

The Town of  
***GLEN ECHO***  
Chartered 1904

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TOWN COUNCIL MEETING MINUTES  
October 12, 2020  
Held Virtually Via Zoom

**CALL TO ORDER: MAYOR WILLEM POLAK. 7:00 PM**

**PRESENT**

**Mayor:** Willem Polak.

**Councilmembers:** (CM) Dia Costello (arrived at 7:15pm), Dan Spealman, Matt Stiglitz, and Julia Wilson.

**Town Manager:** (TM) Beth Boa.

**Guests:** Eva Webb, Auditor, LSWG.

**Residents:** Emily Parsons (The Echo), Tisha Anderson (Harvard Ave).

**FY 2020 AUDIT REPORT--TOWN OF GLEN ECHO:**

**Presentation by Eva Webb, auditor- Linton, Shafer, Warfield, Garrett, P.A. of audit results for FY 2020.** Ms. Webb of LSWG, the Town auditor, reported that the Town passed all FY 20 audit requirements with flying colors. Highlights and important components of the audit are noted below:

**Summary Remarks:**

- **Positive Year.** Overall, FY2020 was a positive year. The Town provided all of the services budgeted for and completed the year with revenues in excess of expenditures by \$80,136. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Glen Echo, Maryland is improving or deteriorating.
- **Healthy Fund Balance.** The Town has a healthy fund balance of \$693,647. These funds can be set aside for projects such as new street signs, road repair and sidewalk repair.
- **Future Projects Budgeted Conservatively.** Due to COVID-19 large projects will be on hold until the Town knows how it will impact revenues. The Town Council maintained a conservative approach in formulating the FY2021 budget to make sure that the Town maintains a healthy financial position into the future. This takes into account the unforeseen impacts of COVID-19 on Town Hall rental income, income tax and other tax revenues.

**FINANCIAL HIGHLIGHTS OF AUDIT:**

• **Assets and Deferred Outflows.** The assets and deferred outflows of the Town of Glen Echo, Maryland exceeded its liabilities and deferred inflows at the close of the fiscal year by \$1,426,247 (net position). Of this amount, \$686,936 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.

• **Total Net Position:** The government's total net position increased by \$53,281 for the year ending June 30, 2020.

• **Fund Balances.** As of the close of the fiscal year, the Town of Glen Echo, Maryland's governmental fund reported ending fund balances of \$693,647, an increase of \$80,136 in comparison with the prior year; of this total amount, \$693,438 is available for spending at the government's discretion (unassigned fund balance).

- **Governmental activities.** Governmental activities increased the Town of Glen Echo, Maryland's net position by \$53,281. Expenses increased \$15,908 from FY2019 to FY2020. Total Revenues increased by \$26,390 over the same period. The main item that contributed to the increase in revenue was an increase in income taxes during FY2020. The major increases in expenses were related to town engineer and administrative salaries in FY2020. The audit report included the fact that COVID-19 will have an unknown effect on the Town's finances, in particular revenue. In FY2020, the Town had \$19,000 more in revenue than it budgeted.
- **Recommended Payment Procedures.** The auditor recommended that in order to segregate duties the Town Manager should not be a signer on the Town's checks. The Town has three other signers (the Mayor and two Council Members). The auditor emphasized the role of the Council in reviewing the monthly financial statements. The Council agreed with these recommendations. The final audit will be available for review by residents by request.

**Motion to Approve FY2020 Audit and Recommendations:** CM Stiglitz; 2<sup>nd</sup> CM Wilson. Approved 3-0 (CM Costello Abstained).

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak offered an opportunity to take comments from the residents. There were no comments.

**COUNCIL MEETING MINUTES: ACTION ON SEPTEMBER 14, 2020 MEETING**

Minutes of the September 14, 2020 Council meeting were approved as amended.

**Motion to Approve Minutes:** CM Stiglitz; 2<sup>nd</sup> CM Spealman. Approved 4-0.

**TOWN ARCHIVES: DEVELOPMENT OF RULES FOR ACCESS (Attached)**

The Council read and reviewed the revised guidelines for accessing the newly purged and reorganized Town Archives. The guidelines were prepared and recommended by Sarah E. Hedlund, Director of Montgomery History (Montgomery County Historical Society) who lead the archive renewal process along with the assistance of resident Martha Shannon and Records Management Specialist Julie Sparacino

At the September 14 Council Meeting, the Council had requested more information on the rights granted by a Freedom of Information Act (FOIA) request and how the rules for accessing historical records might come in conflict with the act. TM Boa contacted the archivist at Garrett Park and the Maryland Municipal League for further clarification. TM Boa revised the rules for access to conform to Town Resolution 19-07: Resolution Adopting Rules and Regulations Concerning Public Information Act Requests.

**Motion to Approve:** CM Wilson; 2<sup>nd</sup> CM Costello. Approved 4-0.

**GAS POWERED LEAF BLOWER RESTRICTIONS:**

Discussion lead by CM Costello and CM Wilson

In response to concerns expressed by a few residents, a survey to explore interest in limiting gas powered leaf blowers within the Town's boundaries was prepared by CM Costello and CM Wilson. This survey was circulated by Town Hall via Constant Contact. 30 people responded before the October Council Meeting. The survey results are attached. 73% of respondents did not want the Town to legislate the use of leaf blowers at this time. Based on the results, the Council agreed that there is no desire of the residents for legislation on leaf blowers. Future surveys will use a service such as Survey Monkey to preserve anonymity.

**Opportunity For Council To Hear Residents' Comments On the Leaf Blowers Survey:**

There were no comments on this topic.

**BUILDING UPDATES & OTHER PERMITS:**

TM Boa updated the Council on recent permitting activity.

