

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

LOCATION:
Grass Dale Center
Delaware City DE 19706
December 12, 2017
4:00 p.m.

Meeting Minutes

Board Members:

Susan Frank, Bert Scoglietti, Courtney Stewart, Shawn Garvin, Herbert Netsch, Dale Slotter, Mike Morton, Laura Lee, Carol Houck

Advisory Council Members:

Jeff Bross

Staff:

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

Members of the Public:

Tim Konkus, Mike Hitch

I. Call to Order

Ms. Frank called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 4:15 p.m.

II. Minutes

Ms. Frank asked if there were any questions or comments regarding the October 2017 meeting minutes. No questions were presented, and a motion was made to approve the minutes of the October meeting by Mr. Netsch and seconded by Mr. Morton. Motion carried. Ms. Frank also introduced the newest FDRPC Board member, Carol Houck, Delaware City Town Manager.

III. Chair Report

Ms. Frank informed the board that she and Mr. Randol will be meeting with the Governor on December 21 to give him and update on the Fort DuPont project and FDRPC's budget request. Mr. Randol noted that in the packets provided to the board is a copy of the presentation that Mr. Randol gave to OMB which also has the budget outlined that was approved at the September board meeting. Mr. Randol will provide a similar packet to the Governor.

IV. Treasurer's Report

Mr. Scoglietti reminded everyone that there was no treasurer's report at the October meeting due to problems that QuickBooks Online was having with their software. Mr. Scoglietti reviewed changes in the accounts, additional activity in the loan fund, transfers between accounts, additional draws on the applied loan account, and historic tax credits accrued but not cashed. A transfer from the Bond Bill fund for \$850,000 to the Capital account was done in November. The report shows a number of expense categories in red, the two most notable items being Building 15 and Building 53, which were approved in the budget and added to spreadsheet now that expenses are being incurred on these two buildings.

The total unencumbered, uncommitted, unreserved balance is \$1,597,273.

A motion to accept the treasurer's report was made by Ms. Lee and seconded by Mr. Netsch. Motion carried.

V. Legal

Mr. Walton commented as follows:

HOA – As has been reported to the Board in the past, the traditional DCIOA (Delaware Common Interest Ownership Act) doesn't fit within the framework of what we are doing at Fort DuPont. Mr. Walton noted that an ordinance will be introduced for a first reading before Delaware City Council and if approved, the amendment allows the Corporation as an entity of the state to own and operate subdivision amenities (open space, stormwater facilities, roads and common areas) in individual subdivisions. .

Rockwell Agreement – Mr. Walton requested permission to discuss the status of the Rockwell Agreement in Executive Session.

VI. Executive Director's Report

Mr. Randol commented as follows:

- A. **Budget Update** – In the packet provided to OMB and distributed to the Board, the last page shows our request for \$2,250,000 and how we propose to spend the \$2 million in capital funds & \$250,000 in administrative expenses.
- B. **Officers Row Road** – The road has been paved, curbed, and landscaped. The final top coat and sidewalks will be completed after Delmarva completes installation of electric and gas lines. Elbert Street (alley) has been paved. When grading of lots 1-3 has been completed, we can move forward with filing the revisions to the flood plain mapping.
- C. **Residential units** – Mr. Randol showed before and after pictures of buildings 39, 45, 25 43, 42. Building 15 is being renovated. The porch and siding has been removed.
- D. **Mortar Bunker Remediation** – Mr. Randol showed before and after photos of the interior and exterior. Trees, vines and brush are in the process of being cleared from the mortar pits and top of bunker. Plans are also being developed to show conceptually how the bunker could be converted to a brewery and brew pub.
- E. **Paynter Building (Barracks) Remediation**- Remediation is almost complete. Plymouth Environmental was selected as the contractor; they expect to finish this month ahead of

schedule. Mr. Randol showed photos of before and after remediation. He also distributed a summary of the cost to replace the roof (Attachment B). Mr. Strong reviewed the roof repairs needed and the two proposals received. Request was made to allocate funding for the proposal by Lane Group for a new slate roof (synthetic) and related repairs to the decking, soffits and fascia. Mr. Scoglietti made a motion to approve \$160,000 for roof repairs and related work by Lane Group. Mr. Netsch seconded. Motion carried.

