

Jefferson County Landmarks Commission

Minutes from July 15, 2004

Rouss Center, Charles Town

Commissioners Present –

Walter Washington, Carmen Creamer, and John Allen

- **Presentation of Gift** – In appreciation of his work to preserve and interpret Shannondale Springs, Bill Hartgrove, was presented with a walking stick by the friends of Shannondale Springs. Mr. Hartgrove accepted the gift and made remarks acknowledging other individuals for their efforts on behalf of the site, namely Thornton Perry, Bill Theriault, and Carl Sullivan.
- **Approval of Minutes** – Minutes of June 17, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – \$8,000 has been allotted to the LC by the WV Dept of Culture & History. Report approved 3-0.
- **Survey Grant** – John Allen updated the commissioners present about the status of the RFQ. Allen noted that there are still a few, small sticking points in the language of the RFQ that need to be ironed out with SHPO before the LC can advertise the survey. Bill Theriault raised concerns about the thoroughness of the survey. He suggested that the consultants be asked to provide information on “dry-holes” or sites where a building, shown on previous maps or aerial photos, is missing. The LC agreed to ask the consultants for copies of their field notes in order to collect such data. Commissioner Allen noted that archaeological sites are not part of this survey as written by the SHPO, and added that if such sites were to be included, the number of years the project would take to complete could double. Theriault also asked if the LC could find a way to increase the amount of outside funding for the survey in order to get more complete information. Ideas were discussed such as involving the Historical Society and local residents in data collection.
- **Peter Burr Living History Farm** – Finances of the Burr house show a 674.39 surplus due largely to the success of the bread sales. \$600 of those funds are earmarked for the construction of a cover for the bread oven. Bill Theriault proposed a timetable for several projects including window installation, completion of the “infill room”, and bars on basement windows of the springhouse. LC voted to allocate \$1,000 to the Friends Group for this fiscal year.
- **Other Business** – Walter Washington asked the commissioners if the LC should continue as a member of the Jefferson County Chamber of Commerce. Carmen Creamer said that if our information was being kept current on their website that the LC should continue to pay for membership. Commissioner Creamer noted that the deadline for the fall issue of the Jefferson County Historical Society Newsletter is approaching and requested sound bites for publication.

Jefferson County Landmarks Commission

Minutes from August 19, 2004

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Don Amoroso, John Allen and Rusty Morgan

- **Approval of Minutes** – Minutes of July 15, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso presented his report to the LC. Report approved 3-0.
- **Survey Grant** – John Allen gave an update of status of RFQ. The RFQ will be ready in a week to send out to consultants. SHPO has approved the wording, with some minor glitches to work out. September 3, 2004 is the deadline for consultants to respond.
- **Peter Burr Living History Farm** – A volunteer has donated gravel and grading for the driveway. The inside of the oldest section has been painted. Friends group has \$2,500 in the bank. Bread sales last week were 120 loaves – a \$450 profit. The next sale is Sept 18th. Don Amoroso asked if the friends group was undertaking specific projects at this time. Bill Theriault answered that, besides painting, shelving in the barn and window sashes were in the works. Doug Reed at Preservation Consultants has been contacted to price finishing the infill room. That proposal will be available at the September meeting.
- **Other Business** – Barleywood CIS – W.W. has met twice (as a private citizen) with the developers. They seem open to the idea of preserving the house and outbuildings. LC decides to renew our membership in the Chamber of Commerce. Leigh Koonce has started a list serve for the Landmarks Commission. John and Alice Van Tol donated an antique family summer quilt (c. 1820) to the LC for use at the Peter Burr House. Walter Washington will hold the piece temporarily until it can be used at the PB House.

Jefferson County Landmarks Commission

Minutes from September 16, 2004

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, John Allen and Rusty Morgan