- **4 Vassar:** (DPS Permit No. 925092), **Addition of a screened Porch.** Work on the porch (121 square feet) has begun.
- **7316 University:** The porch variance hearing held October 6 resulted in approval of the variance by the Town Council. The Town Attorney will write the decision. The residents will need to seek approval for a variance from Montgomery County. As reflected by the site plan, the proposed porch would project 18.2 feet into the required 25-foot front setback from Harvard Avenue. Per the Town Code, a covered and unenclosed porch may project 9 feet into a required front setback. Thus, a variance of 9.2 feet is needed. As a corner lot, the property has two "front" yards. There is an easement in rear yard, in favor of WSSC. The existing porch is non-conforming to the both the Town and County required front-yard setbacks, from Harvard Avenue. There is limited area available for additional construction as a result of the two front yards, WSSC easement, and the location of existing improvements. Therefore, the Council approved the variance with the condition that the porch not be enclosed in any way. Attorney Bolt prepared variance decision No. V-20-01 and submitted it for recording.
- **6101 Harvard:** (DPS Permit No. 902125) Work has begun on the addition to the rear of the house.

**FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER: (copy attached). TM BOA**

The month of September was an average month in terms of revenue and expenses.

*Expenses:*

- The **Bolt Legal** expense was \$208 for August. Expenses were distributed as follows: 60% for the street sign issues and the sustainable procurement policy; 14% was for permitting questions; 28% was for questions on the tree that fell on Vassar.
- **Joseph F. Toomey Associates** costs for August were \$157. Expenses were distributed as follows: 28% was for drainage issues; 57% was for permit questions on 7309 University, 14% was for Vassar Circle permit questions.
- **Hughes Landscaping** costs amounted to \$5,988 and included tree removal work, Town Hall maintenance, mowing and spraying weeds in Town with Avenger.

*Revenues:*

- Echo advertisers have been invoiced for FY21 by TM Boa. Many advertisers have sent in their payments.

*Other:*

- The Council noted that the categories of Traffic Study Consultant and Town Hall Improvements were over budget and that there should be no further spending in these areas. The expenses were for the Traffic Consultant's guidance on Vassar Circle signage and the new signs installed by the County. The Town Hall Improvements were for painting the back stairs of Town Hall.

**Motion to Approve the Financial Report:** CM Stiglitz; 2<sup>nd</sup> CM Costello. Approved 4-0.

## **OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA**

Town Operations and Activities during the month of September include:

### ***Social:***

- **Outdoor Town Yard Sale:** TM Boa submitted a request for a letter of approval to the County to hold this event. The response indicated that the Town would need to monitor attendees to keep the number below 50 as well as make sure social distancing and masks were adhered to. Due to these restrictions, the Town decided not to hold a yard sale this year.
- **Halloween:** County guidance on trick or treating was released. "Due to the challenge of maintaining proper physical distancing on porches and at front doors on Halloween, traditional, door-to-door trick-or-treating is not recommended. In addition, the sharing of food through activities such as "trunk-or-treating," where children go from car to car instead of door to door is also not recommended." TM Boa shared this guidance with the residents via Constant Contact. TM Boa will send a note to residents that the Town is not holding a Halloween event this year.

### ***Infrastructure Issues:***

- **Drainage Study by County:** The MC DOT has been informed that the Town is requesting a drainage study due to the stormwater flowing over MacArthur Blvd into the Town. A meeting will be held with DOT October 13 to discuss our request.
- **Curb at 7325 University Ave:** The curb is crumbling at this location. A B Veirs bid \$2,900 for 20 linear feet (affected area) and \$6,974 for 155 linear feet (entire section of curb). Bids were requested from Chamberlain and Hughes Landscaping with no response.
- **Grant Proposal:** The Montgomery County Government and Chesapeake Bay Trust have a grant program to support watershed restoration and outreach projects in the County. This program aims to promote initiatives and projects which will improve water quality in the County's local streams and waterways through public engagement, education, and on the ground restoration. Robin Kogelnik is taking the lead on a grant proposal for the Glen Echo Environment Committee for a project in Town such as a rain scape. The proposal is due November 12. This will be coordinated with any work that the County DOT agrees to do.

### ***Administrative:***

- **MML Conference (Virtual):** Mayor Polak and TM Boa attended on October 8-9.
- **Website:** The new Sustainable Resources website is live at <https://townhall6.wixsite.com/greenglenecho> It will be maintained by TM Boa.
- **Thrive Montgomery 2050:** At its October 1 meeting, the Planning Board unanimously approved the staff's draft of the Thrive Montgomery 2050 plan as the Public Hearing Draft. The hearing has been scheduled for November 19. Several Towns, including Glen Echo, requested a delay in the County Council's consideration of this plan due to impacts of COVID-19. The delay was not approved. The Town is working with other local towns to review input to the County Council on this draft plan.

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak announced a closing opportunity for comments by the residents. There were no comments.

