

CHESTERTOWN GATEWAY MASTER PLANNING PROJECT
MANAGEMENT TEAM MEETING
July 31, 2007

The management team for the Chestertown Gateway Master Planning Project met for its initial, organizational meeting at the Chestertown Town Hall, Chestertown, MD at 6:00 p.m. Present were Morgan Ellis, Eastern Shore Land Conservancy (ESLC); Margo Bailey, Mayor of Chestertown; and William Pickrum, Kent County Commissioner. Also present were Susanne Hayman, Kent County Administrator, who will serve as Mr. Pickrum's alternate on the team, and Craig O'Donnell, representing the Kent County News.

Prior to commencing with the planned agenda, there was discussion with Mr. O'Donnell concerning public access to the management team's meeting and discussions this evening. Mr. O'Donnell stated that he believes the Maryland Open Meetings Act (OMA) applies to the management team meetings; that the team should comply with the various requirements of the OMA; and that all discussions conducted this evening should be open to public observation. Ms. Hayman stated that the management team is not an entity subject to the OMA, and even if it were, the OMA does not require any of the business for this evening (i.e., personnel and administration) to be conducted publicly. Mr. O'Donnell stated that that even if the OMA does not apply, earlier statements by ESLC and town and county officials that the gateway processes would be "transparent," infer that press and public will be allowed to observe all meetings and discussions, including discussions concerning specific individuals under consideration as advisory committee members or consultants.

Given that the two main items of business concerned advisory committee selection and consultant selection, the team felt it would not be appropriate to open tonight's discussions to public observation. Mr. O'Donnell left the meeting at 6:10 p.m.

Suggestions were received from the town of Chestertown and from Kent County for individuals to serve on the proposed advisory committee. The individuals selected among those under consideration included: Beverly Birkmire, Megan Bramble, Marian Fry, Jim Gatto, Bill Ingersoll, Bernie Kohl, Max, Ruehrmund; and John Sidel.

Ms. Ellis requested that the town and county provide committee member contact information as soon as possible.

Tuesday, August 7, 2007 at 6:00 p.m., Chestertown Town Office, was established as the time and place for the next meeting, which shall include both the management team and the advisory committee. Ms. Ellis will notify members of both groups. Ms. Ellis will compile information binders for all members and will include contact information, maps of the property, the memorandum of understanding and other basic documents, fact sheets, a list of planning resources, and other useful information. The advisory committee meetings will generally be open for public observation.

Next, the management team discussed the thirteen responses received as a result of the ESLC's request for proposals for a consultant for the project. Those submitting responses to the RFP included:

Consultant	Location
Design Collective	Baltimore, Maryland
ArchPlan Inc.	Baltimore, Maryland
KCI Technologies	Hunt Valley, Maryland
TND Planning Group	Baltimore, Maryland
Mary Means & Associates	Alexandria, Virginia
Brown & Kenner Bressi	Philadelphia, Pennsylvania
LandDesign	Alexandria, Virginia
Burt Hill	Washington, DC
LRH Insite Design	Dover, Delaware
Town Planning & Urban Design Collaborative	Nashville, Tennessee
EDAW Inc	Alexandria, Virginia
The RBA Group, Inc.	Columbia, Maryland
Townscape Design LLC	Clarksville, Maryland

The consultants were rated based on a matrix that compared their proposals with the requirements listed in the RFP. They included the following:

- Developing and Implementing a Community Master Planning Process
- Conducting and Analyzing the site information and site analysis
- Development of Design Considerations and Smart Growth Standards
- Land Use Plan and Design Concept
- Consideration of the character Town of Chestertown
- Cost and Fee proposal

The Town of Chestertown has completed a link from the Town's website to the Gateway Project page on the ESLC website. The County is currently in the process of creating a link.

The projected deadline for the completed master plan is February 1, 2008.

ESLC anticipates issuing a press release and a mass mailing on August 3, 2007.

Mayor Bailey reported that the Maryland Department of Planning (MDP) has expressed interest in providing technical support for this project. Further discussions with MDP will follow as specific needs are identified.

The meeting was adjourned at 7:02 p.m.

