Trustees of the New Castle Common  
Meeting Minutes  
January 7, 2014  

Present: Messrs. Alfree, Castagno, Clayton, Episcopo, Gallagher, Gambacorta, Meek, Viola, Ms. Fiske, Mrs. Ross, Wilson, Yacucci, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer  
Absent: Mr. DeAscanis, Ms. MacDonough, Executive Secretary  

The monthly meeting of the Trustees was held on Tuesday, January 7, 2014, at 7 p.m. in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order. Mr. Thomas Episcopo was sworn in as a Trustee.  

Mr. Gallagher was recognized for his 5 years as a Trustee. A Board contact list was circulated and Board members were asked to make necessary changes. An updated list will be provided to all Board members.  

Public Input: None.  

Monthly Calendar: Bylaws Committee meeting 1/13/14, 5 p.m.; Finance Committee meeting 1/22/14, 12 p.m.; Land Management Committee meeting 2/3/14, 5 p.m.; Property Maintenance Committee meeting 1/29/14, 8 a.m.; Outreach Committee meeting to be determined.  

Mr. Alfree made a motion to add Mr. Episcopo to the Outreach Committee. Mr. Gallagher seconded and the motion was approved.  

Mr. Alfree and the officers have spent some time recently organizing the office. He said that eight candidates will be interviewed this week to handle office duties.  

Minutes: Corrections were made. A motion was made by Mr. Gambacorta to approve the 12/3/13 Trustee meeting minutes as amended. Mr. Gallagher seconded. Motion carried.  

Treasurer’s Report: Mr. Gallagher reported.  
The report was reviewed. Professional fees for the Airbase Carpet Mart appraisal appear on the report. Mr. Gallagher asked that grass cutting/snow removal invoices be submitted within the same month of the service. The PNC loan will end in February 2014.  

Mr. Meek questioned budget figures saying he does not believe the budget reflects the “reset” criteria discussed in a previous Board meeting and asked if the whole Board should have input into the prioritization of funds. Mr. Gallagher disagreed saying the Finance Committee did use the reset process in allocating a large number of funds for maintenance of our buildings. Budget Committee meetings are open to all Board members and were reviewed line by line in the March 2013 Board meeting. The bylaws call for the whole Board to vote on the budget. All requests for funds are prioritized.  

Mr. Gambacorta made a motion to accept the Treasurer’s Report as distributed. Ms. Fiske seconded. Motion was approved.
LAND MANAGEMENT COMMITTEE REPORT – Mr. Gambacorta reporting.

Little League – Mr. Wilson has not received last year’s roster that was requested and will follow up. He has tried unsuccessfully to speak with Barbara Honie concerning the Dave May tribute. The committee has suggested putting in a park off 14th Street in an area that feeds into the rear of the Little League. The area needs to be cleared and Councilman Vannucci believes that if the area is cleared that the City would be interested in putting in a park and maintaining it. This is in the discussion phase at this time. Washington Park is the only City community without a park and it is land locked by Trustee property.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.

The deadline for submittals for requests has passed. The committee does not plan to deal with City requests. The committee will look into whether requests were submitted electronically from the Separation Day Committee, the library, and senior center. Mr. Wilson will follow up with the City.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.

One of the twelve original chairs from the former Board table is on display tonight. A total of four chairs are being recaned and restored to go with the restored Board table. Part of the Board Room floor needed to be removed recently to correct a leaking sprinkler head. Work has begun on restoring the large Board (1910-11) painting. It is expected to be finished by the end of 2014 and will be placed in the conference room in the new library.

Mr. Viola spoke with John Larabie of the State Office of Historic Preservation about the Old Town Hall roof project. Such documented projects are eligible for preservation tax credits of 30% of the cost of the project from the State. ($35,000 credit against $117,000 project) Those credits have no value to the Trust because we are a non-profit, but can be sold and discounted. Mr. Taylor will research. Mr. Viola said that some work being done at Penn Farm may qualify.

We are moving forward with a fire suppression system in the new library that requires no water in the vault.

Residents in Dobbinsville have been notified that sheds that have been installed in the wooded area on Trust property must be removed or the Board will take action to have them removed. A date will be selected for removal to begin and the police will be kept informed.

There was discussion about installing an overhead projector in the Board Room and the second floor meeting room. We have denied past requests by the City to hang speakers on the second floor. The building’s age will be considered when determining the type of equipment to install.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.

Investment performance is in the range of 15%-17% for 2013. The committee’s next meeting (1/22/14) will include both investment firms to review performance. We are finalizing arrangements to secure a VISA credit card.
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**ELECTION COMMITTEE** – Mr. Wilson reporting.
The run-off election of 12/7/13 went well. The committee is over budget for the year. The moment the votes are counted and completed the winning candidate is officially a Trustee; therefore, the committee would like to have a swearing-in ceremony at that time. The new Trustee’s family and citizens are on hand and can experience the ceremony. The committee is looking at streamlining the election process going forward.

**LIBRARY COMMITTEE REPORT** – Mr. Viola reporting.
Work continues on the children’s garden. Some residents and Trustees think the exterior front of the library is plain looking. According to Mr. Viola that was the intention of the project, but they are open to revisiting the matter.

**OPEN SPACE COMMITTEE REPORT** – Ms. Fiske reporting.
Ms. Fiske requested $800 for Sarah Minnich for a detailed estimate and interviewing bids of contractors for the Second Street Park. Mr. Wilson would like to put the park project, and like projects, on hold until major maintenance costs involving Old Town Hall are determined. Ms. Fiske said the park is quite visible and the Trust would not incur much expense, adding she would like Ms. (Val) Stewart of Value Write to seek grant funds to help with repairs to Old Town Hall. Mrs. Ross and Mr. Meek voiced support for the monies Ms. Fiske has requested. *(11/5/13 Board Meeting--The Board approved the hiring of Ms. Stewart to prepare grant proposals toward installation of the Second Street Park.)*

A grant proposal application prepared by Ms. Stewart for $25,000 to Delaware Community Foundation for Second Street Park was provided to the Board on 1/6/14 for review and vote. Mr. Viola does not support any effort for fundraising from private foundations unless we restrict it to this one project citing we need to give such an effort more thought and develop a strategy.

Ms. Fiske made a motion to approve up to $800 to proceed with Sarah Minnich’s detailed estimate for the Second Street Park installation. Mrs. Ross seconded.

Roll call vote followed.
Mr. Gambacorta – yes
Dr. Yacucci – yes
Mr. Gallagher -- yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – no
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
The motion was approved by a vote of 11 in favor and 1 against.

Ms. Fiske made a motion to approve the application that Ms. Stewart has prepared to the Delaware Community Foundation in the amount of $25,000 for installation of the Second Street Park. Mr. Meek seconded.

Mr. Castagno asked if it would be better to include project costs in the application before submitting the application and if we need to provide proof of other funding in order to be considered for funding. Ms. Fiske is asking Ms. Minnich to include lighting and water estimates on the application. She is unsure about providing proof of additional funding, but no matching funds are required.

Roll call vote followed.

Mr. Gambacorta – yes
Dr. Yacucci – yes
Mr. Gallagher -- yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – no
Mr. Wilson – no
Mr. Viola – no, does not believe we have demonstrated the capability or will to move forward (need more thought and develop a strategy)
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes

The motion was approved by a vote of 9 in favor and 3 against.

Ms. Fiske revisited the dike extension/shoreline presentation done by Drew Hayes last year saying she feels it is an important project for the City. She would like to see an ad hoc committee formed to pursue the project.

(Mr. Meek left meeting at 8:20 p.m.)

BYLAWS COMMITTEE REPORT – Mr. Gallagher reporting.
A copy of the criteria explaining the definitions of bylaws, policies, and procedures that is being used by the committee as it reviews our current bylaws was provided to the Board. Definitions are:

Bylaws – Fundamental rules and principles regarding the nature of the organization.
Policies -- What the organization does.
Procedures -- How the organization implements the policy.
The committee is segregating existing bylaws into these three categories. The committee is following existing bylaws language that requires all bylaws changes be approved by the Board. They will consider changing this language as they go through the process.

The Bylaws Committee is an ad hoc committee. Discussion followed about changing the name of the committee once the segregation process is completed. The committee plans to finish segregating the bylaws at their next meeting and hope to provide that information at the next Board meeting.

BATTERY PARK COMMITTEE REPORT – Mr. Castagno reporting.
Mr. Castagno had no report. Mr. Gallagher asked about the work going on at the south end of Third Street. Mr. Castagno said it is the Dike Extension Project. It involves elevating Gambacorta Dike to 9 feet and rebuilding the trail. He informed that DNREC Secretary O’Mara has agreed (today) to provide funding to connect the trail between the Army Creek Dike rebuild project and Gambacorta Dike project (at the Sailing Club). There is a large area of degraded pavement along this section of the river that will be repaired and widened to 10 feet to match the rest of the trail.

OTHER COMMITTEES/OTHER BUSINESS
• Mr. Alfree announced the Trustees must turn over the police station to the City in February 2014.
• In 2014 the Trustees of the New Castle Common will be incorporated 250 years (1764). Mrs. Ross has been tasked with organizing a recognition event in February/March 2014.
• Mr. Alfree will work on getting an official photograph done of all 13 Board members.
• Ballots for those wishing to serve as an officer were distributed to Board members. Return ballots to the office. At next month’s Board meeting a ballot will be distributed for voting purposes. Terms vary by office and there is language in place in the bylaws mandating who is eligible to run for offices.

COMMUNICATIONS – Mr. Alfree reporting.
None.

Action Items
• Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
• Definitions of bylaws, policies, and procedures and draft segregated document as established by the Bylaws Committee will be distributed to all Board members.
• Updated Board contact list to be distributed to members. (Alfree)
• Official photograph to be scheduled for all 13 Board members. (Alfree)

At 8:35 p.m. Mr. Gambacorta made a motion and Ms. Fiske seconded to enter into Executive Session. Motion approved.

The Board reconvened in regular session.
A motion was made to accept the consensus appraisal report from the appraisers/arbitrators and waive the late charges from October through January providing all payments are up to date. The motion was approved unanimously.

A motion was made that effective January 1, 2014 the lease will be transferred from father to son’s entity with the son’s personal guarantee, provided the son’s financial statement is strong enough. The motion was approved unanimously.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common  
Meeting Minutes  
February 4, 2014

Present: Messrs. Alfree, Clayton, Episcopo, Gallagher, Gambacorta, Meek, Viola, Ms. Fiske, Mrs. Ross (by phone), Wilson, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer  
Absent: Messrs. Castagno, DeAscanis, Yacucci, Ms. MacDonough, Executive Secretary

The monthly meeting of the Trustees was held on Tuesday, February 4, 2014, at 7 p.m. in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order. Ms. Tara Duke was introduced as the new Office Administrator.

Public Input: None.

Monthly Calendar: A photographer will be here to take an official Board picture on 3/4/14; Bylaws Committee meeting 2/24/14, 5 p.m.; Finance Committee meeting 2/26/14, 6 p.m.; Land Management Committee meeting 3/3/14, 5 p.m.; Property Maintenance Committee meeting 2/26/14, 8 a.m.; Outreach Committee meeting dependent on discussion tonight.

Grant requests are to be submitted to the Finance Committee by 2/15/14. The week of 2/17/14 each committee chairman will be scheduled to review their respective requests prior to the 3/4/14 Board meeting.

Minutes: A motion was made by Mr. Wilson to approve the 1/7/14 Trustee meeting minutes as submitted. Ms. Fiske seconded. Motion carried.

Treasurer’s Report: Mr. Gallagher reported. The report was reviewed. Mr. Gallagher requested invoices be submitted as close to date of service as possible.

Mr. Gambacorta made a motion to approve the Treasurer’s Report as submitted. Ms. Fiske seconded. Motion approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Gambacorta reporting.
Little League – Mr. Wilson reported they have received last year’s roster and will receive this year’s sign-up sheets. He met with Councilman Vannucci to discuss a park off 14th Street at the rear of the Little League. The committee is to begin the initial phases of clearing the area. He has talked with Barbara Honie concerning the Dave May tribute; more information pending.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting. Requests and allocations from last year and requests for this year distributed to the Board.

- New Castle Historical Society has asked for an increase this year to help them at The Arsenal. They are leasing the building from the State; subleasing half of the building for their operations and providing a welcome center for visitors. The committee believes this would be a good use of funds. It is unclear if the extra monies ($3,000) are a one-time request. Mrs. Ross believes it is important for the Trust to be acknowledged if funding is approved so that citizens know what the Trust supports.
Some Trustees voiced their opposition stating it is not necessary to receive public acknowledgement. The Board needs to do a better job of educating the public about what the Trust does in the City of New Castle. Mr. Wilson recommends the Outreach Committee revisit publishing news articles in the *New Castle Weekly* to educate what the Trust does, our committees and the like. Mr. Gallagher reminded that past efforts with news articles was not successful and he would like to revisit having a voluntary ad hoc committee whose purpose would prepare to the articles.

- Monies requested for Separation Day will be used for fireworks.
- It was noted that Good Will Fire Co. is to be handled separately; it is owned and operated independently. The building is owned by the Trustees.
- Grants given to the Beautification Committee are for City, public, and Trust properties. No private properties included.
- Arasapha Club – In the past half of their monies came from the Trust and half from the City. Last year the City did not provide funding and it is unclear if they will provide funding this year. The club hangs holiday wreaths in the City. The committee proposes allocating $3,000 with the stipulation that $1,500 of these funds go to wreaths to be placed on public buildings and not private businesses.
- Community concerts – The committee is recommending funding. The Trustees have a history of funding the concerts that benefit the community, but did not fund last year. *(3/5/13 Board meeting—Motion to fund the concerts failed, but members were told they could contribute as private citizens while not representing the Trustees.)* Mr. Wilson inquired where funding was received last year. Mrs. Ross said there is documentation containing this information that was provided to the committee.

There was lengthy discussion about the procedure to be used for consideration of the Outreach Committee’s grant funding recommendations. Mr. Meek would like the group to vote on the Outreach Committee’s recommendations tonight. Mr. Gallagher is uncomfortable voting on one portion rather than the budget as a whole. Mr. Alfree suggested waiting until the meetings with individual committees the week of 2/17/14 to review. The Finance Committee would present a finalized budget for consideration at the 3/4/14 Board meeting.

**PROPERTY MAINTENANCE COMMITTEE** – Mr. Viola reporting.

- The new floor was poured in the old library.
- The children’s garden project is progressing.
- Residents in Dobbinsville have been notified that sheds installed on Trust property will be removed. The date of removal is uncertain, but he is satisfied that proper communication with residents has been done.
- Work on the large portrait has begun and it is expected that late spring/early summer the project will be completed. It will be hung in the conference room of the library.

**FINANCE COMMITTEE REPORT** – Mr. Gallagher reporting.

Investment rate of return for 2013: Nicholson and Associates – 17.05% and PNC – 15.08%. Financial advisors suggested rebalancing, which has been done.
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ELECTION COMMITTEE – Mr. Wilson reporting.
No report.

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.
No report.

OPEN SPACE COMMITTEE REPORT – Ms. Fiske reporting.
An application to Gannett Foundation as prepared by Val Stewart was provided to the Board (email and hard copy). It is a $5,000 grant request for installation of the Bicentennial Park. This application is one of a group that Ms. Stewart is submitting to various foundations.

Ms. Fiske made a motion that the Board authorizes Mr. Alfree to sign the application to Gannett Foundation for a grant of $5,000 for reconstruction of Bicentennial Park. Mr. Meek seconded.

Mr. Viola said that foundations might question requests for funds because of the good financial condition of the Trustees. He thinks that in addition to communicating our mission of using Trust assets for the benefit of the citizens of New Castle, it is important to inform of our ownership of several older buildings that require significant upkeep/maintenance and occasionally major projects. Old Furness Library and Old Town Hall are part of the history of the City and State and it might be reasonable for the Trust to make that case.

Mr. Gallagher asked if foundations being approached now are not the same foundations we may need to approach for larger projects. Ms. Fiske will follow up with Ms. Stewart. More grant applications are being prepared by Ms. Stewart. The park is anticipated to cost approximately $100,000.

