



Board of County Commissioners

Joseph A. Vigliotti, President
Michael R. Guerin, Vice President
Thomas S. Gordon III
Kenneth A. Kiler
Susan W. Krebs



Carroll County Economic Development *Grow Better Here*

Denise L. Beaver, CECD, *Director*
dbeaver@carrollcountymd.gov
410.386.2070 // carrollbiz.org

CCFM Advisory Board Meeting Minutes

Wednesday, April 8, 2026

In Attendance: Jane Sewell, Tony Richardson, Judy Fortin, Marty Hackett, Jac Knust, Tom Gordon, Jr., Emily Miller, Matt Luzuriaga via phone, Commissioner Joe Vigliotti, Commissioner Tom Gordon, Assistant Carroll County Attorney Elizabeth Moore, Denise Beaver, Ann Gilbert, Dana Wachter

Tony Richardson called the meeting to order at 9:31 a.m.

March minutes were approved, with motion by Marty Hackett, second by Judy Fortin.

Introduction of new member Jac Knust was made and all in attendance welcomed and shared our backgrounds and common bonds as board members.

President's Planning Report – Tony Richardson

- Tony advised the rose garden is being tidied up and will have the landscaping refreshed.
- Tony confirmed the Lyburn Pavilion grounds need attention and that he is working with Public Works regarding grading and seeding. He is also looking at trees and grasses to be planted on the sloped area that is problematic. Goal for all work to be done is 2-3 weeks.

Events Report – Dana Wachter

- The 5th Annual Veterans Appreciation event will be held Sunday, 5/3/26 from 12p-4p. Approximately 40 VSOs will attend this event which is free to the public. The first 250 Veterans that come through the gate will receive a special commemorative T-shirt, all Veterans will be given a commemorative pin and a \$5 food coupon to be used at the event. The Municipal Band will kick off the day, with special recognition at 1p. The band Midnight Run will also provide entertainment. There are activities for the entire family, including activities for children.
- Blacksmith Days will be held this year on Saturday and Saturday, 5/16-17/26
- Poly will have an all-year reunion Memorial Day weekend.

Carroll County Government

225 North Center Street, Westminster, Maryland 21157
410-386-2043 // 1-888-302-8978

- The Maryland Wine Festival will be held Saturday, June 6, from 11a-5p. The theme is “Bottles and Blooms” and as such there will be florists and landscape companies attending. Tickets are \$40, and \$75 for an Explorer pass. Two 70’s theme bands will perform and there will be 18 food trucks as well.

Volunteer Coordinator Report – Ann Gilbert

- The Sea Glass Soiree will be held Wednesday, 5/6/26, from 6p-8p. Cost is \$70.
- Nibbles at Night Series – this series offers curatorial talks and is very popular. Held in the evening from 6:30p-8:00p, cost is \$15. Upcoming dates:
 - “Uncovering the Collection” Wednesday May 20
 - “Rural Delivery” Wednesday, 7/15/26
- The Volunteer Appreciation and Recognition Tea will be held Friday, 5/22/26 at 1p in the Reception Barn.
- Ann distributed the Night at the Farm Museum marketing brochure. This event is scheduled for Saturday, 7/25/26, 5p-10p with a rain date of Sunday, 7/26/26. Commissioner Tom brought to our attention that the sponsorship link is problematic in that you can receive an error code. Also, if you are able to get to the link, it is not user friendly for buying tickets to tables as it asks a long list of personal information, which could be off-putting. This system is part of Recreation and Parks. This system was set up through the Comptrollers office so some additional discussions will need to take place to set up another avenue that is more reliable and user friendly.

Commissioner Vigliotti’s Report:

- Joe commented that the welcoming ceremony at the Veterans Day event will be brief and patriotic in concert with the 250th celebration
- Joe reminded us it is budget season, that good progress is being made with a final target about 2 weeks away.
- MPRP update: PSEG made a play to file a motion to set an end date for a final decision that opposition, including the Commissioners, feel is unrealistic. PSEG recently moved their location for the lines to an area in New Windsor. Those affected have not had the same length of time as those on the original path have had to become educated. This is seen as unfair. Counter-motions have been filed by the Commissioners and other groups.

Office of Economic Development – Denise Beaver

- Denise reminded the Advisory Board that annually there is usually approximately \$31K allotted to the Heart of the Civil War Heritage Area organization which

covers the CCFM area for grants. There are different kinds of grant. Mini grants come up in July. The Grant process is very involved.

Office of Economic Development – Denise Beaver – continued

- Denise discussed a recent grant she had proposed for a visitor enhancement plan for CCFM. She said the timing that was required to submit it prevented her from bringing it before the Advisory Board, and as the grant would have required expenditures from the Patron's Fund without prior Advisory Board approval, and because the Advisory was not in approval upon hearing about it, it has been dropped. The process was out of order for this grant as explained by Commissioner Gordon.
- The Agro-Tourism Passport Program will be again in effect this year with 27 locations, CCFM being one. It runs June-October and there is now a Rally Mobile App that can be used.
- May 4-8 is Small Business Recognition Week
- Sunday, May 31 at 1p will be the dedication of the Lyburn Family Pavilion. Advisory Board members will be invited.

Manager's Report: Jane Sewell

- CCFM's ox, Jack, and the Hoff Barn group's oxen Sid and Marty will return towards the end of this month. They all get along well together.
- School tours will begin soon,
- 4 weeks of camp begin June 22. Mackenzie and 4 paid counselors make for a very strong team. And the classroom will be very comfortable now that the HVAC system is complete.

New Business:

- Patron's Fund – Jane distributed an email from the County that outlines the guidelines for the use of the Patron's Fund. At this time there are two steps that must be taken.
 1. Today, the Advisory Board must decide and submit a spending plan to detail what will be spent by July 1, 2026. After discussions about the Blacksten Mill renovations, it was decided by the Advisory Board to allocate \$50K. Tony Ricardson made this motion with Marty Hackett as second. Reminder that we DO NOT have to spend it all, therefore if costs are less, we can adjust.

- However, to ask for more than initially requested would require an additional process. Jane will provide this information and budget as requested
2. For spending from July 1, 2026 – June 30, 2027, an Advisory Board approved spending plan must be submitted a.s.a.p. Jane suggested that Tony form a committee to quickly asses and come forth to the Advisory Board for approval and submission. Tony will form a committee – Judy Fortin and Marty Hackett volunteered. Tony will reach other to other(s) to quickly put this together.

A motion to adjourn the meeting was made by Tom Gordon, Jr., second by Judy Fortin. The meeting was adjourned at 10:50a.

The next Advisory Board meeting is May 13, 2026 at 9:30a.

Respectfully submitted, Judy Fortin