- **Approval of Minutes** – Minutes of August 19, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso gave his report to the LC. \$1,000 has been given to the Friends of Peter Burr Farm. Utilities for the month were \$157.96. The report was approved 5-0.
- **Legislative Reception** – Walter Washington informed the LC that the State Legislature will be meeting in Jefferson County Oct.17-18. The LC may be asked to participate in an evening reception.
- **Poor Farm Update** – The recycling center is under contract to Covenant Church. The closing is scheduled for December. The LC will contact the new owner after the closing.
- **SHPO Programs** – There will be a preservation program in Berkeley Springs and Charles Town on September 21-22 focusing on African American sites.
- **Historical Society Program** – Oct.8-9 the Historical Society is sponsoring a program entitled Old Houses and Open Spaces. The key speaker will be Carol Shull, Keeper of the National Register. Saturday's program is open to the public at 10:00am at Wright Denny School.
- **Website Update** – WW is working on finding a server. A proposal will be available at the next LC meeting.
- **Survey** – All members of the LC were present for a work meeting on September 9 at Rouss Hall in Charles Town to discuss the strengths and weaknesses each of the seven proposals received. LC will need to call a special meeting to make the final decision before the Oct. 15 deadline. At that point, JA will contact SHPO with the LC decision and clear it with them. JA gives suggestions about the coming survey - in addition to advertising the survey work in the county newspapers, the LC should produce a letter for the consultant and identification. Also, an open meeting should be held in order to clarify any questions of those property owners in the survey area. RM will bring up the survey at the next County Commission meeting. Historical Society may help with volunteers to notify and identify historic properties. WW will get the \$3,000 pledge from the Historical Society for this project by next month's meeting.

- **Peter Burr Living History Farm** – Bill Theriault has made \$400 this month from bread sales. The Friends Group is in dire need of a President. BT is dismayed by the lack of progress on construction projects, the windows in particular. BT said that they may have to complete those projects without Tom McGarry. With the \$1,000 from the LC the group has \$2,433.58 in the bank.
- Doug Reed from Preservation Associates has submitted a proposal to restore the “Infill Room” at the Peter Burr House. Preservation Associates price for the restoration is \$16,957 including heart pine flooring. BT believes that this is a good price considering Mr. Reed’s expertise. DA asks if this will be all of the construction for this year. BT confirms that it will be. CC expresses concern that with out a President the LC will be charged with overseeing the work. BT volunteers to oversee the work. LC designates BT as the intermediary with the contractor. LC votes 5-0 to accept the bid from Preservation Associates.
- **Blakely Easement** – WW recuses himself from the following discussion due to conflict of interest. DA shows the remaining LC members the document explaining the easement on the historic home “Blakely The LC can make repairs and then put liens on the property. LC decides to notify current owner, Vincent Groh, that we will need access to the property in order to make an inspection. LC may have to go to court to get an injunction to do the inspection. Doug Reed could do the inspection. BT will contact Doug Reed then he will contact DA about the inspection. CC mentions possibility of getting a mini-grant to look into the project. RM asks if LC can foreclose on the house. LC will contact Michael Thompson to get an answer tot that question and for other advice. LC votes 4-0 to proceed.
- **Other Business** – No other business

Jefferson County Landmarks Commission

Minutes from October 21, 2004

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, and John Allen

- **Approval of Minutes** – Minutes of September 16, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's report included 20 % deposit to Doug Reed for work on Peter Burr House. Report approved 5-0.
- **Blessing House** – George Rutherford, treasurer of Jefferson County Black History Preservation Society, asked the LC to be the sponsoring agency for pre-development planning grant for the Blessings House. Motion to sponsor approved 5-0.
- **Poor Farm** – County Commission will survey their property around the Poor House. LC would like the house and outbuildings to be located on the survey.
- **Survey Grant** – LC chose Taylor & Taylor as the consultants to do the survey of Kabletown area at a special session last week. Carmen Creamer will draft a letter to SHPO to inform them of our decision. CC will set up preliminary meeting with David Taylor. WW said that grant application due for the next cycle on the 31st of October.
- **Peter Burr Living History Farm** – Kitchen work is finished. Repairs cost \$1,113.13 and is now approved by the Jefferson County Health Dept. Next weekend the friends group will be making apple butter at the house. There is a balance of \$ 1,294.23 after the kitchen expenses. Bill Therioult announced that they had raised \$3,000 baking bread to date. A volunteer has been found to catalog artifacts from the Burr site. The Audobon Society will be doing a bird inventory. Their survey data will be incorporated into the master plan.
- **Website** – WW has a host for LC website – checkmate webdesign.com. The cost will be \$130 per year.
- **Blakely** – WW recused himself from discussions. DA talked with Doug Reed. It is decided that the LC will need advice of a lawyer before proceeding further.
- **Morgan's Grove Historic District** – Diana Suttentfield informs LC that a plan has been submitted to put 69 houses on the old Durr place (approximately 25 acres) in

the district. Mrs. Suttentfield asked the LC to write a letter to the planning commission explaining the historic nature of the district.