**ADJOURNMENT:**

Motion to adjourn: CM Stiglitz; 2<sup>nd</sup> CM Wilson. All in favor. Meeting Adjourned 8:15 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak  
Mayor, Willem Polak

Date: 11/9/2020

## Rules for Public Access: Glen Echo Town Archives (Final 8-27-2020)

- 1) Access to the Town's records must be approved by either the Mayor of Glen Echo or the Town Manager. A list of records can be provided to any Council member, resident, or outside researcher, who can then make a request to the Town Manager to access specific material. The Town Manager will then determine:
  - a. if the requested material can be provided via scan
  - b. if an appointment is required to satisfy the request
- 2) The Town Manager must be present for an appointment to view the Archives. Appointments may not exceed one hour in length.
- 3) The Town Manager can provide access to requested material, as long as it is not restricted, in the following manner:
  - a. The researcher will be provided one box or oversized item at a time
  - b. The researcher may examine one folder of material at a time, replacing it with an Out card to mark its place in the box
  - c. The researcher will retain the order of the folders in the box, as well as the order of the items in each folder
  - d. The researcher may take photos of items without restriction
  - e. The researcher may request up to 20 hard copies, at a cost of \$0.50/page. If more copies are required, that request will have to be approved by the Town Manager.
  - f. The researcher is not allowed to make their own copies or bring a personal scanner.
- 4) Reproduction of any items in publication or presentation must be approved by the Town Manager, and must contain the following credit: "courtesy of the Town of Glen Echo." Citations of material must include the Box and Folder numbers, followed by "Glen Echo Town Archives: Glen Echo, MD."
- 5) Food, drink, and ink pens are not permitted while examining the materials (pencil is allowed for note taking). No markings may be made on any collections material (documents, folders, or boxes) for any reason.

## Handling Archival Materials: Best Practices

*Final 8/27/2020*

### **General Recommendations:**

- Keep the finding aid(s) and collection locator(s) updated and accurate
- Post notice on website regarding the availability of archives and how to request list of materials
- Keep a log of all material requested and by whom, to track the number of requests and the most-requested items for future reference
- Always handle materials with clean, dry hands. Gloves are not required.
- Before examining materials, make sure all nearby surfaces are clear of any food, beverage, or ink pens

### **Materials in boxes:**

- Remove one folder of material at a time, replacing it with an Out Card to mark its position in the box.
- Always lay the folder flat on a table, turning over one document at a time
- If documents must be removed for duplication:
  - Remove only one document at a time to retain the order of materials in each folder
  - Place an out card or paper marker in the folder to mark the removed document's position
  - Remove staple(s) carefully if possible, to avoid folding over the document (do not use a staple remover, but carefully pry back the ends of the staple and remove it manually)
  - Photocopy or scan using the glass platen only; never use the document feeder
  - Do not replace any staples removed; instead fold a piece of acid-free paper around the document to keep it self-contained from the rest of the material in the folder

### **Oversized materials (in flat file drawers):**

- Fully open the drawer and lift the drop cover.
- Carefully remove all materials on top of the desired item, retaining the order (this may need to be done in several stages)
- Once the desired item is examined, return it to the drawer, replacing items above it
- Make sure clips and labels stay attached to the correct items while things are being moved and replaced

## **Town of Glen Echo Archives:**

**Glen Echo History Collection  
Anderson Research Collection  
Nettie Mae Burgess Collection**

Glen Echo Town Hall  
6106 Harvard Ave.  
Glen Echo, MD 20812

Finding Aid by Archivist Sarah Hedlund, 2020



## **Glen Echo History Collection**

1890-2010 (non-inclusive)

Extent: 2 cubic feet

### **SCOPE & CONTENT**

This collection contains historical information, research material, and original publications related to the history of the Town of Glen Echo. The bulk of the material was collected and retained by various historians and appointed town archivists throughout the town's existence, and consists of photographs, printed material, reference material, notes, interviews, newspaper clippings, brochures, programs, articles, real estate listings, and other ephemera. Most material relates directly to the buildings, residents, and activities within the town, but also included is material describing property adjacent or local issues affecting the town. This collection is arranged in five series:

Series I: Publications (Reference/Historical)

Series II: Property Files

Subseries 1: Glen Echo Property

Subseries 2: Property Adjacent to Glen Echo

Series III: Glen Echo Park History/Photos

Series VI: Articles and Clippings

Series V: Photographs

### **SERIES DESCRIPTIONS**

Series I: Publications (Reference/Historical), 1890-1976 (non-inclusive), undated  
(0.5 cubic feet)

This series contains publications related to Glen Echo, but not created by the town, such as regional master plans, issues of *The Chautauquan*, histories of local landmarks and communities, and reports. Material is arranged in chronological order.

Series II: Property Files, 1910-2010 (non-inclusive)

This series contains material on property both within the Town of Glen Echo, as well as property adjacent to the town. Types of material include newspaper clippings, real estate listings, photographs, and printed material (brochures, booklets, promotional items). The bulk of the material was collected in the early 2000s. This series is separated into two subseries:

Subseries 1: Glen Echo Property, 1929; 1965-1988; 2000-2010

(0.3 cubic feet)

This subseries contains printed material (brochures, booklets and other promotional material), newspaper clippings, real estate listings, printouts from SDAT, photographs, and descriptive information on houses and other property within the Town of Glen Echo. Some material was collected by local real estate agents, some by researchers Carlotta Anderson and Manuel Espinosa. A survey was done in 2004 (for the Centennial) asking for information on houses within the town—those forms are occasionally included here. A portion of this material was collected or donated to the Town by unknown persons. Note: there may be Personal

Identifiable Information (PII) in Folder 4: Houses on Bryn Mawr. This folder is restricted; to be reviewed by staff before served to researchers.

Subseries 2: Property Adjacent to Glen Echo, 1910-2008 (non-inclusive)  
(0.3 cubic feet)

This subseries contains articles, photographs, printed material and newspaper clippings on property that is connected locally to the Town of Glen Echo, but is not under the purview of Town governance. Most of this material was kept or collected for reference or local interest.

Series III: Glen Echo Park History, 1970s-2005 (non-inclusive)  
(0.3 cubic feet)

This series contains publications, flyers, brochures, newspaper clippings, and photographs of Glen Echo Park and events/activities taking place there, including promotion of the various restoration and renovation projects over the years. The material relates exclusively to the history and promotion of the park and not the planning or projects that involved the Town's participation.

