

MINUTES

Hampshire County Historic Landmarks Commission Wednesday, July 26, 2023

- I. **Call to Order** – Commission Chair Jean Shoemaker called the meeting to order at 2:08 PM.
- II. **Pledge of Allegiance** – Chair Jean Shoemaker led the Pledge of Allegiance to the Flag.
- III. **Roll Call**
Members present: Jean Shoemaker, Steve Bailes, Carol Shaw, Alanna McGuinn and Robert Smith. Also attending: Sydney Maurer from the Hampshire Review; Romney Historic Landmarks Commission representative, Dan Oates.
- IV. **Minutes:** Steve Bailes made the motion to approve the June 28, 2023, minutes; Seconded by Alanna McGuinn. The minutes from the June meeting were approved as read.
- V. **Financial Report** –No report.
- VI. **Old Business** –
 - A. 2022 Hampshire County Cemetery Survey Grant – Choosing Consultant: The RFQ states that bids are due June 30th and the chosen consultant will be notified by July 15, 2023. As of the June 28th meeting, we had not yet received a single bid, although we knew one had been sent by UPS and two others stated they were sending bids. Furthermore, the RFQ gave a September 1st date for beginning the survey. Thus, due to the fact that HCC only met once in July (on 7-11-23) and it was our understanding that HCHLC should get our County Commission's approval, the HCHLC Board needed to meet prior to this date to review bid packages that we assume will arrive by June 30th. Thus, a Special Meeting was held at 10 AM on Wednesday, July 5, 2023, at the 2nd floor court room. See Meeting Minutes for a background on that meeting. Aurora Research Associates (ARA) was chosen by our Board.
Between July 5th and July 11th, we requested all three companies resubmit their bid using 100 gravesites as their benchmark. This was at SHPOs suggestion. ARA remained the low bidder.
At the subsequent HCC meeting, on July 11th, the HC Commissioners were updated on the Consultant. They did not review the bid packages, as they felt it was appropriate for HCHLC (in conjunction with SHPO) to be the one to choose which consultant we would use. Thus, HCC voted to accept ARA as the Consultant. A notification email was sent by Carol Shaw to the winning company as well as those who were not chosen.

- B. Independent Commission status update: The By-Laws, with revisions, were approved at the June 27, 2023, HCC meeting. Eric Strite recorded these and gave HCHLC a copy. This was sent to SHPO's Meredith Dreistadt.

In Process: There were 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.). We were to present these to Eric Strite. However, he is on vacation this week. We will do this upon his return.

VII. **New Business**

- A. Election of Officers: New officers for the 2023-2024 HCHLC year are:
Chair: Jean Shoemaker (Motion by Alanna, 2nd by Bob Smith; Vote passed)
Secretary: Carol Shaw (Motion by Steve, 2nd by Alanna; Vote passed)
Treasurer: Steve Bailes (Motion by Carol, 2nd by Jean Shoemaker; Vote passed)
- B. Choose date for Public Meeting: The Cemetery Survey needs a Public Meeting. The date of August 14 or August 15th was chosen. At 7 PM. Jean will confirm with Aaron Cox and Eric Strite. How to advertise this:
- a. Article in the Hampshire Review
 - b. Social Media: Facebook groups: Ken Caldwell, Steve Bailes and CVB Websites
 - c. Signs – Alanna will make up flyers to post around the county.
 - d. Steve will post on our HCHLC Facebook page as an Event

VIII. **Open Forum –**

- IX. **Adjourn** –Steve made a motion to Adjourn. The second was made by Alanna McGuinn. The meeting was adjourned at 3:45 pm.
- X. Respectfully submitted by Secretary, Carol Shaw

Approved this date: August 30, 2023 



SHPO

— COURTHOUSE

— HistoricHampshire.org

— Binder