

St. Mary's County, Maryland
HISTORIC PRESERVATION COMMISSION

Minutes of the meeting held on December 18, 2008 at the
Department of Land Use and Growth Management

Present: Hal Willard, Chairman
Susan Erichsen, Member
Rob Gibbs, Member
Ruth Mitchell, Member
Jeff Jackman, Staff
Victor Govier, new member
Francis Tippett

Call to Order: The meeting was called to order at 4:00 p.m. H. Willard who conducted the roll call and established that a quorum was present. Commission requirements read for the record.

Agenda amended: to add introductions of Victor Govier who will begin his term on the Historic Preservation Commission (HPC) in 2009, and Mr. Frank Tippett who often monitors HPC meetings and is conducting a photographic collection of historic buildings. Both were welcomed by the chair.

Approval of Minutes: The minutes of the July 24, 2008 and September 25, 2008 meetings were presented and reviewed.

Motion: The July 24, 2008 minutes to be accepted. Made by R. Mitchell, seconded by R. Gibbs. Motion carried.

Motion: The September 25, 2008 be accepted. Made by R. Gibbs, seconded by R. Mitchell. Motion carried.

Religious Freedom Byways

No report.

Phase II Historic Road Survey

No report.

Phase III Historic Road Grant

No report

Historic Preservationist Vacancy – Staff reported the position has been advertised with a closing date of 12/31/08. Discussion ensued.

Motion: Nomination of R. Gibbs to represent the commission during the hiring process for this vacancy if allowed by county staff. Made by S. Erichsen, seconded by R. Mitchell. Motion carried.

Action item: Commission recommends that staff include advertising for this vacancy in professional journals.

Action item: Commission recommends that staff request Human Resources include R. Gibb in the hiring process.

New Members – Staff reported that V. Govier will continue B. Farrar's term and that a new member will be needed to replace J. Grusholt. The vice-chair position is now vacant.

New Business

Bylaws – a review of the bylaws shows that there are discrepancies between those posted on the web and those issued to the commission.

Action item: Staff is to investigate bylaw discrepancies and report back to the commission. In addition, staff will check on the bylaws with the county attorney and investigate the proper procedures for public notice of meetings and report back to this commission.

Minutes- commission would like to reevaluate the minute structure and form. R. Mitchell presented good examples for the structure of the minutes.

Action item: Commission members to come next month prepared to discuss changing minutes form.

Action item: S. Erichsen to produce minutes for the October, November and December meetings.

St. Mary's County Historic Preservation Awards – R. Gibbs recommends the commission begins the process for soliciting awardees for this program.

Motion: Commission to set up a committee of R. Gibbs and S. Erichsen for the Awards program. Motion made by R. Gibbs, seconded by S. Erichsen. Motion carried.

Historic District Commission of Maryland- discussion of what this commission provides.

Action item: Commission to investigate visiting other counties historic preservation commissions and tri-county meetings to investigate what is going on in their communities.

Action item: HPC focus on raising awareness of historic preservation in the community.

Announcements

HPC reports due to the state in January and to the SMCC in July.

Adjournment

The meeting was adjourned at 5:20 p.m.

Submitted by: Susan Erichsen

Signed by: Hal Willard on March 13, 2009