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MINUTES

Hampshire County Historic Landmarks Commission

Wednesday, May 24, 2023, at 2 PM

- I. **Call to Order-** Chair, Jean Shoemaker, called the meeting to order at 2:07 pm.
- II. **Pledge of Allegiance:** Alanna led the group in the Pledge of Allegiance.
- III. **Roll Call**

Members present: Jean Shoemaker, Carol Shaw, Alanna McGuinn

Absent: Brenda Hiett and Steve Bailes. No Planning Office attendance today.

Attendees: Sydney Maurer, Hampshire Review and Dan Oates, local historian.

- IV. **Minutes:** Motion to approve minutes from April 26, 2023 meeting: Carol Shaw.
Second: Alanna McGuinn. Motion carried to approve.

- V. **Financial Report:** The \$100 donation is still being held at the Planning Office.

- VI. **Old Business:**

- A. 2022 Hampshire County Cemetery Survey Grant RFQ Draft – Carol created an RFQ based on the sample given by SHPO and the 2016 RFQ. The RFQ Draft was sent to Christina Moore at WV-SHPO, edited by Ms. Moore and Carolyn Kender, and returned on 5/22/23.

Christina (Christy) J. Moore, Grants Coordinator, SHPO, Charleston, WV 25305

And

Carolyn M. Kender

Archaeologist, Review and Compliance

State Historic Preservation Office, West Virginia Department of Arts, Culture, & History

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Charleston, WV 25305-0300

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B. Independent Commission –Amended By-Laws:

Jean Shoemaker, Carol Shaw and Alanna McGuinn attended the HCC meeting on May 9, 2023. Jean gave a status report on the changes intended to take place on July 1, 2023.

The Commissioners directed us to bring a Budget request to them at the next meeting, June 13, 2023.

Background: Our By-Laws need to be amended and approved by the HCC –Hampshire County Commissioners. The only change we are proposing now is to remove mention of the Hampshire County Planning Commission and to remove the HC Planning Office as the location for minutes and public access to any HCHLC documentation. This will relieve that office of the burden they feel now that their duties have grown exponentially during the past decade. Their staff does not have time to leave the office for HCHLC meetings, nor take minutes, nor post events, etc.

Target date: HCHLC is on the HCC Agenda on June 13, 2023, at 9:30 AM to present the updated By-Laws and a proposed Budget for HCHLC effective July 1, 2023.

Legwork: Susan Pierce, Deputy State Historic Preservation Officer was contacted for guidance. She passed our questions on to Meredith Dreistadt, WV-SHPO's Coordinator for Tax Credits and Certified Local Governments. Meredith stated that her department favors the HLC minutes to be posted online to give the public 24/7 access. Here is a quote from an email dated May 19, 2023:

." Keeping of minutes: Our office always prefers to see minutes kept online for ease of access. I am also considering adding a page to our office's own website so that each HLC may keep its minutes there, should it choose to do so. This would provide the infrastructure many HLCs need but cannot create themselves. Let me know if you are interested in that. In the meantime, if you could get your minutes posted to HistoricHampshire.org, that would be great!"

Meredith also provided names of three HLC staff liaisons who take care of the secretarial duties for the City Historic Landmarks Commissions: Charleston, WV, Hinton, WV & Wheeling, WV. Carol spoke with Brenda Delbert from Charleston. However, she is a salaried employee of the Planning Commission and does not take a salary from the HLC. (This HLC spends most of its time and effort dealing with Demolition requests within the historic districts of the city. Thus, the hours would be much different than what we are proposing.) The others did not return her calls.

- C. Website update: Steve Bailes has created a blueprint for us. It will have our meeting times, location, Availability of Access, Commission Members, phone number (Jean has offered to use her phone number), ByLaws and Rules of Procedure. Steve was not able to make today's meeting. Thus, we will review this with him when he returns.

VII. Communications and New Business

- A. HCHLC Budget Items: Discussion was held on the various budget items that might be needed for HCHLC. Discussion centered on Travel reimbursement for HCHLC taking the survey consultant to various cemetery locations throughout the county. Postage for letters (RFQ, WVSHPO, anything Grant related or HCHLC related). Paper and Ink for HCHLC business. File cabinets to house the minutes and documents in our new location. Lease dollars that might be needed for space to house Artifacts. Secretarial payroll for a person to take minutes, make sure the approved minutes are forwarded to the WVSHPO, make sure our Agendas are posted on the Courthouse as well as our website (and HLC website?), and emailed to a list of interested parties (keeping track of those who request to be contacted), Minutes are placed on HistoricHampshire.org. And Annual Reports are completed and forwarded to WV SHPO.

Budget Estimate: \$5,000

B. Select 6 consultants to send offer to bid on Cemetery Survey:

The commission members looked through three lists of consultants. These lists have been pre-approved by WV SHPO and WV Preservation Authority. The board members present decided on 6 names to send in for review. They must be approved before we can send out any RFQs. Motion Made, 2ndd , approved to send the following to SHPO.

1. Grove & Dall-Olio Architects, Winchester, VA 22601

Contact: Lisa Dall'Olio 540-773-2328 lisa@gdaaia.com

2. GAI Consultants (on 2 lists), 385 E. Waterfront Dr., Homestead. PA 15120

www.gaiconsultants.com

3. Benjamin Resnick was on one list and Jonathan Glenn (5,6,RPA) was on the other

b.resnick@gaiconstultants.com or j.glenn@gaiconsultants.com

4 Skelly and Loy, Morgantown, WV 26508

Phone: 304-296-6500

5. Practical Preservation , Fairmont, WV

Contact: Sandra Scaffidi Phone : 304-314-3773

6. Charity Moore Norton, Allstar Ecology, LLC, Fairmont, WV

7. David L. Taylor – He contacted Jean Shoemaker multiple times asking to be sent an RFQ

Historic Preservation & Community Development Specialist (Facebook mentions Taylor

19 Cherry Alley, Brookville, PA 15825, Phone: 814-648-4900

C. Check available space at the Courthouse to house artifacts and files. After the meeting, Eric Strite gave Jean, Carol and Alanna a tour of the basement for possible rooms to store HCHLC data. Several rooms could be used with some cleanup.

VIII. Open Forum – Along with Sydney Maurer, Hampshire Review columnist, only one other person, Dan Oates, a HC local historian attended today. He will be a resource for more cemeteries that may not yet be surveyed.

IX. Adjourn – A motion to Adjourn was made by Alanna McGuinn. Carol Shaw seconded. All were in favor and the motion passed.

Respectfully submitted by Secretary, Carol Shaw

Date of Approval: 6/28/2023

Signature: 