round-a-bout are scheduled for construction next year.
- ii. Restoration - Work continues on buildings 25 and 45. Tenants for 25b are scheduled to move in on December 1st.
- iii. Respite Committee - There have been ongoing conversations with Ms. Travalini for a respite facility at Fort DuPont. After the last committee meeting, discussions turned to the idea of transitional services instead of respite services, based on the what is currently available in the market. A need for vocational opportunities exist for individuals who lack social skills but are not intellectually impaired. Ms. Travalini has formed a committee of experts and the plan is to work through such things as what service would look like, what kind of programming would be offered, how it would be funded and where it would be located. Mr. Randol and Ms. Travalini are co-chairing the committee.
- iv. Tenant Relations - At the September board meeting, some questions were raised as to how we are working with tenants when issues or concerns are raised. Ms. Thomas is responsible for leasing the residences and ongoing communications with the tenants. Property maintenance issues are forwarded to Jack Strong and/or Chris Robinson, who was hired in July as our Maintenance Manager. Ms. Thomas also coordinates quarterly tenant meetings, provides written updates as needed on site events, snow removal, maintenance issues, project updates and so on.

VI. Committee Reports

A. Economic Development - No updates to report

B. Project Funding – No updates to report.

C. Historic Preservation

- i. The HPC met in early October and approved the new construction plan for Lot 14, to be built by Rockwell Custom. The building plans were handed out to the Board. At Ms. Lee's request, Mr. Randol clarified that not all lots on Officers Row will be purchased by Rockwell. Rockwell is under agreement on two of the Officers Row lots.
- ii. Guidelines & Standards – The committee has completed guidelines for Officers Row, Canal and Quartermaster districts, but due to time limitations, Mr. Randol has engaged Architectural Alliance to assist with completion of the guidelines. The goal is to bring the guidelines before the Board for approval at the December meeting.

D. Personnel – Ms. Frank noted the committee met and suggested the committee check in quarterly to make sure that we are on track to meet goals as outlined in their meeting.

E. Governance Committee – Ms. Frank stated the goal of the governance committee is to assure that our governance structure is suited to the growth of the corporation. The committee, which Ms. Holland has volunteered to chair, met for first time in September and discussed the possibility of expanding the Board of Directors along with restructuring the Advisory Council and committee structure. Any proposed changes to the Corporation’s enabling legislation would require legislative action by the General Assembly.

VII. New Business

A. November Meeting – There will be no November Board meeting. The next Board meeting will take place on December 12, 2018 at 4:00 p.m.

VIII. Public Comment

Ms. Travalini encouraged the use of the Theatre as an economic and social draw to the community.

Mr. Scoglietti noted that due to the timing of statements and board meetings, there may be instances when the financial statements may be preliminary or draft.

IV. Adjourn - There being no additional business or comments, Mr. Scoglietti made a motion to adjourn the meeting, seconded by Mr. Garvin. Motion carried.