

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

LOCATION: Delaware City Community Center

250 5th Street
Delaware City DE 19706
December 14, 2016
3:00 pm

Meeting Minutes

Board Members:

Susan Frank
David Small
Kevin Kelley
Bert Scoglietti
Richard Cathcart
Herb Netsch
Dale Slotter
Laura Lee
Herb Inden

Advisory Council Members:

Jeff Bross
Hughlett Kirby
Paul Parrets
David Curran

Staff:

Jeff Randol, Executive Director
Peggy Thomas, Site Manager
Max Walton, Counsel
Kimberly Reinagel-Nietubicz

Members of the Public:

Rachael Phillos
Tim Konkus
Larry DiSabatino
Stan Green
Bob Malinowski
Liz Gordon
Billie Travolini
Tim Slavin

1) Call to Order/Minutes

Ms. Frank called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 3:06 p.m.

2) Minutes

Ms. Frank asked if there were any changes, questions or comments regarding the November 9 2016 minutes. There were no comments; a motion was made by Mr. Kelley to approve the minutes as amended, seconded by Mr. Cathcart. Motion carried.

3) **Legal**

Mr. Walton commented as follows:

- A. The transfer of the National Guard parcel to the State of Delaware is in process; a deed is being prepared.
- B. A small parcel of land, estimated at approximately 6000 sq. ft., has been identified as having no official record of ownership. The parcel is located near the entrance adjacent to 5th Street Bridge where the bridge contractors are currently staging their equipment. On the current Master Plan, this parcel shows the construction of a small pond and landscaped entrance to the site. Mr. Walton is currently working to address deed and zoning matter for this mini-parcel.
- C. The Letters of Intent (LOI) being presented later in this meeting at Executive Session have been reviewed.

4) **Treasurer's Report**

The treasurer's report (Exhibit A) was presented by Mr. Randol. No adjustments were made, leaving an unencumbered fund balance of \$428,978.80.

The Budget report was presented by Mr. Randol (Exhibit B) for adjustments to Unencumbered Funds. The unencumbered balance as shown in the Treasurer's Report of \$428,978.80, less a \$300,000 reserve, abatement refunds totaling \$55,773 and adjustments to budgeted items would leave \$239,556 in unencumbered funds for capital projects.

5) **Executive Director Report**

- A. Mr. Randol introduced Peggy Thomas as the Corporation's new employee. Ms. Thomas will be assisting in site management, leasing and accounting.
- B. Mr. Randol provided a Status Report. A copy of the report is attached as Exhibit C.
- C. Financial Summaries of both the Canal District and Officers Row were presented and attached as Exhibits D and E. Mr. Randol noted that the Bank Appraisal is underway for the buildings being renovated and that a commitment should be ready to review at the January Board meeting.
- D. Chapel Elevation – Mr. Randol stated the cost estimates for elevating the chapel and adding a new foundation are much higher than anticipated. Plan would then be to leave the chapel at its current elevation and incorporate a retaining wall. Duffield and Associates will provide a 3D rendering to allow for a more complete visualization of this plan.

6) **Committee Reports**

- A. Economic Development Committee. Committee will continue to focus on entertainment and marina opportunities.

- B. Project Funding Committee. Ms. Kirby noted progress with M&T on financing and that the committee is working with Mr. Randol on the loan commitment.
- C. Historic Preservation Committee. Ms. Lee stated that the Historical Preservation Committee met on Tuesday, December 13th, 2016. Chapman Windows gave a presentation on restoring old windows and new construction windows for historical structures. The Historical Preservation Committee also made progress on the community guidelines. Board members agree that there is some urgency in completing the guidelines as they will be necessary to move forward with future renovations and new construction. Mr. Randol stated that street signs are being designed and priced. The goal is to have streets signs that would replicate those that were originally on the site.
- D. Personnel Committee. No report.

7) New Business

- A. Rockwell Development Group provided an overview of their company and proposed plans for the Canal District. A Letter of Intent has been received from Rockwell Development Group for new construction of 85 units in the Canal District. Christy Flynn of RDG began the presentation with overview of the company's history, owner's background, target market area, and slideshow of current and past projects. Rockwell's focus (niche) is redevelopment/ infill development and smaller communities. Ms. Flynn stated that RDG received a third-party market report that indicated strong demand for the area and the Fort DuPont site overall. The market is strong now. Ms. Flynn showed a variety of design examples that included architectural elements for each of the home styles that would be found in the Canal District. These examples were to give an idea of the scale of each home style and were not actual proposed designs for the Fort Dupont site. Ms. Flynn stated that RDG is recommending that the townhomes facing the Parade Ground be sized at a width of 22 ft. This would allow for a more aggressive price point and absorption rate of units. Anticipated starting price points would range from approximately \$250K - \$350K.

Owner Greg Lingo joined the presentation, reiterating the company's desire to focus on redevelopment and infill projects such as Fort DuPont. Ms. Frank asked what RDG felt would be the greatest risk with this project, to which Ms. Flynn stated that she believed that over-design (over price) relative to the market. Ms. Flynn and Mr. Lingo also stated they are confident that they can work within the historical guidelines and be flexible based on their size and hands-on involvement in the project.

Review of and discussion of proposals for potential sale or lease of land to follow in Executive Session.

- B. Sale of Water System. Mr. Randol provided an update on discussions with both Artesian and Tidewater. Both companies have submitted Letters of Intent for acquiring and operating the existing water, wastewater and storm water management systems. Review of and discussion of confidential proposals will follow in Executive Session.

8. Public Comment

Mayor Green asked when the first model homes are expected to be constructed. Ms. Flynn and Mr. Lingo stated the expected time for that would be Fall 2017.

Billie Tavellini expressed her desire to see a children's respite home built in honor of children who lived at GBHC from 1949-84.

No additional public comments were made.

9. Executive Session

The Board voted to go into Executive Session pursuant to *29 Del. C. § 10004(b)(2)* (sales or leases of property); *29 Del. C. § 10004(b)(6)* for discussion of documents excluded from the definition of public record because public discussion would disclose the contents of such documents - as outlined on the agenda. Following executive session, the Board voted, in open session, to authorize the Executive Director proceed with executing Letters of Intent with Rockwell Development Group and Artesian Water.

10. Adjourn

With no further items to discuss, the Board Meeting adjourned at 5:12 p.m.