

## Meeting Minutes

Jefferson County Historic Landmarks Commission  
Charles Town Visitor Center, Charles Town, WV  
September 16, 2015

**Members Present:** Martin Burke, Carmen Creamer, Sara Lambert. Guests: John Demer, Peter Fricke, Tim Johnson, Heidi Carbaugh

**Introduction of AmeriCorps Member:** MB introduced Heidi Carbaugh who is the JCHLC's new AmeriCorps member. She will have a desk at the JC Planning Office and will start Oct. 5.

**Minutes:** Minutes of the July 15, 2015 meeting was submitted and distributed by Eric Jenkins. Acceptance was moved by CC, seconded by SL, and passed.

**Treasurer's Report:** CC presented the treasurer's report, with updated handouts distributed. We currently have \$9270 in the bank account. We received \$295 from Tent City Productions, for the use of the Cement Mill in a filming project. Based on Tent City's inquiry, MB prepared a County Landmark Film Location Agreement, which can now be used for future filming requests. Acceptance of the Treasurer's Report was moved by SL, seconded by MB and passed.

### **Nomination of Feagan's Mill as JC Historic Landmark:**

MB reported that the Feagan's mill site has been used since the 1700's. John Demer has completed a WV Historic Property Inventory Form. CC moved that we nominate Feagan's Mill to be added to the list of JC Landmarks. MB seconded and motion passed.

**WV GeoExplorer Project:** Bill Theriault unable to attend, so no updates at this meeting.

**National Conference of State Historic Preservation Officers:** The NCSHPO conference will be held Nov 1-3 in Shepherdstown, WV. JCHLC has been asked to host reception the evening of Nov 1 for 25-30 attendees. The JCHLC agreed our preference is to hold the reception in Middleway, and Peter Fricke offered to pass our request on to suitable venues in Middleway. The consensus was that we would be able to contribute \$300 max toward food and drink for the reception. MB will follow up with the NCSHPO conference coordinator.

**Peter Burr Farm:** Oct 3 will be the Harvest Fair. The 2015 JC School visit is in limbo due to shortage of docents to run a one-week program for 500 fourth graders. 2016 House and Garden Tour will be April 23-24, 2016, and we have received a request for Peter Burr Farm to be included on the Tour. 700 visitors are expected and the Garden Club will provide docents. Heidi Carbaugh will prepare docent and interpretive materials. We would like to include the Bread Bakers and Reliving History groups to participate as well.

**Shepherdstown Battlefield:** MB reported that the Van Evera real estate closing should be completed in the next week or two. MB wrote to Senator Joe Manchin in August in support of the Special Resources Study expansion of the Antietam Battlefield, and reiterated that JCHLC is prepared to donate its properties to the NPS for inclusion in the expanded battlefield.

**Snow Hill:** John Demer passed out vintage photos of Snow Hill that were loaned by Geraldine Link. SL reported that she attended a Grant Workshop in Charleston in August, where JCHLC received \$14685 reimbursement grant to replace the roof. SL preparing a RFQ to send project out to bid. Will be meeting with our Grant Monitor, Sandra Scaffidi of the Mills Group, this month for final approval on the RFQ before issuing bid requests.

### **Commissioners' Reports**

- A. Blakeley Preservation and Conservation Easement: JCHLC holds a preservation easement on the façade of the home and a conservation easement on the land. It was gifted in 1988. Heidi Carbaugh will be comparing the photos identified in the Easement Exhibit A to the present exterior condition. MB reported that the JCHLC is ineligible for easement insurance so will be discussing transfer of the conservation easement to either the Land Trust or Farmland Protection Board.

October 10<sup>th</sup> is Middleway Day.

CC moved that the meeting be adjourned, which was seconded by MB and passed at 8:59.