



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## Agenda

### New Castle Historic Preservation Commission Special Meeting

**Monday, October 10, 2022, 6:30 PM**

Full packets of HPC meetings are available online by visiting  
<https://www.newcastlecolorado.org/meetings>  
or by scanning the **QR code** below.

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet click [HERE](#)

<https://us02web.zoom.us/j/7096588400>

Meeting ID: 709 658 8400

If you prefer to telephone in, please call: 1-346-248-7799

Be sure to set your phone to mute until called on.



#### Call to Order

#### Pledge of Allegiance

#### Roll Call

#### Meeting Notice

#### Conflicts of Interest

#### Citizen Comments on Items NOT on the Agenda

-Comments are limited to three minutes-

#### Agenda Changes

#### Items for Consideration

- [A.](#) Commission Review of 2022 Budget Remaining** (Page 2)
- B. Commissioner Report of Glenwood Springs Library Workshop held on 9/26/22**
- C. Commissioner Report of 4 Rivers Meeting held on 9/20/22**
- [D.](#) Commission Discussion of Videography Project** (Page 3)
- [E.](#) Commission Review of Submission of 2022 CLG Report** (Page 4)
- [F.](#) Consider Approval of September 19, 2022 Minutes** (Page 75)

#### Commissioner Comments

#### Adjourn



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### Memorandum

**To:** Historic Preservation Commission  
**From:** Remi Bordelon  
**Re:** Commission Review of 2022 Budget Remaining.  
**Date:** **October 10, 2022**

**Purpose:** The purpose of this agenda item is for the commission to review final end-of-year purchases for the museum regarding electric repair, room heaters and storage supplies. Currently, there is **\$4,392** allocated for electric work and room heaters for 2022.

#### Storage Supplies Purchased in September:



2 Rubbermaid Cleverstore Clear 30 Qt/7.5 Gal, Pack of 6 Stackable Plastic Storage Containers with Durable Latching Clear Lids, Visible Storage, Great for Closet, Laundry, and Kitchen Storage



4 Rubbermaid Cleverstore Clear 41 Qt/10.25 Gal, Pack of 4 Stackable Plastic Storage Containers with Durable Latching Clear Lids, Visible Storage, Great for Craft, Tool, and Toy Storage



5 Craftsman Storage Shelving Unit (4-Tier)



3 BCW 12x16 Newspaper Sleeves



2 SEESPRING 12 Pack Shoe Storage Box, Clear Plastic Stackable Shoe Organizer for Closet Space Saving Foldable Shoe Sneaker Containers Bins Holders



Safco Products 3083 Mobile Roll File, 50 Compartment, Putty

# HISTORIC PRESERVATION COMMISSION

## New Castle, Colorado



Historic Main Street

c.a. 1899

October 10, 2022

Dear New Castle Pioneer,

The New Castle Historic Preservation Commission is interested in interviewing leading New Castle families to preserve our rich New Castle history on video.

Would you or any member of your family be interested in participating in this endeavor? We anticipate a 30 to 60 minute interview at your residence or the location of your choosing. We would like to call you prior to the interview for your input, and to talk about any questions you may have.

Is there a topic of historic significance that you would particularly like to talk about?

Your consideration in participating in this project is greatly appreciated.

Please contact me at [maririddile@gmail.com](mailto:maririddile@gmail.com) or 970-948-0061.

Sincerely,

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Historic Preservation Commission Chair  
Mari Riddile



# History Colorado

## Colorado Certified Local Government 2022 Annual Report

Federal Fiscal Year 2022: October 1, 2021 – September 30, 2022

**Due Date: November 1, 2022**

Please save this file in the original PDF format, DO NOT PRINT AND SCAN.

Submit via email to [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us)

Name of CLG:

Name of Commission/Board:

Contact Name:  Contact Title:

Contact Phone:  Contact Fax:

Contact Email:

Contact Address:

City:  State:  Zip:

Website for your historic preservation program:

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and check each staff member that meets the [Secretary of the Interior’s Professional Qualifications Standards](#). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

Name	Title	Percent	SOI Qualified
<input type="text" value="Remi Bordelon"/>	<input type="text" value="Deputy Town Clerk"/>	<input type="text" value="5"/>	<input type="checkbox"/>
<input type="text" value="Paul Smith"/>	<input type="text" value="Building &amp; Planning Administrator"/>	<input type="text" value="95"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Preservation Planning & Operational Documents

1) In Federal Fiscal Year 2022, were any of the following newly developed or revised (check all that apply):

- Preservation Ordinance (including Amendments)
- By-Laws or Administrative Rules
- Preservation Plan
- Survey Plan
- Design Guidelines

Commission/Board

2) Provide a list of all current Commission/Board Members. Check any Commission/Board Members newly appointed in Federal Fiscal Year 2022 and attach their resumes and/or applications. Also, check all Commission/Board Members that are professionals in preservation-related disciplines and list their profession beside their names.

Preservation-related disciplines include: history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law.

Name	New Member	Preservation Professional	Discipline(s)
Mari Riddile	<input type="checkbox"/>	<input type="checkbox"/>	Commission Chair (Appointed)
Ruth Fletcher	<input type="checkbox"/>	<input type="checkbox"/>	Commission Vice Chair (Appointed)
Richard Fletcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commissioner (Appointed 1/2022)
Grady Hazelton	<input type="checkbox"/>	<input type="checkbox"/>	Commissioner (Council Rep 11/2021)
Richard Parks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commissioner (P&Z Rep 8/2022)
Tom Fuller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternate (Appointed 3/2022)
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

3) If 40% of the current Commission/Board is not comprised of preservation-related professionals, please describe your efforts to recruit.

The Town of New Castle is comprised of an estimated population of 5,000 people. Being a smaller municipality, it is difficult to find people to join the commission let alone meeting the professional qualifications as a whole. Our focus is to find a recruit members who's intent is to better our community and preserve our history. When we are in need of new members we notice and advertise on our website, public boards and newsletters. HPC's alternate is a professional historic preservationist with the Forest Service and one of the commissioners has years of experience with the State Parks Service.

4) How does the Commission/Board seek additional expertise in the fields of architecture, architectural history or archaeology when needed?

Please see answer #3.

5) Do the members of the Commission/Board represent the general ethnic diversity of the community?

Yes

6) List the **SHPO-approved** educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2022. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.

Ruth Fletcher and Richard Fletcher both watched the webinars "Surveys and Survey Plans" and "Oral Histories."

7) What is your Commission/Board's regular meeting schedule? (i.e. First Thursday of every other month at 6pm)

Third Monday of every month.

8) Please list the number of meetings and dates held in Federal Fiscal Year 2022:

<b>Regular Meetings</b>	<b>Special Meetings</b>	<b>Work/Study Sessions</b>
<u>Total Number</u>	<u>Total Number</u>	<u>Total Number</u>
7	2	<b>5</b>
<u>Dates</u>	<u>Dates</u>	<u>Dates</u>
1-17-2022 5-16-2022 7-18-2022 8-15-2022 9-19-2022 10-17-2022 11-21-2022	3-14-2022 6-13-2022	1-17-2022 6-13-2022 9-07-2022 9-19-2022 9-26-2022

Historic Contexts & Surveys

- 9) List any **Historic Context Studies** completed in Federal Fiscal Year 2022.

Context studies will be included with the final survey report for the 2022 New Castle Historic Town Survey of Main Street. The report will be received in 2023.

- 10) List any **Cultural/Historic Resource Surveys** completed in Federal Fiscal Year 2022.

2022 New Castle Historic Town Survey of Main Street Properties by Pinyon Environmental, Inc. In total there were 68 properties surveyed. The final report will be received in 2023.

- 11) How many resources were **inventoried** in Federal Fiscal Year 2022?

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

- 12) How many contributing resources (buildings, structures, objects, sites) are **locally designated**? This count includes ALL listings since the Commission/Board was originally formed. For Districts, count all contributing buildings, structures and sites individually.

- 13) How many contributing resources (buildings, structures, objects, sites) were **locally designated** in Federal Fiscal Year 2022? For Districts, count all contributing buildings, structures and sites individually.

Please list. For Districts, list name with number of contributing resources in parenthesis.

Project Review

14) How many design review applications were considered by the Commission/Board for **designated** resources in Federal Fiscal Year 2022?

- a. Total Reviewed
- b. Review by Full Commission
- c. Review by Design Review Subcommittee Only
- d. Reviewed by Staff Only

15) How many design review applications were considered by the Commission/Board for **non-designated** resources in Federal Fiscal Year 2022?

- a. Total Reviewed
- b. Review by Full Commission
- c. Review by Design Review Subcommittee Only
- d. Reviewed by Staff Only

16) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in Federal Fiscal Year 2022? **No**

If yes, list name of project or property and the Federal Agency initiating the review.

Preservation Incentives

17) Does your County/Municipality have any local incentives programs for preservation or for the benefit of historic properties? Please check all that apply.

- Tax incentive program (Sales Tax Rebate, Property Tax Rebate, etc)
- Government-funded loan program
- Government-funded grant program
- Zoning Variances/Use Allowances
- Acquisition of historic properties through purchase or donation Preservation
- Awards
- Other (Please describe)

The commission presents the property owner with a solid brass plaque. HPC is currently planning a workshop with History Colorado to review benefits to designations before reaching out to property owners for 2023 designations.



Narrative Questions

- 18) Did your Board/Commission develop, sponsor, or participate in any **public outreach, education, or interpretive events/meetings/tours/materials** in Federal Fiscal Year 2022? **Yes**

If yes, please describe.

The Commission outreached to property owners and the public in regard to the 2022 Historic Town Survey of Main Street. This was both informative as to the purpose and goal of the survey itself as well as educational to those unfamiliar with historic designations. The majority of the commission will also be attending (9/26/22) the Colorado State Libraries Workshop that will highlight free resources for researching local historic collections and tools for community research.

- 19) What CLG accomplishment/achievement/event in Federal Fiscal Year 2022 makes the Commission/Board most proud?

The commission highlighted three main achievements they are most proud of: being awarded the CLG 2022 Grant, successfully designating the local school house and participating in the 2022 Historic Town Survey of Main Street.

- 20) Describe any problems – operational, political or financial – encountered by the CLG in Federal Fiscal Year 2022.

The commission had nothing to report.

- 21) Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2023.

The commission has large projects planned for 2023 including designating multiple properties. They also plan to start a videography project dedicated to capturing the histories of local families of New Castle dating back as far as it's establishment.

Attachment Checklist

All documents listed below are **required** for a complete report unless listed as “if applicable” or “if adopted.” Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available. Please include all documents as **separate attachments**.

- All meeting minutes for Federal Fiscal Year 2022 (unless previously submitted)
- List of **all** locally designated properties (from inception of local listing)
- Resumes or applications for commission/board members appointed in FY22 (if applicable)
- Sample of Public Notice announcing commission/board Meeting
- Sample advertisement for new commission/board members
- Current preservation ordinance and amendments (if adopted during FY22)
- Current by-laws or administrative rules for the commission/board (if adopted during FY22)
- Current Preservation Plan or preservation chapter in Comprehensive Plan (if adopted during FY22)
- Current Survey Plan (if adopted during FY22)
- Historic Context Surveys completed in Federal Fiscal Year 2022 or date submitted to SHPO (if applicable)
- Cultural/Historic Resource Surveys completed in Federal Fiscal Year 2022 or date submitted to SHPO (if applicable)

Please provide links to any online documents or additional details:

**TOWN OF NEW CASTLE, COLORADO  
RESOLUTION NO. HPC 2022-1**

A RESOLUTION OF THE NEW CASTLE HISTORIC PRESERVATION  
COMMISSION RECOMMENDING APPROVAL OF AN AMENDMENT TO  
CHAPTER 15.44 OF THE NEW CASTLE MUNICIPAL CODE CONCERNING  
A HISTORIC SURVEY CYCLE.

WHEREAS, Chapter 15.44 of the New Castle Municipal Code (“Code”) provides for the powers and duties of the New Castle Historic Preservation Commission (“Commission”), including the identification of historic resources and properties; and

WHEREAS, to maintain good standing as a Certified Local Government with the Colorado State Historic Preservation Office (“History Colorado”) and comply with the National Historic Preservation Act and the Secretary of the Interior’s Standards for Archaeology and Historic Preservation, the Commission is required to maintain a system for survey and inventory of the Town of New Castle’s historic properties; and

WHEREAS, based on the recommendation of History Colorado and the amount of change happening with the Town, the Commission now desires to recommend that the Town Council of the Town of New Castle (“Town Council”) approve the Code amendment set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE HISTORIC PRESERVATION COMMISSION AS FOLLOWS:

1. Recitals. The foregoing recitals are incorporated by reference herein as findings and determinations of the Commission.
  
2. Recommendation. The Commission recommends that the Town Council approve the following amendment to Chapter 15.44 of the Code. Language added to the Code is in **bold and underlined**, while language removed from the code is ~~stricken~~.

Chapter. 15.44 – HISTORIC PRESERVATION

Article 4 – Identification of Historic Resources and Properties

15.44.150 – Study and review of resources.

The commission shall identify, ~~within the means provided for such purposes, certain historic resources and properties as potentially worthy of appropriate study, review and potential designation~~ **maintain a detailed inventory of the buildings, sites, structures and districts that is designated under local law. Once every five (5) to ten (10) years, the commission shall conduct a survey of the Town’s buildings, sites, structures and districts of potential local, state or national importance.** Recommendations from citizens of the town regarding historic resources shall be sought by the commission. The commission shall include in its ~~initial~~ study and review the areas of the town known as "Original Town," "Coryell Town," the

"Spencer's Additions," the "Coryell Additions," the "Gordon Subdivision," and the "Smith Subdivision," and all revisions to each of them.

THIS RESOLUTION HPC 2022-1 was adopted by the New Castle Historic Preservation Commission by a vote of 4 to 0 on the 17<sup>th</sup> day of January, 2022.

TOWN OF NEW CASTLE, COLORADO,  
HISTORIC PRESERVATION COMMISSION

By: *Mari Riddile*  
Mari Riddile, Chair

ATTEST:

*Remi Bordelon*  
~~Melody Harrison, Town Clerk~~

Remi Bordelon, Deputy Town Clerk



**TOWN OF NEW CASTLE, COLORADO  
ORDINANCE NO. TC 2022-3**

AN ORDINANCE OF THE TOWN OF NEW CASTLE TOWN COUNCIL AMENDING  
CHAPTER 15.44 OF THE NEW CASTLE MUNICIPAL CODE CONCERNING AN  
HISTORIC SURVEY CYCLE

WHEREAS, the Town of New Castle (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town of New Castle Home Rule Charter; and

WHEREAS, Chapter 15.44 of the New Castle Municipal Code (“Code”) provides for the powers and duties of the New Castle Historic Preservation Commission (“Commission”), including the identification of historic resources and properties; and

WHEREAS, to maintain good standing as a Certified Local Government with the Colorado State Historic Preservation Office (“History Colorado”) and comply with the National Historic Preservation Act and the Secretary of the Interior’s Standards for Archaeology and Historic Preservation, the Commission is required to maintain a system for survey and inventory of the Town’s historic properties; and

WHEREAS, at its January 17, 2022 meeting, the Commission approved a resolution recommending that the Town Council of the Town of New Castle (“Town Council”) approve a Code amendment adopting an historic survey cycle;

WHEREAS, based on the recommendation of the Commission and History Colorado, the Town Council desires to amend the Code as follows.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

2. Amendment. Chapter 15.44 of the Code is hereby amended as follows. Text in ALL CAPS indicates text that has been added, and text in ~~strikethrough~~ indicates text that has been deleted.