Mr. Wilson inquired about the cost to the Trust for each application. Ms. Fiske informed that Ms. Stewart is using much of the information from the first application for subsequent applications.

Roll call vote was called.

Mr. Gambacorta – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Wilson – abstain
Mr. Viola – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mrs. Ross -- yes
Mr. Alfree -- yes

Motion approved.
Ms. Fiske made a motion to have the Open Space Committee and Property Maintenance Committee work together to guard the entire City of New Castle shoreline from river rise and storm flooding. She would like the Board to act on suggestions made by Drew Hayes in May 2013. She proposes that both committees obtain concepts from environmental professionals for protecting the entire shoreline of New Castle.

Mr. Alfree expressed his concern with a motion being needed for committees to work together. He suggested that the Open Space Committee request monies for this project to the Finance Committee. Ms. Fiske voluntarily withdrew her motion.

Mr. Meek believes it is crucial for the Trustees to address what it can do to help with the long-term preservation of the City. Several Board members expressed support for moving forward.

Some neighbors informed Ms. Fiske that plant materials were cut down on Trust property. She confirmed and asked the Property Maintenance Committee to look into the matter and tell neighbors that is not normally acceptable.

**BYLAWS COMMITTEE REPORT** – Mr. Gallagher reporting.

The committee has finished segregating existing bylaws in the categories of bylaws, policies and procedures. Definitions were provided at the last meeting. Copies were provided to all Board members for review and comments should be submitted to any committee member before 2/21/14. The Bylaws Committee plans to bring the segregated version before the full Board at the 3/5/14 meeting.

**BATTERY PARK COMMITTEE REPORT** – Mr. Alfree reporting.

John Hollingsworth of Boy Scout Troop 27 completed his Eagle Scout project in Battery Park (repainting park benches and tables) that he proposed to the Board (6/12/12). Mr. Alfree delivered a letter to John at his awards ceremony in early December 2013.

Mr. Meek said the Outreach Committee has discussed ways to reach out to the community including Boy Scouts and Girl Scouts. In the coming year the Outreach Committee will be giving thought to how the Trust can help these groups. He has heard there are plans to do a major renovation in Battery Park. Since it is owned by the Trustees, the Board should be kept informed. He has asked Mr. Castagno to keep the Board abreast of plans of the Battery Park Committee.

Upon Ms. Fiske’s request, Mr. Taylor distributed copies of a 1996 letter he prepared explaining the history of Battery Park and the Battery Park Commission. The Board is the Battery Park Commission and the Battery Park Committee is comprised of two Trustees and a number of City citizens. The Commission is responsible for making decisions about the park. City Council runs Battery Park and asks for approval on certain projects. Mrs. Ross said clarification is needed about the Trust’s input with Battery Park if the Trust is providing funding. Mr. Gallagher informed there are several preservation/maintenance items in Battery Park that the Trust financially supports annually.
OTHER COMMITTEES/OTHER BUSINESS

- Ballots for officer positions were distributed to Board members present and will be mailed to those absent from the meeting. Return ballots to the office within a couple weeks.

COMMUNICATIONS

Mr. Viola is in receipt of a document from DE Division of Water Resources, dated 1/8/14, regarding a permit needing signature for an Application for a Permit to Construct/Monitor Observation Recovery Wells or Soil Borings. Document referred to the Property Maintenance Committee.

Mr. Wilson will be sitting on the bench on Third and Delaware Streets on 2/22/14 from 9-10 a.m. to answer questions from citizens about the Trust. It will be advertised in the New Castle Weekly.

Action Items

- Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
- Updated Board contact list to be distributed to members. (Alfree)
- Official photograph for all 13 Board members scheduled for 3/4/14. (Alfree)
- Event recognizing Trustees’ 250 years of incorporation. (Ross)
- Arrangements to secure a VISA credit card.

A motion was made and seconded to enter into Executive Session at 8:35 p.m. to discuss a personnel matter and matters of real estate. Motion approved.

The Board reconvened to regular session at 9:10 p.m.

A motion was made by Mr. Wilson to direct Mr. Taylor to send a default letter to Alpha Real Estate and Dunkin Donuts followed by filing a Summary Proceeding for Possession against them. If they pay any more money, the Land Management Committee is authorized to meet and decide how to proceed. Mr. Clayton seconded. Motion was approved.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Deborah Turner
Stenographer
Present: Messrs. Alfree, Castagno, Clayton, DeAscanis, Episcopo, Gallagher, Gambacorta, Meek, Viola, Ms. Fiske, Mrs. Ross, Wilson, Yaccucci, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer

The monthly meeting of the Trustees was held on Tuesday, March 4, 2014, at 7 p.m. in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order. Moment of silence observed.

Public Input: None.

Monthly Calendar: Board Meeting 4/1/14, 7 p.m.; Bylaws Committee Meeting tentatively 3/24/14, 5 p.m.; Finance Committee Meeting 3/19/14, 12 noon; Land Management Committee Meeting 3/31/14, 5 p.m.; Property Maintenance Committee Meeting 3/26/14, 8 a.m.; Outreach Committee Meeting to be scheduled if needed; Open Space Meeting to be announced; Archives Committee Meeting in the vault 3/6/14, 2 p.m.; Special Capital Budget Meeting 3/9/14, 5 p.m.

Final arrangements are being made for the Trust’s 250th Anniversary event scheduled for 4/11/14, tentatively 5 p.m.-7 p.m. in the new library. More details to be provided later in the meeting.

Minutes: Corrections were noted. A motion was made by Mr. Gambacorta to approve the 2/4/14 Trustee meeting minutes as amended. Mr. Gallagher seconded. Motion carried.

Treasurer’s Report: Mr. Gallagher reported. The report was reviewed as submitted.

Mr. Gambacorta made a motion to approve the Treasurer’s Report as submitted. Mr. Viola seconded. Motion approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Gambacorta reporting.
Tremont Hotel and Dunkin Donuts – Mr. Taylor continues efforts to collect outstanding monies. To be discussed further in executive session.

The committee recommends that Mr. Alfree, as president, send a demand notice to Dr. James for monies still owed for past due rent.

Checkered Flag Used Cars – The committee recommended adding the son’s name to the lease.

Mr. Wilson made a motion to substitute the entity of the deed for Good Deal Auto rather than Checkered Flag, and add the son, Matthew Lake, as a signer and the father, Joseph Lake, and existing lease holder, as a co-signer. Mr. Clayton seconded the motion.

Mrs. Ross asked if a credit check on Matthew Lake has been considered in the event the lease would turn over to him. If that did happen, Mr. Taylor said it would be a matter of whom the father leaves his interest in the lease to. The tenants have agreed to the rent increase.
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Motion carried.

Mr. Taylor reported that negotiations are being worked out with Mr. (Richard) Stat to get small pieces of land removed from their loan documents for the bike trail. An amendment to the lease to remove the small pieces of land is needed.

Mr. Wilson made a motion to approve removal of the small parcels in the lease of 326 Associates so that the State can complete work on the bike trail. Mr. Clayton seconded. Motion approved.

Penn Mart is presently negotiating an extension to their lease hold mortgage loan. Mr. Taylor has reviewed the two documents submitted for review. Penn Mart needs an extension to the current mortgage while negotiating the rent increase so a new mortgage can be prepared going forward. This is not the new lease.

Mr. Wilson made a motion to give the President and Chairman of the Land Management Committee the authority to approve documents the Trust needs to sign for an extended mortgage. Mr. Clayton seconded. Motion carried.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
None.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
• Mr. Wilson reported the committee looked into the complaint Ms. Fiske received about plant materials being removed from Trust property and have concluded the plant matter to be phragmites.
• The library director is looking forward to the Board’s 250th anniversary event taking place in the new library. It will help to showcase the library.
• A letter has been sent to National NVAC that 3/31/14 is the end of the existing HVAC agreement.
• Suitable period lighting has been purchased and will be installed in the old library this week.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
The budget for 4/1/2014 to 3/31/2015 was reviewed by page beginning with Administration.

• OSC Shoreline Study – Less funding is being recommended. It is up to the City to seek grants and deal with DNREC and the Army Corps of Engineers.
• Historic Area Commission (HAC) review – The City asked the Outreach Committee for funding to reform HAC and the Finance Committee will match their funding.
• Environmental – Mr. Wilson said that some of our properties may be vacated this year and he questioned whether funds should be allocated for EPA situations. He was informed those issues would be addressed in the capital budget.

Mr. Gallagher made a motion to approve the Administration operating budget as submitted. Mr. Wilson seconded. Motion approved.
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Personnel – Amounts are different than last year because the Trust is no longer paying the City $130,000 in Property Maintenance.

**Mr. Gallagher made a motion that the operating budget for Personnel be approved as submitted. Dr. Yacucci seconded. Motion approved.**

Property Maintenance – The maintenance budget formerly encompassed everything. This budget is broken out by property. Mr. Castagno said that maintenance issues are about the same as last year.

Penn Farm – Mr. Castagno detailed the work being done. Ms. Fiske questioned what grass mowing is being done. He replied it is the same services the City did around the house and road. She asked for confirmation that repairs done on the corn crib, barn, and milk house are structural. Mr. Castagno confirmed. He anticipates a presentation by Delaware Greenways to the Board on what they are doing to the property and what it can look like in the future. Mr. Meek asked if the Board is maintaining flower beds that are planted by the Beautification Committee at the 7th Street Mound, Ferry Lots and Ward Triangle. Mr. Castagno detailed work planned that did not include flower bed maintenance.

**Mr. Gallagher made a motion that the operating budget for Property Maintenance be approved as submitted. Ms. Fiske seconded. Motion approved.**

Contributions – Mr. Gallagher said the Finance Committee is asking the Board to vote on the Concerts line item separately. The Finance Committee is not recommending the funding request made by the Outreach Committee for $5,500.

**Mr. Meek made a motion to vote to grant $5,500 to Concerts. Ms. Fiske seconded.**

Mr. Meek said the concerts have been enjoyed by citizens and visitors for many years and the Board has supported them. Mr. Castagno does not think this item is consistent with the Trust’s mission to preserve and enhance the assets of the Trust; we provide significant capital to improve our properties so that non-profit organizations can use them for the benefit of the people and he does not believe that Concerts and other items on the Contributions list are worthy of the Board’s support. He will continue to personally support the concerts.

**Roll call vote was called.**

Mr. DeAscanis – yes
Mr. Gambacorta – yes
Dr. Yacucci – no
Mr. Gallagher – no
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – no, supporting personally
Mr. Wilson – no  
Mr. Viola – no, supporting personally  
Mrs. Ross – yes  
Mr. Meek – yes  
Mr. Episcopo – yes

The motion was approved by a vote of 7 in favor and 5 against. The operating budget for Contributions will be changed to reflect $5,500 for Concerts.

Mr. Gallagher reported that the line item for Friends of Bellanca is being picked up under Maintenance.

Mr. Gallagher made a motion that the operating budget for Contributions be approved as amended. Ms. Fiske seconded. Motion approved.

(The total for Contributions changes from $197,300 to $202,800.)

City Contributions – Mr. Gallagher made a motion that the operating budget for City Contributions be approved as submitted. Mr. Gambacorta seconded. Motion approved.

(Total Operating Budget - $1,100,800; Total Capital Budget - $200,000; Grand Total - $1,300,800)

ELECTION COMMITTEE – Mr. Wilson reporting.  
A meeting will be scheduled to determine the new chairperson. The committee chairman requested this committee be removed from the agenda until such time it is necessary. Other activities can be reported in other committee reports.

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.  
No report.

OPEN SPACE COMMITTEE REPORT – Ms. Fiske reporting.  
Applications to Laffey-McHugh for $15,000 and Kutz Foundation for $5,000 as prepared by Val Stewart were provided to the Board prior to the meeting. Both are for the installation of the Bicentennial Park.

Ms. Fiske made a motion for approval of the Kutz Foundation grant request for $5,000 to help install the Bicentennial Park. Mr. Meek seconded. Motion approved by a vote of 12 in favor and 1 against (Wilson).

Ms. Fiske made a motion for approval of the Laffey-McHugh Foundation grant request for $15,000 for the installation of Bicentennial Park. Mrs. Ross seconded. Motion approved by a vote of 12 in favor and 1 against (Wilson).
BYLAWS COMMITTEE REPORT – Mr. Gallagher reporting. 

Mr. Gallagher made a motion to accept the segmentation of the old bylaws into the three categories that the Bylaws Committee has completed. Mr. Meek seconded. Motion approved.

Ms. Fiske will send the Board the initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official.

Two changes to policies and procedures were submitted to the committee and reviewed. The committee supports both.

Article X, Section 3, move the last sentence that reads, “The Board shall have an established procedure for the method of voting” and the lower section into Procedures.

Mr. Wilson made a motion to accept the change to Article X, Section 3. Mr. Gallagher seconded. Motion approved.

Mr. Wilson made a motion to give the Bylaws Committee the right to continue with this proposal in anticipation that it will be affirmed at the next meeting.

Article XIII, Election of Board Members – Mr. Taylor suggested changing the language to read, “commencing on the conclusion of the election” in the event of an irregularity. The committee will distribute the content electronically at least 10 days prior to the next Board meeting with the intention of voting at the April meeting.

Mr. Wilson withdrew his motion.

Finance Policy Proposal – Mr. Gambacorta has introduced this proposal citing it was done in the past, but has ceased over time. The committee considers it a policy and it will be voted on at the April meeting. Mr. Gallagher invited input to the committee. Mr. Wilson requested that Mr. Gambacorta table his motion until the Bylaws Committee determines if it is a policy or procedure, or at least until after the 3/9/14 Capital Budget Meeting. Mr. Gallagher noted that a policy “defines how we operate our organization.”

Interpretation of the proposal differs among Board members. The focus is on text concerning expenditures that exceed $10,000. Some members feel that once the budget is approved that no further approvals are needed unless additional monies are needed for that line item. Other members think that more transparency is needed so Board members know exactly what funds are being used for.

Mrs. Ross would like to put bids out for work to be performed. This is not part of the current proposal language. Mr. Gallagher conceded more work on the proposal’s language is needed to provide clarity, and will be provided to Board members 10 days before the next meeting.
BATTERY PARK COMMITTEE REPORT – Mr. Castagno reporting.
No new policies to report. Mr. Meek requested that the Board receive more reporting on what the Battery Park Committee is doing saying that he has been questioned about plans for the park. Mr. Castagno responded that the Property Maintenance Committee will propose a 3-year capital improvement project outline for Battery Park and all Trust properties at the 3/9/14 capital budget meeting. The project is based on the Battery Park Proposal Concept presented by Drew Hayes. Mr. Gallagher stated the Board has not agreed to move forward with Mr. Hayes’ plan, and that if the committee is working off those plans the Board is unaware.

Mr. Alfree reminded that Board members can attend any committee meeting and participate in discussions. The committee then brings matters before the full Board for a vote.

Mrs. Ross inquired about a meeting before the capital budget meeting to address questions. Mr. Alfree said the slide program for the capital budget meeting will be sent to all Board members prior to the meeting and questions can be presented to respective committees for response. No additional meeting is planned.

OTHER COMMITTEES/OTHER BUSINESS
• 250th Anniversary Celebration -- 4/11/14, tentatively 5 p.m.-7 p.m. in the new library. The police station is paid off and will be turned over to the City. Mr. Alfree is working on a recognition plaque. A history of the Trust is being prepared and artifacts will be on display. The invitation includes many of the people from the Separation Day mailing list and Mrs. Ross asked the Board to notify her of any names not on the list. Invited guests will meet for an hour before the event is opened to the public. Invited guests will include former Trustees, President Obama and Vice President Biden.
• Results of ballots for officer positions are as follows: President-Mr. Alfree; Vice President-Mr. Clayton; Secretary-Mr. Viola; Treasurer-Mr. Gallagher; Assistant Secretary-Mr. Wilson; Assistant Treasurer-Mr. Wilson. Existing bylaws do not address allowing one person to serve in both “assistant” positions. Ms. Fiske suggested clarifying this in policies and procedures. Officers will assume their duties on 4/1/14.
• Filing System – Filing tabs are being made for properties within the City limits and will show the name of the property or the lessee; the next tab will have the number that matches the map; the last tab will show the tax parcel number. Next project will organize properties outside the City limits. The task should be finished by 4/1/14.

