



## DAIRY FARM ADVISORY COMMITTEE MINUTES

Wednesday, October 21, 2009; 6:30 p.m. – 8:30 p.m.

Chesapeake Room, 2nd Floor, 2664 Riva Road, Annapolis

1. **Introductions.** Committee and audience members introduced themselves.
2. **Re-convening the Advisory Committee.** The Dairy Farm Advisory Committee was tasked to develop a Master Plan for the Dairy Farm. This was successfully completed with the production of the Master Plan Report. This meeting was to present the Master Plan Report to the Committee for their final review. The Advisory Committee was thanked for their hard work and due diligence to create a vision for the Dairy Farm which protects the agricultural and rural nature of the site.

As the County moves ahead with developing Hammond's Connection, a new citizen committee will assist in providing recommendations and ensuring that the County remains true to the vision set forth in the Master Plan. The committee could be called an "Implementation," "Evaluation," or "Assessment" Committee as these terms better describe the function of the committee. This committee would be appointed by the County Executive. The members of the Dairy Farm Advisory Committee will help define the mission and focus of this future committee.

The County desires to have a Friends group to support the Dairy Farm. This would be a 501-c-3 non-profit organization whose mission would be to support the County's efforts at the Dairy Farm. This group would be modeled after the existing Friends groups, but would have unique characteristics relevant to the needs and plans for Dairy Farm. The process to start the Friends group will be an independent task.

### 3. Status of Master Plan.

- A. Copies of the Master Plan Report were handed out. Karyn reviewed the organization and content of the report. Committee members were asked to read through the report, especially the pages describing the Master Plan (pages 12-25) to verify that the information clearly stated the intentions of the Committee. The Committee was reminded that the Master Plan Report describes the Committee's vision for the park, not the exact and final plans.
- B. The Master Plan was divided into three phases, although as the project moves forward, additional sub-phases may be identified. Some amenities and program elements may be constructed in phases different than where identified in the Master Plan.

**Phase 1.** The first phase has two components.

- i. Create the Schematic Design documents for Phases 1, 2, and 3. This includes design planning and preliminary engineering of the entire 176-acre Hammond's Connection program infrastructure to verify the Master Plan Report phasing assumptions and to avoid conflicts with future program improvements.
- ii. Create Design Development and Construction Documents for the specific amenities to open the Hammond's Connection to gardeners and hikers and allow for nature study. Proposed improvements include the community gardens, water supply, parking, initial reforestation, landscaping / display gardens, and stormwater management. Trails through this phase are mowed grass.

**Phase 2.** Design Development and Construction Documents would be created on the next set of improvements. The Master Plan identified specific components, but the Schematic Design completed in Phase 1 will verify which components should be constructed during Phase 2.

**Phase 3** would complete the park development.

The restoration of Towser's Branch was placed in Phase 3 as it is not known what studies must be undertaken to create an effective stream restoration project. In addition, the restoration efforts should be developed in conjunction with the required stormwater management and erosion control systems identified in the Schematic Design. Possibly, the stormwater management and stream restoration projects would function in tandem.

Development of amenities around the Hammond cemetery and home site was placed in Phase 3 to allow time for required archeological studies.

- C. The next stage of the Master Plan process is hiring an architectural and engineering firm (A/E) to create a series of technical drawings. The A/E firms will create three sets of technical drawings: Schematic Design for Phases 1, 2, and 3, and Design Development and Construction Documents for Phase 1.
- 1) The County has identified five companies as qualified to bid on this project. The firms have current contracts with the County and have demonstrated the ability to complete a project of this magnitude.
  - 2) The bid proposals are due on November 19, 2009., 3:00 p.m. The bids are for Schematic Design of Phases 1, 2, and 3 and Design Documents and Construction Document for Phase 1.
  - 3) The selection will be based on both technical specifications and price estimates.
  - 4) The A/E firm selected would be hired on a "progressive award contract." Once Phase 1 is completed, the County retains the option to either allow the firm to continue to Phase 2 or to put Phase 2 out to bid.
  - 5) The firm selected will be required to hold monthly progress meetings with County staff, meet twice with the Advisory Committee, and produce public outreach materials (for example, design web sites, hold public meetings, or create display boards)

