

**Town of Waterville - Historic Preservation Commission
January 28, 2020 Meeting Minutes**

Members Present: Dan Augustson, Amy Larsen, Cathy Clark, Cathi Nelson, Lisa Davies, Michelle Mires, Jill Thomsen, Kat Russell (virtually),

Guests Present: none

Director Dan Augustson opened the meeting at 5:35 pm at the Waterville Library.

Approval of Minutes: Minutes of the December 17, 2019 meeting unanimously approved.

Report of Committees:

- **Directors:** Amy Larsen reported on her work on a website for the Historic Preservation Commission. She has looked at other CLG towns' websites to see what pertinent information they include on their websites (general information about the Commission, meeting date, time and location, members names and term limits, etc.) Most have generic information, which is helpful so that updates don't have to be done too often. Amy is working with Marsha Petersen at Town of Waterville on this project.
- **Assistant to the Directors:** no report
- **Secretary:** no report
- **Criteria:** Kat reported that she and Lisa will be meeting within the next month of work on Criteria and that they will have a report at the February meeting. Kat indicated that she is attending a training for work in April that will also help in this effort for the Commission.
- **Inventory:** Grant thru the State to help fund the inventory will be available in February; our Grant committee will be watching for this.
- **Media/Community Relations:** Amy reported that she has been researching ways to share about the Historic Preservation Commission and our work; ideas include "Historic Preservation Month (May) which could include a Photo Contest, Library programs that focus on historical buildings in Waterville); article in Empire Press, on NCLR website, Main Street facebook page, Fliers, Walking Tour, placards on historical buildings in downtown core, add the Waterville HPC to the SHPO calendar for Historical Month, Historic Waterville Coloring Book, article in the Town newsletter in March, participation/attendance in community service group meetings like the Philomath Club meeting at Blue Rooster in April, etc. Amy has agreed to build a HPC facebook page.
- **Town Government Relations:** Jill recently attended the Port's Economic luncheon and spoke with 3 people (from Chelan and Douglas County) who are interested in purchasing a downtown building to renovate and rent. Hope is that they will visit soon – Lisa has obtained access to the former Mitchell's Hardware store to show them during their visit. Surveying our community about their service needs in Waterville was briefly discussed; idea was to go to local service organizations to gather survey information.
- **Training:** Cathi reviewed possible training opportunities that were shared via email from Kim Gant of the State of Washington (see agenda of January 28, 2020 Historic Preservation Commission meeting). She suggested that all members watch the slide show that she emailed on January 28, 2020. This is an idea of the kind of online training that may be available to us. We will discuss and make recommendations about this

training at the February 25, 2020 HPC meeting. Consensus was that a few of our members should attend both the “Revitalize WA” conference in Wenatchee (April 2020) and the National Alliance of Preservation Commissions conference in Tacoma (July 2020) – we will discuss in more detail as those events get closer.

- **Grants:** Amy reported that she has created and shared with Cathy a grant spreadsheet that helps keep track of grant titles, affiliation, deadline, criteria, amount, etc. She and Cathy Clark continue to monitor this information.
- **Cultural Resources:** No report

Old Business:

- **CLG Application to the State:** We are still waiting for final CLG designation but are functioning as a CLG. Jill will check on this status; Marsha Petersen is following all “open meeting requirements” for the Commission.
- **Status of one-page information flier about the Historic Preservation Commission:** Amy is working on this and shared a draft of her work so far. Cathi will use this as a basis for an article for the Town newsletter in March 2020. She hopes to submit it to Marsha before February 19.

New Business: none

Next Steps and ACTION ITEMS:

- Members will watch the training video shared by Cathi via email January 28, 2020 and be ready to make decisions at the February 25, 2020 meeting.
- Kat will look at other historic buildings that already have been inventoried so we avoid duplication once we begin the inventory.
- Grant committee will continue to monitor grant availability and solicit help once they identify an applicable grant opportunity.
- Cathi will write an article about the HRC for the March 2020 Town Newsletter.

Other: none

With no more business at this time, the meeting was adjourned by Dan Augustson at 6:53 pm.

Next Meeting Tuesday, February 25, 2020; 5:30 pm at Waterville Public Library.