Series VI: Articles and Clippings, 1904-2007 (non-inclusive)  
(.75 cubic feet)

This series contains newspaper clippings, articles, correspondence and other information on various residents, issues, and other newsworthy events related to Glen Echo through the years. This information was largely collected by Carlotta Anderson in the course of her research of the Town for her publications, but also contains information on various town residents donated by those residents themselves or by their family members.

Series V: Photographs, 1890s-1990s (non-inclusive)  
(.5 cubic feet)

The photographs collection consists of physical photographic material (both prints as well as printouts of digital photographs) and electronic media (CD-ROMs). Some physical material may be duplicates of images stored on electronic media. Many of these images were acquired by historian Carlotta Anderson for use in her 2004 book A Walking Tour of Glen Echo and her 2006 book Glen Echo: The Remarkable Saga of a Very Small Town; some images were acquired from other repositories and duplicated here. Some images are only extant in newspaper clippings which are included here.

#### Box Inventory

##### **Series I**

##### **Box 1:**

- 1 The Chautauquan, August 1890
- 2 The Chautauquan (photocopy), July 1892
- 3 The Chautauquan, July 1910
- 4 The Glenechoan (photocopy), 1892
- 5 Nelson's Suburban Directory (photocopy of Glen Echo excerpts), 1912-1914; 1917
- 6 Histories of Cabin John, 1947; 1976
- 7 Master Plans: Cabin John Watershed, 1957
- 8 Dedication Program: Glen Echo Town Hall, 1957
- 9 Charter of the Town of Glen Echo, 1963
- 10 Feasibility Study for the Location of a Proposed Palisades Interstate Route to connect with D.C., 1963

- 11 Proposed Redevelopment Plan for the Glen Echo Amusement Park, 1966
- 12 Washington's Rhine? By Morris Fradin, May 1967
- 13 Glen Echo Chautauqua on the Potomac, 1967
- 14 Report to the Montgomery County Council by the Committee on Home Purchase Costs, August 1972
- 15 Calendar: Glen Echo Park, 1989
- 16 Souvenir History of Cabin John Bridge, undated
- 17 A Charter Guide for Maryland Municipalities (Andrews, UMD), undated
- 18 Miscellaneous Histories/Descriptions of Glen Echo, undated

## **Series II**

### **Box 2:**

- 1 General Values/Listings for houses, 2005; undated
- 2 General Info and Research on houses, 1965; 1989-1990
- 3 Photos/Printouts: unidentified Glen Echo Houses, 2010
- 4 RESTRICTED: Houses on Bryn Mawr, 1975-1978; 2002-2004
- 5 Houses on Columbia, 2003-2004
- 6 Houses on Harvard, 1984; 2004
- 7 Houses on Oberlin, 2002-2004
- 8 Houses on Oxford, 1988; 2003; undated
- 9 Houses on Princeton, 1977; 2002-2005
- 10 Houses on University, 1973; 2000-2002; undated
- 11 Houses on Vassar, 1987; 2003-2004; undated
- 12 Houses on Wellesley, 1983; 2003-2004; undated
- 13 Houses on Yale, 2004
- 14 Posey House (Kenwood), 1929
- 15 Glen Echo Property Scrapbook, c. 1990s

### **Box 3:**

- 1 Baltzley Title to Glen Echo Heights, 1888
- 2 Glen Echo Heights, 1961; 2006-2008
- 3 Brookmont Baptist Church, 1968-1970
- 4 St. Agnes/Church of the Little Flower, 1906; 1973-1989; 2006
- 5 Sycamore Store/Sycamore Island Club (Clippings), 1999-2007
- 6 Cabin John Bridge (Clippings), 1975-1976; 2004
- 7 Glen Echo Baptist Church, 1952; 2003
- 8 Clara Barton House: Histories/Printed Material, 1974-1979; undated
- 9 Clara Barton House: Histories/Printed Material, 1967; 1977; 1981; 1991; 2002; undated
- 10 "A Day With Clara Barton" Tour Booklet, 2008
- 11 Clara Barton: Miscellaneous Ephemera, 1895; 1910; 1912; 1948; 1975
- 12 C&O Canal Histories/Publications, 1961; 2003-2004; undated

## **Series III**

### **Box 3 (cont):**

- 13 Picketing at Glen Echo Park, 1960-1961
- 14 Picketing (retrospective), 1995; 2002

- 15 "Summer of Change" Reunion, 2002; 2005
- 16 Washington Post photograph: Nancy Long and Frank Corder at the Carousel, 1970
- 17 National Park Service Promotional Material, 1973-1980
- 18 Committee to Save Glen Echo Park (flyers/articles), May-June 1986
- 19 Restoration of Carousel, 1998-2002
- 20 Park Building Renovation Photos--winter (photocopies), 2002
- 21 Promotional Material for Carousel, c. 1970s-2000s
- 22 Publications/Articles on History of the Park, c. 1970s-2005 (non-inclusive)
- 23 Photos from Richard Cook (photocopies), undated
- 24 Amphitheater: photos and drawings (photocopies), undated

#### **Series IV**

##### Box 3 (cont.):

- 25 Glen Echo Park: Easter Monday Disturbance, April-June, 1966
- 26 Glen Echo Park Closing, 1968-1969
- 27 Save Glen Echo Carousel, 1969-1971; 1977; 1996-2003

