

MINUTES

Hampshire County Historic Landmarks Commission Wednesday, June 28, 2023

- I. **Call to Order** – Commission Chair Jean Shoemaker called the meeting to order at 2:02 PM.
- II. **Pledge of Allegiance** – Chair Jean Shoemaker led the Pledge of Allegiance to the Flag.
- III. **Roll Call**
Members present: Jean Shoemaker, Brenda Hiatt, Carol Shaw, Alanna McGuinn.
Also attending: Hampshire County Commission President, Brian Eglinger, Sydney Maurer from the Hampshire Review, Romney Historic Landmarks Commission representative, Dan Oates, and nominated Board member to replace Brenda Hiatt, Robert A. (Bob) Smith.
- IV. **Minutes:** Alanna McGuinn made the motion to approve the May 24, 2023, minutes; Seconded by Brenda Hiatt. The minutes from the May meeting were approved as read.
- V. **Financial Report** – Our \$100 is being held by the Planning Department at this time. Commissioner Eglinger suggested that we bring these dollars to the Clerk of the Court, Eric Strite, so that he can add them as a line item in the county finances.
- VI. **Old Business** –
 - A. 2022 Hampshire County Cemetery Survey Grant – Jean brought up the request by a non-approved consultant, Mr. Taylor, who wanted to be sent an RFQ. After discussion, Carol Shaw made a motion that RFQs will only be sent to those consultants who are on the Approved lists sent to us by SHPO, according to SHPO Guidelines. Brenda seconded and this motion passed unanimously.
The deadline for receiving Bid Proposals is this Friday, June 30th. We anticipate at least three. Due to the RFQ timeline, we must review these Bids, bring the proposed winner before the HCC on their July 11th meeting, and then notify the winning consultant by July 15th, 2023. Thus, a Special Meeting is needed. Wednesday, July 5th at 10:00 am was chosen.
 - B. Independent Commission status update: They Budget was approved at the June 13, 2023, Hampshire County Commission (HCC) meeting. The By-Laws, with revisions, were approved at the June 27, 2023, HCC meeting. Eric Strite will record these and then give HCHLC a copy.
There are two additional updates that need to be made and approved. They are minor in

that the only change will be to remove the name of the HC Planning Office and replace it with the Hampshire County Courthouse (for the housing of documents, etc.).

- C. Location to house Artifacts and Documents: At the June 27, 2023, HCC meeting, the commissioners were made aware that HCHLC wants to place their documents, minutes and artifacts in boxes on shelves in the Vault (a climatized and locked/secure room) located in the Courthouse basement. They approved this verbally and noted that a basement room could be cleaned up and set aside for HCHLC in the future.

VII. **New Business**

- A. Last meeting for Brenda Hiatt. Today is the last HCHLC meeting for Brenda Hiatt. She has been on the HCHLC Board since its inception in 2007. The group acknowledged her contributions not only to this board but also for her involvement with history and preservation of such within our county over as many years.
- B. Welcome to Robert A. (Bob) Smith, the newest HCHLC Board member. HCC President, Brian Eglinger, administered the Oath and swore in Bob Smith at 2:45 PM this day. Thus, we continue to have a full five member commission.

VIII. **Open Forum –**

- IX. **Adjourn** –Brenda Hiatt made a motion to Adjourn. The second was made by Alanna McGuinn. The meeting was adjourned at 3:25 pm.
- X. Respectfully submitted by Secretary, Carol Shaw

Approved this date: July 26, 2023 

___ SHPO

___ COURTHOUSE

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___ Binder