



Minutes

Jefferson County Historic Landmarks Commission

Charles Town Visitor's Center

104 E. Washington St., Charles Town, WV

March 16, 2016

Members Present: Martin Burke (Chair), Carmen Creamer, Curt Mason, Sara Lambert **Guests:** Peter Fricke, Rob Aitcheson

M. Burke called the meeting into order at 7:10pm.

Minutes: Minutes of the February 17, 2016 meeting submitted by Sara Lambert and Rob Aitcheson. Acceptance was moved by C. Mason, seconded by C. Creamer and passed.

Treasurer's Report: C. Creamer presented on the current balance of HLC checking account.

Ms. Creamer noted that there was more income than expenses in the preceding month. Discussion ensued on expenses. Ms. Creamer noted that there had been an increase in monthly bills, specifically utilities at the Peter Burr Farm and Post Office Box fees.

Approval of the Treasurers Report was moved by S. Lambert, seconded by C. Mason and passed.

M. Burke remarked on the 2015 audit and meeting with contract agency performing the HLC audit. C. Creamer also informed the HLC that recent requests for additional information had been made by Audit Company.

Snow Hill roof replacement: S. Lambert presented updates on the ongoing process. Mrs. Lambert summarized a recent discussion with the State Historic Preservation Office (SHPO) to allow an adjustment to the previously awarded grant and informed attendees that SHPO was open to the proposal. Work scope would be limited to chimney and upper wall masonry repairs as necessary prior to roof replacement. Mrs. Lambert then informed the Landmarks Commission that a new bid process for contractors must be initiated by the Landmarks Commission per compliance.

AmeriCorps Member Report: R. Aitcheson presented an update on current projects. Information was provided on interpretive panel development for the Peter Burr Farm with samples of the materials to be installed. Additionally, examples of the brochure for the Cement Mill were also presented with discussion on both samples ensuing. Mr. Aitcheson then provided information on the project at Duffields Depot with activities slated to begin in the next few weeks.

REPORTS:

Peter Burr Farm: M. Burke spoke on behalf of E. Jenkins, noting that Mr. Jenkins was sick and could not attend the meeting. M. Burke updated the Landmarks Commission on work being conducted at the site in preparation for the Home & Garden Tour event to take place on April 23rd & 24th. Mr. Burke informed attendees that as many as 800 visitors could visit the site during that weekend.

Shepherdstown Battlefield: M. Burke and C. Mason provided updates on projects pertaining to the Shepherdstown Battlefield. M. Burke informed the Landmarks Commission that on 3/17, two properties, the "Van Evera Tracts", would

become HLC properties. Mr. Burke will meet with representatives from the Land Trust of the Eastern Panhandle to conduct baseline documentation for the current conservation easement on the property. M. Burke then presented on upcoming projects to be completed as part of the Civil War Trust's Annual Park Day, to be held April 2nd. Discussion ensued on plans to demolish modern era structure on the new properties and other possible land acquisition projects. Comments on the demolition focused on fundraising to cover costs and proper documentation of structures currently present and scheduled for removal. C. Mason and M. Burke provided insight into recent meetings with legislative representatives in regards to the NPS boundary expansion to include the Shepherdstown Battlefield.

Status of NR & CL nominations: M. Burke informed the HLC that a site visit to Feagans' Mill would take place on 3/17 by representatives from the State Historic Preservation Office and that JCHLC would be represented during the visit.

Meeting with the JC Parks & Rec Facilities Committee: M. Burke informed the HLC of his hour long meeting with the Jefferson County Parks and Recreation Department Facilities Committee. Focus of the meeting was proposing the usage of the Peter Burr Farm for programming and potential inclusion in the JC Park and trails system. Mr. Burke noted that the Peter Burr Farm would be included in Parks and Rec's promotional materials as a park location.

Graphic Design Project: M. Burke informed the HLC that a graphic design company had been contracted to design a new logo and graphic identity for the Landmarks Commission. Mr. Burke noted that Eden Design was the company he had contracted to work on the project. P. Fricke commented on the Jefferson County Farmland Protection Board's work with the same company.

Draft Historic Preservation Zoning Ordinance: M. Burke updated the HLC that a draft ordinance would be submitted to Jennifer Brockman, Director of the County Planning and Zoning Department, on March 25th. M. Burke also stated that the draft would include the four Federally recognized Civil War battlefields in JC. C. Creamer suggested referencing previous draft versions of the ordinance and volunteered to assist with aspects of the projects. Ms. Creamer also commented on the cost of farmland acquisition, stating the necessary matching funds were very high. P. Fricke suggested speaking to a re-enacting group who had expressed interest in providing matching funds for battlefield preservation projects.

Presentation of the JCHLC Long Range Work Plan: M. Burke informed the HLC that he would present the adopted Long Range Work Plan 2016-2020 to the Jefferson County Commission on March 31st.

New JCHLC officers for 2016-2017: M. Burke introduced the topic of Landmarks Commission officers for 2016-17. Discussion ensued on the election of a Treasurer for 2016 and bookkeeping duties. P. Fricke provided insight into the Jefferson County Farmland Protection Board's usage of a contracted CPA for book keeping purposes. P. Fricke also suggested publishing annual expenditures to ensure transparency.

C. Mason made a motion to adjourn, which was seconded by C. Creamer. The motion passed and the meeting was adjourned at 8:55pm.