**Chapter 15.44 – Historic Preservation**

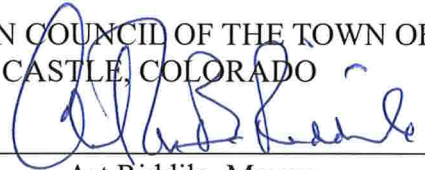
**15.44.150 – Study and review of resources.**

The commission shall ~~identify, within the means provided for such purposes, certain historic resources and properties as potentially worthy of appropriate study, review and potential designation~~ MAINTAIN A DETAILED INVENTORY OF THE BUILDINGS, SITES, STRUCTURES AND DISTRICTS THAT IS HAS DESIGNATED UNDER LOCAL LAW.

ONCE EVERY FIVE (5) TO TEN (10) YEARS, THE COMMISSION SHALL CONDUCT A SURVEY OF THE TOWN'S BUILDINGS, SITES, STRUCTURES AND DISTRICTS OF POTENTIAL LOCAL, STATE OR NATIONAL IMPORTANCE. Recommendations from citizens of the town regarding historic resources shall be sought by the commission. The commission shall include in its ~~initial~~ study and review the areas of the town known as "Original Town," "Coryell Town," the "Spencer's Additions," the "Coryell Additions," the "Gordon Subdivision," and the "Smith Subdivision," and all revisions to each of them.

INTRODUCED on February 1, 2022, at which time copies were available to the Council and to those persons in attendance at the meeting, read by title, passed on first reading, and ordered published in full and posted in at least two public places within the Town as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the Town of New Castle, Colorado, on February 15, 2022, read by title and number, passed without amendment as set forth herein, approved, and ordered published as required by the Charter.

TOWN COUNCIL OF THE TOWN OF  
NEW CASTLE, COLORADO  
By:   
Art Riddile, Mayor

ATTEST:

  
Melody Harrison, Town Clerk



**TOWN OF NEW CASTLE, COLORADO  
RESOLUTION NO. HPC 2022-2**

A RESOLUTION OF THE NEW CASTLE HISTORIC PRESERVATION COMMISSION  
APPROVING THE HISTORICAL LANDMARK DESIGNATION OF 151 W. MAIN STREET.

WHEREAS, Chapter 15.44 of the New Castle Municipal Code (“Code”) establishes the powers and duties of the New Castle Historic Preservation Commission (“Commission”), including the review and designation of property as a historical landmark; and

WHEREAS, the Estate of Rosie B. Ferrin (Gianni Olilang & Fe Olilang) C/O Glenn Martin (“Landowner”) owns certain real property located at 151 W. Main Street in New Castle, as legally described in Exhibit A (the “Property”), which is the original site of the New Castle School built in approximately 1913; and

WHEREAS, the Property possesses one or more of the characteristics outlined in Section 15.44.160 of the Code and, therefore, has been identified as potentially worthy of designation; and

WHEREAS, Landowner requested approval of a historical landmark designation for the Property, and in accordance with Section 15.44.180 of the Code, the Commission adopted an order to schedule a hearing on the question of designation; and

WHEREAS, in preparation for the designation hearing, Town of New Castle staff prepared a report outlining the Property’s history and design, including a recommendation for consideration by the Commission; and

WHEREAS, the Commission held a duly noticed public hearing on March 14, 2022, and based on staff’s recommendation, public comment, and other evidence presented at the hearing, the Commission desires to designate the Property as a historic landmark as provided herein.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE HISTORIC PRESERVATION COMMISSION AS FOLLOWS:

1. Recitals. The foregoing recitals are incorporated by reference herein as findings and determinations of the Commission.
2. Criteria for Designation Met. The Commission hereby finds that the Property meets one or more of the following criteria as required by Section 15.44.050 of the Code:

A. Historical Importance. The Property has character, interest or value as part of the development, heritage or cultural characteristics of the town, state or nation; is the site of a historic event with an effect upon society; is identified with a person or group of persons who had some influence on society; or exemplifies the cultural, political, economic, social or historic heritage of the community.

Please return to:

Town of New Castle  
PO Box 90  
New Castle, CO 81647



B. Architectural Importance. The Property portrays the environment of a group of people in an era of history characterized by a distinctive architectural scale; embodies those distinguishing characteristics of an architectural-type specimen; is the work of an architect or master builder whose individual work has influenced the development of the town or contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.

C. Geographic Importance. The Property, because of being part of or related to a square, park or other distinctive area (i.e., river crossings), should be developed or preserved according to a plan based on a historic, cultural or architectural motif or due to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or town.

3. Designation of Property as Historic Landmark. Based on the findings described in Section 2 of this Resolution, the Commission hereby designates the Property as a historic landmark, with the characteristics and features of the Property that are to be preserved being described in Exhibit B. By virtue of this designation, the Property shall subject to the provisions of Chapter 15.44 of the Code, as the same may be amended or recodified from time to time.

4. Conditions of Designation. The designation of the Property as a historic landmark is subject to the following conditions:

- A. Pursuant to 15.44.360, nothing shall be construed to prohibit the accomplishment of any work on the Property which will neither change the exterior appearance (including color and materials) nor the exterior architectural features of improvements or structures, nor the character or appearance of the land itself and which is considered necessary as a part of normal maintenance and repair.
- B. In the event that commissioners or staff observe unapproved modifications of the characteristics and features of the Property that are to be preserved, the applicant or owner may be summoned before the Commission in a public meeting to show cause why the landmark designation should not be revoked, suspended, or additional conditions imposed. Such show-cause meeting shall be open to the public and the Applicant or owner may present testimony or offer other evidence on its behalf.
- C. The applicant shall comply with all applicable building, residential, electrical and municipal code requirements, including all sign code regulations, with respect to any future work on the Property.
- D. All representations of the applicant in written and verbal presentations submitted to the Town or made at public meetings before the Commission shall be considered part of the building permit application and binding on the applicant.





Reception#: 972968  
04/01/2022 02:51:41 PM Jean Alberico  
3 of 5 Rec Fee:\$33.00 Doc Fee:0.00 GARFIELD COUNTY CO

THIS RESOLUTION HPC 2022-2 was adopted by the New Castle Historic Preservation Commission by a vote of 5 to 0 on the 14th day of March, 2022.

TOWN OF NEW CASTLE, COLORADO,  
HISTORIC PRESERVATION COMMISSION

By: *Mari Riddile*  
Mari Riddile, Chair

ATTEST:

*Remi Bordelon*  
Remi Bordelon, Clerk



EXHIBIT A

**LOTS 6 and 7, BLOCK 1; LOTS 1 through 11, inclusive and LOTS 22, 23, and 24, BLOCK 2; TOWN OF NEW CASTLE and the East 3.15 feet of all that part of Second Street in the Town of New Castle lying between Main Street and the Denver and Rio Grande Western Railroad, and all of the alley running East and West from First Street through said Block 2 to Second Street, and all of the alley running North and South through the south half of said Block 2 and lying between LOTS 10 and 11 on the West and LOTS 23 and 24 on the East. All as vacated by City Ordinance No. 117, dated September 6, 1902, and filed with the City Clerk of New Castle. With all rights of way and easements appurtenant thereto, all improvements thereon, and all fixtures of a permanent nature on the premises, in their present condition, known as the old New Castle School, New Castle, Colorado; subject to encroachments, easements and rights of way of record or in place and in use and subject to the Denver and Rio Grande Western Railroad right-of-way.**

also known by street address as: 151 West Main Street, New Castle, Colorado 81647  
and assessor's schedule or parcel number: 212331407002



Reception#: 972968  
04/01/2022 02:51:41 PM Jean Alberico  
5 of 5 Rec Fee:\$33.00 Doc Fee:0.00 GARFIELD COUNTY CO



EXHIBIT B

Those characteristics and features of the Property designated by the New Castle Historical Preservation Commission as a historic landmark pursuant to Resolution HPC 2022-2 include the exterior structure and architecture of the building located on the Property including, but not limited to, adjoining components such as stairs, signs, light, and paint. Any items added to the Property unrelated to the building's exterior façade are excluded from designation.

**TOWN OF NEW CASTLE, COLORADO  
ORDINANCE NO. TC 2021-10**

AN ORDINANCE OF THE TOWN OF NEW CASTLE TOWN COUNCIL AMENDING THE  
MUNICIPAL CODE REGARDING MEMBERSHIP OF THE HISTORIC PRESERVATION  
COMMISSION

WHEREAS, the Town Council has established a Historic Preservation Commission pursuant to its authority under C.R.S. §§ 24-65.1-301 and 29-20-104(c); and

WHEREAS, Chapter 15.44 of the New Castle Municipal Code (“Code”) provides for the creation, membership, qualifications, term of office, and powers of the Historic Preservation Commission; and

WHEREAS, in order to provide for the efficient functioning of the Historic Preservation Commission and to ensure a quorum for the conduct of business when members of the commission may be unavailable, the Town Council finds that appointment of alternate members would be beneficial to the Town; and

WHEREAS, the Town Council desires to amend Chapter 15.44 of the Code as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

2. Amendment. The following sections of Town Code are hereby amended as follows, with added language in **bold** and underlined and removed language ~~stricken~~:

15.44.070 – Membership

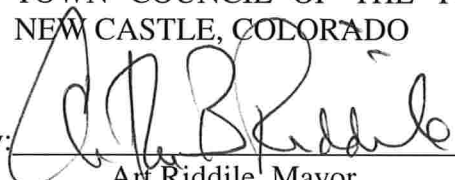
The commission shall consist of five members, providing a balance of interests and skills. One member shall be an ex officio member of the town council; one member shall be an ex officio member of the town planning commission; one member shall be an ex officio member of the New Castle historical society; provided, however, that such standing members are available and willing to serve on the commission; otherwise, alternate members shall be appointed by the town council. Three members shall be residents of the town. Two members may reside outside of the town limits. Two members shall be professionals with extensive expertise in a preservation-related discipline including, but not limited to, history, architecture, planning or archaeology; providing, however, that such professionals or persons with expertise are available to the town and are willing to serve on the commission. **The town council shall have authority to appoint up to two alternate members who may serve when one or more of the regular members are unavailable due to absence or due to recusal or disqualification from a particular matter; provided that no more than five members shall participate at any one time. All members of the Historic**

**Preservation Commission shall be voting members, including the alternate member(s) when participating. If two alternate members have been appointed and are available but only one is needed, the participating alternate member shall be selected by coin flip.**

INTRODUCED on November 16, 2021, at which time copies were available to the Council and to those persons in attendance at the meeting, read by title, passed on first reading, and ordered published in full and posted in at least two public places within the Town as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the Town of New Castle, Colorado, on December 7, 2021, read by title and number, passed without amendment as set forth herein, approved, and ordered published as required by the Charter.

TOWN COUNCIL OF THE TOWN OF  
NEW CASTLE, COLORADO

By:   
Art Riddile, Mayor

ATTEST:

  
Melody Harrison, Town Clerk



**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, January 17, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:31 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Riddile Commissioner Hazelton Commissioner Ruth Fletcher Commissioner Richard Fletcher
Absent	Commissioner Sass

Also present at the meeting were Town Administrator David Reynolds, Town Planner Paul Smith, Town Attorney David McConaughy, Administrative Assistant Remi Bordelon, Recreation Director Hannah Bihr and members of the public.

**Meeting Notice**

Administrative Assistant Remi Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

Commissioner Ruth Fletcher and Commissioner Richard Fletcher told the commission of a possible conflict of interest with agenda item 'Discussion of Ambleside Request for Historic Designation' as they had grandchildren attend the school and their daughter-in-law worked for the school. Town Attorney David McConaughy clarified that there was not a direct financial gain involved so there was no conflict. The commission agreed.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**Guest Speaker: New Castle Recreation Director Hannah Bihr for Founders Day**

Hannah Bihr introduced herself as the Town's Recreation Director. She commented that the Recreation Department managed special events including Founders Day. She reminded the commission that the first Saturday in February was designated as Founders Day for the Town. The "Old School House" on Main Street was 2022's theme for celebration. She said that Ambleside School, who occupied the building, had agreed and offered the community a walking tour of the renovations to the "Old School House". Director Bihr invited the commission to attend, at 11 a.m. on Saturday, February 5, 2022. The tour would be followed by a potluck lunch hosted by the Recreation Department at the Community Center.

Chair Riddile asked how the commission could help support Founders Day. Director Bihr responded with a list of asks: please attend if available, outreach to others who would be interested and bring a side dish or dessert if possible.

### **Discussion of Ambleside Request for Historic Designation**

Town Planner Paul Smith introduced Glenn Martin who was representing the request on behalf of Ambleside School Rocky Mountains. The subject building is located at 151 W. Main Street and is also known as "Rosie's School House" or "Old School House." Planner Smith clarified that ownership of the schoolhouse was listed as the Estate of Rosie B. Ferrin and managed by the Olilang family who consented to the request of historic designation.

Planner Smith explained that the town used the comprehensive plan for guidance regarding historical designations. He reviewed his memorandum for the commission and reviewed the historical use of the building. He also shared old photographs of the original build and noted the difference in designation with regard to originality versus current structure state with past changes from the original build. Planner Smith clarified that the decision before the commission was only to decide on whether or not to schedule a public hearing for a future date. He stated that historic designations "freeze the architecture of what it is today and that could pose challenges to the current owner as they seek to maybe develop it in the future." Admin Asst. Bordelon asked Planner Smith if the designation would include the existing mural and staircases to which he replied, it would.

Glenn Martin introduced himself to the commission as the selected representative of Ambleside School Rocky Mountains. He stated that his son, Peter Martin, was a board member of Ambleside and had requested Representative Glenn Martin to research potential grants on behalf of the school since the school needed funding for future renovations and improvements. Representative Glenn Martin stated that the school had already spent \$300,000 on improvements. He said he had found information regarding tax credits and decided to pursue a historic designation request with the consent of the Olilang family. Representative Glenn Martin clarified he was requesting a local designation but would pursue a state designation as well, which could potentially award the school with \$100,000 in tax credits. He concluded that the designation would benefit both the town and the school.

Town Attorney David McConaughy commented that either he or a member of the legal firm would be available for a public hearing.

**MOTION: Commissioner Hazelton made a motion to schedule a public hearing for March 14 for consideration of the request for Historic Designation of 151 W. Main Street. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

### **Consider Resolution for Historic Survey Plan**

Administrative Assistant Remi Bordelon reminded the commission of Lindsey Flewelling's visit to New Castle during the meeting held on November 15, 2021 where the Certified Local Government (CLG) Program was discussed in detail. To maintain good standing within the CLG program, Admin. Asst. Bordelon stated that one of the requirements from

History Colorado [state agency that manages historic preservation and the CLG program] was to conduct historic town surveys within a ten (10) year cycle. She confirmed the last town historic survey was conducted in 1996. Admin. Asst. Bordelon presented the resolution prepared by the Town's legal team which identified the commitment of a historic survey cycle to be added to Municipal Code Chapter 15.44.