- F. **South Field Soil Reuse** – This item is tied to a later discussion of agenda item B in Executive Session.
- G. **Guidelines** – Mr. Randol provided an update and summary of meeting with SHPO on the guidelines and master planning process. Focus now is on the Marina Village and Quartermaster District.

H. **Master Planning of Districts**

- i. **Quartermaster District Review** – Mr. Randol provided the Board with a new plan for the Quartermaster District that shows 5 new duplexes (10 units) and the conversion of the metal munitions warehouse into a horse stable. This building, along with the adjacent red warehouse that has already been converted into stalls, will be tied into the existing paddock area that is being cleaned up along with repairs to the fence.
- ii. **Marina Village District Review** – Mr. Randol showed a new conceptual plan for the Marina District. The plan has decreased density and building heights. Heights now proposed are from 1 to 4 stories. The development program now shows 60-80 hotel units, conference center, approximately 50 residential condos, 120 boat slips, parking garages, apartments, two-story restaurant, open space along the point, and retail space. Mr. Garvin asked how these plans are addressing sea level rise. Mr. Randol stated that site plans do take into account sea level rise and the flood plain. The levy factors in sea level rise and is being designed with the ability to add more height should that become necessary. Mr. Bross, whose firm (Duffield) is designing the levee and site plan confirmed Mr. Randol's statement. Application for the Marina permit will be submitted to DNREC in January. Mr. Netsch asked what the crossing between the Marina District and Delaware City will look like. Mr. Randol stated the plan calls for a lower-level foot bridge with lift for boats to pass through. Planned width of bridge is not yet known. Mr. Randol is working through the facades and architectural details to further incorporate historic features of the fort. Ms. Lee asked about the anticipated height of buildings. Mr. Randol stated he believes it will be between 45 and 60 feet. Ms. Lee also suggested that the website include an FAQ page that could address questions raised by the public, such as sea level rise.

I. **Engineering**

- i. **Marina** engineering is underway and as previously noted, application to DNREC for the permit will be submitted in January.
- ii. **Round A Bout** – Conceptual plan has been approved by DelDot; no date yet on the construction. Final engineering plans are underway with construction details.
- iii. **Living Shoreline**- Included in packet is a proposal (Attachment C) from Cardno, an environmental services company that has planned many shoreline improvement projects, including the Delaware City Refinery. Mr. Randol displayed a picture of the area of focus, which is the point where the old pier was located (near the park trailhead). The proposed project will restore and reclaim some of the land lost to erosion and add amenities such as a pavilion.

Simultaneous planning is underway through a Byways grant that is expected to tie into the shoreline restoration project with planned trails, parking, restrooms and recreational amenities. The request is to allocate \$28,500 for Cardno's engineering services, which would design shoreline improvements from the point to the treatment facility. The engineering plans from Cardno would then allow the Corporation to leverage SEP funds through the refinery. The amount of SEP funds for constructing improvements set forth in the study would be approximately \$88,000. A motion to approve the contract with Cardno for design of the living shoreline in the amount of \$28,500 was made by Ms. Houck and seconded by Mr. Morton. Motion carried.

VII. Committee Reports

Economic Development Committee – No updates at this time

Project Funding Committee – No updates at this time.

Historic Preservation Committee – No updates at this time.

Personnel Committee – No updates at this time.

VIII. New Business

- A. Market Feasibility and Economic Impact Study – Mr. Randol provided the Board with a proposal (Attachment D) from Rockport Analytics to provide a Market and Economic Impact Study on the overall development of Fort DuPont. In addition to analyzing the economic impact of the project on the state and region, the study would also evaluate the market demand for housing, the conference center and hotel. All information necessary for promoting the site to potential developers and tenants. Rockport's proposal is between \$15,000 and \$20,000. A meeting is scheduled for Thursday, December 14, 2017 to fine-tune the proposal. Ms. Houck stressed the importance of including Delaware City into the scope of the study and to be sure Rockport understands that FD is part of the Delaware City and cohesiveness is important for the whole community. Motion was made by Ms. Houck and seconded by Mr. Scoglietti to allocate \$20,000 for the study. Motion carried.

VIII. Public Comment – No public comments

IX. Motion was made to enter into executive session by Mr. Netsch and seconded by Mr. Garvin. Motion carried.

X. Adjourn

Following executive session, the Board reconvened the public meeting. There being no additional business to discuss Mr. Netsch made a motion to adjourn the meeting. Mr. Morton seconded. Motion carried.