**Town of Bath Historic Landmark Commission**

**Bath Town Hall**

**April 20, 2023**

1. Call to Order at 2:00 PM by Chairman.
2. Members Present: John Mason, Joyce Jones, Ryan Rebant, Stephen Harmison. Quorum present.

Members Absent: Zach Salman

Members of the Public Present: Melissa Schod, Paul and Trey Johanson, Rob Campbell, Carly Swaim.

Member of Town Council Present: Susan Webster, Elizabeth Skinner:

1. Review of Minutes: Minutes of the regular meeting of February 6, 2023, were reviewed.

MOTION: To approve the minutes of February 6, 2023, as presented by Rebant/Harmison. Motion carried.

1. Treasurer’s Report: Ryan Rebant reported that the Historic Landmark Commission (HLC) has a balance of $16.97. Ryan also reported that the HLC will receive $2,500.00 of Hotel/Motel funds for Fiscal Year 2023-2024. These funds will be distributed in four installments, which will begin September 2023.
2. Certified Local Government: Ryan Rebant informed the HLC that he is working to complete the Report Form required of HLC by the State Historic Preservation Office (SHPO). Ryan will provide copies of the report to members of the HLC before he sends it to the state. There was some discussion about asking Mayor Merki to send a letter to SHPO stating that the Town Council believes the HLC is in compliance with the state’s requirements for the Town of Bath to be classified as a “Certified Local Government.”
3. Training for HLC Work: Ryan will contact Meredith Dreistadt with SHPO to try to schedule additional training on the work of the HLC for members of the commission and for the public. Joyce Jones will ask Sharron Corrick to set up a link to West Virginia’s 2023 training schedule for CLGs on the Town of Bath’s website.
4. HLC Brochure: John Mason said that he wants to get the HLC’s brochure printed as soon as possible, so that the public could use it. This brochure was written by commission member Zachary. John requested permission to pay the costs of having the brochure printed now. The HLC would reimburse him after the HLC receives its first installment of Hotel/Motel funds. The members agreed to John’s request by common consent.
5. HLC Brochure Distribution: Ryan suggested that the HLC send the brochure (see above) with a letter to the owners of the 20-40 properties recently identified as “contributing structures” in the Town of Bath. Each owner would be invited to place a plaque at its location that identifies it as an historic structure. The letter would ask the owner to purchase the plaque for his building, because public funds cannot be used to purchase them for private residents. It was noted that Bath’s Public Works Department could assist owners in placing the plaques for their buildings. Several persons requested that efforts be made to give local craftsmen the opportunity to bid on making the signs. The project was agreed to by common consent. Carly Swaim agreed to write the letter for the property owners. She will have the letter ready for the HLC’s approval at the next HLC meeting.
6. Betty Lou Harmison Brochure: Stephen Harmison informed the HLC of a brochure written by his mother, Betty Lou Harmison, a local historian, on the historic Town of Bath. There was discussion about updating this brochure for the 250th anniversary of Bath, and dedicating the brochure to Mrs. Harmison. Carly said she would begin work on this project, and update the HLC of her plans at the next regular meeting of the HLC.
7. Train Depot: Susan Webster gave an update on the interior work of the historic train depot.
8. Bypass Signs for Bath: Paul Johanson asked the HLC to work to have brown highway signs placed throughout the bypass and other roads to “advertise” the Town of Bath. The HLC discussed having a meeting with Bath’s Town Council, Travel Berkeley Springs, and the Chamber of Commerce to work to have signs placed throughout the roads in the area. The suggestion of the meeting was approved by common consent.
9. Historic Cupola: Larry Landon informed the HLC that he found the historic cupola from the old courthouse on the rail/trail. He urged the HLC to identify who owns the cupola, and work to have it preserved.
10. ADA Access to Fairfax Coffee House: Trey Johanson asked the HLC to assist her to find a way to make her property ADA access while not affecting the historic value of her property. Zach and Ryan will provide pictures of the property to assist with investigating this issue. Carly said that she would research potential grants to assist with the renovations.
11. Greenway Cemetery Mausoleum. Elizabeth Skinner gave an update on the efforts to restore the Greenway Cemetery mausoleum.
12. Next Meeting: The next meeting of the HLC will be August 3, 2023, at 2PM.
13. Adjourned: the meeting was adjourned at 3:40PM.