##### Box 4:

- 1 Glen Echo Park (General), 1978-1984
- 2 C&O Canal, 1950s-1970s
- 3 Clara Barton House and People, 1925-1997
- 4 Cabin John Bridge and Hotel, 1910s-1980s
- 5 Glen Echo Police Department, 1907-1912; 1985-1986
- 6 Glen Echo Fire Department, 1930-1954
- 7 Church of the Redeemer, 1930-1939
- 8 Town Residents, 1908-2006
- 9 Mayors of Glen Echo, 1904-1993
- 10 Mayor John A. Garrett, 1904-1930
- 11 Mayor Wittkowski, 1909-1911
- 12 Other Garretts, 1924-1935
- 13 Marshall Collins, 1906-1916
- 14 Carroll Family, 1909-1925
- 15 Canada Family and Canada's, 1908-1012; 1925
- 16 Carol Barton--Pop-Up Paper Engineer, 2005
- 17 Brockie Stevenson—Artist, 1984-1988
- 18 Raya Bodnarchuk—Artist, 1994; 2006-2007
- 19 Henry Barrow--Furniture Maker, 1986; 1993-1994
- 20 Resident Obituaries, 1999-2006
- 21 Glen Echo History, 1930-1956

#### **Series V**

##### Box 5:

- 1 Glen Echo Aerial Photos, undated (c. 1960s)
- 2 Glen Echo Buildings and Houses, 1905-1990s (non-inclusive)

- 3 Clara Barton/Clara Barton House, 1907; 1964; undated
- 4 Glen Echo Post Office, 1975, undated
- 5 Glen Echo Fire Department, c. 1920s-1960s
- 6 Glen Echo Mayors, undated
- 7 Town Councilmembers at Town Hall, 1967
- 8 American Red Cross Banquet, 1980
- 9 Glen Echo Park: misc., undated
- 10 Trolley/C&O Canal, 1920s; undated
- 11 Cook Collection: Cabin John Hotel, c. 1890s
- 12 Cook Collection: Glen Echo Park, undated
- 13 Cook Collection: Glen Echo Park (duplicates/misc), undated
- 14 People

## **Anderson Research Collection**

Dates of Compilation: 2002-2008

Dates of Inclusion: 1885-2008

Extent: 0.3 cubic feet

This collection consists of copious research done by longtime town historian Carlotta Anderson. Ms. Anderson compiled the bulk of this research while writing her two books on the history of Glen Echo: one in 2004 for the 100th anniversary of the town's founding, and the other a comprehensive history published in 2006. Her research included scouring the town files, visiting other repositories, printing numerous historical newspaper articles related to the town and its residents, and also conducting numerous interviews—in person and over email—with current and former residents. This material was culled from multiple locations in the town files, as it was left incorporated and intermingled with official town records; however, it was felt this research may be beneficial to future historians and it was retained in its currently assembled form. Additional material on Glen Echo buildings and houses that was both utilized and created by Ms. Anderson can be found in Series II: Property Files. In addition, the majority of material in Series V: Photographs was assembled by Ms. Anderson to illustrate her books. The results of Ms. Anderson's research can be found in the publications A Walking Tour of Glen Echo, published by the Town of Glen Echo in 2004, and Glen Echo: The Remarkable Saga of a Very Small Town published by the Town of Glen Echo in 2006.

This collection has been arranged in three series:

Series I: History

Series II: Buildings/Places

Series III: Correspondence/Interviews

### SERIES DESCRIPTIONS

Series I: History, 1890s; 1974-1989; 2004-2006

This series focuses on Glen Echo's early history, starting with Indian tribes, followed by the purchase of land by the Baltzley brothers, and their establishment of the Chautauqua and the surrounding neighborhoods, as well as newspaper clippings on early town activities and issues.

Series II: Buildings/Places, 1885; 1890s; 1924-1979; 2004-2006

This series describes the landmarks within and surrounding Glen Echo, most notably the amusement park and trolley, but also encompassing individual buildings/businesses and neighborhoods

Series III: Correspondence/Interviews, 1950; 1974-1976; 1980; 1992; 2002-2008

This series contains typed notes, handwritten notes, and printouts of email exchanges, describing Ms. Anderson's interviews with various town residents, former and current. The interviews and questions are informal, but could collectively be considered a loose oral history of the town.

### Box Inventory:

1 Local American Indian Tribes, 1976; 2006; undated

2 Clara Barton/ Julian Hubbell, 1926; 1976-1977; 1997; 2004-2006

3 Chautauqua, 1890s; 1986-1989; 1993

4 Early Glen Echo, 1974; 1986, 2004

- 5 Clippings: Town Business, Blue Laws, Glen Echo Park, Other Issues, 1904-1911
- 6 Baltzley Buildings—Historic Preservation, 1977-1979; 1989
- 7 Baltzley Brothers, 1885; 1969; 1979; 2006
- 8 Fire Department, 1970; 1982; undated
- 9 Glen Echo Park, 1996; 2005; undated
- 10 Glen Echo Trolley, 1890; 1924; 1959-1960; 1988; 2004
- 11 Bannockburn, 2004; undated
- 12 William Reading, 1977; 2004; undated
- 13 Reading House, 1974-1976; undated
- 14 Taverns/Saloons, 1988
- 15 Post Office, 1952; 1967; 1973-1974; 2006
- 16 The Echo, undated
- 17 Various residents/descendants, 1975-2006
- 18 Paul Alban, 1974; 1991
- 19 Frank and Michelle Corder, 1950; 1975
- 20 Mary Furness Reminiscences, 1976
- 21 Dorothy Merrick Reminiscences, 1980
- 22 Fred Kuster: embezzlement charges, 1992
- 23 Denell Family, 2002
- 24 Irene Cannon, 2003-2004
- 25 Tom Meeks, 2003-2006
- 26 Richard Cook, 2003-2008
- 27 Rev. George Stuart, 2005-2006
- 28 Edd Barrows (Glen Echo Heights), 2006
- 29 Russ and Harry Houghton, 2006

## **Nettie Mae Burgess Collection**

Dates of Compilation: 1940-1971

Dates of Inclusion: 1890s-1971

Extent: 1.5 cubic feet

### **SCOPE & CONTENT**

This collection consists of documents donated by Nettie Mae Burgess, resident of Brookmont, MD, and real estate agent specializing in Glen Echo Heights properties. Ms. Burgess was also active in planning, advocating for the local neighborhoods during development of the George Washington Memorial Parkway/Clara Barton parkway, C&O Canal planning and preservation, and development related to Conduit Road and the Washington Aqueduct.