COMMUNICATIONS -- Mr. Viola reporting.
Craig Lukezic of the DE State Office of Historical and Cultural Affairs sent a letter from New Holland Foundation for Mutual Heritage (Dutch archæologists) that Mr. Viola read aloud. The group shares Mr. Lukezic’s interest in Fort Casimir and is interested in supporting further research.

Action Items
• Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
Trustees of the New Castle Common
Minutes of March 4, 2014

- Updated Board contact list to be distributed to members. (Alfree)
- Event recognizing Trustees’ 250 years of incorporation. (Ross)
- Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)

Mr. Gambacorta made a motion to enter into Executive Session at 9 p.m. to discuss matters of real estate, litigation, and a personnel matter. Mr. Gallagher seconded. Motion approved.

The Board reconvened to regular session at 9:40 p.m.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common  
Capital Budget Meeting Minutes  
March 9, 2014

Present: Messrs. Alfree, Castagno, Clayton, DeAscanis*, Episcopo, Gallagher, Gambacorta, Meek, Viola, Ms. Fiske, Mrs. Ross, Wilson, Yacucci, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer

*arrived at 5:10 p.m.

A meeting to review the capital budget for the Trustees of the New Castle Common was held on Sunday, March 9, 2014, at 5 p.m. in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order. Pertinent information was provided to the Board before the meeting.

The purpose of the meeting is to discuss Trust properties that need maintenance and to gain an understanding what monies will be needed to address maintenance issues. The Finance Committee can then begin to develop ideas for funding. This presentation is an introduction of conceptual ideas about those properties. Budget numbers are rough estimates between two asset allocations (income-producing and non-income producing).

Mr. Alfree turned the meeting over to Mr. Castagno. An outline of maintenance activities and services was given to the Board. This past year the Trust assumed all property maintenance of its properties from the City who provided these services in the past. The maintenance outline applied to properties with buildings and properties without buildings where some of the properties may have had ancillary buildings.

Investing and improving our properties increases the value and use of the properties and could potentially increase rental income.

Assets have been broken up into two classifications -- Income –producing properties and non-income producing properties (that includes open space, hold for the benefit of citizens).

Income-producing properties were outlined individually.

- We are analyzing whether to invest capital to restore the Professional Center or remove it. Funds have been allocated for both. The property has property development opportunities as a result of being in the Downtown Gateway zoning district that allows for mixed use.
- Tremont Motel – will end up with an old building that likely will be vacant for some time until we a suitable tenant is found. A vacant building is a liability and removal is being considered.
- Basin Road – Small parcel from Schoolside to Stockton, zoned retail commercial-New Castle City, presents challenges to make it marketable. To solve the challenges, significant work needs to be completed including a survey, topo, wetland delineation, remediate wetlands, build up above flood plain, and prepare for pad-site marketing.

Non income-producing properties (with and without buildings).

- Town Hall – Mr. Viola reported that a structural engineer will be brought in to analyze suspected movement in the building. That engineer will provide the names of firms that specialize in structural movement in buildings. The structural engineer will monitor the progress of the firm employed to analyze movement and prepare a survey/document on Town Hall for our records. The Property Maintenance Committee is moving ahead with
plans proposed by a masonry expert to address pointing. Ms. Fiske suggested employing professionals who have no interest in doing any other work. Mr. Meek asked if an overall review of all properties was being considered in order to prioritize maintenance work to be done. Mr. Castagno said that has not been done.

- **Bellanca** – Wall stabilization needs to be analyzed and windows need to be fixed. This would add to the value and use of the property. Past uses of the building created a build up of clutter in the building making it difficult to use. About $600,000 (State of DE and Dept. of the Interior) of work has gone into the building prior to its current use.
  - The Friends of Bellanca have installed indoor plumbing via fundraising efforts. Mr. Castagno reminded there is a 50-year conservation easement on the property and the Trust would owe $300,000 to the Dept. of the Interior if it is torn down. He would like to make it a “proud asset” of the Trust. It is in the Board’s best interest to take care of the property. Improvements to the parking lot support downtown events, Penn Farm activities and the Little League.
  - Installation of a sprinkler system would increase uses of the building (theater, fundraising events). Mrs. Ross asked whether fundraisers would be specific to improvement of the property. Mr. Castagno said other non-profits have not been asked to use fundraising monies towards the building they are occupying. Mr. Gambacorta stated the building is not in good condition and is concerned with future expenses. The Friends of Bellanca agreed to maintain the property and he would like to review what their plans are before making any decisions.

- **Penn Farm** – Fencing and gates along School Lane to address security issues.
- **Good Will Fire Co.** – Looking at a silicone roof coating. It is cheaper than replacing the entire roof and there are no seams.
- **Battery Park** – Need to identify engineering part and have a certified engineer prepare a design to address problems that exist with drainage, restrooms and related issues (ADA compliant, State code compliant), parking lot, tennis court fencing, playground issues.
  - There is no ADA equipment to accommodate special needs individuals or a path for wheelchair use.
  - The wooden bulkhead on the south side of the wharf is deteriorating. Engineering and analysis is being explored and must be approved by the Army Corps of Engineers. The City can submit for grant monies to leverage resources.
  - A number of benches were damaged during the dike restoration.

- **Ferry lots** – Looking at new ways to improve safety, use and vegetation.
- **Bull Hill (back)** -- Property Maintenance Committee is working with Drew Hayes and plan to have him address the Board about the experimental meadow and path forward.
- **Dobbinsville Area** – Looking to decrease mowing expenses (about $25,000 yearly). Access problems and dumping may warrant gates.
- **Little League** – Mr. Wilson has talked to their leadership about their long-term plans and how they fit into the Trust’s long-term portfolio.
  - A 10-acre piece of the t-ball field could be segregated and used for commercial development. In 1994 the Board created a site plan that included the area in commercial development.
The Trust would clear land for a park in the Washington Park area with the City putting in the park, site plan engineering for the front, and pad site development for marketing in the front. Appropriate zoning is in place.

- Bicentennial Park – Ms. Fiske distributed a “request for funding” document to develop Bicentennial Park. It was submitted to the Finance Committee.
- Hermitage Area – This is a newer acquisition that is being explored for open space or commercial development. The Open Space Committee wants to meet to discuss how the property might be used.

Over the next three years approximately $300,000 is needed to improve income-producing properties. It is projected that approximately $1.5 million is needed for non-income producing properties to improve their value over the same timeframe.

To pay for everything outlined, prioritization and project planning will be needed. Funding comes from rental incomes, restricted funds principal and returns, bank financing, and matches of grants. The operating budget is consumed by rental income. The Finance Committee now needs to explore funding options.

Mr. Gallagher questioned not having projections in place for unexpected maintenance issues like boilers, utilities, heating and air conditioning. He supports a capital assessment/property improvement plan of our buildings by engineers to help understand what work might be needed and when to help during budget preparations. Plan for the unexpected rather than respond to the unexpected.

Mr. Alfree suggested taking an amount of monies from capital budget line to fund a professional engineering firm to begin the assessment process. The operating budget was finalized at the March Board meeting. The capital budget must be approved before April. Mr. Castagno suggested putting aside $200,000 for debt service.

Mr. Gallagher questioned where monies would come from if the engineering firm determines a major maintenance issue that needs immediate attention. If such a situation presents itself the Board would need to meet to decide how to address funding that issue.

Mr. Gallagher asked how the Board decides prioritization. Mr. Castagno suggested that monies be put in reserves to be authorized by the Board. The Board would decide prioritization based on the engineering report.

Mr. Wilson made a motion to earmark $200,000 in Capital Projects that should include independent assessment of all Trust buildings and for interest and principal payments associated with a revolving line of credit or similar financial vehicle. Motion was seconded by Ms. Fiske.

Roll call vote followed.
Trustees of the New Castle Common
Minutes of March 9, 2014

Mr. Wilson – yes
Mr. Gambacorta – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. DeAscanis – yes
Mr. Viola – yes
Mr. Castagno – yes
Mr. Clayton – yes
Mr. Episcopo – yes
Dr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Alfree -- yes

Motion approved by unanimous vote.

Operating budget distributed to the Board. Members were instructed to include $200,000 for the engineering assessment. The total budget is now $1,300,800.

Mr. Meek requested more frequent communication in advance as the process moves forward. Mr. Gallagher requested “hot topics” such as the Little League fields be included in the monthly reporting. Mr. Wilson acknowledged saying updates will be part of monthly reporting.

There being no further discussion, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common
Meeting Minutes
April 1, 2014

Present: Messrs. Alfree (President), Clayton (Vice President), Viola (Secretary), Wilson (Assistant Secretary & Assistant Treasurer), Castagno, DeAscanis, Episcopo, Gambacorta, Meek, Ms. Fiske, Mrs. Ross, Yacucci, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer
Absent: Mr. Gallagher (Treasurer)

The monthly meeting of the Trustees was held on Tuesday, April 1, 2014, at 7:03 p.m. in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order. Moment of silence observed.

Public Input: Craig Lukezic of the Delaware State Office of Historical and Cultural Affairs, and Wade P. Catts of John Milner Associates (JMA) (historic preservation and cultural resource services) gave a presentation about Fort Casimir; why it is important and additional research they would like to do at the site. Mr. Lukezic has been in contact with the New Netherland Foundation who is interested in this research and has indicated by letter the possibility of providing some funding of such a project. After the State’s last “survey” in 2012, they requested funding for more specialized clean up and preservation of the artifacts they retrieved. They reiterated that request at this meeting. The State has proper storage capabilities and space to house the artifacts. A letter will be sent to the Trust detailing the archeological project. Mr. Alfree said the Trustees are supportive of further research of Fort Casimir. Once the letter from Mr. Lukezic is reviewed a letter giving authorization for the project can be provided.

Russell Smith, Superintendent of the National Monument, was introduced. He will make a presentation to the Board at a future meeting.

Monthly Calendar: Land Management Committee 5/5/14, 5 p.m.; Open Space—will inform if meeting is scheduled; Property Maintenance 4/30/13, 9 a.m.; 250th Anniversary Celebration 4/11/14, 6 p.m.; Arbor Day at Penn Farm 4/25/14, 10 a.m.

Minutes: Corrections were noted. A motion was made by Mr. Gambacorta to approve the 3/4/14 Trustee meeting minutes as amended. Mr. DeAscanis seconded. Motion carried.

Treasurer’s Report: Mr. Alfree reporting.
The report was distributed prior to the meeting. The draw-down report will be finalized next month.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Gambacorta reporting.
Mr. Meek questioned the cost of lighting of the parking lot at Bellanca. Five parking lights will be purchased – 4 to be installed and 1 as a spare. The lights are period lighting and will be underground. MSC is donating the labor to install the lighting.

Little League – Mr. Wilson received their roster. The number of children in the league that live in the City is approximately 30%, or 78 children. He believes the Board is providing a service to the citizens and that Trust money is being spent well.
OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
Mr. Meek asked which committees would be involved with the proposal from the State and JMA. The Trust needs to know whether such a project provides benefit to the citizens of New Castle. Once Mr. Alfree receives the letter detailing what is involved with an archeological project that question can be addressed.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
An update of the committee’s activities was distributed. The grass and landscaping vendor will be consolidated under one vendor this season with new bids requested for next year. Proposals were solicited from four vendors and reviewed by the committee. For this past year, Mr. Viola said the committee recommended awarding larger work to one vendor and a smaller, local company was awarded other work they were equipped to handle. The committee decided it was best to consolidate all work next year. Mr. DeAscanis disagreed with Mr. Viola’s account of action taken with the bids. Mr. Viola will provide Mr. DeAscanis with a copy of the quotes.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.
After the capital budget meeting, the Finance Committee met to identify funding solutions for capital projects. They met with PNC and Fulton Bank and have received commitment letters from both. Since PNC has Trust assets collateralized, it would be approximately 2% for a revolving line of credit. Fulton Bank is slightly higher. The committee needs to review the commitment letters before making a recommendation to the Board.

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.
Some touch-up work is being done inside the library in preparation of the 250th Anniversary Celebration.

OPEN SPACE COMMITTEE REPORT – Ms. Fiske reporting.
Applications to Marmot Foundation for $15,000 and Bank of America Foundation for $10,000, prepared by Val Stewart, were provided to the Board prior to the meeting. Both are for the installation of the Bicentennial Park.

Ms. Fiske made a motion for approval of the Marmot Foundation grant request for $15,000 for installation of the Bicentennial Park. (Invoice was sent to Board members.) Mr. Meek seconded. Motion approved by a vote of 11 in favor and 1 against (Wilson). Mr. Wilson asked what the cost is to the Board to submit a request. Ms. Fiske is unsure but will get that information to the Board. Mr. Wilson was asked to provide his rationale for voting against the motion. He said he is skeptical about receiving funding and it is a waste of money. He believes the park should have been fixed up by the Property Maintenance Committee a year ago.

Ms. Fiske made a motion for approval of the Bank of America Foundation grant request for $10,000 for installation of Bicentennial Park. Mrs. Ross seconded. Motion approved by a vote of 11 in favor and 1 against (Wilson).
The Hermitage – The committee proposes making The Hermitage a bird viewing site. They suggested a bird viewing platform, osprey platforms in the wetland section, and plantings for butterflies and birds. Costs would be low. Proposal was distributed to Board members and was viewed positively. Mr. Alfree inquired about liability to the Trust. Mr. Taylor said the Trust is protected by statute to use the property free of charge for recreational purposes. We need to make sure our insurance carrier is aware of the “improvement” (viewing stand) being made to the property and that we are adequately insured. According to Mr. Wilson extensive clearing will be needed to view the water and land birds. Ongoing work will be required to maintain what is done on the property. Going forward it will be a capital investment. Mr. Castagno thinks a partnership with another group that can develop a proper plan would be a good idea. The Board agreed with the concept and to pursue a plan and the costs involved.

Ms. Fiske asked the Property Maintenance Committee if parking lot work at The Hermitage could be connected to the new parking lot at Bellanca. Discussion revealed that no financial relief would be realized because the parking lot at The Hermitage should be included with the plan previously discussed.

Mr. Alfree developed resolutions, with assistance from Messrs. Gambacorta and Castagno, to turn over two properties (police station and Municipal Services [MSC]) during the 250th anniversary celebration. Both resolutions were read into the record. Three copies were circulated for Board member signatures. One copy will be given to the City, one to MSC, and one for Trust records.

BYLAWS COMMITTEE REPORT – Ms. Fiske reporting.
- The Finance Policy Proposal and Article XIII, Election of Board Members will be distributed electronically at least 10 days prior to the next Board meeting.
- Article X, Section 3, Meetings of the Board of Trustees – The last sentence that reads “The Board shall have an established procedure for the method of voting” will remain a part of the Bylaws while the lower section dealing with the method of voting shall be moved to Procedures. It will be distributed electronically at least 10 days prior to the next Board meeting.

Mr. Wilson read a proposal to eliminate the Open Space Committee citing there is no longer a need for the Property Maintenance Committee and Open Space Committee to co-exist. Duties of the Open Space Committee would be reassigned to the Property Maintenance Committee. His rationale is that operating two property managing committees is redundant and wastes energy, time and resources.

Mr. Wilson made a motion to eliminate the Open Space Committee from our bylaws/policies and have said responsibilities come under our Property Maintenance Committee. A copy of the bylaw/policy for the Open Space Committee was attached to the proposal and provided to Board members 10 days before this meeting. Mr. Clayton seconded the motion.

Ms. Fiske disagrees with Mr. Wilson’s proposal and explained her rationale (distributed to the Board prior to the meeting). The Open Space Committee is charged with advising the Board on
matters involving acquisition, development, sale or use of its property. The Property Maintenance Committee is responsible for the maintenance of buildings and other Trust properties and can recommend those repairs/improvements it deems advisable to the Board. She believes there is enough work to warrant both committees. Mrs. Ross and Mr. Meek support keeping both committees. Dr. Yacucci sees repetition between the two committees and suggested they work together to solve. Mr. Alfree asked if all the duties of the Open Space Committee would go to Property Maintenance or other committees. Mr. Wilson said that would be the Property Maintenance Committee’s decision. Mr. Alfree expressed concern with having to change the bylaws if some duties are reassigned. The motion on the floor assigns all duties to the Property Maintenance Committee. Dr. Yacucci questioned where Open Space Committee members would go if the motion passes. Committee assignment sheets have been distributed to Board members tonight in accordance with the bylaws, and Mr. Alfree wondered if assignments should be effective in June or September, noting September would be a better timeframe.