**MOTION: Chair Riddile made a motion to approve Resolution NO. HPC 2022-1, a resolution of the New Castle Historic Preservation Commission recommending approval of an amendment to Chapter 15.44 of the New Castle Municipal Code concerning a historic survey cycle. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

After the motion was passed, Town Attorney McConaughy clarified that the approved resolution would be sent to Town Council to consider an ordinance to implement that resolution to code.

### **Discussion of Survey Consultants**

Admin. Asst. Bordelon provided the commission qualifications and resumes of the three consultants who had responded to the outreach in 2021 for the potential grant award survey project for 2022. Town Attorney McConaughy clarified to the commission that Town Administrator Reynolds would choose the consultant based on the town's procurement code. The commission reviewed the consultant packet and voiced their preferences based on the three choices. Admin. Asst. Bordelon stated a consultant could not be hired until the grant was awarded, if awarded to the town.

### **Discussion of Museum Improvement Progress**

Chair Riddile asked Commissioner Hazelton of progress with finding a contractor for the electric work needed at the museum. Commissioner Hazelton reported he had spoken to Jim Wirt with Tradesman Electric who had expressed interest in that project. They visited the museum and Mr. Wirt would be in contact with Xcel Energy. Commissioner Hazelton explained to the commission that Mr. Wirt's schedule was busy, but he had some good ideas to heat the museum. Commissioner Hazelton said he would contact Mr. Wirt again for cost estimates.

Admin. Asst. Bordelon reported the progress of the Historic Society office supplies. She said the computer was purchased and would be installed soon. Other supplies that needed to be purchased were listed as: monitor, printer/scanner, label maker, laminator and storage items. Admin. Asst. Bordelon stated with the new year of 2022, the budget was available to start purchasing the planned supplies. The commission agreed to begin purchasing.

### **Consider Approval of November 15, 2021 Minutes**

**MOTION: Chair Riddile made a motion to approve the November 15, 2021, minutes. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**



**Commission Comments**

There were no commissioner comments.

**Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Fletcher seconded the motion and it passed unanimously.**

The meeting adjourned at 7:25 p.m.

Respectfully submitted,



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Commission Chair  
Mari Riddile



\_\_\_\_\_  
Administrative Assistant  
Remi Bordelon

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, March 14, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:31 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Riddile
	Commissioner Hazelton
	Commissioner Ruth Fletcher
	Commissioner Richard Fletcher
	Commissioner Sass

Also present at the meeting were Town Administrator David Reynolds, Town Planner Paul Smith, Town Assistant Attorney Christine Gazda, Administrative Assistant Remi Bordelon, Alternate Commissioner Tom Fuller and members of the public.

**Meeting Notice**

Administrative Assistant Remi Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**Consider Resolution HPC 2022-2, A Resolution of the New Castle Historic Preservation Commission Approving the Historical Landmark Designation of 151 W. Main Street. (Public Hearing)**

Chair Riddile outlined the process and procedures for a designation and public hearing. She stated the following:

*The first item on the agenda is to Consider Resolution HPC 2022-2, A Resolution of the New Castle Historic Preservation Commission Approving the Historical Landmark Designation of 151 W. Main Street. The procedure for the public hearing will be as follows: first, there will be a presentation by the Town staff. Next, we will have a presentation by the applicant. After these two presentations, I will open the public hearing for public testimony. I will then close the public hearing and no further testimony or other evidence will be received. The Commission will discuss the matter and may take some kind of action whether that be a motion or continuation of the discussion to another meeting within 25 working days.*

Chair Riddile asked town staff to introduce the applicant and present the staff report. Town Planner Paul Smith stated he was presenting for the Estate of Rosie B. Ferrin, Rosie and Cleo Ferrin were the previous owners. Planner Smith clarified that the representative of the property owner was the Estate of Rosie B. Ferrin, comprised of family members Fe and Gianni Olilang.

Planner Smith reviewed the staff report and resolution for the commission. He emphasized the designation was focused on the building structure. He identified the structural changes of the building over the years that included: the roof, northside entry into the school, new windows, addition of the gymnasium, bell tower and brick mural. He said the general structure had remained the same. Planner Smith outlined the four criteria of approval for a historic designation and identified "historical importance" and "structural significance" as relevant for that designation consideration. He clarified that the designation would either be of the building's present state, or the commission could choose to designate it based on the original build of 1913 with some restoration needs. Planner Smith mentioned the consequence to the owner of a designated property in that it committed them to the HPC process for any future exterior changes to that property. He noted the resolution was only in draft form and prepared with the assumption of approval based on structural significance. Planner Smith reviewed the conditions outlined in the resolution for the commission.

Planner Smith introduced Peter Martin, Ambleside School board member, who presented on the estate's behalf along with Peter's father, Glenn Martin. Representative Peter Martin remarked on the school's effort to preserve the exterior of the building while they invested \$365,000 in interior improvements. Representative Martin expressed he felt the designation was a win-win situation and partnership in preserving the history of the town, the history of the schoolhouse and prioritizing education in New Castle. He highlighted the intent of the building's renewed use as a school continued the historical significance of the building given its past history as a schoolhouse.

Chair Riddile asked when Ambleside's lease expired. Representative Martin answered it was a 15-year lease that was renewable. Commissioner Grady Hazelton remarked on his time as a student at Rosie's school and praised Rosie and Cleo's efforts to keep and restore the building years back when it was considered to be demolished. Chair Riddile clarified that the discussion to designate is strictly structural to the exterior of the building.

Chair Riddile opened the public hearing at **7:00 p.m.** and stated the following:

*The purpose of this hearing is to provide a public forum for all interested parties who wish to comment on the application before the Commission. Public hearings are recorded for the public record. All testimony must be presented, after you give your full name and address. We will allow the public to speak for up to 3 minutes each. Please do not repeat points made by others. It is fine to say, "I agree with the previous speaker's comments". For those wishing to speak, please clearly state your name and address for the record.*

Jill Cantway, Board Chair of Ambleside School and Glenwood Springs resident, spoke in favor of the designation request as she noted that she had children attend that school. She shared her hope that the school would grow in size and eventually expand to the lower portion of the building. She clarified that the Olilang family did not plan to lease the building to anyone but Ambleside School. Board Chair Cantway said Ambleside was

leasing the gym area and planned to host events there. She said it was important to be good stewards in honoring Rosie and the building's historical significance to the community. She thanked the community and the town of New Castle for being so welcoming to the school.

Chair Riddile asked if there were any other public comments then asked if the applicant would like to respond. She closed the public hearing at **7:05 p.m.** and stated the following:

*The Commissioners will deliberate on the evidence presented. During deliberations, Commissioners may ask questions of Town staff, but no further public comment or other testimony or evidence will be received. If anyone believes the applicable criteria have not been met, then please explain why so we have those reasons for the record.*

Chair Riddile said it was important to determine if the designation of the building would be of its current state or original building design since there had been changes made to the building. Commissioner Hazelton noted that the building changes that took place were historical as well. His example was the roof replacement that protected and preserved the building that would have otherwise not lasted. Chair Riddile and Commissioner Richard Fletcher agreed with Commissioner Hazelton's point. Commissioner Richard Fletcher commented that he felt the building still looked as it did in the early 1900s minus small details like the windows. Commissioner Richard Fletcher said the building had historical value based on the community and the many citizens that once graduated from that school in years past. Chair Riddile asked the commission if they agreed that the designation should reflect the building's current state and the commission agreed. Commissioner Sass asked if the designation would include the gymnasium and it was confirmed it would. Chair Riddile asked if anyone had an opposing opinion before she made a motion to approve Resolution HPC 2022-2.

Gianni Olilang joined the meeting by Zoom within the last five minutes before adjournment at 7:33 p.m. without comment. Chair Riddile spoke to Mr. Olilang and informed him the public hearing was closed and HPC had approved the designation request.

**MOTION: Chair Riddile made a motion to approve Resolution HPC 2022-2, Historic Landmark Designation of 151 W. Main Street. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

### **Discussion of Budget and Historic Society Supply/Service Update**

Chair Riddile asked Commissioner Hazelton about the electric work for the museum. He responded that he had not heard anything new from Jim Wirt with Tradesman Electric and would contact him again. He added that Mr. Wirt was interested in the project but was very busy.

Admin Assist. Bordelon reviewed the 2022 budget with the commission. She outlined the supplies, resources and services purchased in support of the Historic Society related to the museum. She reported the electric bill and internet service had been transferred to the town for billing and payment. Internet service was provided by Ting Inc. and planned installation was scheduled for April.

Chair Riddile highlighted the costs associated with legal services and noted that the HPC budget was impacted from that. Admin Assist. Bordelon mentioned that the commission now had the itemized expenses for a historic designation based on the recent legal fees incurred and could plan ahead for next year's budget with that in mind. Chair Riddile agreed and provided the example of potentially discovering four new designation opportunities after the 2022 historic survey. She mentioned the commission would bring a 2023 budget request to council with the corresponding costs for each prospective designation. Commissioner Sass asked if there was an application fee that could have been applied to the designation request. Chair Riddile clarified that she had spoken to Town Administrator David Reynolds about that, and he responded that there was no fee since HPC provided the service of historic designation to the town.

### **Discussion of History Colorado CLG Town Survey Grant Update**

Admin Assist. Bordelon announced History Colorado had approved the grant to New Castle's HPC project of a historic survey of Main Street and previously designated properties. She mentioned the HPC resolution approved in January contributed to History Colorado's grant approval as it showed them HPC's commitment in historic preservation. She added that the grant was an opportunity to conduct a survey and review what could be designated in the future. She reiterated the importance of the commission now knowing the cost of a designation as they planned for their budget in 2023. Admin Assist. Bordelon stated that the next steps would be to receive the grant agreement from History Colorado in late May to early June before hiring a consulting team.

### **Discussion of Historic Preservation Support of Joe McNeal**

Chair Riddile shared her idea with the commission to support the preservation of historical stories through video recordings of Joe McNeal, a lifelong New Castle resident and member of the Historic Society. She reminded the commission of the passing of a fellow Historic Society member one and a half years ago and the importance of preserving their knowledge of the town. Chair Riddile proposed to record Joe McNeal for five hours where he would answer questions and discuss topics related to the town and its history. Chair Riddile confirmed that there was enough money in the budget allotted specifically in the support of the Historic Society to fund the project. She mentioned the options of hiring a videographer or the commission rotating recording sessions with Joe McNeal on their own recording devices. She asked to hear the commission's thoughts on the idea.

Commissioner Ruth and Richard Fletcher thought it was a great idea and stressed the value and importance of the project. Commissioner Hazelton mentioned he would like to see the project be taken a step further as there were a few lifelong residential families in town aside from Joe and Loraine McNeal that could be interviewed. He said he would like to have someone hired for the project. Commissioner Hazelton mentioned the Jolley Foundation and their contribution of \$5,000 towards the Historic Society. Chair Riddile said she would follow-up with Joe McNeal in regard to the donation and asked Commissioner Hazelton to compose a list of potential interviewees as well as videographers.

Administrator Reynolds asked the commission their thoughts of providing Joe McNeal with a recording device for him to use individually in order to expand from the time limit of a videographer. Commissioner Hazelton confirmed he wanted to hire a professional.

**Consider Approval of January 17, 2022 Minutes**

**MOTION: Commissioner Sass made a motion to approve the minutes of January 17, 2022. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

**Commission Comments**


There were no commissioner comments.

**Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

The meeting adjourned at 7:33 p.m.

Respectfully submitted,



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Commission Chair  
Mari Riddile



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Administrative Assistant  
Remi Bordelon

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, May 16, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Riddile Commissioner Hazelton Commissioner Ruth Fletcher Commissioner Richard Fletcher
Absent	Alternate Commissioner Fuller

Also present at the meeting were Town Clerk Melody Harrison, members of the Historic Society of New Castle and members of the public.

**Meeting Notice**

Clerk Harrison verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**Discussion of Historic Town Survey Grant Update**

Chair Riddile announced the grant agreement would be received by the end of May and called for a special meeting to be held on June 13, 2022 to review the agreement and move forward with the project. Chair Riddile asked the commission to confirm if they still felt Pinyon Environmental was the consulting team they wished to hire once they received the grant agreement and the commission unanimously agreed.

**Discussion of School House Designation Plaque**

Chair Riddile asked for the commissioners' opinions regarding the historical naming of the designation of 151 W. Main Street for the purpose of ordering a historical designation plaque. She noted the quitclaim deed and a Historic Society publication both referenced that building as "Old New Castle School." However, the request made by Ambleside called it "Rosie Ferrin's Historic Building." Commissioner Richard Fletcher answered he wanted the naming to be Old New Castle School. Commissioner Grady Hazelton agreed and mentioned his opinion was not to take away from Rosie Ferrin and what she had done for

the schoolhouse. He said there was a lot of history with that school that predated Rosie. Chair Riddile agreed and said she felt the plaque should read Old New Castle School and the commission agreed.

Chair Riddile reviewed the quote provided by Micro Plastics in Rifle, CO. She said she wanted to match what had already been produced for previous designations and asked staff to confirm before a plaque would be ordered.

### **Discussion of Historic Society Museum Support**

Chair Riddile introduced members of the Historic Society; Joe McNeal, Loraine McNeal (President) and Mary Anne Ligon (Treasurer). Kathy Arthur, a member of the Historic Society, was not able to attend. Chair Riddile asked them if they had been in contact with Councilor Brandy Copeland who committed to assist the Historic Society with computer tutorials. Joe McNeal commented he planned to contact Councilor Copeland. He said a goal of his was to digitize all the obituaries since there was a high demand from the public seeking information of past relatives. Mary Anne Ligon confirmed their computer setup was online and just needed software programs to support museum functions. She said Kathy Arthur knew what software to use. Commissioner Grady Hazelton acknowledged on behalf of Councilor Copeland, her interest and desire to assist the Historic Society with their new computer station.

Joe McNeal suggested another project involving the computer station. He shared his idea of creating a New Castle booklet of stories, histories, etc. that would be available at the museum. He said the museum was very hands on and he would like to get more people involved and educated about New Castle. He announced the Historic Society would hold a meeting in June or July at the River Center and invited the commission. He mentioned membership was \$5.

Commissioner Hazelton discussed the heating issue at the museum. He reported he spoke with Jim Wirt of Tradesman Electric who confirmed, after visiting the museum with Xcel Energy, that the facility had good electric service available. Commissioner Hazelton suggested the museum install two separate electric heating units. One unit would be in the office and the other unit in the main display room in an effort to avoid a lot of duct work and avoid having to heat the entire building. He added that Mr. Wirt would install additional electric outlets with surge protection in the museum and replace the florescent lights with LED fixtures. Commissioner Hazelton said he spoke with Town Administrator David Reynolds about town staff determining the right electric heating units for the museum based on the dimensions of the facility. He clarified these units would be hardwired in the walls with thermostats and added that Public Works would be responsible for plumbing repairs.