- **Other Business** – JA mentioned the positive feedback concerning the October 9th symposium on open space and old homes, sponsored by the Historical Society.

Jefferson County Landmarks Commission

Minutes from November 18, 2004

Rouss Hall, Charles Town

Commissioners present - *Walter Washington, Kip Stowell, Don Amaroso, Carmen Creamer and John Allen. County Commissioner Rusty Morgan was also present.*

- **Approval of Minutes** – Minutes from meeting on October 21st were submitted by John Allen. Unanimous approval of minutes.
- **Treasurer's Report** – Don Amaroso briefed the commissioners on the insurance Policy. Report approved 5-0.
- **Survey grant** – Survey consultant, David Taylor, was present for the meeting. He would like to start field work in December. The contract will need to be finalized. Taylor agreed to give a written report monthly. January 20 will be our first progress meeting. A billing schedule was requested by DT. This schedule will have to be approved by SHPO. Commissioners talked about various ways to notify the public of the upcoming survey work, including mailbox notifications, ads in the Journal, Spirit, shoppers guide and Neighbors, Morgan Morning radio interview with DT and notices online at Listener and OJ. DT offered to do a preservation workshop as a public service. WW submitted grant application for next year's survey grant.
- **Peter Burr** – There was not a large attendance at the Harvest Fair. \$114 was earned at the fair. There is currently \$ 1,438.23 in the FOPB account. Carmen Creamer said that PB house might be eligible for the Save America's Treasures grant which would provide enough money for the roof or other project. DT recommended Restore America grant which is a federal program for bricks and mortar projects.
- **Poor Farm** – John Allen did an architectural survey of the house and photographed the building last week. The front and back doors were open. JA offered to secure the building and clear some of the vegetation around the foundation.
- **Barleywood** – Members of the LC visited the site on November 5th at the request of the current owner. The house, though vacant, appears to be in good shape.
- **Other Business** – Rusty Morgan asked that groups like the LC give their recommendations on new subdivision ordinances.

Jefferson County Landmarks Commission

Minutes from December 16, 2004

County Meeting Room, Charles Town Library

Commissioners Present –

Don Amaroso, Carmen Creamer, and John Allen. County Commissioner Rusty Morgan was also present. The meeting was chaired by Amaroso. Walter Washington was absent due to illness.

- **Approval of Minutes** – Minutes of November 18, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso has changed the names of the LC bank accounts to more accurately reflect their specific uses. One check was written for utilities. Report approved.
- **Survey Grant** – DA asked for a copy of the final contract to take to Bill Drennen at the Jefferson County Historical Society to get their check. David Taylor is due to start work soon.
- **Peter Burr Living History Farm** – Irvan Groff told the LC that the heat was on in the bathrooms. Shingles have been coming loose on the ridge of the barn causing leaks. There is no ridge cap on the barn. Bill Therioult said that there needed to be procedures in place to deal with these types of issues. He stressed the need for the updated master plan. LC discussed the idea of adding a ridge cap. John Allen will call Larry Long, who installed the roof, to get a price on putting a cap on it. Doug Reed could also be consulted on this issue. Rusty Morgan said that he believed that a ridge cap was the answer to the problem. JA will also contact Doug Reed to ask his opinion. BT made the comment that Tom McGarry has the map from which the master plan was made. He suggested that the LC keep that map in their possession. Irv announced that there will be a steering committee meeting at Aspen Hill on Saturday, January 8. There was a successful food sale, which paid for the new coffee perculator. Bill Gerry gave the treasurer's report. FOPB has a total of \$ 1,523.41 in the bank. Also, JA will contact Edie Wallace to get artifacts from a previous dig at the PB Farm.
- **Blakely** – Carmen Creamer spoke to Kim Herder at the Nat'l Trust who agreed to look into the Blakely easement and advise as to our options.
- **Other Business** – A discussion about the upcoming subdivision ordinance review began with CC saying she would get some advice from the Trust on that issue, as well. RM said that a demolition ordinance would be a good place to start, and it would need to be handed to the CC. Jim Surkamp said that cemeteries should be also be protected under such an ordinance.
RM said that a final survey of the poor farm was due to be completed soon.