Mr. Castagno said any Trustee can participate in identifying open space and development ideas and it should be incumbent on the President to identify an ad hoc committee to determine if the property is worth acquiring or not. Ms. Fiske suggested considering this motion during the process of changing the bylaws, policies and procedures. Mr. Wilson asked for the Boards’ opinion; lengthy discussion followed. Mr. Wilson let his motion stand as presented.

Roll call vote followed.
Mr. Alfree – no
Mr. Castagno – yes, and that the President have the ability to appoint ad hoc committees.
Mr. Clayton – yes, citing Mr. Castagno’s rationale.
Mr. DeAscanis – no
Mr. Episcopo – yes
Ms. Fiske – no
Mr. Gambacorta – no
Mr. Meek – no
Mrs. Ross – no
Mr. Viola – yes
Mr. Wilson – yes
Dr. Yacucci – yes

Motion failed.

Mr. Wilson submitted a proposal about Trustee Policies to be added to the Committee Section of the Trustees Policies. Changes to some committee meeting dates may be needed to comply with getting minutes/reports distributed within the one-week timeframe in the proposal. A vote will be taken at the next Board meeting.

BATTERY PARK COMMITTEE REPORT – Mr. Castagno reporting.
An updated registration application process for visitor registration is now on the City website.
OTHER COMMITTEES/OTHER BUSINESS

- Committee assignment sheets are due in the office no later than 4/15/14.
- Penn Farm will make a presentation at the May Board meeting at 6:30 p.m. that includes an update on the house and other activities.
- The position of Property Manager for the Trustees will be submitted to the newspaper soon.
- 250th Anniversary Celebration -- 4/11/14, 6 p.m. to 8 p.m. in the new library. Former Board members and distinguished guests will be recognized. Mr. Meek will provide a history of the Trust. Mr. Alfree will make presentations. Hors d’oeuvres will be provided by The Culinary School.
- Medallions have been ordered. They are brass with the front of Old Town Hall engraved on one side and current Board members’ common names on the reverse side. Extra medallions will be given to former Board members who attend the anniversary celebration.
- Resolution 2014.4.1 was read into the record by Mr. Alfree. Ms. Fiske made a motion that the resolution be approved. The motion was seconded and approved.
- Mr. Wilson reminded the Board that it decided that professional engineering services are needed to evaluate our buildings. He asked the Board to look at our finances the same as we look at our buildings and requested that the President assign the Finance Committee the duty of pursuing the services of a certified public account (CPA) to handle our finances going forward. A CPA would be legally responsible for all Trust activities, thus removing Board members from being sued personally. Mr. Taylor will look into the legal aspect of having CPA services.

Mr. DeAscanis apologized to the Board for comments he made earlier in the meeting.

Action Items

- Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
- Event recognizing Trustees’ 250 years of incorporation. (Ross)
- Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)

Mr. Gambacorta made a motion to enter into Executive Session at 9:28 p.m. to discuss matters of real estate lease negotiations. Ms. Fiske seconded. Motion approved.

Mr. Gambacorta made a motion at 9:50 p.m. to return to regular session. The motion was seconded and approved.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common  
Meeting Minutes  
May 6, 2014

Present: Messrs. Alfree (President), Clayton (Vice President), Viola (Secretary), Castagno, DeAscanis, Episcopo, Gallagher (Treasurer), Gambacorta, Meek, Yacucci, Ms. Fiske, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer  
Absent: Mr. Wilson (Assistant Secretary & Assistant Treasurer), Mrs. Ross

The monthly meeting of the Trustees was held on Tuesday, May 6, 2014 in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7:10 p.m. Moment of silence observed. Ballots for committee assignments were distributed and Trustees were asked to return the ballots to the office in accordance with the bylaws. Alice Riehl and Terry Gormley were introduced. They are reporting on tonight’s meeting for Mimi Carpenter (New Castle Weekly).

Second and Chestnut Streets – This is Trust-owned property and residents have planted flowers and plants and cared for the area for many years. Recently the area was cleared and grass was planted. Several residents have expressed their displeasure with the lack of notice and overall management of the situation by the Board. (Mr. Alfree gave the names of residents who filed complaints.) Another resident praised the Trust for cleaning up the area citing illegal activities. Mr. Alfree has responded to one letter writer (Mrs. Heyman) that proper notice will take place in the future. A tree that the writer had planted was kept and he offered some type of recognition plaque/sign be placed on the tree at Trust expense. No response has been received to date. (The letters will be available for review in the Trustee office.)

Mr. Alfree read a letter from Earl and Mimi Carpenter thanking the Trust for allowing them to use office space during the past twenty years while publishing the New Castle Weekly and that the newspaper will continue to operate in that space.

Mr. Gambacorta was recognized for his 42 years as a Trustee. Dr. Yacucci was recognized for his 7 years as a Trustee.

Public Input: Steve Campbell of the local Lions Club addressed the Board about fees associated with the new permitting process for Battery Park. They have a small budget that goes back to the City and they asked to be included in the groups that can have fees waived. Mr. Castagno suggested the group schedule a meeting with the Battery Park Committee to discuss the issue. Mr. Gallagher was unaware of the details of the new permitting process and reminded that the Board is the Battery Park Commission and all Board members should have been included in the permitting discussion. He believes a vote was in order. Going forward Trustees will receive the minutes of all committees and a copy of the latest Battery Park minutes will be provided to all Board members. A vote will be called in June.

Sr. Cpl. Tina Shughart of the New Castle City Police and Tim Moore of Good Will Fire Co. approached the Board requesting financial support for a field day (6/21/14, 10 a.m.) where City children would be teamed with police officers and firefighters to do physical activities and participate in other activities. The event will be free for the children. They will provide t-shirts for the children and asked the Trustees to purchase them. They asked the Trustees to consider being judges for their field day contests. Mr. Meek suggested they put in a request with the
Outreach Committee in November for their event in 2015. The Board will discuss during the meeting and provide a response after the meeting.

Monthly Calendar: Land Management Committee 6/2/14, 5 p.m.; Finance Committee 5/28/14, 12 noon; Open Space—will inform if meeting is scheduled; Property Maintenance 5/30/14, 9 a.m.; Battery Park Committee—will inform when meeting is scheduled. A Day in Old New Castle is 5/17/14. Penn Farm Workshop 5/13/14, 3:30-6:30 p.m.

Minutes: One correction was noted. A motion was made by Mr. Gambacorta to approve the 4/1/14 Trustee meeting minutes as amended. Dr. Yacucci seconded. Motion carried.

One correction was made to the Capital Budget Meeting minutes of 3/9/14. Ms. Fiske made a motion to approve the 3/9/14 Capital Budget Meeting minutes as amended. Mr. Clayton seconded. Motion approved.

Treasurer’s Report: Mr. Gallagher reporting. The report was distributed electronically prior to the meeting. Mr. Castagno clarified that historic appraisals for all Trust properties was done by the Finance Committee; therefore, the name of the Penn Farm Appraisal should be changed to reflect all historic Trust properties.

Mr. Gambacorta made a motion that the Treasurer’s Report be accepted as submitted with the noted change. Mr. DeAscanis seconded the motion. Motion approved.

Drawdown report (summary of the year) – Overall we had a positive year. Mr. Gambacorta made a motion to approve the drawdown report. Mr. Episcopo seconded the motion. Motion carried.

LAND MANAGEMENT COMMITTEE REPORT — Mr. Gambacorta reporting. No report.

OUTREACH COMMITTEE REPORT — Mr. Meek reporting. A follow-up memo from Mr. (Craig) Lukezic of the Delaware State Office of Historical and Cultural Affairs was sent to the Board. Mr. Alfree has signed and returned an official document permitting Mr. Lukezic’s office to take possession of artifacts they retrieved from their last project at Fort Casimir. Mr. Meek spoke about whether the Trustees would be interested in supporting an archeological study in the parking lot area to look for Fort Casimir. It is unclear in the memo who would organize the study and funding for same. No correspondence has been received from Mr. Lukezic concerning the study he spoke about at our April Board meeting.

Mr. Castagno asked the Board to consider the proposal for t-shirts presented earlier in the meeting and not set a precedent. He recognizes it is a new program and the individuals now understand our grant process, and there is money in the budget if we decide to fund. Mr. Castagno made a motion to contribute up to $500 on a one-time basis for t-shirts with a design and logo approved by Mr. Clayton. Mr. Meek seconded. Motion approved.
PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
Report distributed to the Board and reviewed. Capital improvements—the committee plans to move forward with building assessments for Trust properties. Mr. Viola anticipates receiving several proposals. Mr. Gallagher believes the Finance Committee should be involved with the building assessments to get information (financial, etc.) for planning purposes going forward. At Mr. Gallagher’s request, Ms. Fiske said she has secured the names of four qualified firms to be contacted about bids. Discussion turned to which committee should be responsible for getting bids and making a recommendation to the full Board. Mr. Viola believes his committee was responsible for this task based on discussions at the Capital Budget Meeting. Mr. Alfree directed the Chairmen of the Finance and Property Maintenance Committees work together on a Building Assessment Project to obtain all documentation, form a committee to review those documents, then make a recommendation to the full Board.

Mr. Viola has received a proposal from Heritage Design Collaborative, structural engineering firm, identifying three companies to determine if there is any movement of the Old Town Hall structure.

He received a message from Andrew Hayes (4/25/14) that he read into the record about the meadow (Bull Hill) and its progress. Photos taken by Russell Smith, National Park Service, were shown to the Board showing birds attracted by plantings in the meadow.

Ms. Fiske inquired when an RFP could be ready for capital improvements. The Chairmen of the Finance and Property Maintenance Committees will coordinate.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
Quarterly results from investments—PNC reported a quarterly return of 1.92% and Nicholson had a return of .4%. The Finance Committee met with PNC and Fulton Bank about a revolving line of credit. We are looking at a revolving line of credit of less than 2%. PNC holds our investments (collateral) and a large amount of our investments fall into restricted funds. The bank is asking that we provide a letter from our counsel stating that the funds will be used for capital improvement. Mr. Taylor has been in contact with PNC.

Mr. Gallagher made a motion that the President and Treasurer be authorized to negotiate with PNC and execute all documents to affect a line of credit in the amount of $2 million to be secured by a pledge of the assets of account XXXX held at PNC. The proceeds for this loan is to be used in accordance with the governing documents of TNCC and are to be restricted for the uses of capital improvement projects for properties owned by the Trust. Ms. Fiske seconded the motion. Motion approved. (Mr. Taylor will send an opinion letter with the motion.)

Request for Proposals (RFP) for auditing work for 2014-2016 were sent out and proposals have been received. Members of the Finance Committee are reviewing the proposals and will meet in May to prepare a recommendation for the full Board in June.
Trustees of the New Castle Common
Minutes of May 6, 2014

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.
Four more antique chairs have been completed, bringing the total to five. Seven more chairs are being refurbished.

Mr. Alfree announced that the 250th anniversary celebration held at the library was a success. Library staff enjoying being a part of the event and many positive comments have been received.

OPEN SPACE COMMITTEE REPORT – Ms. Fiske reporting.
Ms. Fiske made a motion to approve the hiring of Andrew Hayes to prepare a plan for a bird viewing area at The Hermitage. Mr. Meek asked about costs involved. She would like to verify that this property could support bird watching and suggestions how to plan for it. Mr. Alfree asked for a conceptual plan from Mr. Hayes to provide to the Board before the June meeting for further discussion.

Ms. Fiske talked about whether an appropriate location could be found in the City for a dog park. Mr. Meek suggested the area at the end of Battery Park (West Third Street) near the boat house as one location. Fencing, gates, and noise need to be considered. Ms. Fiske will contact New Castle County government to seek guidance. Mr. Gambacorta thinks a dog park is a City issue.

BATTERY PARK COMMITTEE REPORT – Mr. Castagno reporting.
They will be reviewing permit applications. Some groups are asking for a waiver of fees. Fees were modeled after State and County programs. The committee learned the costs involved with maintaining the park and believe the fees to be fair. They project the National Monument will attract 35,000 to 50,000 people per year and they need to be able to manage this volume. The committee will bring applications forward for full Board discussion. Mr. Gallagher complimented Messrs. Castagno and Clayton on their efforts with the permitting process.

OTHER COMMITTEES/OTHER BUSINESS
Penn Farm – Mr. Borleske left copies of his presentation for the Board. (Penn Farm status presentation took place prior to Board meeting.) Mr. Meek asked when discussions will begin about the future of the house. Mr. Alfree suggested he could ask the question at the workshop on 5/13/14 as a private citizen. Discussion about whether the house should be occupied followed. Having someone living in the house provides security for the farm. Commercial uses present a number of building issues (ADA, sprinklers).

Action Items
• Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
Action Items (Contd.)
• Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)

Mr. Gambacorta made a motion to enter into Executive Session at 8:35 p.m. to discuss matters of real estate. Dr. Yacucci seconded. Motion approved.

Ms. Fiske made a motion to return to regular session at 9:00 p.m. Mr. Gallagher seconded and the motion was approved.

Mr. Gambacorta made a motion authorizing Mr. Taylor to offer Airbase the option of not going through a further arbitration process in exchange for a waiver of the CPI increase for years 2 through 5. The President is authorized to sign an amendment for these terms. Mr. Gallagher seconded the motion. Motion was approved.

There being no other business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common
Meeting Minutes
June 3, 2014

Present: Messrs. Alfree (President), Clayton (Vice President), Viola (Secretary), Castagno, DeAscanis, Gallagher (Treasurer), Meek, Mr. Wilson (Assistant Secretary & Assistant Treasurer), Yacucci, Ms. Fiske, Mrs. Ross, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer, Alice Riehl, New Castle Weekly
Absent: Messrs. Episcopo and Gambacorta

The monthly meeting of the Trustees was held on Tuesday, June 3, 2014 in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7 p.m. Moment of silence observed.

Each Board member received a copy of the Trustee photograph along with an individualized oath of office with respective date, compliments of Mr. Wilson.

Mr. Castagno was recognized for his 8 years as a Trustee. Mr. Wilson celebrates 19 years and Mr. Alfree celebrates 10 years. The next Board meeting is scheduled for Tuesday, 9/9/14, 7 p.m.

Michael Marinelli was introduced as the Land Manager for the Trustees. He will officially begin his duties on 6/16/14.

Public Input: None

Monthly Calendar: Land Management Committee—first Monday in July and August; Finance Committee 6/25/14, 12 noon; Audit Committee (sub-committee of Finance Committee) 6/11/14, 12 noon; Open Space-will inform if meeting is scheduled; Property Maintenance 6/27/14, 9 a.m.; Separation Day events 6/13-14/14; summer concerts begin on 6/25/14; delete The Hermitage meeting shown on 6/30/14
Chairmen were reminded to distribute committee reports to the full Board over the summer.

Minutes: Corrections noted. A motion was made by Mr. Gallagher to approve the 5/6/14 Trustee meeting minutes as amended. Ms. Fiske seconded. Motion carried. (Amended minutes will be redistributed.)

Treasurer’s Report: Mr. Gallagher reporting.
The report was distributed electronically prior to the meeting. Roof work at the Good Will Fire Co. was questioned. Mr. Viola said the work (seams are failing) is not an emergency and was planned a couple years ago. They are getting work done when they have people available to do it. Mr. Gallagher noted this item was not included in the Capital budget and putting against the operating budget now will put us over budget. He reminded that capital budget items are approved by the full Board.