### **Follow-up discussion of Historic Preservation Support of Joe McNeal**

Commissioner Hazelton shared names of families he felt would qualify to be interviewed with a videographer given their long history with the town. He mentioned the Rippy family and the Jolley's. He introduced Lisa Moretti, a resident of New Castle for 35 years and previous videographer. Ms. Moretti shared her past videography experience and ideas for the project which included storyboard concepts and assistance in helping to find a videographer. She noted the editing of a video was time consuming which added to cost



of production. Joe McNeal reminded the commission that the Historic Society had recorded and produced audio tapes of local families interviewed in the past. He said he would like to see that incorporated in the project. Mr. McNeal noted there was town history of agriculture and town expansion after the coal mines that was previously missed.

Chair Riddile revisited her original idea of preserving the knowledge and history of the town through the stories of lifelong New Castle residents. She said she wanted someone to sit down with Joe and interview him. Chair Riddile asked Ms. Moretti if she had any videographer contacts that she could share with the commission. Ms. Moretti confirmed she could assist with a contact list and reiterated the importance of defining the project audience, scope and outcome for said videographer. She offered her assistance with planning the project scope. Chair Riddile expressed her concern of time and the need to get the project done sooner rather than later. Commissioner Hazelton agreed. Ms. Moretti clarified that the project's intent sounded like "video interviews capturing stories." Chair Riddile asked the commission if they agreed with that intent, and it was a unanimous yes. Commissioner Hazelton remarked he could see the project evolving over time but capturing stories was a good starting point.

Chair Riddile asked Town Clerk Melody Harrison about the logistics on planning the project as a commission and if a workshop would be the best option. Clerk Harrison said a workshop was a great way to plan as a group. She reminded the commission that no decisions could be made in a workshop, but it was a good tool to use to organize the project. Clerk Harrison said the only agenda item for the special meeting in June was the review of the grant agreement from History Colorado. Chair Riddile stated that HPC will hold their meeting and then adjourn for a workshop on June 13, 2022.

### **Consider Approval of March 14, 2022 Minutes**

**MOTION: Commissioner Hazelton made a motion to approve the minutes of March 14, 2022. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

### **Commission Comments**

There were no commissioner comments.

### **Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

The meeting adjourned at 7:11 p.m.

Respectfully submitted,



*Mari Riddile*

Commission Chair  
Mari Riddile

*Remi Bordelon*

Administrative Assistant  
Remi Bordelon

Historical Preservation Commission  
Monday May 16, 2022

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, June 13, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Riddile Commissioner Hazelton Commissioner Ruth Fletcher Commissioner Richard Fletcher Alternate Commissioner Fuller
Absent	Commissioner Beth Sass

Also present at the meeting were Administrative Assistant Remi Bordelon and members of the public.

**Meeting Notice**

Admin Assist. Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

Daren Faris, a New Castle resident, inquired about historical rights-of-way regarding East Elk Creek Road 241. He expressed interest in returning the ownership of the road from the Forest Service to the County or the Town of New Castle in order to keep that road open to vehicles. Chair Riddile clarified that road was outside of town limits. Commissioner Hazelton added that in good faith, the town staff maintained that area for a time with the intent to keep it open to the public. Commissioner Hazelton said he would be happy to arrange a meeting with Mr. Faris and Town Administrator Dave Reynolds.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**History Colorado 2022 Grant Agreement**

Admin Assist. Bordelon reviewed the memorandum with the commission. She outlined the extension of the grant deadline to the end of 2023. She highlighted the main areas for the commission to review including: scope of work, project budget, project schedule, list of deliverables and federal provisions.

Admin Assist. Bordelon handed out a flyer to the commission from History Colorado regarding future opportunities for the commission to arrange a preservation workshop, free to CLGs, with State Historic Preservation Specialist Sara Doll.

**MOTION: Commissioner Hazelton made a motion to approve the History Colorado 2022 Grant Agreement. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

**Consultant Team for 2022 New Castle Historic Town Survey**

Chair Riddile reminded the commission that they needed to approve a consulting team. She clarified that the commission seemed in favor of Pinyon Environmental at the previous meeting. She asked if anyone on the commission had changed their mind. The commission unanimously agreed to direct staff to hire Pinyon Environmental, Inc.

**MOTION: Chair Riddile made a motion to approve the hiring of Pinyon Environmental, Inc. Consultant Team for 2022 New Castle Historic Town Survey. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

**Consider Approval of May 16, 2022 Minutes**

**MOTION: Commissioner Hazelton made a motion to approve the minutes of May 16, 2022. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

**Commissioner Comments**

Chair Riddile shared with the commission that she attended a business after hours meeting at Ambleside School located on Main Street. She said two of the school's board members were in attendance and she spoke with them regarding the historic designation plaque. She said they agreed to name the designation "Old New Castle School." Admin Assist. Bordelon clarified the request to name it otherwise came from the signed affidavit from the Olilang Family resulting in the commission making the final decision.

**Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.**

The meeting adjourned at 6:50 p.m.

Respectfully submitted,



Commission Chair  
Mari Riddile



Deputy Town Clerk  
Remi Bordelon

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, July 18, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Mari Riddile Commissioner Grady Hazelton Commissioner Ruth Fletcher Commissioner Richard Fletcher
Absent	Commissioner Beth Sass Alternate Commissioner Tom Fuller

Also present at the meeting were Deputy Town Clerk Remi Bordelon, Town Treasurer Loni Burk, Pinyon Environmental Project Manager Sean Fallon, History Colorado Preservation Planner Lindsey Flewelling and members of the public.

**Meeting Notice**

Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**2022 Grant Deliverables to History Colorado**

Deputy Clerk Bordelon reviewed with the commission deliverables, one through five, staff submitted to History Colorado on July 14, 2022. She commented that the list of properties, deliverable four, to be surveyed are potential designations for the commission to explore after the survey is conducted. Deputy Clerk Bordelon asked Preservation Planner Flewelling to clarify the next deliverables due. Preservation Planner Flewelling said the draft report would be the next item due composed of 10% (6 or 7 properties) of the draft reconnaissance forms. Chair Riddile asked if the commission had any questions before moving to the next item and there were no further questions.

**Meet Pinyon Environmental, Inc. for 2022 History Town Survey**

Chair Riddile introduced Project Manager Sean Fallon with Pinyon Environmental, Inc. Project Manager Fallon spoke of his background and past experience. Chair Riddile asked what the process would look like for surveying a property. He explained he had two field

Historical Preservation Commission

Monday July 18, 2022

historians, Daniel Gilbert and Tamron Weishoff, that would physically go to New Castle to conduct the survey. He explained the field historians would walk Main Street and use their ArcGIS web apps to create a base map while taking any necessary pictures and notes of each property. He said the data collected would then be transferred to an Excel spreadsheet that would be included with their report. Project Manager Fallon mentioned the software they used was very user friendly, making it easy to work with any interested community member volunteers. Chair Riddile asked Project Manager Fallon how many volunteers would be suitable for the survey, and he responded three to five volunteers would be ideal.

Commissioner Hazelton asked when the start date would be and Project Manager Fallon said there was a lot of flexibility, but he could start as soon as August 1, 2022 with most of the project completed by the end of 2022. In winter, he continued, would be the time for final comments/resolutions before the final report is accepted. Chair Riddile asked Deputy Clerk Bordelon if that was enough time to let people know about the survey. Preservation Planner Flewelling clarified there was no specific timeframe for outreaching to residents. Project Manager Fallon remarked that they could put a placeholder for the middle of August 2022 to give the commission enough time to outreach to residents. Chair Riddile said she was more comfortable with the middle of August.

Commissioner Hazelton asked if the survey team was easily identifiable when conducting the survey, and Project Manager Fallon confirmed the survey crew would be wearing matching Pinyon Environmental uniforms with safety vests. Chair Riddile asked the commission if they knew of anyone interested in volunteering. Both Commissioner Ruth and Richard Fletcher expressed interest. Project Manager Fallon said he would put together a tentative project schedule with the initial start date of August 15, 2022.

Chair Riddile asked Preservation Planner Flewelling if she had anything more to add. Preservation Planner Flewelling said she was there for support and to answer any questions the commission may have as well as facilitate the relationship between the consultant and the commission.

### **HPC meeting Schedule during 2022 Historic Town Survey**

Chair Riddile spoke to the commission about the idea of meeting monthly, instead of every other month, during the time of the survey and the commission unanimously agreed.

### **Follow-up Videography Project**

Chair Riddile said she spoke with Kyle Simonson on Saturday night, July 16, 2022. She told the commission that he was very interested in the project but was unclear on what to charge. Chair Riddile asked how the commission could assist Mr. Simonson in determining a monetary value. Commissioner Hazelton proposed to work backwards by considering the commission's budget first, then determining how many interviews the commission wants to conduct and the duration of those interviews. Both Commissioner Hazelton and Chair Riddile commented they were unclear on determining a cost. Commissioner Ruth Fletcher said each interview would probably be an hour. Chair Riddile commented that they need to determine how many people would be interviewed as well. Chair Riddile shared with the commission her draft list of potential families to be interviewed which were: the McNeal

family, the Jolley family, the Rippy family, the Ryden family, Nivea Hiscock, the Manuppella family, the Mattivi family, the Talbot family and Eric Williams.

Commissioner Hazelton proposed a first step of reaching out to the families to determine their interest and involvement in the project. Chair Riddile asked Deputy Clerk Bordelon if she could assist with reaching out to the families to determine who would be willing to be interviewed. Chair Riddile said she would provide Deputy Clerk Bordelon with a list of names to reach out to. Commissioner Hazelton commented that a letter might be best to avoid putting the families on the spot. Chair Riddile agreed and said it would be less work for Deputy Clerk Bordelon.

### **Consider Approval of June 13, 2022 Minutes**

**MOTION: Commissioner Ruth Fletcher made a motion to approve the minutes of June 13, 2022. Chair Riddile seconded the motion and it passed unanimously.**

### **Commissioner Comments**

Commissioner Hazelton commented the water at the museum was working. Joe McNeal, a New Castle resident and member of the Historic Society, confirmed the museum had water after the replacement of a ball valve. Commissioner Hazelton said he also priced heaters for the museum at the CED electrical supply house in town. He said the items were in stock and he passed that information on to Dave Reynolds. Commissioner Hazelton added that he also priced the work involved with replacing the museum lights with LEDs. Joe McNeal commented that the electric work would need to come first before the heaters could be installed. Commissioner Hazelton said Xcel confirmed that there was adequate electric supply. Chair Riddile asked if the proposed work involved Jim Wirt of Tradesman Electric. Commissioner Hazelton confirmed and said he sent the same information to Mr. Wirt as he had given Dave Reynolds.

Chair Riddile commented on the handout given to the commission inviting them to a historic convention in town on July 27 & 28, 2022. She said she would follow-up with the contact for the Colorado Midland Railroad Historic Society who was hosting the convention.

Chair Riddile asked Town Treasurer Loni Burk if she had any comments before adjourning the meeting. Treasurer Burk inquired about the number of designations and the budget for future designations each year after the town survey. Deputy Clerk Bordelon clarified it roughly cost \$1,000 per designation based on the designation completed in 2022 of 151 West Main Street. Chair Riddile asked Treasurer Burk when she would need an estimate of designations for budget purposes. Treasurer Burk said the end of August, for the purpose of a placeholder in HPC's budget, and Chair Riddile confirmed the commission would decide on a designation number for 2023 in the next meeting held on August 15, 2022. Commissioner Ruth Fletcher asked if the estimated cost for a designation included the cost of a plaque. Deputy Clerk Bordelon clarified it did not.

Chair Riddile asked Deputy Clerk Bordelon about the status of the plaque for 151 West Main Street. Deputy Clerk Bordelon said it was in production and anticipated to be available by the following week. Commissioner Ruth Fletcher proposed holding a ceremony during installation and shared that the school would be hosting a back-to-school

night in August. Deputy Clerk Bordelon reminded the commission that any gathering of three or more commissioners would need to be noticed to the public.

Chair Riddile asked the commission if anyone had any further comments before adjourning.


**Adjourn**

**MOTION: Commissioner Richard Fletcher made a motion to adjourn.  
Commissioner Hazelton seconded the motion and it passed unanimously.**

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Commission Chair  
Mari Riddile

  
\_\_\_\_\_  
Deputy Town Clerk  
Remi Bordelon



**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, August 15, 2022, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Chair Mari Riddile
	Commissioner Ruth Fletcher
	Commissioner Richard Fletcher
Absent	Commissioner Grady Hazelton
	Alternate Commissioner Tom Fuller

Also present at the meeting was Deputy Town Clerk Remi Bordelon.

**Meeting Notice**

Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

There were no changes to the agenda.

**Items for Consideration**

**Commission Discussion to Arrange Plaque Ceremony for 151 W. Main St.**

Chair Riddile said the president of Ambleside Board as well as Mayor Riddile would like to attend the plaque ceremony. She clarified that Public Works would predrill the plaque and Commissioner Grady would install during the event. Chair Riddile suggested to schedule the ceremony as a workshop for the next HPC meeting on September 19, 2022 at 5:45 p.m. The commission unanimously agreed.

**Certified Local Government 2022 Requirements – Chair Riddile**

Chair Riddile noted that one commissioner must attend one training per year to maintain the commission's certified local government status. Deputy Clerk Bordelon clarified the webinars listed in the memo were recorded and available to watch at any time. Chair Riddile said she would make an effort to complete that.

**2022 Historic Town Survey, September 7<sup>th</sup> & 8<sup>th</sup> – Chair Riddile**

Chair Riddile announced the dates of the planned survey. Deputy Clerk Bordelon said she would send the commission volunteers the contact information for logistics of assisting with the survey. The commission's contact was Sean Fallon with Pinyon Environmental, Inc.

**Commission Discussion of HPC Budget 2022-2023**

Chair Riddile commented that there was money remaining to spend for 2022. She said she wanted to have the museum shelves purchased with the remaining funds as well as



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the planned museum facility work for electric and heating. Chair Riddile purposed to increase the HPC general fund to three thousand for 2023. She purposed HPC conduct four historic designations for 2023 with a requested budget of six thousand. Chair Riddile purposed to request two thousand on behalf of museum facility maintenance through Public Works and three thousand for the planned videography project for 2023. Chair Riddile noted that the commission may request their planned budget for 2023 but it was not guaranteed to be approved. She also mentioned that she had hoped there would have been more members in attendance for the meeting to assist in establishing the 2023 HPC budget. She asked the commission for any further comments before moving on.

**Commission Collaboration of Videography Letter to Historic Families**

Chair Riddile requested to pause the discussion due to the absence of Commissioner Hazelton until the next scheduled meeting. She said he had great input in regard to historic families. Commissioner Ruth Fletcher and Commissioner Richard Fletcher volunteered to work on composing the letter and purposed it be reviewed as a draft at the next meeting. Chair Riddile agreed.

**Commission Collaboration of New Castle Newsletter Announcements**

The commission reviewed the memo of drafted articles and approved unanimously the publication of both the survey article and plaque ceremony announcement with the edit of mentioning the grant in support of the historic town survey.

**Consider Approval of July 18, 2022 Minutes**

**MOTION: Commissioner Ruth Fletcher made a motion to approve the minutes of June 13, 2022. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

**Commissioner Comments**

Chair Riddile mentioned she had been contacted by the public inquiring about the historic town survey. She said someone was interested in being designated on 7<sup>th</sup> Street and that person would formally request a designation to the commission in the future. She asked how the results of the survey would reach the public and what to do in the event of many potential designations. Deputy Clerk Bordelon clarified that the results would be posted on the town’s website and a letter would be sent to each property with that information. Deputy Clerk Bordelon said in the event of multiple potential designation properties, the commission would have to plan and prioritize that work similar to the Planning and Zoning Commission.

**Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Richard Fletcher seconded the motion and it passed unanimously.**

The meeting adjourned at 7:08 p.m.

Respectfully submitted,

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Commission Chair  
Mari Riddile

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Deputy Town Clerk  
Remi Bordelon

1 **New Castle, Colorado**  
2 **Historic Preservation Commission Meeting**  
3 **Monday, September 19, 2022, 6:30 PM**

4 **Call to Order**

5 Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

6  
7 **Pledge of Allegiance**

8  
9 **Roll Call**

10 Present Chair Mari Riddile  
11 Commissioner Ruth Fletcher  
12 Commissioner Richard Fletcher  
13 Commissioner Grady Hazelton  
14 Commissioner Richard Parks  
15 Alternate Commissioner Tom Fuller  
16

17 Also present at the meeting was Deputy Town Clerk Remi Bordelon.

18  
19 **Meeting Notice**

20 Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance  
21 with Resolution TC 2020-1.

22  
23 **Conflicts of Interest**

24 There were no conflicts of interest.

25  
26 **Citizen Comments on Items NOT on the Agenda**

27 There were no citizen comments.

28  
29 **Agenda Changes**

30 There were no changes to the agenda.

31  
32 **Items for Consideration**

33  
34 **Commissioner Report of 2022 Historic Town Survey**

35 Chair Riddile summarized the survey and the process to the new commissioner, Richard  
36 Parks. She spoke highly of their experience with the Pinyon Environmental Surveyor,  
37 Cameron Weishoff. Commissioner Richard Fletcher said his time participating with the  
38 survey was time well spent and he said he was anxiously awaiting the report. Chair Riddile  
39 said the report was anticipated for the end of the year.

40  
41 **Commission Discussion of History Colorado Workshop for Designation Benefits**

42 Deputy Town Clerk Bordelon reminded the commission of an opportunity that was  
43 available to organize a workshop with History Colorado that focused on historic  
44 designations and how to approach property owners. She asked the commission for a time  
45 they would prefer to hold that workshop. The commission agreed sooner was best and  
46 directed staff to organize with History Colorado to hold the workshop in either October or  
47 November of the current year.

48  
49 **Commissioner Clarification of Videography Project and Letter Review**

50 Chair Riddile commented that the outreach letter was prepared by Commissioners Ruth and  
51 Richard Fletcher. She further summarized the intent behind the project and suggested the

52 commission choose three families to reach out to. Commissioner Hazelton commented that  
53 any of the families would be good to reach out to as they all had histories to share. He  
54 mentioned he wanted the letter to include the opportunity for the families to contact the  
55 commission to discuss the project. Commissioners Ruth and Richard Fletcher agreed to  
56 revise the letter. Commissioner Richard Parks suggested the commission send the families  
57 an inquiry of their history with the town prior to calling them to better understand what  
58 each family had to offer. Alternate Tom Fuller proposed to include family photos that each  
59 family might want to talk about and show in the interview filming. The commission agreed  
60 that the videography letter go to the Jolley's, McNeal's and the Rippy's.

61

### 62 **Commission Direction to Staff Regarding Final Museum Purchases**

63 Deputy Town Clerk Bordelon reviewed the remaining budget for 2022 and reminded the  
64 commission that any unspent funds do not roll over to the next year. She confirmed with  
65 the commission to spend the remaining supplies funds for the Historic Society/Museum  
66 shelving and storage needs. She mentioned the facility maintenance budget needed to be  
67 spent as well. Commissioner Hazelton said the heaters needed to be purchased along with  
68 the new LED lighting and Electrician Jim Wirt would complete the work when time allowed  
69 for 2022. He commented that the work would probably not be more than a couple days  
70 for Electrician Wirt and he said he didn't think a contract would be needed. Deputy Town  
71 Clerk Bordelon said she would check with Town Administrator David Reynolds regarding a  
72 contract.

73

### 74 **Staff Report of the 2022 CLG Annual Report due Nov. 1, 2022**

75 Deputy Town Clerk Bordelon reviewed the prepared report to be submitted to History  
76 Colorado with the commission. She read the questions on page 6 of the report for  
77 commissioner input:

- 78 • Did your Board/Commission develop, sponsor, or participate in any public outreach,  
79 education, or interpretive events/meetings/tours/materials in Federal Fiscal Year 2022?
- 80 • What CLG accomplishment/achievement/event in Federal Fiscal Year 2022 makes the  
81 Commission/Board most proud?
- 82 • Describe any problems – operational, political or financial – encountered by the CLG in  
83 Federal Fiscal Year 2022.
- 84 • Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2023.

85 Deputy Town Clerk Bordelon recorded commission responses. The commission reviewed the  
86 rest of the report without further comments/corrections.

87

### 88 **Chair Announcement of Upcoming Libraries Workshop, 9/26 in Glenwood Springs**

89 Chair Riddile announced a commission educational opportunity in Glenwood Springs.  
90 Deputy Town Clerk Bordelon reminded the commission about public notice when three or  
91 more commissioners are interested in attending an event and to inform her of those  
92 planning to attend.

93

### 94 **Consider Approval of August 15, 2022 Minutes**

95 **MOTION: Commissioner Ruth Fletcher made a motion to approve the minutes of**  
96 **August 15, 2022. Commissioner Richard Fletcher seconded the motion and it**  
97 **passed unanimously.**

98

### 99 **Commissioner Comments**

100 Chair Riddile asked the commission if anyone was interested in taking over Founder's Day  
101 per the request of Kelley Cox. Chair Riddile said she spoke with Town Administrator  
102 Reynolds who said leading the event was outside the commission's realm of duties. She  
103 said she was interested personally but did not have the time. There were no volunteers to

104 host future Founder's Days. Commissioner Hazelton voiced his concerns of the event  
105 needing more attention and revamping. The commission agreed in helping with the event  
106 without leading the event.  
107

108 Chair Riddile mentioned that Steve White contacted her about his interest in designing his  
109 property. She told him to contact Deputy Town Clerk Bordelon to be added to the next  
110 meeting's agenda.  
111

112 Commissioner Hazelton announced his ending term in October. He thanked HPC and said  
113 he will be back after Commissioner Brandy Copeland's term ends.  
114

115 Commissioner Parks said he was excited to join HPC and looks forward to learning more  
116 about the town's history.  
117

118 Alternate Commissioner Fuller announced an upcoming event, the Four Rivers Meeting in  
119 Silt, held the following day. He pointed out there was not enough time to post notice so  
120 only two commissioners would be able to attend. He said he would be attending. Deputy  
121 Town Clerk Bordelon asked the commission to let her know of anyone else interested in  
122 attending in order to avoid there being three or more commissions at the event.  
123

124 **Adjourn**

125 **MOTION: Chair Riddile made a motion to adjourn. Commissioner Hazelton**  
126 **seconded the motion and it passed unanimously.**  
127

128 The meeting adjourned at 7:19 p.m.  
129

130  
131 Respectfully submitted,  
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137 \_\_\_\_\_  
138 Commission Chair  
Mari Riddile

137 \_\_\_\_\_  
Deputy Town Clerk  
Remi Bordelon

## Remi Bordelon

---

**From:** RUTH FLETCHER <deuce191@comcast.net>  
**Sent:** Wednesday, December 22, 2021 7:42 AM  
**To:** Remi Bordelon  
**Subject:** HPC Dick Fletcher

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Richard C. Fletcher here. I am interested in a being on the New Castle Historic Preservation Commission. I am interested in old buildings, and want to preserve them. I have lived in New Castle for 7 years and have participated in the Spirit Walk twice. I also volunteer at the Pauline S. Schneegass Wildlife Foundation. I love New Castle and welcome the opportunity to serve on this commission.

Thank you,  
Dick Fletcher  
970-250-3338

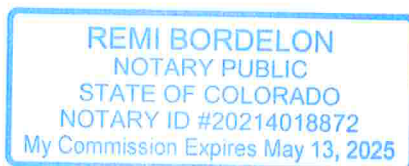
**OATH OF OFFICE**

STATE OF COLORADO  
COUNTY OF GARFIELD  
TOWN OF NEW CASTLE

I, Richard Fletcher, do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States and of the State of Colorado, and the Charter and ordinances of the Town of New Castle, and faithfully perform the duties of the office of Historic Preservation as Commissioner upon which I am about to enter.

Richard C. Fletcher  
Signature

Subscribed and sworn to before me this 12<sup>th</sup> day of January, 2022.



Remi Bordeleon  
Official Administering Oath

Deputy Clerk  
Title

Town of New Castle,  
P O Box 90,  
New Castle, CO 81647

My Commission expires May 13, 2025



Historic Preservation Commission of New Castle  
450 W Main Street  
New Castle, CO 81647

January 12, 2022

Dear Historic Preservation Commission,

I'd be glad to help and fill the open seat with the commission, but if it is already filled please let me know the next time an open seat comes up.

I'm currently the Heritage Program Manager/Tribal Liaison with the White River National Forest and have over two decades of experience as an archaeologist/historian with private Cultural Resource Management and the National Park Service and the US Forest Service. I'm adept at historical research and have experience with historic building preservation planning and implementation.

I'm a long-time western Colorado resident that has historic family ties to NW Colorado and I've recently moved to New Castle, so I'd love to contribute to New Castle's historic preservation efforts.

Best Regards,

**Thomas Fuller**

Heritage Program Manager/Tribal Liaison  
White River National Forest

tom.fuller.archaeologist@gmail.com | thomas.l.fuller@usda.gov  
c. 530-721-1563 104 - E Cathedral Ct New Castle, CO 81647

**OATH OF OFFICE**

STATE OF COLORADO  
COUNTY OF GARFIELD  
TOWN OF NEW CASTLE

I, Thomas Fuller, do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States and of the State of Colorado, and the Charter and ordinances of the Town of New Castle, and faithfully perform the duties as an alternate of the office of Historic Preservation upon which I am about to enter.

  
Signature

Subscribed and sworn to before me this 14<sup>th</sup> day of March, 2022.

REMI BORDELON  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID #20214018872  
My Commission Expires May 13, 2025

  
Official Administering Oath

Deputy Clerk  
Title

Town of New Castle,  
P O Box 90,  
New Castle, CO 81647

My Commission expires May 13, 2025

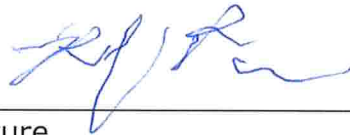




**OATH OF OFFICE**

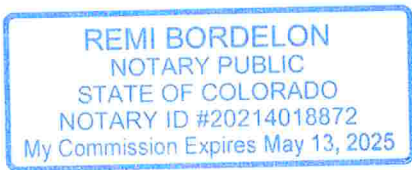
STATE OF COLORADO  
COUNTY OF GARFIELD  
TOWN OF NEW CASTLE

I, Richard Parks, do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States and of the State of Colorado, and the Charter and ordinances of the Town of New Castle, and faithfully perform the duties as a commissioner of the office of Historic Preservation upon which I am about to enter.



\_\_\_\_\_  
Signature

Subscribed and sworn to before me this 19<sup>th</sup> day of September, 2022.



\_\_\_\_\_  
Official Administering Oath

*Deputy Clerk*

\_\_\_\_\_  
Title

Town of New Castle,  
P O Box 90,  
New Castle, CO 81647

My Commission expires May 13, 2025



## Remi Bordelon

---

**From:** RUTH FLETCHER <deuce191@comcast.net>  
**Sent:** Sunday, September 4, 2022 1:14 PM  
**To:** Remi Bordelon  
**Subject:** Webinars

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Remi,  
Dick and I watched/listened to "Surveys and Survey Plans" and "Oral Histories" today.  
Thanks,  
Ruth

On 08/12/2022 10:00 AM Remi Bordelon <rbordelon@newcastlecolorado.org> wrote:

Good morning HPC,

Please find attached the upcoming HPC meeting packet as well as the packet link below.

The meeting will be **Monday, August 15, 2022 at 6:30 p.m.** in Council Chambers at Town Hall.

[August 15, 2022 HPC Packet](#)

Have a great weekend!

Thank you,



Remi Bordelon

Deputy Town Clerk

Town of New Castle, Colorado

450 W Main Street

PO Box 90

New Castle, CO 81647

Office: 970-984-2311

Fax: 970-984-2716

[www.newcastlecolorado.org](http://www.newcastlecolorado.org)



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## Agenda

### **New Castle Historic Preservation Commission Regular Meeting Monday, August 15, 2022, 6:30 PM**

Full packets of HPC meetings are available online by visiting  
<https://www.newcastlecolorado.org/meetings>  
or by scanning the **QR code** below.

Virtual Meetings are subject to internet and technical capabilities.  
To join by computer, smart phone or tablet click [HERE](https://us02web.zoom.us/j/7096588400)  
<https://us02web.zoom.us/j/7096588400>  
Meeting ID: 709 658 8400



If you prefer to telephone in, please call: 1-346-248-7799  
Be sure to set your phone to mute until called on.

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **Meeting Notice**

#### **Conflicts of Interest**

#### **Citizen Comments on Items NOT on the Agenda**

-Comments are limited to three minutes-

#### **Agenda Changes**

#### **Items for Consideration**

- A. Commission Discussion to Arrange Plaque Ceremony for 151 W Main St.**
- B. Certified Local Government 2022 Requirements - Chair Riddile (Page 2)**
- C. 2022 Historic Town Survey, September 7 & 8 - Chair Riddile (Page 3)**
- D. Commission Discussion of HPC Budget 2022-2023 (Page 4)**
- E. Commission Collaboration of Videography Letter to Historic Families (Page 5)**
- F. Commission Collaboration of New Castle Newsletter Announcements (Page 6)**
- G. Consider Approval of July 18, 2022 Minutes (Page 7)**

#### **Commissioner Comments**

#### **Adjourn**



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **PUBLIC NOTICE**

**Wednesday & Thursday,  
September 7 & 8, 2022  
Main Street, New Castle, CO**

**There may be three or more  
Historic Preservation Commissioners  
in participation with Pinyon Environmental, Inc.  
for the 2022 Historic Town Survey of Main Street.**

The purpose of this survey is to provide HPC with a report of potential properties eligible for historic designation. During the survey, Pinyon staff and commission members will be walking East and West Main Street surveying each property while remaining on the sidewalks. They may take pictures of the properties as well as any notes regarding historical architecture/significance.



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **PUBLIC NOTICE**

**Monday, September 19, 2022**  
**151 W. Main Street**  
**5:45 p.m.**

**There may be three or more  
Historic Preservation Commissioners gathered in  
celebration of the historic designation of 151 W. Main  
with a plaque ceremony.**



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **PUBLIC NOTICE**

**Monday, September 26, 2022**  
**815 Cooper Ave, Glenwood Springs**  
**10:00 a.m.**

**There may be three or more  
Historic Preservation Commissioners in attendance for  
the Colorado State Library Workshop held at the  
Glenwood Springs Branch Library.**

# HISTORIC PRESERVATION COMMISSION

New Castle, Colorado



Historic Main Street

c.a. 1899

## Town seeks citizens to serve on the Historic Preservation Commission

The Town of New Castle is seeking applications from citizens interested in serving on the Historic Preservation Commission.

