

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

HISTORIC ST. MARY'S CITY COMMISSION

COMMISSION MEETING

Saturday, June 10, 2023

Public Relations Building

18401 Rosecroft Road

St. Mary's City, MD 20686

10:00am – 3:00pm

Virtual information – Google Calendar Invite

HSMCC Board Meeting

Saturday, June 10 · 10:00am – 3:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/dcz-ntnz-ghe>

Or dial: (US) +1 470-285-4476 PIN: 410 400 358#

More phone numbers: <https://tel.meet/dcz-ntnz-ghe?pin=1706942994613>

Attendees: Rear Admiral Tim Heely, USN (ret'd), Chairman; Mr. Donald Cropp, Ms. Heidi Fleming, Ms. Judith Fillius, Ms. Bonnie Green, Vice-Chair; Mr. William Hall, Ms. Rosemary Hinkle, Mr. Owen Lewis, Ms. Adrienne Mathias, Dr. Julie Schablitsky, Ms. Lucille Walker

Attendees Virtual: Father William George, SJ, Foundation President; Mr. Kyle Harmon, Mr. Aaron Tomarchio

Guests: Elena Langrill, Assistant Attorney General, Mr. Bob Simmons, Treasurer Historic St. Mary's City Foundation; Ms. Linda Kohler, incoming Commission member.

Guests Virtual: Ms. Hess Branch, incoming Commission member

Staff Present: Dr. Travis Parno, Acting Executive Director; Mr. Peter Carroccio, Chief Operating Officer, Ms. Sharol Buck, Mr. Peter Friesen, Mr. Douglas Hunter, Mr. Joseph Kangas, Ms. Porzia Purves

10:00 Welcome and call to order Meeting called to order at 10:04 a.m. a quorum was present.

- I. Approval of Minutes Rear Admiral Tim Heely, USN (ret'd), Chair
Approval of minutes Motion to approve the minutes by Mr. BJ Hall and Seconded Mr. Owen Lewis. Minutes were approved unanimously

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- II. Introductions Rear Admiral Tim Heely, USN (ret'd), Chair
- a. Peter Carroccio – Mr. Carroccio introduced himself and shared his enthusiasm to be a part of the HSMC team.
 - b. Hess Branch – Ms. Branch gave a brief introduction.
 - c. Linda Kohler – Ms. Kohler gave a brief introduction.

- III. Chair's Report Rear Admiral Tim Heely, USN (ret'd), Chair
- Chairman Heely reported they met with Senator Bailey who is willing to HSMC. Beerfest is two weeks away. This is the biggest fundraiser for foundation, and volunteers are always welcome.
- Chairman Heely indicated the board would discuss the MOU later in the meeting.

- IV. Committee Updates
- a. Administration Ms. Fleming
Ms. Fleming began a correspondence with Father George regarding on the MOU we have begun looking at the changes and want to be sure its in agreement with the new legislation.
 - b. Education Ms. Dillahunt
Ms. Dillahunt reported she is anticipating meeting with Mr. Friesen and will have a full report for the next board meeting.
 - c. Grounds Mr. Lewis
Mr. Lewis reported that the Grounds Committee has the most projects, we are going to be very sympathetic to Joe and his team. We are looking at housing for the old DOVE, we need to make a decision to take to Annapolis regarding what we want and don't want. We are looking at the communications between Mr. Kangas and Mr. Lewis.
 - d. Planning Ms. Walker
Ms. Walker reported she spoke with Mr. Carroccio and Dr. Parno regarding meetings and would like to do a deep dive into the long term and short term goals and bringing in the stadium authority report and the master plan.

Chairman Heely indicated Senator Bailey is in support of the stadium authority report. Ms. Fillius would like to be certain that we are in communication with the Fort to 400 Commission. Ms. Walker reported the commission is being re-vamped per Senator Bailey.

- IV. Foundation Report Father Bill George, SJ

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Father George reminded the board to volunteer for Beerfest, we need to resign up for our liquor license, we are reworking our bylaws – membership coordinator is being interviewed next week. The next foundation meeting is scheduled for June 27, 2023. The Foundation board will be reviewing the MOU and reviewing the Cornerstone contract which is up for renewal.

V. Executive Director Report - Dr. Parno and Mr. Carroccio presented a report. Mr. Carroccio reported the leadership team has met regarding the Audit. Ms. Fillius asked what the difference is between the two deadlines. She also asked if Mr. Pusecker from SMCM been involved with the MOU's. Mr. Carroccio indicated that discussions have begun. The MHIC building (new visitor center for HSMC) has a projected completion date of February 2024, six months for exhibits, with a late summer opening September 2024. WM Davis is currently 22 days behind construction. Ms. Langrill asked is there a penalty, Mr. Carroccio indicated the \$20M dollar project there is only a penalty of \$100 per day. We must live with it, but we will get them moving. Ms. Walker indicated that at least we aren't years behind. Discussion continued.

