



**The regular meeting of the Elkins Historic Landmarks Commission
was called to order at 7:00 p.m. on
Wednesday, February 17, 2010.**

Members of the commission in attendance were Carol Schuler, presiding, Phyllis Baxter, and Logan Smith. Ellen Spears and David Turner were absent. Guests Grace Sundelin, Megan Grisolano, and Jessica Serrao were in attendance.

Public Comment

Grace asked the Commission to participate in the upcoming spelling bee fundraiser for the Kump House. Teams of three people will compete for each group with a sponsorship charge of \$45. EHLC will consider – some have already committed to other teams.

Minutes, distributed via email prior to the meeting, were approved unanimously.

The treasurer's report was presented by Logan Smith.

Correspondence

Appointment letters have been received. Phyllis has been appointed to a full term until December 31, 2014, and David Turner has been appointed to a partial term that will end December 31, 2010.

Letters were received notifying us of the listing of Riverside School and First Ward School on the National Register of Historic Places.

Letter was received notifying us that EHLC received a Survey & Planning grant from SHPO for \$1400 for the preservation resource center project. The grant meeting to begin the grant is March 8, Carol and Megan will attend. Carol said that James Hall, a WVU public history student, is interested in helping with this project as his internship. Megan presented her outline proposal for the resource center. Phyllis will coordinate the project with Megan & James, and Logan will do the grant reporting.

President's Report

Darden House – materials for porch floor and ceiling are almost ready and work will resume when weather permits.

Wees lighting project – three grants have been submitted

CLG report – Carol has prepared report, Phyllis & Logan will review and send comments.

Other Business

Walking Tour project – Jessica and Megan are working on editing and shortening the text of the multi-page brochure. They will need to find or get help with photos and map. Since printing money is not identified, we will plan it with a simple, low-cost format. We will

approach other potential partners such as Downtown Merchants, Welcome Center, or ON-TRAC for assistance with this project.

Carriage House – Logan and Ellen met with Tony Kyle to discuss him potentially leasing the Carriage House for his horse and carriage tour business. He has been asked to prepare a proposal.

Phyllis moved, Logan seconded, motion approved, to ask for Carriage House proposals to be received by March 8 and considered at March worksession, so that repair work on the building can be planned.

Megan has begun working on a proposed acquisitions policy.

Discussed problem of snow removal and maintenance to keep the Darden House open for tenants. Logan presented a proposal for his employees with Scott Properties to provide this service at cost. Phyllis moved Carol seconded motion to authorize Scott Properties to do snow removal on an as needed basis until alternative proposals can be solicited and compared. Motion passed with Logan abstaining.

Logan moved Carol seconded, motion to prepare an RFP and advertise to solicit proposals for maintenance and grounds services for the Darden House. Motion passed.

There being no further business, the meeting was adjourned at 9:15 pm.

Respectfully submitted,

Phyllis Baxter, recording in absence of Secretary