

Minutes of the Hampshire County Historic Landmarks Committee
Monthly Meeting, July 27, 2022

I. Call to Order

The meeting was called to order by David Parker at 2:00 pm.

II. Pledge of Allegiance

Mr. Parker led the Commission and guests in the Pledge of Allegiance.

III. Roll Call

Members present were Brenda Hiatt, Jean Shoemaker, Carol Shaw and Steve Bailes.

IV. Minutes

Corrections needed to be made to Emily Sisk's minutes of the last Commission meeting on June 22, 2022. *Corrections:* David Parker did not lead the meeting (he was absent, as noted in the Roll Call); the meeting was led by Jean Shoemaker. The date of the Minutes was incorrect. *Addition:* Note was made of the \$100 contribution passed on to the Commission by Jean Shoemaker from someone riding the Potomac Eagle. Carol Shaw moved to accept the amended minutes; second by Jean Shoemaker; the motion carried.

V. Financial Report

\$100 in cash was given to Emily Sisk or Amanda at the June 22 meeting to be placed in the HCHLC account. Since neither Emily nor Amanda was able to attend this July 27th regular meeting, it is assumed that a Financial Report would state that the Commission now has \$100.00 in the account.

VI. Old Business

Phase III Hampshire County Cemetery Survey Grant: Carol Shaw opened a discussion about the process of submitting a grant application for the next segment of our County Cemetery Survey. She presented a twelve point outline of the steps needed to complete the grant process. The County Grant Writer, Erin Timbrook, was present. Ms. Timbrook stated that she does not write the grant. She is an Administrator of the grant application, to make sure that it is complete before sending it in to WVSHPO.

There was some discussion about whether the Commission wanted to add or correct information compiled in the first segment of the grant completed in 2017. It was suggested to keep the current request as simple as possible and perhaps have another grant later to make corrections or additions or find additional cemeteries.

There were some modifications suggested to the grant including A. giving Latitude/Longitude for location purposes, B. including a photograph taken from the highway or road approach to make it easier to find the cemetery.

There was discussion about coordinating the listing with the known sources of cemetery location data including HistoricHampshire.org, the books by Ralph Triplett, the W.P.A. list of veteran burials made in the 1939-1940 years, Dan Oates's topographic maps made in the 1980s and the collection of cemetery listings in the local history room of the Hampshire County Public Library. These subjects are to be followed up at the August 17th Special Meeting.

After some discussion a motion was made by Carol Shaw and seconded by Jean Shoemaker to have a special meeting on August 17, 2022 at 2 p.m. in the courtroom to finalize the requirements for the Cemetery Survey Grant, Second Segment. The motion passed. This meeting was set to precede the August 23rd Hampshire County Commission meeting so the Landmarks Commission could place the grant proposal before the Commission in August.

A motion was made by Carol Shaw and seconded by Jean Shoemaker to have the members of the Landmarks Commission appear before the Hampshire County Commission at their August 23rd meeting to support the Cemetery Survey Grant, Second Segment. It was noted that the County Commission is especially impressed with a request when it is supported by the entire Commission.

VII. New Business

a. The Commission decided to establish a working calendar to include required actions (election of officers, January review of progress, terms of members, etc.), expected deadlines (grant deadlines, etc.), planned events (joint meeting of organizations and individuals interested in county history and heritage tourism, etc.), and other anticipated events or actions. The Planning Office will not be responsible for maintaining this calendar.

b. The Commission then proceeded to the annual election of officers:

CHAIR: Jean Shoemaker was elected Chair,
SECRETARY: Carol Shaw was elected Secretary,
TREASURER: Jane McBride was elected Treasurer.

VIII. Open Forum

1. Discussion of a role of the Commission's Administrative Assistant as related to that of the President and the Commission Secretary. Further discussion is needed.
2. Jean Shoemaker informed the Commission about an endowment for the old one room school building at the High School. She suggested that there needs to be a group to administer the money and make much needed repairs. Now that this building sits on the Hampshire High School Campus, it was mentioned that the building and trades classes could learn historic standards as they make repairs and maintain the structure as part of their curriculum.
3. Steve Bailes shared an email from Tim Reese saying the group writing a National Register of Historic Places Application for the Green Bridge at Capon Bridge wants to meet with the Landmarks Commission at the October 22nd meeting to discuss the draft application and to solicit a letter of support for the application.

IX. Adjourn

The meeting was adjourned.



Submitted by Carol Shaw, Secretary