The Historic Preservation Commission reviews proposals to designate properties as historic landmarks, advises property owners on physical and financial aspects of property preservation, advises Town Council on matters related to preserving the historic character of the Town, and performs related duties. People with expertise in a preservation-related discipline, such as history, architecture, planning, or archeology, can be especially valuable Members, but such expertise is not required.

This is a non-paid position. The person appointed to the Historic Preservation Commission will fill a vacancy created when a member resigned and will serve until April, 2024.

The Commission meets bi-monthly, 3<sup>rd</sup> Monday of that month at 6:30 p.m.

The deadline for submitting letters of interest is **January 10, 2022.**

Please submit letters of interest to:

Remi Bordelon  
Town of New Castle  
PO Box 90  
New Castle, CO 81647

You may also physically submit your letter to Town Hall located at  
450 West Main Street, New Castle, CO 81647  
or by e-mail to [rbordelon@newcastlecolorado.org](mailto:rbordelon@newcastlecolorado.org).

For more information please call (970) 984-2311 or fax (970) 984-2716.



# Eligible Properties for Historic Designation

Address	Name of Property	Owner of Building	Resolution
116 N 4 <sup>th</sup> St.	New Castle Historical Museum	Town of New Castle	HPC-2001-2
116 N 4 <sup>th</sup> St. (rear)	New Castle Town Jail	Town of New Castle	HPC-2001-3
100 E Main St.	St. John's Episcopal Church	St. John's Guild Hall	
102 W Main St.	Saint John's Episcopal Church	Bishop of the Diocese of Colorado	HPC-00-02
151 W Main St.	New Castle School	Rosie & Cleyo Ferrin	HPC-2022-1
181 W Main St.	Breslin Residence	Kim Breslin	HPC-2002-1
201 W Main St.	Then - Bernoudy Brothers Salon Now - 2 Coronas	Samuel P & Leticia Garcia	HPC-99-2
239 W Main St.	Then - General Store	Grand Butte Land Co. LLC	HPC-99-2
219 W Main St.	Then Calhoun Clothing Store Now - Groves Black Dog Saloon	Rodger Grove & Susan Fittano	
298 W Main St.	Then Mattivi Motor Company Now Bobs New Castle Bike Shop	Pamela Bunn	HPC-2001-1
299 W Main St.	Then - H.R. Kamm Store Now - Lazy Bear Restaurant	Samuel P & Leticia Garcia	
302 W Main St.	Then - Bank of New Castle Now - K2 Sprints Liquor Store	Kristy Wirt	

**Yellow.** = historically designated

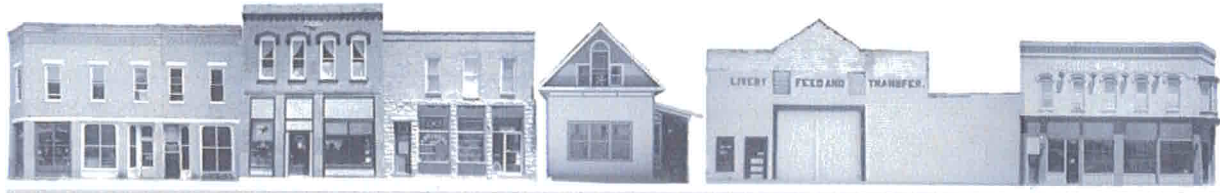
# Eligible Properties for Historic Designation

Address	Name of Property	Owner of Building	Resolution
303 W Main St.	Trimble Block Flower Shop	Olafur Johannsson & Thora Einarsdottir	HPC-2015-1
312 W Main St.	Residence	Joshua Landis & Donna Brown	
316 W Main St.	Then - Rock Saloon Now – EAT Bistro & Drinks	Molly Mogavero & Jeff Ellis	HPC-2001-4
331 W Main St.	Trimble Block Addition Bridal Shop	Charles & Patty Ringer	HPC-00-03
500 W Main St.	Odd Fellows Hall New Castle Dental, PLLC	Lauren Roper & Raul Morales	HPC-99-1
502 W Main St.	Barry Block Elk Creek Mining Restaurant	John & Cori Webber	HPC-00-01
503 W Main St.	Noren Livery	Steve Aitken	

Yellow. = historically designated

# HISTORIC PRESERVATION COMMISSION

## New Castle, Colorado



Historic Main Street

c.a. 1899

August 1, 2022

Greetings,

This letter is intended to provide notice to you regarding a scheduled **2022 Historic Town Survey** that will take place September 7<sup>th</sup> & 8<sup>th</sup> of New Castle's Main Street. This includes your property. No action is needed on your end aside from informing any **tenants** you may have of this event.

During the survey, a consultant team will be walking East and West Main Street and surveying each property while remaining on the sidewalks. They may take a picture of the property as well as any notes regarding historical architecture/significance.

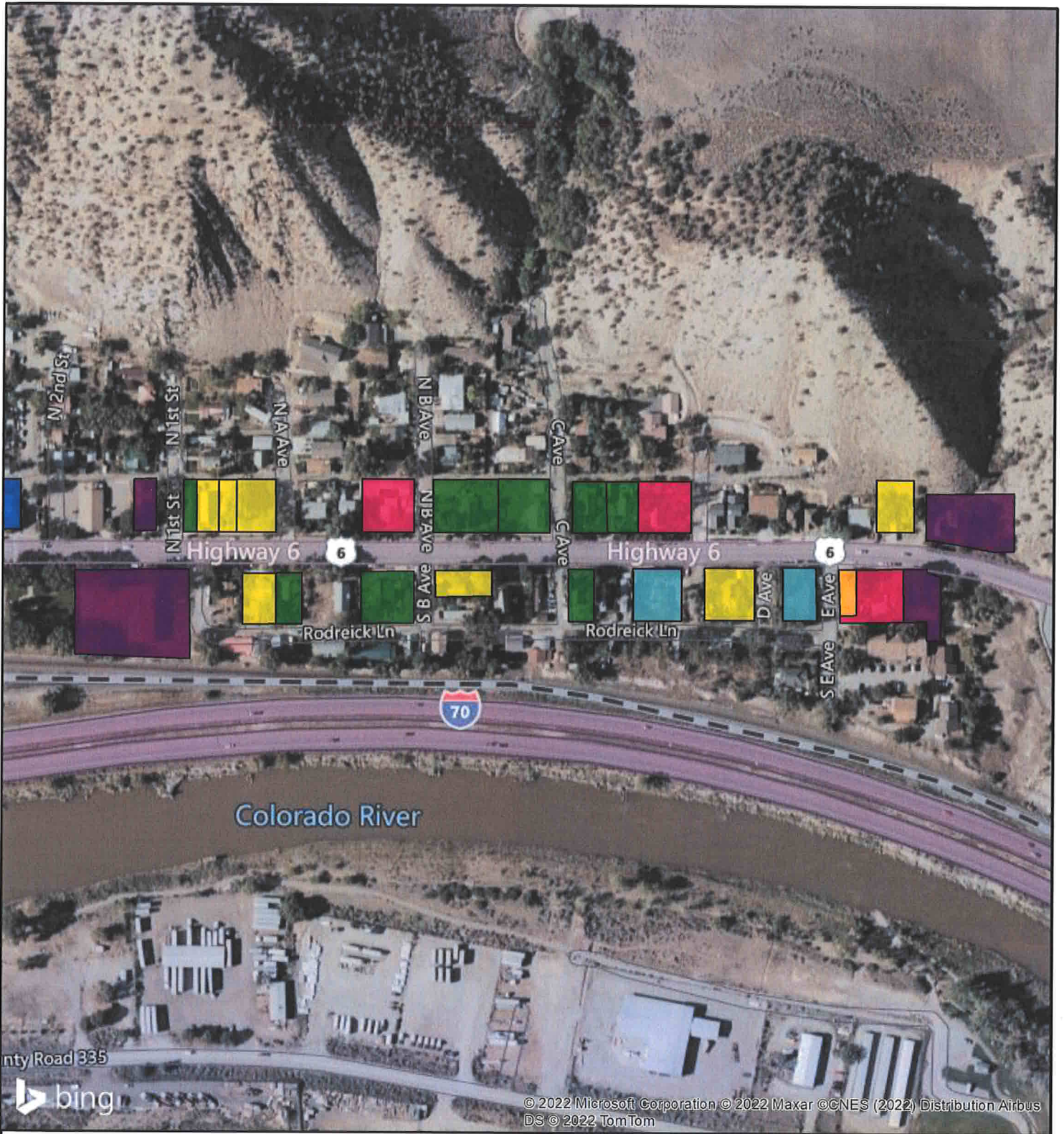
The purpose of this survey is to provide New Castle's **Historic Preservation Commission** with a report of potential properties eligible for historic designation. If this is of interest to you, please reach out to the chair of the commission, Mari Riddile, by email [maririddile@gmail.com](mailto:maririddile@gmail.com) or by phone (970) 948-0061.

Should you have any questions or concerns please contact me by phone or email listed above.

Sincerely,

---

Historic Preservation Commission Chair  
Mari Riddile



**Dates of Construction**

- Pre-1900
- 1941-1950
- 1900-1910
- 1951-1960
- 1921-1930
- 1970-1973
- 1931-1940



0 125 250  
 Feet



**Project Map**

Reconnaissance Survey  
 New Castle, Colorado

Site Location: Section 31 Township 5S, Range 90W, 6th Principal Meridian

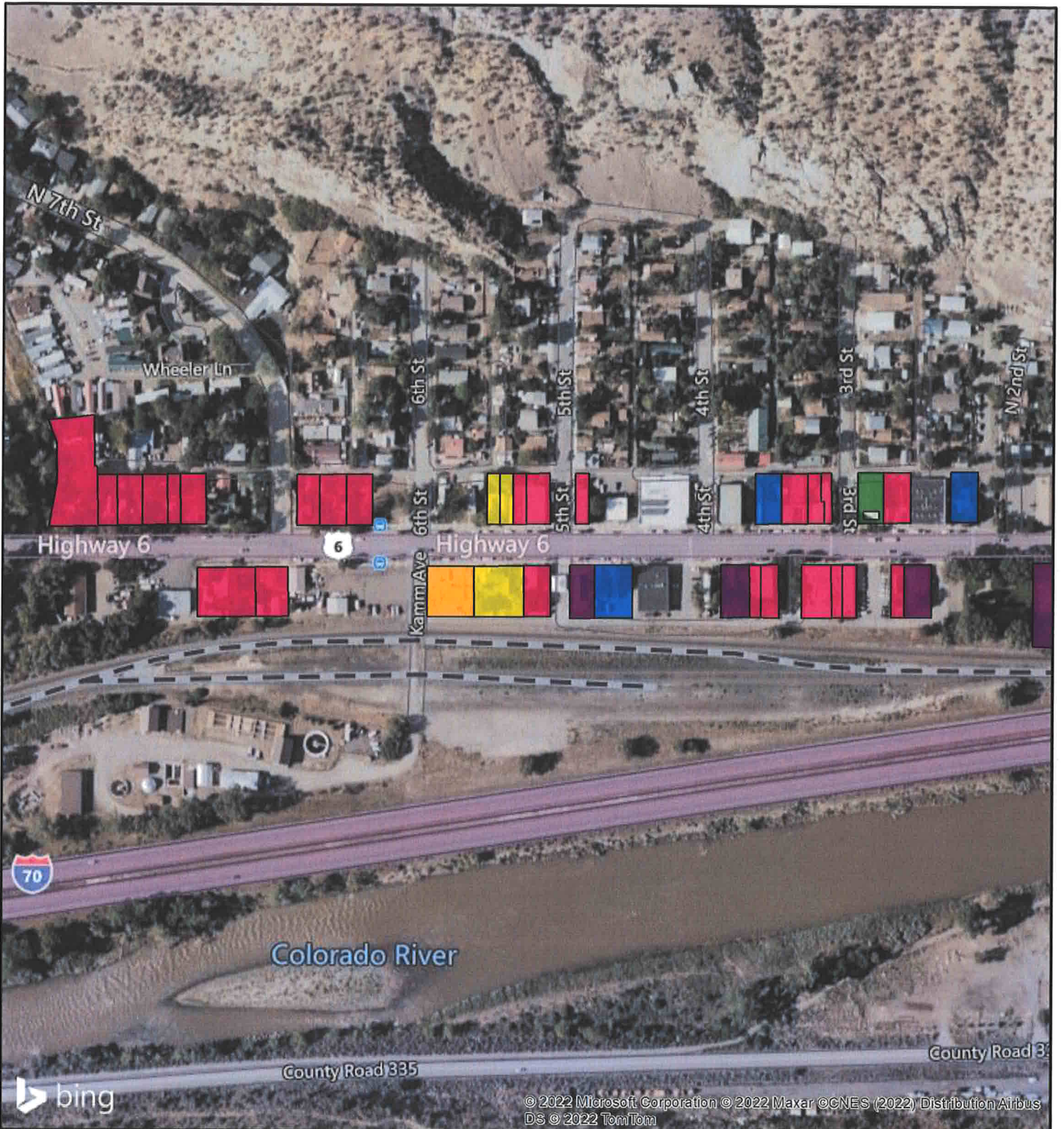
Pinyon Project Number: 122156001

Drawn By: SMF

Figure: 1

Reviewed By: DG/ALB

Date: 7/27/2022



**Dates of Construction**

- Pre-1900
- 1941-1950
- 1900-1910
- 1951-1960
- 1921-1930
- 1970-1973
- 1931-1940



0 125 250  
 Feet

**Pinyon**  
 Environmental, Inc.

**Project Map**

Reconnaissance Survey  
 New Castle, Colorado

Site Location: Section 31 Township 5S, Range 90W, 6th Principal Meridian

Pinyon Project Number: 122156001

Drawn By: SMF

Reviewed By: DG/ALB

Figure: 1

Date: 7/27/2022

Document Path: Z:\PROJECTS\2022\122156001 - New Castle Historic Survey\Figures\ArcMap\MXD\SAPE\_Template\_Portrait.mxd



Corporate Headquarters  
3222 South Vance Street, Suite 200, Lakewood, CO 80227  
T: 303.980.5200 F: 303.980.0089  
www.pinyon-env.com

June 20, 2022

Remi Bordelon  
Town of New Castle, Colorado  
450 West Main Street  
New Castle, Colorado 81467

Via email: [rbordelon@newcastlecolorado.org](mailto:rbordelon@newcastlecolorado.org)

Subject: Proposal to Complete a Historic Reconnaissance Survey, New Castle, Colorado

Dear Town of New Castle Historic Preservation Commission:

Pinyon Environmental, Inc. (Pinyon), is pleased to present this proposal to complete an Historic Reconnaissance Survey of resources located on Main Street in New Castle, Colorado including 11 previously identified and 53 newly identified resources.

The scope of services and schedule details for the proposed project are outlined in Attachment A.

Pinyon estimates the cost to complete this project, in accordance with the outlined services, will be \$19,550. Pinyon will invoice on a time and materials basis, in accordance with the attached Schedule of Unit Rates (Attachment B).

Because this project is funded through a Certified Local Government (CLG) grant, and CLG reporting is due to the state by June 30, Pinyon has targeted a completion date of May 15, 2023, for this project. This would allow the city adequate time to complete their CLG reporting requirements by June 30, 2023. The project may be completed in less time.