Mr. Tomarchio asked if this will impact their ability to bid on other state projects. Mr. Carroccio stated we are very concerned about having WM Davis do other contracts for the agency. SMCM is the project manager for this building.

Farthing's Parking Lot Dr. Parno reported that in FY22 HSMC received capital improvement funds \$2M for improvements, the decision was made to spend 75% on the parking lot, the State folded the parking lot into MHIC. Smith Group did the parking lot plan. Repairs were limited to a small portion of the lot. In Fy23 and 24 we received additional funds, and have sent the entire parking lot out to bid, which are due June 28, 2023. Among the needs for the bid are porous parking, lighting and alternative material can be recommended. Discussion regarding alternatives for the parking lot.

Education/Artisan Center Project – Dr. Parno reported the conversion of the old VC to the education artisan center and hands on center. We would like to expand the Artisan center. Ms. Walker will people be able to see, Mr. Friesen indicated that the public will be able to actually do work through workshops etc. Capital project funds for design are available in FY25 with construction funds in FY27 & FY28. We discovered that Part II was not submitted by the March 1, 2023, but we were able to get it in June 9, 2023. There is a \$500,000 fundraising obligation. Ms. Green this is a fundraiser, this is a significant effort it will take a few years. Ms. Walker there be a naming opportunity. Ms. Fillius asked when do we need the funds? Dr. Parno explained the funds need to be raised by the time we break ground FY27. There was discussion regarding the fundraising opportunity.

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Budget: FY23-FY24 Overview: Mr. Carroccio reported the personnel data regular pinned employees we have remained flat in FY23 we received 1 additional we have 66.42 staff total personnel. We have one vacancy. Vacancies in contractual is 17% most of these positions are in the maintenance and grounds positions. Many of the contractual employees are working under the poverty level. Mr. Hunter reported 20-30 part time, 20-30 full time contractual. We would like to have a number of new pins. Mr. Carroccio indicated there is a great team here at HSMCC.

Mr. Lewis asked why does all the membership go to the Foundation, Ms. Langrill indicated that there tax donation.

Key Observations: Revenue is up over the last year. A number of conversations over the revenue budget. Mr. Lewis asked for specific information. Ms. Walker asked does the Commission get to review the Foundation budget, Ms. Green indicated no they are a 501 c 3 organization.

Ms. Green indicated they need to file a 990. Father George indicated the Foundation was set up by John Hanson Briscoe to fund what the Commission could not do for themselves. We need to figure out where the Foundation can be the most helpful, it was founded to assist the Commission and believes the MOU will sort a number of these issues out.

Mr. Carroccio continued his review of the fiscal observations and expenses. Mr. Heely asked what was the reason DBM was going to ask for the funds back? Ms. Fleming commented the fuel tax. Mr. Carroccio added that school tours and events are not reflected in the observations. Mr. Tomarchio asked are you trying to move contractual into pins – Mr. Heely indicated that conversation is part of the closed session. Ms. Kohler asked for an explanations regarding projections and actuals, why the difference? Dr. Parno responded that we are projected to hit the \$630K, that we are seeing things trending upwards

SMCM provides HR, Security, Procurement, Anne Arundel Hall, Project Management, HSMC is allowed to access, all facilities plus a discounted lunch at the campus center. HSMC provides SMCM staff parking at Farthings and the campus center lot. There are a variety of handshake agreements, MOU's, etc. Mr. Hunter and Mr. Carroccio met with SMCM staff, Mr. Pusecker, Mr. True and Ms. Grube. Mr. Pusecker does not want to manage any additional projects on behalf of HSMC. There was discussion regarding the services currently paid to SMCM, and when you replace all the services the cost will be astronomical. Mr. Carroccio indicated the relationship with SMCM is wonderful, but they want to move us along.

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Dr. Parno discussed the COLA Budget Amendment, on May 11, 2023 DBM was not going to fund the cost due to our vacancies. The leadership reported the funds plus were used for other things. Mr. Carroccio reported the leadership team put together a compelling case.

Dr. Parno reported school tours are double from Spring 2022. Mr. Lewis asked if we are back up to pre-covid numbers, Mr. Carroccio indicated not yet but we are heading in the right direction.