This material has been arranged in three series:

Series I: Histories by Nettie Mae Burgess

Series II: Conduit Road Advisory Board

Series III: General Collection File

Series IV: Property Deeds

### **SERIES DESCRIPTIONS**

Series I: Histories by Nettie Mae Burgess, undated

This series contains historical research, compiled by Burgess, but undated (written circa 1940s). Some early drafts are included, with edits. Topics include the Town of Glen Echo, the C&O Canal, and Conduit Road.

Series II: Conduit Road Advisory Board, 1936-1944

This series contains paperwork Burgess collected during the time she served on the Conduit Road Advisory Board, a group of citizens from the communities along Conduit Road that monitored State and County projects in the area, protecting the interests of the local homeowners. The bulk of the Board's work involved the various stages of planning and eventual construction of the George Washington Memorial Parkway, later known as the Clara Barton Memorial Parkway. Material includes correspondence, news clippings, press releases, resolutions, and informational publications. Documents have been retained in original order.

Series III: General Collection File, 1930-1961

This series contains mostly newspaper clippings collected by Burgess on multiple local topics over many decades. Also included are photocopies of documents, histories, and occasional correspondence.

Series IV: Property Deeds, 1890-1971

This series is comprised exclusively of copies of property deeds executed and/or collected by Burgess. The material is arranged in two subseries:

Subseries 1: Glen Echo Property, 1890-1964

This subseries contains deeds for property within the boundaries of the Town of Glen Echo. The deeds are arranged by date.



**Subseries 2: Glen Echo Heights Property, 1930-1971**

This subseries consists of deeds on property in nearby Glen Echo Heights, and were likely properties on which Burgess was involved in executing sales. Material is arranged by date; titles of folders indicate the grantor and grantee respectively.

**Subseries 3: Other Locations, 1920; 1943-1961**

This subseries consists of deeds on property outside of Glen Echo and Glen Echo Heights, including property in Arlington, VA, Brookmont, Bannockburn, and Capitol Heights. Also included is miscellaneous correspondence. This series has been arranged by date; titles of folders indicate location of property.

**Box Inventory**

**Series I**

**Box 1:**

- 1 Glen Echo History Narratives, undated
- 2 C&O Canal History Narratives, undated

**Series II**

**Box 1, cont.**

- 3 History of Conduit Road, undated
- 4 Correspondence and Notes, 1936-1944
- 5 News Clippings, 1938-1944
- 6 George Washington Memorial Parkway, 1937-1957
- 7 George Washington Memorial Parkway, 1940-1951
- 8 George Washington Memorial Parkway/Clara Barton Parkway, 1958; 1990; 1996
- 9 George Washington Memorial Parkway News Clippings, 1930s-1960s

**Series III**

**Box 1, cont.**

- 10 General Collection files, 1930-1961

**Series IV**

**Box 2:**

- 1 Early Glen Echo Deeds, 1807-1899
- 2 Early Glen Echo Deeds, 1807-1899
- 3 Early Glen Echo Deeds, 1807-1899
- 4 Glen Echo Deeds, 1900-1955
- 5 Glen Echo Deeds, 1935; 1938
- 6 Glen Echo Deeds, 1939-1947; 1964
- 7 Glen Echo Deeds, 1943-1944
- 8 Glen Echo Deeds, 1946-1949
- 9 Glen Echo Deeds, 1950-1952
- 10 Glen Echo Deeds, 1953-1959; 1963
- 11 Glen Echo Deeds (Canadas), 1955

12 Glen Echo Deeds (Denell), 1951-1964

Box 3:

- 1 Baltzley Deeds, 1890; 1896; 1914-1915; 1946; 1973
- 2 Kile, 1936-1938
- 3 Hubbell/Fiske/Anderson, 1930-1947
- 4 Fiske to Hartley, 1942
- 5 Fiske to Sprouse, 1942
- 6 Burd to Schoenfelder, 1942
- 7 Teagle to Cheney, 1942
- 8 Appleman to Stinson, 1943
- 9 Griffin to Merrick, 1945
- 10 Briggs to Colquitt, 1949
- 11 Otis to Gates, 1949
- 12 Twoey to Meyerhoff, 1949
- 13 Worsham to Wells, 1950
- 14 Talbott to Richie, 1950
- 15 Conard to Joseph, 1950-1951
- 16 Margerum to Davis, 1950-1951
- 17 Carlson to Dahlberg, 1952
- 18 Talbott to Richie, 1952
- 19 Chisholm/Whitaker to Natoli, 1952-1953
- 20 Guthe to Holt, 1953
- 21 Vale to Salay, 1953
- 22 Simmons to DeGroot, 1953
- 23 Kimberly to Sexton, 1953
- 24 Hopkins to Shafer, 1956
- 25 Nash to Crumm, 1957
- 26 Dreher to Okazaki, 1957
- 27 Ramage to Dominic, 1957
- 28 Long to Stewart, 1959
- 29 Harrison to Clark, 1959
- 30 Barrington to Matthews/Schwartz, 1960-1964
- 31 Stump to Burgess/Burgess to Bloomquist, 1963; 1970
- 32 Burgess to Miller, 1965
- 33 Allen to Minkoff, 1970-1971
- 34 Karska (Seiferth) to Matthew/Schwartz, 1971
- 35 Arlington Heights, 1920; 1958-1959
- 36 Brookmont, 1943
- 37 Friendship Heights, 1945
- 38 Bannockburn, 1950
- 39 Capitol Heights, 1958-1959
- 40 Miscellaneous Correspondence, 1959-1961; 1969



3. Would you be interested in a legislative measure which restricts the time of day / day of week one can use leaf blowers in Glen Echo?