Mr. Meek made a motion that the Treasurer’s Report dated 5/31/14 be accepted as submitted. Mrs. Ross seconded the motion. Motion approved.
Trustees of the New Castle Common
Minutes of June 3, 2014

LAND MANAGEMENT COMMITTEE REPORT – Mr. Wilson reporting.
June 2014 committee report distributed. Mr. Gambacorta looked into the Cochran properties on Third Street; no change to report.
Korean Church – They have agreed to meet new lease terms that will be reviewed in executive session.
Airbase Carpet Mart – The committee has submitted an offer and is awaiting their response; to be discussed in executive session.
Alpha Realty/Dunkin Donuts – To be discussed in executive session.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
Nothing to report.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
Committee report distributed and reviewed. The vault will be relocated from the library’s basement to the second floor. Ms. Fiske raised the carry in-carry/out policy in Battery Park saying several people have complained about it not being satisfactory. Mr. Viola believes the program is working, recognizing there are paid personnel cleaning the park. Mr. Gallagher has heard complaints about the lack of trash receptacles in the park. Brief discussion followed. Insurance will not compensate for damages incurred by broken water pipes due to Dr. James turning off the power when she vacated the medical building.

Mrs. Ross inquired about liability associated with people fishing from the dike and their access/egress from the dike. Mr. Castagno said some of the access points are on City property and City Council will be addressing the issue. Mr. Alfree will send the Board City Council’s thoughts on a fishing pier and parking lot south of Dobbinsville off Route 9. Council is seeking support from this Board on their concept before moving forward with the project. An easement will be needed for the portion that crosses Trust property. State of Delaware Fish & Wildlife is funding the project and the City will maintain the pier and be liable for it. MSC will provide electricity for lighting.

The Board unanimously agreed on the concept Council is proposing. Mr. Alfree will inform Council President Linda Ratchford.

Mr. Gallagher inquired how the Property Maintenance Committee is to proceed with projects over the summer with no funding. Mr. Alfree advised that a special meeting can be called if necessary.

Tennis courts – Ownership was questioned. The City owns the ground and courts and the Trust owns the equipment and maintains the tennis courts. (Agreement made when tennis courts were installed.) The courts are part of Battery Park. Upon Mr. Castagno’s suggestion a few years ago, a “friends of the tennis courts” was created to handle maintenance of the nets, which is a cost saving for the Trust.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
Line of credit – Mr. Gallagher expects the line of credit at PNC to be in order soon.
Credit cards will be secured soon through M&T.

Audit – Six auditing firms were sent RFP’s. Three proposals were received. The Audit Committee has reviewed the proposals but is not ready to make a recommendation at this time. They will meet on 6/11/14 to review and verify additional information before making a recommendation.

**Mr. Gallagher made a motion that the Finance Committee be given authority to move forward after the evaluation, execute an agreement with the selected firm, and have the president sign the agreement. Mr. Castagno seconded. Motion approved.**

The reason for the motion is because the audit needs to start now.

**LIBRARY COMMITTEE REPORT** – Mr. Viola reporting.
Nothing to report.

**OPEN SPACE COMMITTEE REPORT** – Ms. Fiske reporting.
Grant applications were distributed to the Board prior to the meeting. Any contributions are to be recognized publicly (park signage). There will be no charge for the following applications because information mirrors previous applications. Mr. Alfree has reviewed both applications.

**Ms. Fiske made a motion to approve submission of the WSFS application for $5,000 for funding of Bicentennial Park. Mrs. Ross seconded. Motion was approved by a vote of 9 in favor and two abstaining votes (Castagno, Wilson).**

**Ms. Fiske made a motion to approve the submission of the M&T application for $7,500 for funding of Bicentennial Park. Mrs. Ross seconded. Motion was approved by a vote of 9 in favor and two abstaining votes (Castagno, Wilson).**

Foresite Associates has given a proposal for bird viewing at The Hermitage and in the meadow near Bull Hill. The proposal was distributed to the Board prior to the meeting. A special meeting may be called this month before voting on the proposal. Mr. Taylor suggested that Mr. Hayes provide an additional proposal to include adding ‘ADA compliant’ for one or both areas prior to the meeting.

Dog Park – Ms. Fiske met with an official with New Castle County to discuss County facilities. A fenced-in facility is recommended. He suggested making parking difficult if we want to restrict use of the facility. Mr. Wilson questioned the need for a dog park. Brief discussion followed.

**BYLAWS COMMITTEE REPORT** – Mr. Gallagher reporting.
No report.

**BATTERY PARK COMMITTEE REPORT** – Mr. Castagno reporting.
Status report distributed and reviewed. Seven event requests for use of the park have been received and reviewed by the committee. The committee suggests they be treated as in-kind contributions (i.e., maintenance) through fee waivers that can be reflected on the Trust’s taxes.
Mr. Meek questioned if it is worthwhile to have an outline of what we will accept for a waiver. Mr. Castagno suggested going through one year to see what costs the Trust incurs and what trends develop before establishing protocol. He will provide local media a monthly schedule of approved events in the park for their respective publications.

Mr. Castagno has alerted the police department that a permit is required for events in the park. They will inform us of warnings/tickets issued, including trash violations. Permit language is included on signage.

Ms. Fiske and Mrs. Ross requested knowing when Battery Park Committee meetings will be scheduled. Mr. Alfree said the committee should meet at a set date and time.

Mr. Castagno made a motion to waive the fees and call them ‘in kind’ donations for the seven organizations on the report. Mr. Meek seconded. Motion approved.

OTHER COMMITTEES/OTHER BUSINESS – Mr. Viola reporting.
Letter received from John Lloyd on behalf of the Tree Commission and Delaware Greenways thanking the Trustees for its support with a successful Arbor Day event at Penn Farm on 4/25/14. They hope to make the event an annual affair.

Correspondence to a citizen about residents’ interest in having shoreline vegetation cut down during summer months to afford a river view – Messrs. Clayton, Castagno, and Drew Hayes looked at the area which was the subject of the request. They created a protocol for how we treat these types of requests that Mr. Viola suggested be converted to a generic protocol. (Proposed language -- “We will not allow cutting of any beneficial vegetation that is helping to improve the behavior of the shoreline as a barrier, but will take the opportunity to get rid of invasive and destructive plants and allow for native plants to thrive.”) Mr. Viola will distribute proposed protocol language to the Board. Mr. Hayes will work with Antonio’s Tree Service to inform him what can be removed and what needs to stay.

Mr. Alfree requested that Mr. Meek (Outreach Committee) coordinate with local newspapers and the City to ensure Board meetings are posted and published as per past practice.

Action Items
• Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
• Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)
• Proposed protocol language regarding shoreline vegetation distributed to the Board. (Viola)

Mr. Wilson made a motion to enter into Executive Session at 8:30 p.m. to discuss matters of real estate. Mr. Clayton seconded. Motion approved.

Mr. Wilson made a motion to return to regular session at 8:45 p.m. Ms. Fiske seconded and the motion was approved.
Mr. Alfree reported to the Board about the process of finalizing Committee assignments for 2014-2015 that becomes effective September 2014. During the second round of voting, there was another tie for the Battery Park Committee. Both Mr. Castagno and Mr. Meek received 6 votes. Mr. Alfree explained that the officers (Alfree, Clayton, Viola and Gallagher) decided that the best course of action was to allow for 3 Board members to be on the Battery Park Committee. Without any objections by Board members, the final committee assignment sheet was distributed.

Mr. Alfree reported that he became aware of the reason why only 12 votes were cast. He reported that the reason was because of an unintended circumstance involving a Board member.

There being no other business, the meeting was adjourned 8:52 p.m.

Respectfully submitted,

Deborah Turner
Stenographer
Present: Messrs. Alfree (President), Clayton (Vice President), Viola (Secretary), Castagno, DeAscanis, Episcopo, Gallagher (Treasurer), Gambacorta, Meek, Yacucci, Ms. Fiske, Mrs. Ross, Mr. Taylor, Esq. Also present: Mr. Marinelli, Mrs. Turner, Stenographer, Theresa Gormley, New Castle Weekly
Absent: Mr. Wilson (Assistant Secretary)

The monthly meeting of the Trustees was held on Tuesday, September 9, 2014 in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7 p.m. Moment of silence observed.

Public Input: R. Martin Wright wrote a recent letter to the Trustees based on financial information received in an MSC billing. That information showed ‘2013’ on the cover and data was for ‘2012’. He has obtained the 2013 financial information and suggested that annual reports showing auditors names should be reviewed by the auditors before distribution. Mr. Gallagher addressed Mr. Wright’s statement. The information in the report comes from the auditor’s report. The auditors do a full audit and the information provided meets with their approval. Mr. Gallagher explained the circumstances involved with the mailing of incorrect financial data. Mr. Wright urged the Board to get the revised financial report distributed as soon as possible. Mr. Alfree said the Board decided to bring in a new firm to do the audit, but the process took longer than expected. A revised report will be re-distributed in the near future. Mr. Wright also noted his surprise at how little the depreciation went up on buildings and equipment.

Mr. Wright does not believe the Sheriff’s Office is appropriate to house administrative offices jointly with a visitor’s center. The visitor’s center would be better suited in the former B&E building, citing keeping heavy traffic (RV’s, buses) out of downtown, plenty of parking, easy access and egress. Mr. Alfree reminded that the Board does not own any of the properties Mr. Wright suggested. The Board did speak with B&E a few years ago about possibly donating property. They showed no interest. The Board remains open to working with anyone wishing to donate land or sell land for a feasible price.

Monthly Calendar: Land Management Committee 10/6/14, 5 p.m.; Finance Committee 9/17/14, 12 noon; Property Maintenance Committee 10/3/14, 8 a.m.; Battery Park Committee meets as needed

Minutes: Corrections noted. A motion was made by Mr. Gambacorta to approve the 6/3/14 Trustee meeting minutes as amended. Mr. Gallagher seconded. Motion carried.

Land Manager’s Report – Mr. Marinelli reporting.
• He has viewed all the leases and created rent schedules.
• He has been in contact with all the tenants. There are a few that are late and interest will be assessed per lease language.
• A new network computer system has been installed. Mr. Clayton will follow up on ordering Quicken software. Mr. Meek said bookkeeping has been secured off site, but he did not
find back-up for other files on the hard drive. He purchased an external hard drive and backed up those files. It still needs to be set up to back up on an ongoing basis. Mr. Clayton said the computer vendor will bring in a device that will handle back up. It is waterproof and fireproof.

- Mr. Marinelli will continue to improve office aesthetics. New blinds are on order for the windows.
- Tax bills – working to get county and city property taxes exempted on open space parcels that do not generate income, about $70,000.
- He continues working with the auditors and has started a procedure manual for the office.

Mrs. Ross mentioned the elevator door entering the building is in need of repainting.

Mr. Alfree announced that he will coordinate with Mrs. Ross and another Board member to interview a candidate to replace Ms. Duke in the office. He hopes to have the position filled by early October.

**Treasurer’s Report**  -- Mr. Gallagher reporting.
The June, July and August treasurer’s reports were distributed electronically to the Board. Mr. Meek asked for the approximate amount paid to Antonio’s this year versus last year. Mr. Castagno said we tracked by property starting last year for the first time. This practice will continue to assist with budgetary decisions going forward.

**Mr. Gambacorta made a motion to approve the 6/30/14 treasurer’s report as submitted.**
Ms. Fiske seconded. Motion approved.

**Mr. Gambacorta made a motion to approve the 7/31/14 treasurer’s report as submitted.**
Mr. Yacucci seconded. Motion approved.

During the month of August $290,000 in taxes was paid.
**Mr. Gambacorta made a motion to approve the 8/31/14 treasurer’s report as submitted.**
Mr. Episcopo seconded. Motion approved.

Mr. Meek inquired about the amount of funds in the unrestricted account. It is approximately $400,000.

**LAND MANAGEMENT COMMITTEE REPORT**  – Mr. Gambacorta reporting.
Mr. Wilson has been appointed chairman of the committee. Getty gas station/Luk Oil at the corner of Washington Street will change to a Valero station. They request erecting new signage. No new signs or canopies are involved. Signs atop the poles will be tailored and lighted.

**Mr. Gambacorta made a motion to approve the new signage for the Valero station on Washington Street.**  Mr. DeAscanis seconded the motion. Motion approved.
Family Foundations Academy is staying. A new lease will be negotiated and an appraisal will be needed. Funds are available in the budget for the appraisal. The new term and rental would not take effect until 10/1/15. Mr. Meek asked if the number of students in the proposed lease will be the same as the current lease, citing the current traffic situations. Mr. Taylor will look at the terms of the lease. The new term only addresses a rent change. Mr. Taylor was asked to confirm the number of students and how many live in the Colonial School District versus outside the district.

Dunkin Donuts is interested in renegotiating their lease. No action will be taken until outstanding rent is satisfied.

Medical Center – Need to determine if repairs should be made and rent it or demolish the structure. The Property Maintenance Committee will address in their report.

Dunkin Donuts (Frenchtown Road & Basin Road) wants to install a drive-through window. Mr. Marinelli will send a letter asking them to clarify exactly what they want to do and ensure they have secured the proper county approvals.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting. Nothing to report.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting. Medical Center – The committee recommends that demolishing the building would accelerate the income potential of the property while eliminating the maintenance facility liability. They recommend removal of the medical center building, engage the services of a site engineer to plan the property, and using the Downtown Gateway (DG) zoning district, to consider the entire property that is approximately 19 acres. We would seek architectural renderings and pad site marketing via an architectural firm. The Dialysis Center is not included at this time. Mr. Castagno said this parcel is a good fit under the DG zoning that promotes mixed use (commerce and residential). Costs involved with demolition are estimated at $40,000; repairs are estimated at $300,000. State and county codes prohibit the building from being burned down as part of a fire department training exercise. Mrs. Ross suggested getting more demolition and repair estimates. Mr. Viola said the committee firmly believes the parcel will turn around significantly if the Board follows the committee’s recommendation to demolish.

Mr. Viola made a motion to remove the medical center building, engage a site engineer to render plans of the entire property using the DG district zoning code, engage an architectural firm to develop market renderings and proceed with pad site marketing to prepare to offer sites for development putting the Board in a better position to manage. Mr. Clayton seconded. Motion approved.

Old Town Hall – The structural engineer/architect (Rick Ortega) has provided the names of three firms that can determine the structural soundness of this building. The firm selected is
Aaslestad. The draft contract (given to Mr. Taylor for review) will be between the Board and Aaslestad. Cost will be about $10,000 for one year. Mr. Ortega will be onsite to monitor their work at a cost of about $5,000. The first step will be to set up ‘targets’ on the side of the building that are the reference points to determine if there is any movement in the building, primarily on the west side. A lift will be needed to install the targets and that lift will also be used to get a better look at the cupola. The total estimate for one year is approximately $20,000, which can be renewed. Future work will be determined based on the detailed report that Aaslestad will provide.

Mr. Viola made a motion to accept the proposal from Rick Ortega and we plan to hire the firm Aaslestad. We expect total cost of phase one (targets) of the work will last about one year and cost approximately $20,000 and that if anything comes up during consideration of the draft contract we would be authorized to clarify questions or omissions. If the draft contract meets legal standards and does not exceed 10% in excess of $20,000, the President is authorized to sign it. Mr. Castagno seconded.

Citing discussion at the Capital Budget Meeting (3/9/14), Mr. Meek questioned whether a study has been done by an outside contractor to assess all of our buildings to prioritize what comes first. Mr. Gallagher informed no study has been done. The Property Maintenance Committee considers the structural soundness of this building to be a high priority. There is evidence to support the services of Aaslestad.

Roll call vote.
Mr. DeAscanis – abstained
Mr. Gambacorta – yes
Dr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes

Motion approved.

Mr. Castagno distributed and explained a Capital Improvement Plan dated 9/4/14. Using the figures presented at the 3/9/14 Capital Budget Meeting the committee determined the line of credit ($2 million line of credit secured) to fund all proposals. The plan is broken into two asset categories, income and non-income producing properties. Items shown in red are the projects the committee wants to begin to focus on. Some of the figures are estimates and others are
based on actual bids. No approvals are being requested at this meeting. Mr. Castagno encouraged Board members to review the document and attend the Property Maintenance Committee meeting to learn more details. The committee is suggesting using approximately $710,000 of the $2 million line of credit that has been established. Every item will be voted on by the full Board and will take place at the October meeting. Mr. Alfree urged all Board members to educate themselves if they have questions. The Board can speak to a committee member directly or attend the next Property Maintenance Meeting on 10/3/14, 8 a.m. Mr. Gallagher is concerned with time resources to oversee all of the projects on the plan. The committee is working on securing three bids on each item shown in red.