Chancellor's Point Research – Dr. Parno reported the burials at Chancellor's point were mitigated, we met with members of the community, excavations were done this spring. There is a Chancellor's Point working group dedicated to the story. Remains will go to the Smithsonian for study. Mr. Lewis asked is it clear that there are no additional burials. Dr. Parno indicated we are not 100% clear regarding the number of remains; the time frame is between 1688 – 1730. If you are interested, please reach out to our office. Ms. Fillius asked are you still excavating in the area? Dr. Parno We are pausing with a large project, we must finish the excavation. Mr. Lewis added that the site is growing with recreation camping, boating etc. Dr. Parno we have the security camera, fencing, and SMCM public safety. Dr. Schablitsky, do you have funds for the analysis? Dr. Parno indicated that the Smithsonian is doing a lot of this for HSMC. Mr. Hall asked if there are any other sites like this? Ms. Walker indicated there is a current project at Serenity Farms. Dr. Parno reported as always, we follow best practices. There was discussion.

Research St. Mary's Fort and Calvert House: Field school started we have 17 students. We have begun the Calvert house project this will be one of the largest excavations HSMC has done. It will be right in the center of town. Good artifacts are coming out. Mr. Lewis asked, what is the difference between Calvert House and St. John's? Dr. Parno, it will have sections of the original building under glass, it's a large 40 x 70 building there is about 10K years of human history. Ms. Mathias is excited to see how this history will be rolled out to the state education system. The site itself has a lot of 17th century history all the way to the 20th Century. Ms. Fillius indicated that we have to be certain to tell the entire history. Ms. Hinkle asked how long will the excavation take? Dr. Parno said 2 years for excavation, two year break and then construction FY27/28. Ms. Walker stated this should be the cornerstone for the 2034 celebration Mr. Harmon added 10K years of indigenous history should be told at that site.

Chapel Exhibit – The tabernacle production is moving forward, Dr. Miller is leading this project, we are moving forward to finish that interior of the chapel. Ms. Green asked is this really the end. Ms. Fillius asked if this is where the coffins are, the remains will be reinterred. Dr. Parno responded and added that climate control installed.

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Chancellor's Point – Mr. Carroccio reported that Chancellor's point is a great asset to HSMC we are working with Ted Warren the director of Sail Center Chesapeake – he is passionate about this. There is a building there, we have put bids out for a high-end trailer, we will also redo the Chase house. There was direction to build a pier there we had local people quote \$300K and then the actual bids were \$1.5M. We have \$750K to renovate the Chase house we will need double that. Ms. Fillius asked about the money from Delegate Crosby, it was \$70K. There was discussion and Ms. Walker liked the idea of a conference center.

The Inn at Brome Howard – we are working on metrics for the Inn, metrics will be developed and approved.

Rental properties – are leased to SMCM, Farming for Hunger, and staff. They are in bad conditions, we put great value on these homes, we have appropriations for a number of repairs. We would like to lease these homes to faculty and staff. There was discussion over the use of the rental homes for staff as well as what value it brings to the museum.

Enso Kitchen – Mr. Carroccio reported the owner Rube Yen is moving to Taiwan he is selling the business to a local couple. We want the right person in there, we want to tie the restaurant to the kitchen (food service). Some discussion regarding the transition food service, restaurant, pub room, etc.

Beerfest – Lots of great bands, food, beer, and the Pride of Baltimore will be here.

Events – Maryland Dove Reception, June 20, 2023 Baltimore. Hosted by Chairman Heely and Pete Carroccio

Maryland Dove Tour – thank you to Maryland Heritage Area

Cell Tower being built at the Mattapany Road site. We have negotiated the lease with Networks LLC. The cell tower lease negotiation with the state are quite different than our negotiations.

Mr. Tomarchio offered it's a great idea about the gift shop and food service. Not a fan of being landlord. Is there a list of RSVP's for the Baltimore reception. Mr. Carroccio indicated he would get to that to him.

VII. Audit Discussion (Final Report) Rear Admiral Tim Heely, USN (ret'd), Chair
Mr. Carroccio indicated the staff has been working on the findings.

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- VIII Discussion of SB 639 Rear Admiral Tim Heely, USN (ret'd), Chair
Chairman Heely stated regarding the Historic Saint Mary's City Reform Act of 2023
Senator Bailey is happy with what we are doing.
- IX. New Business All
Dates for next meetings – we have to have 4 meeting a year Sept. 23, Decedmber 16,
March 2, 2024,
- X. Closed Session Rear Admiral Tim Heely, USN (ret'd), Chair
Chairman Heely asked for a Motion to go to closed session Mr. Lewis made the motion and Ms
Walker seconded, the motion carried.
- XI. Open Session Rear Admiral Tim Heely, USN (ret'd), Chair
- XII. Adjourn – Full board meeting adjourned at 1:50 p.m.

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