	1	2	3	4	5
	Not at all				Very much
1=	12				
2=	2				
3=	0				
4=	2				
5=	5				

4. Would you be interested in a legislative measure which restricts types of leaf blowers, i.e. gas-powered vs. electric?

	1	2	3	4	5
	Not at all				Very much
1=	14				
2=	0				
3=	1				
4=	3				
5=	3				

5. Do you feel that the use of leaf blowers needs to be legislated at this time?

Yes	No
Yes = 5	
No = 15	
Not sure = 1	

Comments:

I would just like it if they didn't BLOW THE LEAVES ON MY LAWN when they are "cleaning the street." That would be nice. Otherwise it bothers me more when a neighbor does it than the town crew who at least are quick. No one likes the sound. I don't think we need to make a federal case out of it.

Leafblowers are fine, no problem

Not at all

Glad you are doing this survey

## Town of Glen Echo Revenue/Expenses Actual vs Budget July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01. Real Estate Property Tax	15,426	136,743	-121,317	11%
02. Personal Property				
02.1 Corporate	257	2,000	-1,743	13%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	0	22,000	-22,000	0%
<b>Total 02. Personal Property</b>	<b>381</b>	<b>24,100</b>	<b>-23,719</b>	<b>2%</b>
03. State Income Tax	0	115,000	-115,000	0%
04. Highway	0	15,301	-15,301	0%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	75	5,000	-4,925	2%
<b>Total 05. License/Permits</b>	<b>75</b>	<b>5,300</b>	<b>-5,225</b>	<b>1%</b>
06. Rental Inc				
06.1 Post Off.	5,317	31,899	-26,582	17%
06.2 T H Rental	0	3,000	-3,000	0%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
<b>Total 06. Rental Inc</b>	<b>8,917</b>	<b>38,499</b>	<b>-29,582</b>	<b>23%</b>
07. Interest	117	1,500	-1,383	8%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	0	3,500	-3,500	0%
10. Echo Newsletter				
10.1 Advertisements	4,425	2,000	2,425	221%
10.2 Subscriptions	0	100	-100	0%
<b>Total 10. Echo Newsletter</b>	<b>4,425</b>	<b>2,100</b>	<b>2,325</b>	<b>211%</b>
11 Misc Revenue				
11.4 Env Project Restricted Inc	350	1,250	-900	28%
11 Misc Revenue - Other	0	20	-20	0%
<b>Total 11 Misc Revenue</b>	<b>350</b>	<b>1,270</b>	<b>-920</b>	<b>28%</b>
<b>Total Income</b>	<b>50,453</b>	<b>364,075</b>	<b>-313,622</b>	<b>14%</b>
<b>Expense</b>				
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	13,846	60,000	-46,154	23%
20.2 Employer Taxes	1,059	4,500	-3,441	24%
20.3 Staff Training	950	1,000	-50	95%
<b>Total 20 Payroll</b>	<b>15,855</b>	<b>65,500</b>	<b>-49,645</b>	<b>24%</b>
21 Professional Services				
21.1. Auditor	4,000	8,000	-4,000	50%
21.2. Legal				
21.21 Town Attorney	1,013	20,000	-18,987	5%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%
<b>Total 21.2. Legal</b>	<b>1,013</b>	<b>25,000</b>	<b>-23,987</b>	<b>4%</b>

## Town of Glen Echo

### Revenue/Expenses Actual vs Budget

July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
21.4 Oth Prof Svcs	0	1,000	-1,000	0%
21.5 Traffic Study Consultant	1,344	1,000	344	134%
21.6 Records Ret./Archiving	300	3,000	-2,700	10%
21.7 IT Support	50	1,000	-950	5%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	705	16,000	-15,295	4%
21.10 Office Temporary Help	0	500	-500	0%
<b>Total 21 Professional Services</b>	<b>7,412</b>	<b>56,000</b>	<b>-48,588</b>	<b>13%</b>
<b>22. Fixed Op Ex</b>				
<b>22.1 Office &amp; TH Utilities</b>				
22.11 Electrical	527	2,100	-1,573	25%
22.12 Gas	-256	1,000	-1,256	-26%
22.13 Telephone/Internet	509	3,200	-2,691	16%
22.14 WSSC	153	750	-597	20%
<b>Total 22.1 Office &amp; TH Utilities</b>	<b>933</b>	<b>7,050</b>	<b>-6,117</b>	<b>13%</b>
<b>22.2 Office</b>				
22.21 Office Supplies	516	2,000	-1,484	26%
22.22 Software/Domain	217	500	-283	43%
22.23 Copier Rental	381	1,500	-1,119	25%
<b>Total 22.2 Office</b>	<b>1,114</b>	<b>4,000</b>	<b>-2,886</b>	<b>28%</b>
22.3 Bank Fees	18	250	-232	7%
22.4 Website	0	500	-500	0%
22.5 Ins & Bond	2,058	3,000	-942	69%
22.6 Dues, Subs., Conf.	314	2,500	-2,186	13%
<b>22.7 Admin</b>				
22.71 Admin. Payroll Fee	407	2,000	-1,593	20%
22.72 Flyer Delivery Charges	30	200	-170	15%
22.73 Misc. Admin Fee	0	500	-500	0%
<b>Total 22.7 Admin</b>	<b>437</b>	<b>2,700</b>	<b>-2,263</b>	<b>16%</b>
22.8 Echo	180	2,500	-2,320	7%
<b>22.9 Town Hall</b>				
22.91 TH Supplies	341	2,000	-1,659	17%
22.92 TH Cleaning Service	825	3,500	-2,675	24%
22.93 TH Maintenance	1,053	4,000	-2,947	26%
22.94 TH Elevator Maintenance	675	2,000	-1,325	34%
22.9 Town Hall - Other	43			
<b>Total 22.9 Town Hall</b>	<b>2,937</b>	<b>11,500</b>	<b>-8,563</b>	<b>26%</b>
22.110 T H Improv	1,750	1,000	750	175%
22.120 Office Furniture & Equip	279	1,000	-721	28%
<b>Total 22. Fixed Op Ex</b>	<b>10,020</b>	<b>36,000</b>	<b>-25,980</b>	<b>28%</b>
<b>23 Streets</b>				
23.1 Streetlights	1,248	9,500	-8,252	13%
23.2 Street Sweeping	0	2,500	-2,500	0%
23.4 Stormwater Projects	995	20,000	-19,005	5%