Mr. Meek questioned prioritization of projects shown on the Capital Improvement Priority Plan. Mr. Alfree reminded the Board that it identified all the projects at the 3/9/14 meeting and secured a line of credit to handle those projects. The line item Penn Farm Bathroom was not part of the original capital plan.

Mr. Meek questioned why projects involving Battery Park are being determined by the Property Maintenance Committee rather than the Battery Park Committee. Some of the Battery Park projects are part of the drainage/storm water management project in the area.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
- A $2 million line of credit was secured.
- Credit cards have been obtained for staff.
- Wheeler, Wolfenden & Dwares have been named as our accountant.
- The draft of this year’s audit is almost finished. It should be ready for release in the near future. Mr. Gallagher has gotten approval from our accountant to put Trustee financial information on the website to make it more accessible.
- The audit is going well.
- The committee met with both investment firms over the summer. Nicholson 6-month return is 3.12% and PNC 6-month return is 6.99%.

Mr. Gallagher will issue a revised copy of FY13 financial records on the Trustees website and FY14 financial records will be available soon. Mr. Meek said the website needs to be revised. The revised FY13 document will be mailed if it can’t be uploaded within the next couple of weeks. Theresa Gormley of the New Castle Weekly offered to assist with the website. Website status will be revisited at the next Board meeting.

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.
The children’s library garden is well underway and is being funded with library project funds. Mr. Viola submitted the application for performance bond that could result in a return of funds up to $30,000.

OPEN SPACE COMMITTEE REPORT – Ms. Fiske reporting.
Ms. Fiske made a motion to approve the protocol that the Property Maintenance Committee set up for the riverfront land in June 2014. Mr. Viola seconded. Motion approved.
Ms. Fiske inquired if Drew Hayes would be consulted about vegetation to keep before cleanup of the Hermitage property. A professional will be needed to help maximize clean up efforts at the Hermitage once funding is determined.

**BYLAWS COMMITTEE REPORT** – Mr. Gallagher reporting.
Two proposals distributed to the Board for review and vote at the next Board meeting.
Article XVI, Section 3, Sub-section D, Election Committee, paragraph 2 – delete “a member of the Election Committee may not contribute money or property to any candidate and may not actively or openly campaign for any candidate.” Insert “No Trustee shall contribute money or property to any candidate; nor shall he actively or openly campaign for any candidate. The only exception is if a Trustee seeks re-election, he may do so for himself.”

*(Presented original proposal at a previous meeting)* The committee has modified wording as follows, “Any decision by a committee that requires commitment of funds involving a sum of $10,000 or more in a calendar year must be approved by the full Board. This is in addition to any previous overall budgetary approvals that may have been obtained. The cost of a contract, repair (capital and otherwise), acquisition, or service must be dealt with in toto – as the entire scope of the item, not broken up into segments or phases.”

**BATTERY PARK COMMITTEE REPORT** – Mr. Castagno reporting.
Status report distributed and reviewed. Application process has been effective. The committee met with all the larger requests to understand the impact on the park. The report detailed each application and in-kind contributions holding events in the park totaled about $4,800. Hard copies of the applications are in the office. Ms. Fiske congratulated the committee on waiving the fee for the Crop Walk. Mr. Castagno said the rationale for rescinding the fee was that the event was a ‘pass through’ event rather than a set-up event.

Mrs. Ross asked about the status of the walkway that is not totally paved, near the flag stand. Mr. Castagno said the work is part of the capital budget plan (Battery Park Trail). There is approximately $54,000 remaining in FEMA funds. The committee is working with the City, FEMA and DEMA to get it re-engineered so it doesn’t occur again.

**COMMUNICATIONS** – Mr. Viola reporting.
St. Anthony’s Day Celebration Committee sent a ‘thank you’ note acknowledging the Trust’s $1,000 grant.

**Action Items**
- Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
- Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)
- Liability associated with people fishing from the dike and their access/egress from the dike. Some access points are on City property. Mr. Alfree will send the Board City Council’s
thoughts on a fishing pier and parking lot south of Dobbinsville off Route 9. An easement will be needed for the portion that crosses Trust property.

- Family Foundations Academy Lease -- Confirm the number of students and how many live in the Colonial School District versus outside the district. (Wilson)
- Website status will be revisited at the October Board meeting.
- June Follow up--tracking Antonio’s billables. (Alfree)

At 8:30 p.m. Mr. Clayton made a motion to enter into Executive Session to discuss matters of personnel and real estate. Mr. Gambacorta seconded. Motion approved.

Mr. Viola made a motion to authorize the Property Maintenance Committee to award a contract to demolish the Tremont Motel and clear the vegetation from the property. Ms. Fiske seconded. Motion was passed unanimously.

A motion was made and seconded to add a piece of adjacent property to existing Trust property at the Goodwill Fire Company site. Goodwill will pay $5,000 to acquire said parcel and will transfer title of that parcel to the Trust. Vandemark and Lynch will do the survey. The Trust will pay all legal costs for engineering and other costs associated with this transaction. The motion passed by a vote of 11 in favor and 1 abstaining (Clayton).

A motion was made and seconded to return to regular session. Motion approved.

There being no other business, the meeting was adjourned at 10 p.m.

Respectfully submitted,

Deborah Turner
Stenographer
Present: Messrs. Alfree (President), Clayton (Vice President), Viola (Secretary), Castagno, DeAscanis, Episcopo, Gallagher (Treasurer), Gambacorta, Meek, Wilson (Assistant Secretary), Yacucci, Ms. Fiske, Mrs. Ross, Mr. Taylor, Esq. Also present: Mr. Marinelli, Mrs. Turner, Stenographer, Theresa Gormley and Alice Riehl of the New Castle Weekly

The monthly meeting of the Trustees was held on Tuesday, October 7, 2014 in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7 p.m. Moment of silence observed.

Mary Fontinha was introduced to the group. Ms. Fontinha joins the Trustees in the capacity of Support Specialist.

Public Input: None.

Monthly Calendar: Land Management Committee 11/3/14, 5 p.m.; Finance Committee (Financial Review w/investors) 10/29/14, 12 noon; Property Maintenance Committee 10/31/14, 8 a.m.

Minutes: Corrections noted. A motion was made by Mr. Gallagher to approve the 9/9/14 Trustee meeting minutes as amended. Ms. Fiske seconded. Motion carried.

Land Manager’s Report – Mr. Marinelli reporting.
Mr. Marinelli continues working with the committees.

Treasurer’s Report -- Mr. Gallagher reporting.
The September treasurer’s report was distributed electronically to the Board and reviewed. Taxes received $559,000 and paid $696,000 (includes Trust buildings and land with no offsetting income). Mr. Marinelli’s work to get county and city property taxes exempted on some of the Trust’s open space parcels will help decrease the outflow of taxes.

Mr. Gambacorta made a motion to approve the 9/30/14 treasurer’s report as submitted. Mr. DeAscanis seconded. Motion approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Wilson reporting.
Mr. Wilson recognized Mr. Alfree and the Board’s hiring of a property manager. Seven items will be discussed in executive session.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
Mrs. Ross and Mr. Wilson volunteered for the committee. They will join Ms. Fiske and Mr. Meek. Mr. Meek has determined there is an active Boy Scout troop in the area and he is interested in supporting them via a fund they can draw on for approved Eagle Scout projects. It was suggested any monies needed for this year could be taken from the administrative budget. Mr. Yacucci said part of the Eagle Scout project is soliciting vendors for money and materials for projects. Past projects came directly to the Trust to make a presentation. Projects must take place in the City of New Castle.
PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
Five more original chairs purchased by the Trustees in the late 19th century have been restored (6 of the original 12).

Capital Projects for Approval  
(List of properties and description of work, estimates, and other pertinent information mailed electronically to the full Board.)
The Tremont Hotel and Medical Center were addressed at last month’s meeting.

Engineering
A. Town Hall Wall Stabilization – approved at September 2014 Board meeting.
B. Battery Park Trail Restoration Plan – Mr. Viola made a motion to approve the Battery Park Trail Restoration Plan as explained in March 2014 Capital Budget Meeting. Mr. Clayton seconded the motion. This involves the unfinished piece of the trail near the hill that continues to wash out. Mr. Meek said there is no input at this point about what kind of trail restoration is being planned. The area did contain a battery at one time and we must make sure we do not dig into the existing battery. The State Historic Preservation Office (SHPO) will inspect the site before any work is performed. Roll call vote taken.
Mr. DeAscanis – no
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes, believing that the SHPO will make sure the area is protected.
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.

C. Battery Park Drainage – Mr. Viola made a motion to move forward with the Battery Park Drainage Project. Ms. Fiske seconded. Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.

D. Meadow Development Plan—Bull Hill (Back), Ward Triangle, Dobbinsville – Mr. Viola made a motion to move ahead with the meadow development plan for Bull Hill, Ward Triangle, Dobbinsville. Mr. Clayton seconded. Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.

E. Basin Road – Commercial portion site plan – Mr. Viola made a motion to move ahead with the Basin Road Site Plan. Engineering will guide us to get a pad site ground ready for development within the RC zoning district. Need to determine where the wetlands are located (survey); there are no marks showing wetlands remediation. A former survey was done for the portion (4 acres) abutting the apartments. Mr. Clayton seconded. Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – no
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.
Construction
A. Battery Park Bike Corral & Bathroom Access Trail (head of sidewalk leading to restrooms) – The project was amended to delete the bathroom access trail. **Mr. Viola made a motion to approve the Battery Park Bike Corral. Mr. Clayton seconded the motion.** It was noted that bike racks have been purchased; this is for installation of those racks. Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
**Motion approved.**

B. Battery Park Bathroom Completion (starts at top of hill and runs to restrooms) – **Mr. Viola made a motion to approve Battery Park Bathroom Completion using ADA standards. Mr. Clayton seconded.** Mrs. Ross voiced her concern with putting money into the present location and would like to see a facility that is more visible. Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – no
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes, with reservations that we do move the restrooms.
Mr. Viola – yes
Mrs. Ross – no, for the reasons she stated.
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes, but supports moving the restrooms to a more visible area.
**Motion approved by a vote of 11 in favor and 2 against.**

C. Battery Park Tennis Court Fence Replacement – **Mr. Viola made a motion to approve the project to replace the Battery Park tennis court fence. It could be done in the next month. Mr. Clayton seconded.** Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – no
Mr. Yacucci – yes
Mr. Gallagher – no, he believes it is worth doing but waiting until after winter might be more preferable.
Ms. Fiske – no, citing the same rationale as Mr. Gallagher.
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes, because the current fence is an eyesore; he wants his community to look good; we live in a historic town and he works hard to take care of his property and believes the citizens of New Castle would want the Trust to keep its property in top condition.
Mr. Viola – yes, citing Mr. Wilson’s rationale.
Mrs. Ross – no
Mr. Meek – yes, citing Mr. Wilson’s rationale.
Mr. Episcopo – yes, the replacement is not cosmetic, but more a safety issue.
Mr. Alfree – yes
**Motion approved by a vote of 9 in favor and 4 against.**

D. Bellanca Regional Parking Lot & Lighting – Mr. Viola said engineering and approvals have been completed; bids have been sought and selection made. **Mr. Viola made a motion to move forward with the Bellanca regional parking lot & lighting. Mr. Clayton seconded the motion.** Mr. Wilson commented that having the foresight to having a parking lot available for event days and what the National Park may bring to the City is moving in the right direction. It also allows us to have parking for Little League to keep children out of the roadway. He asked the Board for its support. Mr. Meek does not believe the Trust is responsible for a regional parking lot and does not see the need for a regional parking lot at this location. He spoke with Gail Seitz of the Parking Subcommittee (part of the Planning Commission) and she has not heard of the idea and questions the need for same. He questioned the projected cost of $200,000 citing an earlier estimated cost of $40,000. Ms. Fiske reminded that the Friends of Bellanca (FOB) are responsible for maintenance and improvements, per their lease, and believes this money could be spent on something else. She questions how much usage the parking lot would receive versus the cost and that a regional parking lot would not serve to benefit the citizens of New Castle. Mr. Yacucci cited safety factors during ball games from April to August and activities at Penn Farm and Bellanca as good reasons to move forward. Mr. Wilson suggested some leases reflect tenants are responsible for certain items but some of those tenants do not have the financial means to fulfill that responsibility. That responsibility then falls on the Trust and he does not believe we should hold those tenants to their lease at the expense of the property itself. Mr. Castagno said the plan is to do one lot with lighting to support activities and activity development at Bellanca, Penn Farm and the Little League and it isn’t economical to do smaller lots and expand later based on need. Roll call vote taken.
Mr. DeAscanis – no, he was against the project when it started; we weren’t told what is happening; we can’t keep spending; we need to spend funds to benefit the citizens of New Castle.
Mr. Gambacorta – no
Mr. Yacucci – yes, for the reasons he stated.
Mr. Gallagher – no
Ms. Fiske – no, for the reasons she stated.
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes, very positive and supportive of the project; too many good aspects to doing it.
Mrs. Ross – no, for the reason concerns stated.
Mr. Meek – no
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved by a vote of 7 in favor and 6 against.

E. Bellanca Wall Stabilization – Wall is directly connected to the hangar. Curtain wall on front of hanger is deteriorating. Mr. Viola made a motion to move forward with stabilization of the wall. Mr. Clayton seconded. Questions were asked about fundraising efforts and receipt of an annual report from the FOB. Mr. Alfree directed Mr. Marinelli to look at leases that require annual reports and contact lessees to submit by the end of the year. Roll call vote taken.
Mr. DeAscanis – no
Mr. Gambacorta – no
Mr. Yacucci – yes
Mr. Gallagher – no, he believes we sign leases that are legal contracts and we should be holding people accountable and we should be matching our side; we have created a precedent with signing leases and no one pays attention to them. He wants to see this change.
Ms. Fiske – no, citing Mr. Gallagher’s rationale, adding that it encourages people (non profits) who have been given a good deal not to raise money because we are doing it for them. We should make a periodic check of our properties so they don’t fall apart due to tenant neglect and enforce the lease if the tenant is required to do repairs.
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes, she is hoping to use $10,000 out of $200,000 to use.
Mr. Meek – yes, it is nice to enforce lease contingencies, letting a building be demolished by neglect as is happening with the Banks Building that is owned by the City is a shame and he would not like us to allow a building to fall apart.
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved by a vote of 9 in favor to 4 against.

F. Penn Farm Bathroom – Will greatly enhance programming and activity events.
Mr. Viola made a motion to move ahead with the Penn Farm Bathroom. Mr. Clayton seconded. Roll call vote taken.
Mr. DeAscanis – no, we said we would restore Penn Farm to its original state, not what we are doing with it now. We said we would restore it to its original state so future generations would know what a farm looked like. When we get done with it...that’s a modern farm.
Mr. Gambacorta – no
Mr. Yacucci – yes
Mr. Gallagher – no
Ms. Fiske – no, because it is their responsibility to do this and we will end up spending a lot more money out there.
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – no, and the affair they’re having next week on the 17th, maybe they can raise enough money to put in a bathroom, because that was their ultimate goal, to do fundraising to be able to maintain that farm.
Mr. Meek – yes,
Mr. Episcopo – yes
Mr. Alfree – yes
Motion carries by a vote of 8 in favor and 5 against.

G. Good Will Parking Lot Coating – Completion could come by end of the month. Mr. Viola made a motion to proceed with coating and repair and striping the Good Will parking lot. Mr. Wilson seconded. Roll call vote taken.
Mr. DeAscanis -- yes
Mr. Gambacorta – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – abstained, because of his position with the administration of Good Will Fire Company.
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved by a vote of 12 in favor and 1 abstaining.
H. Washington Park Parkland Clearing – Mr. Viola made a motion to move forward with this project that will provide usable land for City development of a park in Washington Park. Mr. Clayton seconded. This involves land that the Trust owns that will be cleared. Mr. Wilson has been working with Councilman Vannucci in order to put the playground in for common use of the non-profit little league as well as Washington Park with access for children in Washington Park. Roll call vote taken.
Mr. DeAscanis -- yes
Mr. Gambacorta – yes
Mr. Yacucci -- yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.

