

Agenda
Historic Site Committee
January 12, 2016
7:15 pm Town Board Conference Room

Approval of Minutes: November 10, 2015

Correspondence: Town Board Resolution reappointing Kathleen Englert, Patricia Zeiner and Rebecca Wiesner, and appointing W. Sam Poulton to the Historic Site Committee.

Old Business: Plan for Saturday, January 23, 2016 road trip to look at and possibly photograph homes in Historic Site Districts

**New Business: Election of officers
Adoption of by-laws**

**Meeting Schedule: March 8, 2016
May 10, 2016**

Historic Site Committee

Meeting Minutes of January 12th, 2016

Present: Kitty Englert, Molly Nikodem, Rebecca Wiesner, Patti Zeiner, and Gary Goodridge

Excused absence: Tina Thompson, Sam Poulton

The meeting was called to order at 7:20pm in the Henrietta Town Board Conference Room by acting chairperson Gary Goodridge who also served as secretary.

A motion to approve the meeting minutes of November 10th, 2015 was made by P. Zeiner; seconded by M. Nikodem

Vote :

Rebecca Wiesner – Aye

Kitty Englert - Aye

Patti Zeiner - Aye

Gary Goodridge - Aye

Molly Nikodem – Aye

Motion carried

Old Business:

Voting for Officers.

The consensus of the committee was to table voting for officers until the March meeting.

A motion to adopt the following by-laws as amended was made by R. Wiesner; seconded by P. Zeiner

Vote :

Rebecca Wiesner – Aye

Kitty Englert - Aye

Patti Zeiner - Aye

Gary Goodridge - Aye

Molly Nikodem – Aye

Motion carried

New Bylaws

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 January to December and are on an as needed basis 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 annually at the January organizational meeting

b. Length of term shall be 12 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

Historic Site Committee

Meeting Minutes of January 12th, 2016

- iv. If the Chairperson cannot attend a meeting, a pro tem chair shall be selected by a consensus of the members present.
- b. Secretary
 - i. Shall keep all records and correspondence for the Committee
 - ii. Shall keep a contact list of each current committee member
 - iii. Shall be responsible for recording minutes of each meeting and distribution to each member of the committee
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 recommend that a vacancy be declared and that the position be filled.
 - i. It is the responsibility of the member to notify the Chairperson or Secretary of their absence prior to the scheduled meeting.

Survey of structures in current Districts

1. A "Road Trip" is scheduled for Saturday, January 23rd to physically view and possibly photograph structures in present districts.
 - a. The committee reviewed the current Historic Site District address list and map.
 - b. Committee members are to meet at 9am in the town hall parking lot.

Promoting and educating the town about Historic Preservation

1. Send thank you letters out to the present owners of structures in our preservation districts.
 - a. Format letter for mailing
 - b. Send address list to Rebecca for mailing.
2. Announcements at the Henrietta Historical Society Meetings

New business:

1. The committee thanks Tina Thompson, Henrietta Town Historian, for her article in the 2016 Henrietta Happenings Winter Edition requesting nominations of structures for committee awards.
 - a. Follow up with her concerning emails.
2. The Committee agrees with Henrietta Town Historian concerning her desire to become an advisor to the committee. This would require a code change by the Town Board.
3. The committee discussed increasing the number of committee members from 7 to 10. This would also require a code change by the Town Board.
4. The March meeting agenda will center on methods to further educate the community on Historic Preservation and National Historic Preservation Month in May.

The meeting was adjourned by consensus at 9pm.

The next committee meeting is March 8th, 2016, in the Town Board Conference Room at 7:15pm.

Meeting Schedule: May 10, 2016

Respectfully submitted,

Gary Goodridge, secretary pro tem