

Proposed Agenda
Historic Site Committee
November 10, 2015
7:15 pm Town Board Conference Room

Approval of Minutes: September 8, 2015

Correspondence:

Old Business: Continue discussion of how to monitor current preservation districts
Continue discussion of explaining and promoting historic preservation districts

New Business: Review information provided by Cynthia Howk, Landmark Society of Western New York
Review information from Landmark Society's Fall Partners' Roundup Meeting of Monday, October 26, 2015
Plan for January Organizational Meeting - election of officers, adoption of by-laws

Meeting Schedule: January 12, 2016
March 8, 2016
May 10, 2016

Historic Site Committee

Meeting Minutes

November 10, 2015

Town Board Conference Room

Present: Kitty Englert, Gary Goodridge, Tina Thompson, Rebecca Wiesner, Patti Zeiner,

Absent: Molly Nikodem, Marlene Wilson

The meeting was called to order at 7:20pm in the Henrietta Town Board Conference Room by acting Chairperson Tina Thompson.

A motion to approve the minutes of Sept 8th, 2015 was made by G. Goodridge; seconded by K. Englert

R. Wiesner – Aye

K. Englert - Aye

P. Zeiner - Aye

G. Goodridge - Aye

T. Thompson – Aye

Motion carried

Old Business:

We continued our discussion of how to monitor properties in the current Historic Districts.

The committee will take a “Road Trip” on Saturday, January 23rd to physically view and possibly photograph structures in present districts. Committee members will meet at 9am in the town hall parking lot.

The following are ideas for promoting and educating the community about historic preservation:

1. pictures and possible histories of structures in present districts on Henrietta Town website and Facebook pages
2. thank you letters sent to the present owners of structures in our preservation districts.
3. a newspaper article in the Henrietta Post in January about the Historic Site Committee and new officers.
4. a paragraph in the supervisor’s newsletter about the Historic Site Committee; request suggestions from the community by e-mail of possible sites or structures worthy of an award.
5. announcements at the Henrietta Historical Society Meetings
6. unique event(s) to help inform people about preservation efforts in Henrietta.
 - a. booths at Henrietta events
 - b. treasure hunt – Hidden Treasure Tuesday – Pictures and clues to locations significant to the history of Henrietta over a period of weeks posted on the town website & Facebook pages. Number of weeks and possible prize(s) to be determined

New business:

The discussion of the Organizational Meeting in January included:

Suggested by-laws:

1. Meetings
 - a. Regular meetings of the committee will be held every other month at 7:15pm on the 2nd Tuesday of that month in the Henrietta Town Board Conference Room.
 - i. Meetings are held from September to May and are on an as needed basis from June to August
 - b. All meetings shall be open to the public and follow the rules stated in the Rules of the Town Board of the Town of Henrietta
2. Election of Officers:
 - a. Election of officers will take place each year at the January meeting
 - b. Term of office will be twelve months
3. Elected positions
 - a. Chairperson
 - i. Shall be elected by a consensus of the voting members of the committee
 - ii. Shall decide all points of order and procedure using the present Town Board Rules of the Town of Henrietta
 - iii. Is responsible for publishing upcoming meeting agendas
 - iv. If the chairperson is absent, a pro tem chair shall be selected by consensus
 - b. Secretary
 - i. Shall be elected by a consensus of the voting members of the committee
 - ii. Shall keep all records and correspondence for the committee
 - iii. Shall keep a contact list of each current committee member
 - iv. Is responsible for recording the minutes of each meeting; distributing minutes to each committee member; posting a draft of the minutes on the town website
 - v. If the secretary is absent, a secretary pro tem shall be selected by consensus
4. Attendance:
 - a. Should a member fail to attend three consecutive regularly scheduled meetings of the committee, and there is no adequate excuse for such absences, the chairperson, with the concurrence of a majority of the entire committee, shall notify the town board and request that a vacancy be declared.
 - i. It is the responsibility of the member to notify the chairperson or secretary of their absence prior to the scheduled meeting.

The meeting was adjourned by consensus at 9pm.

Our next meeting will be January 12th, 2016, in the Town Board Conference Room at 7:15pm.

Meeting Schedule:

March 8, 2016

May 10, 2016

Respectfully submitted,

Gary Goodridge, secretary pro tem