

**Town of Waterville - Certified Local Government Preservation Commission  
Meeting Minutes for November 28, 2023 - Town Hall and Zoom**

**Present:** Dan Augustson, Cathy Clark, Kat Russell, Jill Thompson

**Call to Order** - Dan called the meeting to order at 5:35 p.m.

**Approval of Minutes** from October 24, 2023 - Kat motion, Dan 2nd, all in favor

**Additions to the Agenda** - none

**Introduction of guests:** Loyd Smith

**Report of Committees** -

Director: Dan - no report

Secretary: Cathi - no report

Inventory: Cathy, Michelle, Cathi, Jill

Jill reported that the Inventory is finished, Information will be put on the GIS, and we are waiting for 2 copies of the inventory for HPC

Media: Cathy - no report

Town Government/Community Relations: Jill - no report

Main Street Association: Lisa has resigned from WMA, either Jill or Cathy can report

Training: Cathi - no report

Grants: Cathy, Cathi, Jill

Cathi has applied for a Community Foundation Grant for additional support to decorate downtown Waterville during the winter holidays

Cultural Resource Specialist: Kat - no report

**Old Business:**

Progress/updates on Historic Overlay Map edits: Dan, Kurt

Dan reports that there have been no updates from Kurt. Kat has offered to meet with David Ramirez (Town maintenance/tech employee) to update the GIS project for the Town. Progress/updates on development of Communication Procedure between Waterville Building Inspector, P&Z, HPC, historic property owners and Town of Waterville.

Jill reports that the procedure is in place, Erica has the information she needs, GIS map needs to be finished.

Malloy nomination progress - Kat, Cathy - not yet completed

Other nominations - Kat - none

**Plaque update:** Kat, Cathi - Kat went through the town and photographed the condition of the various NRHP plaques on our historic downtown. The majority are in very bad condition, some missing from buildings. She also reviewed the 7 stand alone historic buildings on the NRHP and noted that the properties do not have plaques. She shared a Grant link that we may be able to touch bases with for at least two replacement plaques. (Cathy will look into writing this Grant.) This information was shared via email to all HPC Board members.

Kat also shared the image from Spokane's Historic plaques. Members attending suggested that the new Town of Waterville seal (that can be found on our website and letterheads) would be an

appropriate seal for the Waterville Historic Preservation Register plaques. This seal was designed by Kimberley Gormley. Kat will contact plaque makers in Wenatchee, inquiring information about how the plaques could be designed and made, i.e. cast bronze.

Kat also shared possible information that could be on each plaque: building name, date built, etc. The cost could be up to \$250 per plaque.

We also considered an overall plaque for the Downtown Historic Buildings group, that could be placed on the wall of the Library (since the Town owns that building) or at the Museum.

Kat also suggested that Waterville Historic Register building owners should receive a certificate that can be framed and placed indoors.

#### **Review of “Request for Qualifications” for DAHP Grant 2023-2024 - Jill, Cathy**

Jill gave members copies of the Grant demonstrating the time frame, monies available, and plan to complete as outlined. It was noted that the timeline suggests hiring a professional historian by November 30, 2023. Jill has requested application information from Ann Sharley and Kelsey Doncaster. As soon as she receives a response from each applicant, she will email Board members, sharing that information, so that the HPC Board can make a decision.

Additionally, we noted the timeline for hosting a community meeting for all interested parties with historic buildings based on both Inventory #1 and #2. We will need to schedule a time and place for this event, in the New Year 2024.

The Grant states that 3 historic nominations will be completed by the historian, and that a “How-to” plan be created so that HPC members can assist and building owners can begin research on their own buildings, beyond the 3.

Five possible historic properties were suggested and discussed at the meeting. Cathy will get addresses, owners names, etc. and email to HPC Board members.

#### **Historic Preservation News Around Town:**

Waterville Hallmark Christmas Lighting project is a success! Much appreciation for those community members who participated in the set-up of our historic Downtown.

**NOTE:** HPC members should expect email information from Jill, re: Ann Sharley and Kelsey Doncaster. Also expect emails about 5 possible historic property nominations.

**Next Historic Preservation Commission meeting: Tuesday, January 23, 2024, at 5:30 pm at Town Hall/Zoom**