#### **4. Initial Public Access for Spring 2010**

The County wishes to allow public access to the Dairy Farm in the spring of 2010, prior to actual development of Hammond's Connection and official opening of the "park." To make this happen, members of the Advisory Committee will be asked to take an active role in planning and implementation. The plan would be a once-a-month event for about 4 hours on a weekend morning or afternoon from March or April through October (similar to what the County does with Hancock's Resolution). At the next meeting, a group will be established that will be responsible for planning and volunteer coordination for the Open Days. Marilyn Taylor, Janet Mackey and JoeAnn Kuhn have volunteered.

- A. Decisions the **Open Days at the Dairy Farm Group** needs to make
- 1) Which weekend day and what time?
  - 2) How will the Open Days Group work (leadership, membership, meeting times)?

- 3) Set up a calendar of themes for each Open Day
  - 4) Select a "Theme Organizer" for each. Theme organizers would be responsible for getting commitment from a sponsoring organization that would put together appropriate materials, plan events, and provide volunteers to do demonstrations and/or talk to the public.
- B. Volunteer activities associated with Open Days that the Open Days Group will need to handle
- 1) Planning
    - What signs need to be made? Need to design them and work with Karyn to get them made.
    - Calendar of events, writing up description of events
    - Publicity
    - Arranging refreshments (donations from organizations or volunteers to supply)
    - Ensuring infrastructure/equipment will be available on site – parking area roped off near existing road (will need to coordinate with the farmers about where parking should be each time), port-a-potties, signs, entrance tent for volunteer to welcome visitors, information/refreshment tent with chairs (The County has money for these things)
    - Ensuring Theme Organizers know what they are responsible for
    - Can begin working on storyboards that will be placed throughout Hammond's Connection to explain environmental and historical features.
  - 2) Team of 5-8 volunteers on-site each week
    - Site set-up
    - Greeter
    - Managing parking area
    - Refreshments
    - Clean up and close
- C. Themes discussed for Open Days include:
- 1) "Meet your Park" – Informational presentations and tours to provide an orientation to the area and provide background on the process the County is using to create Hammond's Connection. Posters, maps, and other Meet-your-Park material should be available for all the Open Days, with a volunteer "Orientation Host" available to talk to visitors informally. This theme would be sponsored by the Advisory Committee. Need to get volunteers who work on preparing the materials about the Dairy Farm (Meet-your-Park posters, tour route, hand-outs).
  - 2) Hammond History – Historical information about the Hammond family and life on the farm. Potential sponsor: Odenton Heritage Society.
  - 3) Birds of Anne Arundel County – Bird walks, information about birds found in the different habitats on the property. Potential sponsor: Anne Arundel Bird Club.

- 4) Native plants of Anne Arundel County – Plant ID. Potential sponsor: Maryland Native Plant Society.
- 5) Links between Hammond's Connection and the Chesapeake Bay - Stream monitoring work being done by the environmental studies class. Potential sponsor: Center of Applied Technology (CAT) – North Environmental Studies program.
- 6) Navy Dairy Farm history
- 7) Honey Bees – beekeeping demonstrations at the hive, honey tasting, exhibition hive with bees. Potential sponsor: Anne Arundel Beekeepers Association.
- 8) 4-H Dairy Cattle project housed at the Dairy Farm – see the animals, talk about the 4-H program. Potential sponsor: Anne Arundel County 4-H Dairy Leasing Club

## **5. Future Advisory Committee Meetings**

- A. Next meeting will be Wednesday, November 18, 7:00 p.m. Chesapeake Room, Second Floor, 2664 Riva Road
- B. Tasks for next meeting:
  - 1) Bring photos and descriptions of garden ideas for Phase 1
  - 2) Bring ideas for Open Days and volunteer roles you are willing to fill
  - 3) Bring your 2010 calendar to schedule the first Open Day