To authorize the outlined scope of services, please sign and return one full copy of the attached Consulting Services Agreement, including the General Conditions (initial all pages) and this cover letter. Should you have any questions or require additional information, please do not hesitate to contact me at (303) 980-5200 or via email at [Fallon@pinyon-env.com](mailto:Fallon@pinyon-env.com). Thank you for considering Pinyon for your environmental consulting needs.

Sincerely,

**PINYON ENVIRONMENTAL, INC.**

A handwritten signature in black ink that reads "Sean Fallon".

Sean Fallon  
Project Manager/Historian

Cc: Ashley Bushey, Cultural Resources Technical Group Manager

**Task A      Reconnaissance Survey**

*Summary Cost: \$9,558*

Pinyon will complete a reconnaissance survey of Main Street, including 11 previously evaluated and 53 newly identified potentially eligible historic resources over 50 years of age. Pinyon will complete an Office of Archaeology and Historic Preservation (OAHP) Form 1417 for each of the 64 recorded resource, including an assessment of preservation priority (High, Medium, Low) to support future intensive survey evaluations and/or nominations. This project phase includes local research in New Castle.

**Task B      Survey Report – Draft and Final**

*Summary Cost: \$6,280*

Pinyon will complete a survey report summarizing the, project purpose, research design, field methodology, general historic context for the surveyed area, and results, with considerations to prioritize future funding opportunities. Results will include recommendations for future intensive survey evaluations and/or nominations, including potential groupings of resources for assessment as potential historic districts. Recommendations will be provided for the local landmark register as well as the State and National Registers. The reconnaissance survey forms completed in Task A will be included as an attachment to the report. Pinyon assumes one round of comments by New Castle and one round of comments by History Colorado.

**Task C      Public Engagement and HPC Meetings**

*Summary Cost: \$3,712*

Pinyon assumes virtual attendance at up to three meetings of the New Castle Historic Preservation Commission (HPC) to discuss project design, progress, and reporting. Pinyon anticipates public engagement to include participation of local residents in the on-site reconnaissance survey. Volunteers will be identified in coordination with the town of New Castle. Pinyon will provide training, oversight, and equipment needed for volunteer engagement.

**Total Fee: \$19,550**

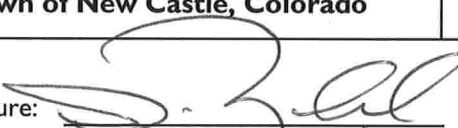
Client: Address:  Phone: Fax: Email: Client Contact:	Town of New Castle, Colorado 450 West Main Street New Castle, Colorado 81467 970-984-2311 970-984-2716 rbordelon@newcastlecolorado.org Remi Bordelon
<b>PROJECT DESCRIPTION</b>	
Site Name: Site Location:  Scope of Work:	New Castle New Castle, Colorado 81467  Historic Reconnaissance Survey
<b>Fee:</b>	<b>\$19,550</b>
The following attachments are hereby made a part of this AGREEMENT:	
<input checked="" type="checkbox"/>	Pinyon Environmental, Inc. Proposal dated June 20, 2022
<input checked="" type="checkbox"/>	Attachment A – Scope of Work
<input checked="" type="checkbox"/>	Attachment B – 2022 Schedule of Unit Rates
<input checked="" type="checkbox"/>	Attachment C – General Terms and Conditions
<b>Town of New Castle, Colorado</b>	<b>Pinyon Environmental, Inc.</b>
Signature: 	Signature: 
Name: <u>David Reynolds</u>	Name: <u>Brian Partington</u>
Title: <u>Town Administrator</u>	Title: <u>Principal – Project Delivery</u>
Date: <u>6.21.22</u>	Date: <u>06.20.22</u>



Table I – Summary of Estimated Costs

<b>Task A: Reconnaissance Survey</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Extension</b>
<b>Labor Rates</b>				
Cultural Resource Specialist III	4.0	hours	\$160.00	\$640.00
Cultural Resource Specialist I	16.0	hours	\$118.00	\$1,888.00
Cultural Field Specialist I	48.0	hours	\$94.00	\$4,512.00
Assistant Historian	25.0	hours	\$65.00	\$1,625.00
Project Controller	2.0	hours	\$105.00	\$210.00
<b>Equipment/Material Unit Rates</b>				
Truck/Van Mileage	400.0	miles	\$0.56	\$224.00
General Field Visit - Day	1.0	l	\$50.00	\$50.00
Hotel	2.0	nights	\$100.00	\$200.00
Per Diem	3.0	days	\$59.00	\$177.00
Repository Fees	1.0	lump sum	\$32.00	\$32.00
<b>Task Subtotal</b>				<b>\$9,558.00</b>
<b>Task B: Survey Report - Draft and Final</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Extension</b>
<b>Labor Rates</b>				
Cultural Resource Specialist III	2.0	hours	\$160.00	\$320.00
Cultural Resource Specialist I	20.0	hours	\$118.00	\$2,360.00
Cultural Field Specialist I	30.0	hours	\$94.00	\$2,820.00
Assistant Historian	12.0	hours	\$65.00	\$780.00
<b>Task Subtotal</b>				<b>\$6,280.00</b>
<b>Task C: Public Engagement and HPC Meetings</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Extension</b>
<b>Labor Rates</b>				
Cultural Resource Specialist III	2.0	hours	\$160.00	\$320.00
Cultural Resource Specialist I	16.0	hours	\$118.00	\$1,888.00
Cultural Field Specialist I	16.0	hours	\$94.00	\$1,504.00
<b>Task Subtotal</b>				<b>\$3,712.00</b>
<b>Project Total</b>				<b>\$19,550.00</b>

Employee Type	Rate
<b>General Labor Categories</b>	
Administration	\$70
Assistant Technical Specialist	\$65
Field Specialist / Project Assistant	\$92
Field Specialist / Project Assistant I	\$99
Project Controller	\$105
Field Engineer/ Scientist	\$102
Field Engineer/ Scientist I	\$107
Field Engineer/ Scientist II	\$112
<b>Drafting/CAD/GIS</b>	
CAD/GIS Specialist	\$105
CAD/GIS Specialist I	\$120
CAD/GIS Specialist II	\$130
CAD/GIS Specialist III	\$150
<b>Cultural Resources</b>	
Assistant Historian	\$65
Archaeology Technician	\$65
Cultural Field Specialist	\$89
Cultural Field Specialist I	\$94
Cultural Resource Specialist	\$102
Cultural Resource Specialist I	\$118
Cultural Resource Specialist II	\$128
Cultural Resource Specialist III	\$160
Cultural Resource Specialist IV	\$183
<b>Industrial Hygiene</b>	
Regulated Materials Specialist	\$81
Regulated Materials Specialist I	\$89
Industrial Hygienist	\$120
Industrial Hygienist I	\$130
Industrial Hygienist II	\$160
Industrial Hygienist III	\$190
<b>Landscape Architecture</b>	
Landscape Designer	\$90
Landscape Designer I	\$105
Landscape Architect	\$125
Landscape Architect I	\$135
Landscape Architect II	\$160
Landscape Architect III	\$190
<b>General Science and Engineering (Air Quality, Biological Resources, Due Diligence &amp; Site Characterization, Engineering, NEPA &amp; Planning, Regulatory Compliance, Remediation)</b>	
Engineer / Scientist	\$125
Engineer / Scientist I	\$135
Engineer / Scientist II	\$160
Engineer / Scientist III	\$205
<b>Project Management</b>	
Task Manager	\$145
Project Manager	\$160
Project Manager I	\$170
Project Manager II	\$185
Program Manager	\$200

<i>Lump Sum Equipment Charges</i>	
General Field Visits (general projects, asbestos sampling kit [bulk sampling])	\$50/day
Biological Field Visit (includes sub-meter GPS, wetland flags, field notebook, and other incidentals)	\$250/day
Soil Logging/Screening (during drilling/test pits; includes PID or other instruments, GPS, and other incidentals)	\$250/day
Groundwater Sampling (includes YSI field measurements, water level meter, bailers, and other incidentals)	\$250/day
Noise Monitoring	\$250/day
Asbestos Air Monitoring Field Kit	\$115/day
Mileage (passenger car)	Current IRS rate
Outside Expenses (e.g., shipping, rental equipment, travel, subcontractor/subconsultant, laboratory fees)	Cost + 10%
<b>Specialty In-House Equipment Billed as Indicated in Project-specific Proposals</b>	

**I. Services**

**1.1 General**

Pinyon Environmental Engineering Resources, Inc., hereinafter referred to as CONSULTANT, shall provide services under this AGREEMENT only upon request of the CLIENT, and only to the extent defined and required by the CLIENT. These services may include the use of outside services, outside testing laboratories, and special equipment.

**1.2 Scope of Services and Fees**

The Services to be performed by CONSULTANT and the associated fee estimate are attached hereto and made a part of this AGREEMENT as ATTACHMENT A and shall be performed by the CONSULTANT in accordance with the CLIENT's requirements. It is mutually understood that the fee estimate shown in ATTACHMENT A is on a firm contractual amount except the total fee by the CONSULTANT shall not exceed the estimate unless authorized by the CLIENT. The intent of the Scope of Work and the estimate contained in ATTACHMENT A is to identify the Services to be provided by CONSULTANT. However, it is specifically understood that by written notice to CONSULTANT, CLIENT can decrease or, with concurrence of CONSULTANT, increase the Scope of Work.

**II. Payments**

**2.1 Payment for Personnel Services**

**2.1.1 Payment** – Unless otherwise specified in Attachment A, payment for the services rendered by CONSULTANT's personnel shall be based on the hours of chargeable time and in accordance with CONSULTANT's Schedule of Unit Rates, which is identified, attached hereto, and made a part of this AGREEMENT as ATTACHMENT B.

**2.1.2 Chargeable Time** – Chargeable time for CONSULTANT'S personnel is that portion of their time devoted to providing services requested by CLIENT. Travel time from CONSULTANT'S office to an assigned work site, and return to CONSULTANT'S office, is chargeable time; or if

more economical for CLIENT, CONSULTANT shall lodge its personnel overnight near the work site in lieu of traveling back to CONSULTANT'S office at the end of each work day.

**2.1.3 Overtime Rates** – The basis for payment to CONSULTANT for each hour worked in excess of forty (40) hours in any calendar week shall be the applicable hourly rate as specified in ATTACHMENT B.

**2.2 Payment for Direct Expenses**

**2.2.1 Payment** – Unless otherwise specified in Attachment A, for direct Expenses incurred by CONSULTANT, payment to CONSULTANT by the CLIENT shall be in accordance with CONSULTANT'S Schedule of Unit Rates, which is identified, attached to, and made a part of this AGREEMENT as ATTACHMENT B.

**2.2.2 Direct Expenses** – For the purposes of this AGREEMENT, Direct Expenses to be contracted and managed by CONSULTANT and payable by CLIENT to CONSULTANT shall include: Outside Services including the services and reimbursable expenses for firms other than CONSULTANT which are necessary for the work the CONSULTANT is directed to perform; Laboratory Tests and related reports necessary for the work the CONSULTANT is directed to perform; special Equipment expenses including the all of the costs associated with the CONSULTANT locating, acquiring, leasing, or renting any equipment or facilities not currently owned, leased or rented by CONSULTANT at the time of the request for services which are necessary to enable CONSULTANT to provide the services requested; vehicles furnished by CONSULTANT for CONSULTANT'S field personnel on or near the Project site, for each day of field assignment away from CONSULTANT'S Office; and Other Direct Expenses associated with all services provided hereunder and identified in ATTACHMENTS A and B.

**2.3 Payment Conditions**

**2.3.1** CONSULTANT shall submit monthly invoices for all personnel services and direct

Initials 

expenses under this AGREEMENT and a final invoice upon completion of services.

**2.3.2** Invoices are due and payable upon receipt by CLIENT. Interest at a rate of 1.5% per month, or the maximum allowed by law, will be charged on all past-due amounts starting thirty (30) days after date of invoice. Payments will first be credited to interest and then to principal.

**2.3.3** In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment and the CLIENT will pay the undisputed portion. No interest will accrue on any reasonably contested portion of the invoice until mutually resolved.

**2.3.4** If CLIENT fails to make payment in full to CONSULTANT within sixty (60) days after the date of the undisputed invoice, CONSULTANT may after giving seven (7) days written notice to CLIENT, suspend services under this AGREEMENT until paid in full, including interest. CONSULTANT shall have no liability to CLIENT for delays or damages caused by such suspension of services.

**2.3.5** If CLIENT fails to make payment in full to CONSULTANT within thirty (30) days as provided for herein, then CLIENT agrees that CONSULTANT shall be entitled to all reasonable costs and expenses of collection (pre-and post-judgment) including reasonable attorneys' fees. If CLIENT fails to make payment in full to CONSULTANT within sixty (60) days after the date of the undisputed invoice, CONSULTANT will initiate filing a lien on the property

**2.3.6** The billing rates specified in ATTACHMENT B for subsequent years shall be adjusted annually in accordance with CONSULTANT's costs of doing business, subject to CLIENT's review and concurrence.

### **III. Term of Agreement**

#### **3.1 Term**

CONSULTANT's obligations to perform under this AGREEMENT shall extend from the date of execution until terminated by either party.

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#### **3.2 Abandonment of Work**

CLIENT shall have the absolute right to abandon any work requested hereunder or to change the general scope of work at any time, and such action on its part shall in no event be deemed a breach of contract.

#### **3.3 Termination of Agreement**

This AGREEMENT may be terminated for convenience on thirty (30) days written notice, or for any cause if either party fails substantially to perform through no fault of the other, and does not commence and make a continuing effort to effect correction of such non-performance within seven (7) days of written notice.

#### **3.4 Payment for Work upon Abandonment or AGREEMENT Termination**

If CLIENT abandons requested work or terminates this AGREEMENT, CONSULTANT shall be paid on the basis of work completed to the date of abandonment or effective date of termination. CONSULTANT shall perform no activities other than reasonable wrap-up activities after receipt of notice of abandonment or termination. Payment for the work shall be as established under Section 2.

### **IV. General Considerations**

#### **4.1 Assignment and Responsibility for Personnel**

**4.1.1** The assignment of personnel and all phases of the undertaking of the services which CONSULTANT shall provide hereunder shall be subject to the oversight and general guidance of CLIENT.

**4.1.2** While upon the premises of CLIENT or property under its control, all employees, agents, and subconsultants of CONSULTANT shall be subject to CLIENT's rules and regulations respecting its property and the conduct of its employees thereon.

**4.1.3** However, it is understood and agreed that in the performance of the work and obligations hereunder, CONSULTANT shall be and remain an

independent Consultant and that the employees, agents or subconsultants of CONSULTANT shall be and remain an independent Consultant and that the employees agents or subconsultant of CONSULTANT shall not be considered employees of or subject to the direction and control of CLIENT. CONSULTANT shall be responsible for the supervision and performance of all subconsultants which are to perform hereunder. CONSULTANT shall not be responsible for the supervision of employees, agents or other parties working for the CLIENT.