I. 7th Street Mound Clearing – Clearing is needed to clear vegetation from the environmentally-sensitive dump site and the Trust is required to keep the area clear. Mr. Viola made a motion to move ahead with the clearing. Mr. Gallagher seconded.
Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
Motion approved.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
- Tentative returns through nine months: Nicholson and Associates – 1% return; PNC – 5.6% return. Firms figures will be determined at the financial review meeting later this month.
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- Audit – The auditor has requested more information. Mr. Gallagher hopes to have the audit report finalized in October.
- Drawdown Report – Mr. Castagno suggested clarifying a heading in the capital budget by deleting “Engineering and Assessment” and list it as “Interest and Principal Payments” and show that as a draw down as payments are made. More work will take place away from this meeting.
- Ms. Fiske asked Mr. Viola (Property Maintenance) and Mr. Gallagher (Finance) for the status of building assessments. They are getting assistance to prepare an RFP to secure an architect.
- Mr. Alfree directed Mr. Marinelli to look at leases that require annual reports and contact lessees to submit by the end of the year.

LIBRARY COMMITTEE REPORT – Mr. Viola reporting.
No report.

OPEN SPACE COMMITTEE REPORT – Mr. Yacucci reporting.
No report.

BYLAWS COMMITTEE REPORT – Ms. Fiske reporting.
Three proposals distributed to the Board for vote prior to the Board meeting. All three proposals are dated 10/7/14.

Article VIII, Section 4, Policies – Ms. Fiske made a motion to delete “A member of the Election Committee may not contribute money or property to any candidate and may not actively or openly campaign for any candidate” (from Article VIII, Standing Committees, Section 4, Election Committee) and insert “No Trustee shall contribute money or property to any candidate; nor shall he actively or openly campaign for any candidate. The only exception is if a Trustee seeks re-election, he may do so for himself.” The Bylaws Committee has removed the last sentence, “The only exception is if a Trustee seeks re-election, he may do so for himself.” Mr. Wilson seconded the motion.

Mr. Castagno suggested clarifying or being more specific as to what is meant by the word “campaign” noting his concern that any Board member could be brought up on charges in accordance with Article VIII, Discipline. Mr. Wilson believes the intent of the motion is clear. Further clarification can be made later.

Motion approved by a vote of 12 in favor and one opposed (Castagno-citing the need for more clarification).

NEW BYLAW – Ms. Fiske made a motion to add Article X, Meetings of the Board of Trustees Section 4, – “All changes in the Bylaws/Policies/Procedures shall be recorded by the Board Secretary or designated person at the meeting where the change is voted upon. The exact wording of the new Bylaw/Policy/Procedure is to be recorded with the wording of the Bylaw/Policy/Procedure it is replacing (if that is the case), the article/section number where
it is to go, and the date on which the change occurred. All this information shall be included in the minutes for that meeting.” Mr. Gallagher seconded the motion. Motion approved.

The Bylaws Committee has agreed to withdraw a proposal made at the 9/9/14 meeting reading, “Any decision by a committee that requires commitment of funds involving a sum of $10,000 or more in a calendar year must be approved by the full Board. This is in addition to any previous overall budgetary approvals that may have been obtained. The cost of a contract, repair (capital and otherwise), acquisition, or service must be dealt with in toto – as the entire scope of the item, not broken up into segments or phases.”

In its place Ms. Fiske made a motion to approve a proposal to Article VIII, Standing Committees, Policies – “To commit funds of the Trust involving projects, repairs (capital or otherwise), acquisitions, or other services, the following procedure is established. Each project, repair, acquisition or other service involving a sum of $10,000 or more must be approved by a vote of the Board. Prior to a motion to obtain Board approval, an informative description of the proposed project/repair/service must be presented. The informational description should include background information, including: all quotes/bids or cost estimates, an estimate of the completion date (if applicable), the key objective(s) of the project and the funding source – operating or capital. Once the Board approves a project, the actual expenditure of funds will follow the following procedure:

(To be shown in Procedures)
When an expenditure of Trust funds involves a sum of $10,000 or more, it must be authorized by at least two (2) officers. For the purpose of this procedure, officer is – President, Vice President, Board Secretary and Board Treasurer. When a specific project/repair/service involves more than one phase and/or more than one contractor, each phase/contract of $10,000 or more must follow the above approval procedures.” (Examples would be attached to the document.)

Discussion followed. The spirit of the policy and procedure is good and everyone understands the intent. Mr. Alfree suggested clearing up some of the language before voting.
Roll call vote taken.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Yacucci – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Clayton – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes
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Motion approved.

BATTERY PARK COMMITTEE REPORT – Mr. Castagno reporting.
No new applications have been received.

ELECTION COMMITTEE – Mr. Wilson reporting.
Mr. Wilson will coordinate with Mr. DeAscanis and Ms. Fontinha to bring her up to speed on election procedures. He will be seeking two additional committee members.

COMMUNICATIONS – Mr. Viola reporting.
- Mr. Alfree acknowledged October as “pay day.” Each Board member received a ceremonious ear of corn.
- Ms. Fiske has several copies of a marketing analysis prepared by Alice Jarvis pro bono available to interested Board members.

Action Items
- Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
- Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)
- Liability associated with people fishing from the dike and their access/egress from the dike. Some access points are on City property. Mr. Alfree will send the Board City Council’s thoughts on a fishing pier and parking lot south of Dobbinsville off Route 9. An easement will be needed for the portion that crosses Trust property. **Mr. Alfree reported no activity to date on installation of fishing pier. The City is hoping to get concrete barriers installed and parking lot started soon to get people off the road. City is responsible for signage.**
- Family Foundations Academy Lease -- Confirm the number of students and how many live in the Colonial School District versus outside the district. (Wilson)
- Website status will be revisited at the October Board meeting. (9/9/14)
- June Follow up--tracking Antonio’s billables. (Alfree)

At 8:50 p.m. Mr. Wilson made a motion to enter into Executive Session to discuss matters of real estate. Mr. Episcopo seconded. Motion approved.

At 9:15 p.m. Mr. Gambacorta made a motion to return to regular session. The motion was seconded and carried.

Mr. Wilson made a motion to approve a lease or license to Red Ink, LLC for the New Castle Weekly for office space with use of the bathroom on the second floor with rent to be $5 per year for a five-year term with a five-year option at rent to be determined. Included as part of the agreement, the New Castle Weekly agrees to an in-kind contribution by writing and publishing articles to share information concerning the actions and obligations of the Trustees of the New Castle Common. Mr. DeAscanis seconded the motion. Motion approved.
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There being no other business, the meeting was adjourned.

Respectfully submitted,

Deborah Turner
Stenographer
Trustees of the New Castle Common
Meeting Minutes
November 4, 2014

Present: Messrs. Alfree (President), Clayton (Vice President), DeAscanis, Episcopo, Gallagher (Treasurer), Gambacorta, Meek, Wilson (Assistant Secretary), Yacucci, Ms. Fiske, Mrs. Ross, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer, Alice Riehl of the New Castle Weekly
Absent: Messrs. Castagno and Viola (Secretary)

The monthly meeting of the Trustees was held on Tuesday, November 4, 2014, in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7 p.m. Moment of silence observed.

Mr. DeAscanis will celebrate 50 years as a Trustee at the end of November. Mr. Alfree announced that a dinner in his honor will take place on 12/9/14, 6 p.m. at Caroline’s, 410 Delaware Street. Former Trustees are being invited and assistance with addresses is requested.

Robert Appleby, Municipal Services Commission (MSC), explained a new filtration system that MSC plans to install at their facility off School Lane. The EPA has informed that a different type of filtration system needs to be installed. The City is currently purchasing water from Artesian, who uses a carbon filtration system. One tank is in place and by the middle to end of November they anticipate providing water again. A permanent facility will require two tanks. MSC is requesting moving the fence on the west side of the treatment plant about 12 feet and 6 feet on the south side. MSC may already be inside the easement the Trust granted in 1978 and will survey the area to determine how much space may be needed. The Land Management Committee will address the matter.

Mr. Alfree announced that Mr. Appleby will serve out his term and a new appointment will be needed next March/April 2015.

Public Input: Tina Shughart and Paul Allston, New Castle City Police, and Tim Moore, Good Will Fire Company, requested financial assistance for the children’s Christmas party. Last year’s event was attended by over 100 City children. The bulk of funds came from local businesses. The party consists of lunch, candy, games, gifts, and picture with Santa Claus. They requested $500 or an amount the Board decides for the event. Ms. Shughart was asked to submit a request for future funding to the Outreach Committee for consideration of a grant and to be included in the budget. The form should be available by late November and submitted by the end of December.

R. Martin Wright has not received by mail the revised 2013 financial information or the 2014 financial information. He obtained a copy of the revised 2013 financials from the Trust office. He stressed timeliness as being important concerning financial information. Mr. Wright asked when the revised 2013 information will be available to the public. The Trustees’ website is being updated and that information will be included. Mr. Gallagher reiterated the Trust had a new auditing firm this year that needed to establish a baseline. Some Trust properties are old and involve restricted funds and unrestricted funds. The auditing firm had questions about
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those funds that required research back to 2008. The report is now ready. Notice will be published in the New Castle Weekly that copies are available in the Trustees office and on the Trustees’ website. Future reports will include the auditor’s name. Mr. Wright said the Delaware Community Foundation received a higher return on investments over their latest 12-month period than the TNCC. Mr. Gallagher pointed out that portfolio values are different.

Monthly Calendar: Board Meeting 12/2/14, 7 p.m.; Land Management Committee 12/1/14, 5 p.m.; Finance Committee 11/19/14, 12 noon; Property Maintenance Committee 11/21/14, 8:30 a.m.; Bylaws Committee 11/18/14, 6 p.m.; Outreach Committee TBD; Open Space Committee TBD

Minutes: Corrections noted. A motion was made by Mr. Gallagher to approve the 10/7/14 Trustee meeting minutes as amended. Mr. Episcopo seconded. Motion carried.

Land Manager’s Report
No report.

Treasurer’s Report -- Mr. Gallagher reporting.
The October treasurer’s report was distributed electronically to the Board and reviewed.
• Mr. Gallagher questioned what the figure for Antonio’s represents for Battery Park. Mr. Wilson will inquire and follow up.
• Mr. Meek questioned why the tax drawdown figure is higher. There are a couple of properties the Trust no longer receives reimbursements on.
• Mrs. Ross asked about scholarship monies reimbursed from Delaware Technical & Community College. Those monies are sent to an institution and are reimbursed to the Board if the student is no longer enrolled.

Mr. Gambacorta made a motion to approve the 10/31/14 treasurer’s report as submitted. Mr. DeAscanis seconded. Motion approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Wilson reporting.
Michael Marinelli has submitted 13 applications to New Castle County (NCC) for tax exempt status for non-profit organizations. There is a backlog and a decision could take over a year; however, if successful the decision would be retroactive. He has met with Marlene White, Assistant NCC Attorney, who suggested trying to have our state legislators to provide automatic exemptions. The Land Management Committee and Mr. Marinelli will try to schedule a meeting with our state legislative delegation.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
No report.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.
• Mr. Wilson met with the Little League about clearing of land to be used for a park.
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- Penn Farm – Fire safety emergency lighting has been installed. In order to get occupancy for the barn, emergency lighting and dry chemical carts are required to be installed. Two dry chemical carts have been purchased and bids are being secured.
- Medical Center – It is asbestos free and we will be cutting electric in the next few days. Demolition will take place soon.
- Tremont Motel – Waiting for asbestos report.
- Tennis courts – Making good process on fence installation.
- Good Will Fire Company – Parking lot has been coated and stripped.

It is Ms. Fiske’s position that the Board should not be spending any monies at Penn Farm based on the lease agreement. She asked if any plans are being made to clean up the Penn Farm stand. Mr. Alfree reminded that an official letter has been sent to Delaware Greenways requesting an annual report by 12/31/14 (including the farm stand). Delaware Greenways will be asked to present at the Board’s January 2015 meeting.

(Mr. Alfree also sent an official letter to Bellanca, New Castle Historical Society, and will include the New Castle Little League at Mr. Wilson’s request.)
The New Castle Historical Society has moved their display from the Old Library to The Arsenal. They maintain storage in the Old Library basement. There are still handicap-accessibility issues to be addressed.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
Drawdown Report – Mr. Meek questioned a drawdown for the Alliance but no approved budget. Additionally, he asked if the New Castle Historical Society has submitted receipts for their entire budget for expenditures already this year. Mr. Gallagher will follow up.
- Mr. Meek asked for a definition of “grass water lot” under Property Maintenance. It is the description that Antonio provided in order to track what is spent on each parcel. Mr. Wilson speculated it may be the triangle between Bellanca Road and Washington Park houses.
- Second and Tremont Streets does not exist. Mr. Clayton will speak with Antonio to better identify certain parcels.
- Bicentennial Park – Mrs. Ross asked what work has been performed. None to date.
- Discussion followed about the procedure to use to determine how each group receiving funds is using those funds.

The committee met with advisors to review Trust funds. Markets were down during the third quarter. PNC was down 1.3% and Nicholson was down 1%. As of YTD 10/28/14 data indicates gains of 5.6% for PNC and 2% for Nicholson. The committee met with the auditing firm to review the draft audit and approve same. A letter will be sent to Barbacane Thornton and Company explaining no further work is needed from them. The full audit report will be available to each Board member in office mail bins. Mr. Gallagher and Mr. (Mark) Zitz will be reviewing the 990 form that must be submitted to the IRS by 11/17/14. A copy will be available in the Trust office for review and comments.
LIBRARY COMMITTEE REPORT
No report.

OPEN SPACE COMMITTEE REPORT – Mr. Yacucci reporting.
No report.

BYLAWS COMMITTEE REPORT – Ms. Fiske reporting.
Materials sent out electronically prior to the meeting.
Article XIII, Election of Board Members – Language was changed in the March 2014 Board meeting, but not voted on at the April 2014 Board meeting.
Delete: “Trustees term of office is twelve (12) years.”
Insert: “Trustees term of office is twelve (12) years, commencing on the date of the conclusion of the election.”
Ms. Fiske made a motion to approve text change to Article XIII, Election of Board Members, as stated. Mr. Wilson seconded the motion. Motion approved.

To be voted on at December 2014 Board meeting.
Addition to Article VII, Term of Office: “Any Board member who moves outside the city limits of New Castle shall be deemed to have resigned as a Trustee, effective immediately.” (With the footnote: This is a requirement in the 1764 Charter, pp. 16-17 of the Blue Book.)

This text is in the Charter, therefore, no vote is necessary. The text will be added to Article VII, Term of Office, with a footnote indicating the Charter page number.

Addition to Procedures, Article VI, Election of Board Members, Section 1 – Mr. Wilson thinks there is a misinterpretation of voter requirements and actual Trustee requirements. He believes that Trustees need to be 25 years of age. Mr. Wilson and Ms. Fiske will check the Charter. (Article XIII, Election of Board Members confirms a candidate must be 25 years of age on or before the date of the election. No further action is needed.)

The IRS suggested the Trust might consider changing its fiscal year to the calendar year to make some things simpler. When the Trust undergoes an audit two years must be opened. Mr. Taylor suggested getting an opinion from the auditors and the Trust’s CPA, noting having a different fiscal year to calendar year allows for flexibility. The subject is worthy of more discussion and research. It was agreed not to pursue this issue until the audit is finished and the 990 form is submitted.

Amendments – “These bylaws may be amended by the Board of Trustees at any regular meeting provided ten days written notice is given.” The committee sends out pertinent information ahead of meetings for discussion and votes at the following month’s Board meeting. Ms. Fiske suggested this might be included in Procedures.

BATTERY PARK COMMITTEE REPORT
No new applications have been received.
Ms. Fiske asked when the engineering report for Battery Park will be available. Mr. Clayton is unsure. Foresite Engineering is preparing the engineering report.

**OTHER COMMITTEES**

Election Committee – Mr. Wilson reported that Ms. Fiske has joined the committee.

