

Boonsboro Economic Development Commission

Meeting Minutes

April 24, 2024

Chairman Terri Packard called the meeting to order at 8:08am. Commissioners present: Ron Humbel, Dana Healey, Dianna Crisci-Palmer, Natoma Vargason & Terri Packard. Others attending: Mayor Howard Long, Bryan Wachtel and Ray Hanson.

Secretary's Report – Ron Humbel moved to accept the minutes from the February 28, 2024 meeting. Healey seconded the motion and the minutes were approved.

Treasurer's Report – Packard presented the Treasurer's Report, reviewing EDC income and expenses through mid-April. Humbel moved to accept the Treasurer's Report. Crisci-Palmer seconded and the motion carried. Packard asked Bryan Wachtel if there was any update on the proposed FY2025 budget and he stated that it would be reviewed at the Mayor & Council workshop meeting on April 29th.

Liaison Report – Town Council Member Hanson reported that the Town of Boonsboro has two critical vacancies: Town Manager & Police Chief. The deadline to apply for the Town Manager opening has been extended to May 1st. There are currently 4-5 strong applicants.

With the untimely passing of Chief Morgan, the Boonsboro Police Department currently has one officer. An acting Police Chief has been appointed (part-time) and they are currently looking at other options. Hanson noted that the salaries paid in Boonsboro are not competitive and some changes need to be made to the structure of the department. Mayor Long added that the Council has hired a security company (starting April 24th) to assist in the short-term and they may also add 'Special Police Officers'.

Hanson spoke about the opening of the Community Garden and noted that the facility is very nice, even better than he expected, and it is handicap accessible. Ray concluded his report by saying he will have hip replacement surgery on April 29th.

Old Business:

Grant Updates – Façade Grant – we have been approved to distribute \$50,000 this year. Kathryn Gratton is updating the application and Bryan will let us know when they open the program for applications. Website – Packard will organize a zoom meeting with Revize following Spring Jubilee. National Road Museum bathrooms – NRHF is currently accepting bids for this project.

Downtown Beautification Project – Packard gave an update. State Highway has given initial comments and questions from our master plan, but it was not officially submitted to them. Terri will contact Town Planner Drew Bowen to review the comments/questions so they can be addressed with FSA and updates made. Then Bowen will officially submit the plan to State Highway. FSA will be able to do the necessary engineer drawings of the traffic circle and sign. Once the plan is

approved by SHA, we can begin looking for funding sources. EDC does have \$18,000 from Rural Economic Development Grant to be used toward the traffic circle portion of this project.

Networking Event Series – Dianna Crisci-Palmer reported that the next networking event will be May 23rd at 8am at San Mar. It will take place in the main building and include a walking tour of the facilities, weather permitting. We will need to figure out breakfast – some options were discussed including Dunkin Donuts, StoneWerks and Red Byrd. We need to offer a gluten free option. Packard will get the information to Bryan to be added to the TOB website. Tickets are \$10.

July networking ideas included Meritus Stadium and presentation from Dan Spedden, hosting a speaker at Pathfinder Farm Distillery, and Big Cork Vineyard. Dianna will check with her sister who does business consulting to see if she is interested in being a speaker. September meeting could be held at the National Road Museum as they prepare for a Grand Opening in October.

Business Ribbon Cuttings – The Farmer’s Market has requested a ribbon cutting ceremony on Opening Day, May 7th, to celebrate the beginning of their 10th season. The ceremony will be at 4pm.

Quarterly Rack Cards – the second quarter card is done and should be distributed to all contacts. Those present discussed a plan to get them distributed to all Main Street businesses and other sites that have requested them.

Main Street Maryland – Packard gave an update on the status of the application. It is completed and was presented at the Mayor & Council meeting earlier this month. They had some questions and asked for further information about part-time Main Street Managers – number of hours, salary – and how the program could be funded. Terri is gathering this information and will bring it to the Mayor & Council workshop meeting next week.

Comprehensive Plan – The commission will need to get their thoughts together and submit them to the Planning Commission. Packard has notes from discussions and submissions in January. We will focus on this at an upcoming meeting.

Committee Reports:

Food Truck Festival – Palmer reported on the Garden Tractor Pull – she is working on sponsors. Does she need to ask the Park Board about doing the event again this year? Hanson and Long said, yes it would be best to officially ask them each year. Would it be possible to have a BBQ Pit Master demonstrating in this area? Don’t see why not. Music – Staff Infection will be the feature band and they are booked. Other musicians are scheduled for the Beer Garden stage. Kids activities – Tony M and Soolah Hoops are booked. Food trucks – we need pizza, Greek (Balkan is scaling back and will not attend) and seafood (Jimmy’s?). Other past vendors have opened restaurants – The 301 (not attending), Maddie’s Perogis (will attend) and Whistle Punk (will attend). Dog event – owner of Good Dog Goodies has been approached about coordinating something fun for dogs/dog owners. This would not take place in the dog park.

Boonsboro Town Alliance – Legal Zoom applied for 501c3 non-profit status with the State of Maryland. Town Attorney says it is a Federal application. Ron is calling the state again to get a clear answer about what we need to do to satisfy them and get an answer about the state status.

Spring Jubilee – Residents and business owners located on Lakin Avenue have been contacted about the street closing and there were no complaints or questions. Bryan will contact Central Alarm. Lakin Avenue will be location for food trucks, yard games and the big wheel obstacle course. Who is putting out No Parking signs and when? Port-a-johns and picnic tables will be located in Ron's empty lot. The beer garden will also include the corn hole tournament and Park Avenue band. Dianna and Ron discussed best way to use 2 flatbed trailers for the stage. Two story times will be held in the Town Hall Annex. Abby Humbel will take pictures throughout the day. Gifts Inn Boonsboro is sponsoring the antique tractor rides. Josie's On Main sponsoring decorations. Dana will get ferns for the planters on Main Street. Terri contacted Manning Media for affordable packages to promote the event – they are doing social media and radio mentions.

Howard mentioned that all events should be sent to wjej@myactiv.net, attention Lou Scally, to be announced on WJEJ for free.

Appalachian Trail Community Advisory Board – The next meeting with Meade Hunt is May 1st. Vargason reported that the AT Conservancy Board meeting, held in Boonsboro March 16 & 17, was well received. This is the first time they've held their annual meeting in a trail town and they were very pleased with the hospitality.

Welcome Center – no update

Marketing – at the last meeting we discussed doing an RFP and hiring someone to do a branding package. Tiffany thinks we may not need the full package – could use the current tagline and have one logo made. But that may come with the Main Street program. We will need to get community input for a town logo. So at this point, no RFP has been written.

New Business:

New business activity/updates – High's is waiting for County permits in order to dig. No news on the post office. DiPietro property needs \$750,000 to connect to town waste water system.

Other updates – Town has hired street sweeping service from Williamsport. It will be the third Monday of each month and all streets in town will be swept. This will begin in May or June.

Town election is May 14th.

Question about billboards and possibility of having one that lists annual town events. They are expensive but if you did a listing that could stay up for a few months it might be worth it. Steven Hart owns all in town (717-491-7858).

Ron moved to adjourn the meeting and Dana seconded the motion. Meeting adjourned at 9:50pm.

Respectfully submitted,

Terri Packard