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
**July through September 2020**

	<b>Jul - Sep 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
23.5 Street Repair	0	15,000	-15,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
<b>Total 23 Streets</b>	<b>2,243</b>	<b>52,000</b>	<b>-49,757</b>	<b>4%</b>
<b>24 Town Services</b>				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	566	7,500	-6,934	8%
24.22 Town Right of Way	2,394	7,200	-4,806	33%
24.23 Environmental Imp Project	0	500	-500	0%
<b>Total 24.2 Landscape</b>	<b>2,960</b>	<b>15,200</b>	<b>-12,240</b>	<b>19%</b>
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	9,600	40,000	-30,400	24%
24.5 Town Trees				
24.51 Town Tree Pruning	350	3,000	-2,650	12%
24.52 Town Tree Removal	0	5,000	-5,000	0%
<b>Total 24.5 Town Trees</b>	<b>350</b>	<b>8,000</b>	<b>-7,650</b>	<b>4%</b>
24.6 Leaf Removal	0	13,550	-13,550	0%
24.7 Community Events	0	8,500	-8,500	0%
<b>Total 24 Town Services</b>	<b>16,910</b>	<b>114,250</b>	<b>-97,340</b>	<b>15%</b>
<b>Total Expense</b>	<b>52,440</b>	<b>324,055</b>	<b>-271,615</b>	<b>16%</b>
<b>Net Ordinary Income</b>	<b>-1,987</b>	<b>40,020</b>	<b>-42,007</b>	<b>-5%</b>
<b>Net Income</b>	<b>-1,987</b>	<b>40,020</b>	<b>-42,007</b>	<b>-5%</b>

Town of Glen Echo  
**Account Balances New**  
As of September 30, 2020  
Sep 30, 20

**ASSETS**

Current Assets

Checking/Savings

PNC - Checking	11,717.16
PNC - Money Market	588,280.31
MD Local Gov't Investment Pool	83,930.03
SunTrust Cash-Checking	0.01

Total Checking/Savings 683,927.51

Total Current Assets 683,927.51

**TOTAL ASSETS** 683,927.51

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Bond Deposit - Other	3,000.00

Total Bond Deposit 3,200.00

Total Other Current Liabilities 3,200.00

Total Current Liabilities 3,200.00

Long Term Liabilities

Wynne liability 6,910.00

Total Long Term Liabilities 6,910.00

Total Liabilities 10,110.00

**TOTAL LIABILITIES & EQUITY** 10,110.00



**Town of Glen Echo  
Expenses by Vendor Summary**

**September 2020**

	<u>Sep 20</u>
Bolt Legal, LLC	209
Hughes Landscaping & Supply Co. Inc.	5,988
Joseph Cutro, P.E.	192
Joseph F. Toomey Associates, Inc	158
Leadership Montgomery	950
LSWG	4,000
Maid Brigade, Inc	340
PEPCO - (streetlights)	864
PNC Bank	576
Verizon - Phone Line	256
Washington Gas	12
<b>TOTAL</b>	<u><u>13,545</u></u>

# Town of Glen Echo Revenue/Expenses by Month

July through September 2020

Jul 20   Aug 20   Sep 20   TOTAL

**Ordinary Income/Expense**

**Income**

01. Real Estate Property Tax	0	10,052	5,374	15,426
02. Personal Property	0	0	381	381
03. State Income Tax	-247	247	0	0
04. Highway	-3,262	0	0	-3,262
05. License/Permits	-113	188	0	75
06. Rental Inc	0	6,258	2,658	8,916
07. Interest	56	39	21	116
08. County Revenue Sharing	20,762	0	0	20,762
09. Cable Franchise	-812	812	0	0
10. Echo Newsletter	0	0	4,425	4,425
11 Misc Revenue	350	0	0	350

<b>Total Income</b>	<b>16,734</b>	<b>17,596</b>	<b>12,859</b>	<b>47,189</b>
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**Expense**

20 Payroll	4,968	4,968	5,918	15,854
21 Professional Services	-125	2,979	4,558	7,412
22. Fixed Op Ex	5,188	3,743	1,089	10,020
23 Streets	-1,595	3,202	636	2,243
24 Town Services	3,234	7,688	5,988	16,910

<b>Total Expense</b>	<b>11,670</b>	<b>22,580</b>	<b>18,189</b>	<b>52,439</b>
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<b>Net Ordinary Income</b>	<b>5,064</b>	<b>-4,984</b>	<b>-5,330</b>	<b>-5,250</b>
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<b>Net Income</b>	<b>5,064</b>	<b>-4,984</b>	<b>-5,330</b>	<b>-5,250</b>
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