Website – Mr. Meek requested comments from Board members on the current website and content by 11/7/14 and to copy Mr. Alfree. After that date the website (trusteesncc.org) will be made public. He is interested in including scholarship information. *(Trustees are prohibited from serving on the committee.)* Information would include a summary of the Scholarship Committee’s report (with select information), the process involved, and form to be used. Property descriptions would include a map and NCC tax parcel number. Mr. Gallagher suggested keeping information simple and add content as warranted.

Mr. Clayton made a motion that the Trust make a donation of $500 to the City Police and Good Will Fire Company Christmas party for City of New Castle children as presented tonight. Ms. Fiske seconded. Motion approved.

Mr. Wilson made a motion that the TNCC allow MSC to extend the property fence line to a footage that is necessary for encompassing new filters being installed on the new water system. Mr. Clayton seconded. Motion approved.

**Action Items**

- Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
- Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. *(Fiske)*
- Liability associated with people fishing from the dike and their access/egress from the dike. Some access points are on City property. Mr. Alfree will send the Board City Council’s thoughts on a fishing pier and parking lot south of Dobbinsville off Route 9. An easement will be needed for the portion that crosses Trust property. *(10/7/14) Mr. Alfree reported no activity to date on installation of fishing pier. The City is hoping to get concrete barriers installed and parking lot started soon to get people off the road. City is responsible for signage.* *(11/4/14) The fishing pier won’t be constructed for a couple of years. People are not fishing from the top of the dike. DNREC had issues with the parking lot; it should be completed soon. The lot will be on City property; therefore, no liability for the TNCC, even on the shoreline. Mr. Meek referenced (and read) “liability for public recreation on private lands” (Delaware Code). If we are not charging a fee and people are accessing our land we are not liable. Mr. Taylor confirmed that is the intent of the Delaware Code; however, it does not mean a lawsuit can’t be filed. No action is required from the TNCC at this time. Once the fishing pier is constructed, depending on how it is placed in the water, an easement may be necessary.*
- Family Foundations Academy Lease -- Confirm the number of students and how many live in the Colonial School District versus outside the district. *(Wilson)*
Trustees of the New Castle Common
Minutes of November 4, 2014

• Website status will be revisited at the October Board meeting. (9/9/14)
• June Follow up--tracking Antonio’s billables. (Alfree)
• Flood plain as it relates to Trust properties. Deadline for insurance. Messrs. Wilson and Marinelli and Ms. Fontinha met with the Trust’s insurance agent and are working to ensure the Board has proper coverage. (11/4/14)
• Antonio to better identify parcels where he does work. (Clayton -- 11/4/14)
• Determine if New Castle Historical Society has submitted receipts for their entire budget for expenditures this year. (Gallagher – 11/4/14)

At 8:30 p.m. Mr. Wilson made a motion to enter into Executive Session to discuss matters of real estate. Motion was seconded and approved.

At 8:58 p.m. Mr. Gallagher made a motion to return to regular session. The motion was seconded and carried.

A motion was made by Mr. Wilson to offer Mr. and Mrs. Leon DeAscanis an opportunity to purchase the portion of Trust land that the corner of their building sits on understanding they are responsible for all fees associated with such purchase. Motion was approved by a vote of 10 in favor and one abstaining (DeAscanis).

A motion was made by Mr. Wilson authorizing the Land Management Committee to enter into negotiations with the owners of Dunkin Donuts to lease the foot pad the building is currently on. The motion was seconded by Ms. Fiske and approved by unanimous vote.

A motion was made by Mr. Gallagher to approve $30,000 of capital for repair of the Good Will Fire Company roof. Motion was seconded by Ms. Fiske. Motion was approved by a vote of 10 in favor and one abstaining (Clayton).

There being no other business, the meeting was adjourned.

Deborah Turner
Stenographer
Trustees of the New Castle Common
Meeting Minutes
December 2, 2014

Present: Messrs. Alfree (President), Viola (Secretary), Wilson (Assistant Secretary), Gallagher (Treasurer), Castagno, DeAscanis, Episcopo, Gambacorta, Meek, Ms. Fiske, Mrs. Ross, Mr. Taylor, Esq. Also present: Mrs. Turner, Stenographer, Alice Riehl of the New Castle Weekly
Absent: Messrs. Clayton (Vice President) and Yacucci

The monthly meeting of the Trustees was held on Tuesday, December 2, 2014, in the Trustees Room of the Old Town Hall. Mr. Alfree called the meeting to order at 7 p.m. Moment of silence observed.

Mr. DeAscanis will celebrate 50 years as a Trustee at the end of November. A dinner in his honor will take place on 12/9/14, 6:30 p.m. at Caroline’s, 410 Delaware Street. Festivities will begin at 5:30 p.m. at The Arsenal on the Green and the public will be invited. Note: Mr. DeAscanis is the second longest serving Board member behind Judge Rodney and has worked with 43 Trustees in his tenure.

Public Input: No public input.

Monthly Calendar: Board Meeting and Penn Farm Presentation 1/6/15, 6:30 p.m.; Land Management Committee 1/5/15, 5 p.m.; Open Space Committee TBD

Minutes: Corrections noted. A motion was made by Mr. Gallagher to approve the 11/4/14 Trustee meeting minutes as amended. Mr. Episcopo seconded. Motion carried.

Land Manager’s Report – Mr. Marinelli reporting.
- He continues working with committees.
- Met with insurance agent to review flood insurance and policy premiums.
- All receivables are current. One tenant’s rent will increase 12/1/14 resulting in a revenue increase of $2,000 per month.
- Making sure all vendors have W-9 forms, business licenses and proof of insurance. The State requires a business license. Mr. Marinelli will look into whether a business license or permit is required by the City.
- A State Fish and Wildlife official informed of a beaver trap found at Broad Dike. It is unknown who set the trap.

Treasurer’s Report -- Mr. Gallagher reporting.
The number of hours Ms. Reisinger reports for her maintenance work in Battery Park was discussed. The Property Maintenance Committee tracks the hours and monitors her work. Mr. Meek commented on how nice the park looks.

Mr. Gambacorta made a motion to approve the 11/30/14 treasurer’s report as submitted. Ms. Fiske seconded. Motion approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Wilson reporting.
At present there has been no contact with Mr. Leon DeAscanis. Other real estate matters will be addressed in executive session.
OUTREACH COMMITTEE REPORT – Mr. Meek reporting.
Requests for grants will be submitted for approval without knowing the amount being allocated. Notice about the grants and scholarship deadline was published in the Cobblestone and the New Castle Weekly. The notice included the Trustee’s website where forms are available. Mr. Meek contacted all previous applicants to remind them of the deadline. Notice will also be included in the 12/17/14 MSC mailing.

PROPERTY MAINTENANCE COMMITTEE – Mr. Viola reporting.
The committee has received positive feedback concerning work at the tennis courts. Mr. Meek asked about looking at bids submitted for parking lot work at Bellanca. Mr. Alfree said when the committee makes a recommendation it must be brought before the whole Board. Information pertaining to bids can be obtained at that time. Bids will not be available to Board members until the Property Maintenance Committee brings its recommendation to the Board. (Any expenditure over $10,000 must be approved by the whole Board.) Since the work is underway, Mr. Meek requested access to the bids. Mr. Viola believes it is poor business practice to make that information available. He is concerned with losing creditability with contractors. Mr. Meek believes it is offensive if the Board has no input or ability whether the funds are being used appropriately. Mr. Wilson noted there is a protocol involved and by implying improprieties are involved, there are five members on the committee making decisions. Ms. Fiske cited the Board’s policies and procedures noting that each phase of a contract of $10,000 or more are to be brought before the Board for a vote.

Mr. Viola believes the committee is complying with our policies and procedures, but this information needs to be kept within the committee that is responsible for decisions. The Board has approved the concept for the projects, but when contractors are hired and the work is over $10,000 it must be presented to the full Board for a vote. Mr. Alfree sees no value with Board members seeing all bids. Mrs. Ross cited accountability.

Penn Farm Bathroom – Work did not exceed $10,000. Companies being used for this work are those known to the Board and are reputable, trustworthy, and loyal.

FINANCE COMMITTEE REPORT – Mr. Gallagher reporting.
Drawdown Report – The Bellanca Parking Lot capital budget shows $200,000 for engineering. Lighting estimates of $25,000 is included with this project making the project total $225,000. Mr. Castagno reminded that the figure presented when the concept was approved was an estimate based on project description. Once bids were received actual costs of $200,000 for construction and $25,000 for lighting are recorded.

Mr. Gallagher made a motion to approve the Drawdown Report as amended. Mr. Gambacorta seconded the motion. Motion approved.

The IRS had suggested the Board consider changing its fiscal year. Mr. Gallagher checked with our auditors who recommended against a change. The committee recommends the Board not make any changes to its fiscal year.
The Finance Committee cannot comply with the library’s request of $22,500 that represents the second payment against their grant of $45,000 for last year. We are now in a new fiscal year and they have received a grant this year of $45,000.

Last year they received part of their allocation ($22,500) and the Trust matched a capital campaign the library ran with bricks that raised about $34,000, which was aside from the second payment of $22,500. The committee did not send the second payment believing the Board’s commitment had been met by the brick campaign. No communication about the second payment was made with the library. The Board had previously approved matching funds with the brick tribute project. Mr. Viola feels strongly that the library should receive the remaining $22,500.

Mr. Alfree said we need to increase the library’s budget for this fiscal year in the amount of $22,500. The Finance Committee will determine where the monies will be taken from. **Due to circumstances that occurred in 2013-2014, Mr. Viola made a motion to increase the library’s budget in the amount of $22,500 this fiscal year. Mr. Meek seconded the motion.**

Roll call vote followed.
Mr. DeAscanis – yes
Mr. Gambacorta – yes
Mr. Gallagher – yes
Ms. Fiske – yes
Mr. Castagno – yes
Mr. Wilson – yes
Mr. Viola – yes
Mrs. Ross – yes
Mr. Meek – yes
Mr. Episcopo – yes
Mr. Alfree – yes

**Motion approved.** Mr. Gallagher will amend the budget to reflect the motion.

Ms. Fiske asked if the request for proposal for building assessment is ready. Mr. Gallagher said a draft has been prepared and more specifications are needed on the buildings and drawings. He anticipates it to be finished soon.

**LIBRARY COMMITTEE REPORT** – Mr. Viola reporting.
No report.

**OPEN SPACE COMMITTEE REPORT** – Ms. Fiske reporting.
No report.

**BYLAWS COMMITTEE REPORT** – Ms. Fiske reporting.
Materials sent out electronically prior to the meeting.
Trustees of the New Castle Common
Minutes of December 2, 2014

To be voted on at the January 2015 Board meeting.

1. **Addition to Policies**, Article X: To amend a Bylaw/Policies/Procedure. For a Bylaw, Policy, or Procedure to be amended by the Board of Trustees:
   a. First it is brought to the Bylaws Committee for discussion and suggestions.
   b. At the following Board meeting it is presented for discussion and suggestions. During the intervening month Board members may make further suggestions.
   c. At the Board meeting the next month it is brought up for a vote.

2. **If that is changed, then the following change to be made in Bylaws:**
   Article XIV Amendments: These Bylaws may be amended by the Board of Trustees at any regular meeting, provided ten (10) days’ written notice have been given of the proposed amendment to the members of the Board. At that meeting the proposed amendment may be further modified and approved.

   **To be changed to:**
   These Bylaws/Policies/Procedures may be amended by the Board of Trustees. See Policies, Article X.

3. **Tying into all this and to be discussed:**
   The following was brought up and discussed when the Trustees divided the Bylaws into Bylaws/Policies/Procedures:

   A Policy for changing them:
<table>
<thead>
<tr>
<th>To change</th>
<th>Proposed by</th>
<th>Approved by</th>
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</thead>
<tbody>
<tr>
<td>Bylaws</td>
<td>Any Trustee</td>
<td>Board approval</td>
</tr>
<tr>
<td>Policies</td>
<td>Any Trustee</td>
<td>Board approval</td>
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<td>Procedures</td>
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<td>Board approval</td>
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   **Proposal to adjust/clarify Bylaws/Policies/Procedures:**
   Article VIII, Disciplinary Actions: Any member of the Board of Trustees who intentionally or unintentionally violates any article or section of these **Bylaws** may have charges filed against him by any other member of the Board.

   **Delete ‘Bylaws’ and insert ‘Bylaws/Policies/Procedures’**

   To be discussed: Vacancies on the Board, particularly with term expirations. Knowing in advance when a Board member’s term is expiring allows for earlier announcement of an election with that election being held closer to the end of the Trustee’s term.

   Mr. Alfree encouraged Ms. Fiske to move discussion on the above until the February 2015 meeting citing the presentation by Penn Farms in January 2014.

   **BATTERY PARK COMMITTEE REPORT** – Mr. Castagno reporting.
   No new applications have been received.
Trustees of the New Castle Common
Minutes of December 2, 2014

OTHER COMMITTEES
Vault -- Ms. Fiske and Mr. Meek were asked to give an update on work in the vault at the January 2015 meeting. Mr. Wilson asked that someone address where the Trust’s Charter should be stored. Currently the State Archives is holding the document. He does not believe we have the capability to maintain it and wonders if State Archives can hold the document permanently. State Archives have been reminded that the Trust owns the document and are allowing Archives to maintain it on our behalf. Mr. Alfree will have Ms. Fontinha touch base with Archives.

Website – Mr. Meek said the Trust’s website is now functional. Additions/deletions are an ongoing process.

Penn Farm – A presentation will start at 6:30 p.m. at the January 2015 meeting.

Information from the other non profits (New Castle Historical Society, Little League, Bellanca) will be distributed to Board members by the end of the month.

Information on Board officers will be distributed at the January 2015 meeting, per the Bylaws. Messrs. Alfree and Gallagher are prohibited from serving in their current capacities beyond 3/31/15.

COMMUNICATIONS
Mr. Meek reported on a letter (11/19/14) he received from the New Castle Historical Society requesting permission from the Trustees to perform additional archeological work at the Fort Casimir site on Trustee property near East 2nd and Chestnut Streets. Upon completion of the work educational materials and exhibits will benefit the citizens of New Castle and the public. Work would not begin until September 2015 or later and is estimated to take about six weeks. He described the equipment to be used and an outline of field work being proposed. Partners will include the University of Delaware, New Holland Foundation of the Netherlands, and Dr. Paul Huey, an expert on New Netherland archeology. Funding is expected to come from a grant through the National Park Service’s American Battlefield Protection Program. Mr. Taylor does not foresee any problems with federal funding going to another party to do work on Trustee land, but will research the matter.

Mr. Viola received a notice of a hearing about a business applying for a liquor license at Ferry Cut-off (Subway, nail salon) near Trust property. The letter is available in the Trustee’s office.

Ms. Fiske suggested sending a letter to Friends of Bellanca (FOB) explaining work being done in the parking lot. There appears to be a communication breakdown between the Board of FOB and the Board/Property Maintenance Committee. Mr. Alfree will send FOB a letter detailing the work.

Action Items
• Land Management Committee to review the matter of a roadway behind new housing units at Bull Hill.
Initial draft of bylaws, policies and procedures that includes an introduction that needs further work before becoming official to be sent to members. (Fiske)

Prepare comparison of hours for Lynn Reisinger in Battery Park. (Alfree -- 12/1/14)

June Follow up--tracking Antonio’s billables. (Alfree)

Antonio to better identify parcels where he does work. (Clayton -- 11/4/14)

At 8:20 p.m. Mr. Wilson made a motion to enter into Executive Session to discuss matters of real estate. Ms. Fiske seconded the motion. Motion approved.

The Board discussed numerous real estate matters.

At 9:05 p.m. Mr. Wilson made a motion to return to regular session. Ms. Fiske seconded the motion and regular session resumed.

Mr. Wilson made a motion to enter into negotiations with John Gambacorta to offer a lease extension not to extend the term of the lease beyond the year 2033. Messrs. Henry Gambacorta and Castagno recused themselves from the discussion. Motion seconded by Ms. Fiske. The motion was approved by unanimous vote.

There being no other business, the meeting was adjourned at 9:20 p.m.

Deborah Turner
Stenographer