**4.2 Insurance**

**4.2.1** Upon request from CLIENT, CONSULTANT shall furnish CLIENT a certificate of insurance upon request showing amounts and types of insurance carried by CONSULTANT, which certificate shall contain a commitment by the Insurance Company that during the time any work is being performed by CONSULTANT under this AGREEMENT it will give CLIENT ten (10) days notice of cancellation or change in the insurance coverage shown on such certificates.

**4.3 Successors and Assigns**

**4.3.1** CLIENT and CONSULTANT each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party to this AGREEMENT and to the partners, successors, executors, administrators, assigns, and legal agreements and obligations of this AGREEMENT.

**4.3.2** Neither CONSULTANT nor CLIENT shall assign or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this AGREEMENT without the written consent of the other party, except as stated in paragraph 4.3.1 and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this AGREEMENT. Nothing contained in this paragraph shall prevent CONSULTANT from employing such independent consultants, associates, and subconsultant's as it

may deem appropriate to assist in the performance of services hereunder.

**4.3.3** Nothing herein shall be construed to give any rights or benefits hereunder to any one other than CLIENT and CONSULTANT except as otherwise provided herein.

**4.4 Compliance with Law**


**4.4.1** CONSULTANT shall comply with, and cause its subconsultants to comply with, applicable Federal, state, and local laws, orders, rules and regulations relating to the performance of the services CONSULTANT is to perform under this AGREEMENT.

**4.4.2** Neither the CONSULTANT nor the CONSULTANT's agents or employees shall discriminate against any employee or applicant for employment to be employed in the performance of this AGREEMENT with respect to hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex or national origin.

**4.5 Ownership and Reuse of Documents**

**4.5.1** All drawings, specifications, test reports, and other materials and work products which have been prepared or furnished by CLIENT prior to this AGREEMENT, shall remain CLIENT's property. CLIENT shall make available to CONSULTANT copies of these materials as necessary for the CONSULTANT to perform the services requested hereunder. CONSULTANT may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof.

**4.5.2** All drawings, specifications, test reports, and other materials and work products, including computer aided drawings, designs, and other data filed on electronic media which will be prepared or furnished by CONSULTANT (and CONSULTANT's independent professional associates and subconsultants) under this AGREEMENT, are instruments of service in respect to the Project and CONSULTANT shall retain an ownership and property interest therein whether or not the Project is completed. CONSULTANT shall retain all common law,

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statutory or other reserved rights, including the copyright thereto. CLIENT may make and retain copies for information and reference in connection with the use and the occupancy of the Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project.

**4.5.3** CONSULTANT makes no warranty as to the compatibility of computer data files with computer software and software releases other than that used by CONSULTANT in performing services herein, and to the condition or availability of the computer data after an acceptance period or thirty (30) days from delivery to CLIENT. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT's independent professional associates or subconsultants, and CLIENT shall indemnify and hold harmless CONSULTANT's independent professional associates and subconsultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

#### **4.6 Ownership of Intellectual Property Rights**

All United States and foreign intellectual property rights, including copyright and patent rights, in anything which PINYON creates for the project (including all Work Product) shall be the sole property of PINYON without the payment by PINYON of any further consideration. Notwithstanding any provision of the Copyright Act, specifically the work-for-hire provisions, the joint authorship provisions, and the collective-work provisions, which may cause CLIENT to have sole or joint rights in any copyrights attributable to any works which PINYON creates while working for CLIENT, any and all copyrightable works prepared either in whole or in part by PINYON under this Agreement shall be deemed created by PINYON pursuant to CLIENT's contract with PINYON, and they are, shall be, or shall become, solely owned by PINYON. CLIENT agrees to

assign, and CLIENT does hereby assign, all of CLIENT's right, title, and interest in and to all such works, and any copyrights, patents, or any other intellectual property rights related thereto, to PINYON. In addition, CLIENT agrees to sign all documents reasonably necessary to carry out this assignment. PINYON may copyright or patent any such work in the United States or elsewhere in accordance with applicable copyright and patent law, and the copyrights may be in PINYON's own name. PINYON shall pay all applicable costs related to such copyright or patent applications.

#### **4.7 Severability**

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

#### **4.8 Location of Underground Utilities**

It shall be the CLIENT's responsibility to locate and physically mark all underground utilities and structures which lie within the work area prior to the start of subsurface investigations. If the CLIENT elects not to assume this responsibility, CLIENT shall notify CONSULTANT and shall compensate CONSULTANT for all costs associated with locating and physically marking said underground utilities and structures according to CONSULTANT's project billing rates, over and above the estimated project fee. CLIENT shall indemnify and hold CONSULTANT harmless from any damages and delays resulting from unmarked or improperly marked underground utilities and structures, even if CONSULTANT arranges for this service on behalf of CLIENT. For reasons of safety CONSULTANT will not begin work until this has been accomplished.

#### **4.9 Subsurface Investigations**

In soils, foundation, ground water, and other subsurface investigations, the actual characteristics might vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and

Initial 

investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of the CONSULTANT.

**4.10 CONSULTANT's Personnel at Project Site**

**4.10.1** The presence or duties of the CONSULTANT personnel at a Project site, whether as onsite representative or otherwise, do not make the CONSULTANT or its personnel in any way responsible for those duties that belong to the CLIENT and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the project documents and any health or safety precautions required by such construction work. The CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have not duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except CONSULTANT's own personnel.

**4.10.2** The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to CLIENT a greater degree of confidence that the completed work will conform generally to the project documents and that the integrity of the design concept as reflected in the project documents has been implemented and preserved by the contractor(s). CONSULTANT neither guarantees the performance of the contractor(s) nor assumes responsibility for contractor(s)' failure to perform their work in accordance with the project documents.

**4.11 Opinions of Cost, Financial Considerations and Schedules**


Since CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions, any opinions of probable construction cost provided by CONSULTANT are to be made on the basis of experience and qualifications. These opinions represent the judgement of CONSULTANT; however, the CONSULTANT cannot and does not guarantee that proposals, bids, or construction costs will not vary significantly from opinions of probable cost. If the CLIENT wishes greater assurance as to likely construction cost, the CLIENT shall employ an independent cost estimator.

**4.12 Disposition of Samples and Equipment**

**4.12.1 Disposition of Samples** - No samples and/or materials will be kept by CONSULTANT longer than thirty (30) days after submission of the final report unless agreed otherwise.

**4.11.2 Hazardous or Potentially Hazardous Samples and Materials** - In the event that samples and/or materials contain or are suspected to contain substances or constituents hazardous or detrimental to health, safety or the environment as defined by federal, state, or local statutes, regulations or ordinances, CONSULTANT will, after completion of testing, return such samples and materials to CLIENT. CLIENT agrees to pay all costs associated with the storage, transportation, and disposal of samples and materials. CLIENT recognizes and agrees that CONSULTANT at no time assumes title to said samples and materials, and shall have no responsibility as handler, generator, transporter, or disposer of said samples and materials.

**4.12.3 Contaminated Equipment** - All laboratory and field equipment contaminated in CONSULTANT's performance of services will be cleaned at CLIENT's expense. Contaminated consumables will be disposed of and replaced at CLIENT's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of CLIENT.

Initial 



At CLIENT's expense, such equipment shall be delivered to CLIENT. CLIENT agrees to pay CONSULTANT the fair market value of any such equipment which cannot reasonably be decontaminated and is delivered to CLIENT pursuant to this AGREEMENT.

**4.13 Discovery of Unanticipated Pollutant and Hazardous Substance Risks**

**4.13.1** If CONSULTANT, while performing services, discovers pollutants and/or hazardous substances that pose unanticipated risks, it is hereby agreed that the scope of services, schedule, and the estimated cost of CONSULTANT's services will be reconsidered and that this AGREEMENT shall immediately become subject to renegotiation or termination.

**4.13.2** In the event that the AGREEMENT is terminated because of the discovery of pollutants and/or hazardous substances posing unanticipated risks, it is agreed that CONSULTANT shall be paid for its total charges for labor performed and reimbursable charges incurred to the date of termination of this AGREEMENT, including, if necessary, any additional labor or reimbursable charges incurred in demobilizing.

**4.13.3** Client also agrees that the discovery of unanticipated pollutants and/or hazardous substances may make it necessary for CONSULTANT to take immediate measures to protect health and safety. CONSULTANT agrees to notify CLIENT as soon as practically possible should unanticipated pollutants and/or hazardous substances be suspected or encountered. CLIENT authorizes CONSULTANT to take measures that in CONSULTANT's sole judgement are justified to preserve and protect the health and safety of CONSULTANT's personnel and the public. CLIENT agrees to compensate CONSULTANT for additional cost of taking such additional precautionary measures to protect employees' and the public's health and safety. This section is not intended to impose upon CONSULTANT any duties or obligations other than those imposed by law.

**4.14 Established Business Relationship**

CLIENT acknowledges that there is an Established Business Relationship between CLIENT and CONSULTANT, and hereby grants CONSULTANT permission to submit information via facsimile or e-mail to CLIENT's equipment and employees.

**4.15 Changed Conditions**

If during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The CONSULTANT shall notify the CLIENT of the changed conditions necessitating renegotiation, and the CONSULTANT and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with this Agreement.

**4.16 Timeliness of Performance**

The CLIENT and the CONSULTANT are aware that many factors outside the CONSULTANT'S control may affect the ability to complete the services to be provided under this Agreement. CONSULTANT will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**V. Professional Responsibility**

Amendments to Section 5, if any are included in ATTACHMENT C.

**5.1 Standard of Care**

CONSULTANT will strive to perform services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

Initial 

**5.2 Limitation of Liability**

CLIENT and CONSULTANT have discussed the risks, rewards and benefits of the project and CONSULTANT's total fee for services. The risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, CONSULTANT's total liability to CLIENT for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes shall not exceed the total amount of \$50,000, or the total fee paid to CONSULTANT. Such causes include but are not limited to design professional's negligence, errors, omissions, strict liability, breach of contract and breach of warranty. CLIENT understands that dollar limits higher than that indicated above are available. If CLIENT wishes to discuss these other limits and their impact on CONSULTANT's fee, CLIENT should contact CONSULTANT prior to executing this AGREEMENT.

**5.3 No Special or Consequential Damages**

CLIENT and the CONSULTANT agree that to the fullest extent permitted by law the CONSULTANT shall not be liable to CLIENT for any special, indirect or consequential damage whatsoever, whether caused by the CONSULTANT's negligence, errors, omissions, strict liability, breach of contract, breach of warranty, or other cause or causes.

**5.4 Indemnification**

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold CONSULTANT, it agents, subconsultants, and employees harmless from and against any and all claims, damages, losses and expenses, defense costs including attorneys' fees, and court arbitration costs and other liabilities arising out of or resulting from, wholly or in part, the performance of CONSULTANT's services hereunder, including the transport or disposal of hazardous samples or contaminated equipment by CONSULTANT on behalf of CLIENT, or the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the project

property; provided that CLIENT shall not indemnify CONSULTANT against liability for damages or expenses to the extent caused by the negligence of CONSULTANT, its agents, subcontractor, or employees.

**5.5 No Third Party Beneficiaries**


**5.5.1** CLIENT and CONSULTANT expressly agree that AGREEMENT does not confer upon any third party any rights as beneficiary to this AGREEMENT. CONSULTANT accepts no responsibility for damages, if any, suffered by any third party as the result of a third party's use of the work product, including reliance, decisions, or any other action taken based upon it. CLIENT agrees that the CONSULTANT's services and work products are for the exclusive present use of CLIENT. CLIENT agrees that CONSULTANT's compliance with any request by CLIENT to address or otherwise release any portion of the work product to a third party, shall not modify, rescind, waive, or otherwise alter provisions of this AGREEMENT nor does it create or confer any third party beneficiary rights on any third party.

**5.5.2** CONSULTANT understands that under some circumstances, CLIENT may require a reliance letter for project financing. CONSULTANT has the right to review and reject any reliance letter language, and the right to limit our liability to any third party involved in the project. As a condition of CONSULTANT providing a reliance letter to a third-party lender, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify, and hold CONSULTANT, it agents, subconsultants, and employees harmless from and against any and all claims, damages, losses and expenses, defense costs including attorneys' fees, and court arbitration costs and other liabilities arising out of or resulting from, wholly or in part, CONSULTANT providing such a letter.

**VI. Governing Law**

This AGREEMENT is to be governed by the laws of the State of Colorado.

Initial



1 **New Castle, Colorado**  
2 **Historic Preservation Commission Meeting**  
3 **Monday, September 19, 2022, 6:30 PM**

4 **Call to Order**

5 Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.  
6

7 **Pledge of Allegiance**  
8

9 **Roll Call**

10 Present Chair Mari Riddile  
11 Commissioner Ruth Fletcher  
12 Commissioner Richard Fletcher  
13 Commissioner Grady Hazelton  
14 Commissioner Richard Parks  
15 Alternate Commissioner Tom Fuller  
16

17 Also present at the meeting was Deputy Town Clerk Remi Bordelon.  
18

19 **Meeting Notice**

20 Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance  
21 with Resolution TC 2020-1.  
22

23 **Conflicts of Interest**

24 There were no conflicts of interest.  
25

26 **Citizen Comments on Items NOT on the Agenda**

27 There were no citizen comments.  
28

29 **Agenda Changes**

30 There were no changes to the agenda.  
31

32 **Items for Consideration**  
33

34 **Commissioner Report of 2022 Historic Town Survey**

35 Chair Riddile summarized the survey and the process to the new commissioner, Richard  
36 Parks. She spoke highly of their experience with the Pinyon Environmental Surveyor,  
37 Cameron Weishoff. Commissioner Richard Fletcher said his time participating with the  
38 survey was time well spent and he said he was anxiously awaiting the report. Chair Riddile  
39 said the report was anticipated for the end of the year.  
40

41 **Commission Discussion of History Colorado Workshop for Designation Benefits**

42 Deputy Town Clerk Bordelon reminded the commission of an opportunity that was  
43 available to organize a workshop with History Colorado that focused on historic  
44 designations and how to approach property owners. She asked the commission for a time  
45 they would prefer to hold that workshop. The commission agreed sooner was best and  
46 directed staff to organize with History Colorado to hold the workshop in either October or  
47 November of the current year.  
48

49 **Commissioner Clarification of Videography Project and Letter Review**

50 Chair Riddile commented that the outreach letter was prepared by Commissioners Ruth and  
51 Richard Fletcher. She further summarized the intent behind the project and suggested the

52 commission choose three families to reach out to. Commissioner Hazelton commented that  
53 any of the families would be good to reach out to as they all had histories to share. He  
54 mentioned he wanted the letter to include the opportunity for the families to contact the  
55 commission to discuss the project. Commissioners Ruth and Richard Fletcher agreed to  
56 revise the letter. Commissioner Richard Parks suggested the commission send the families  
57 an inquiry of their history with the town prior to calling them to better understand what  
58 each family had to offer. Alternate Tom Fuller proposed to include family photos that each  
59 family might want to talk about and show in the interview filming. The commission agreed  
60 that the videography letter go to the Jolley's, McNeal's and the Rippy's.

61

### 62 **Commission Direction to Staff Regarding Final Museum Purchases**

63 Deputy Town Clerk Bordelon reviewed the remaining budget for 2022 and reminded the  
64 commission that any unspent funds do not roll over to the next year. She confirmed with  
65 the commission to spend the remaining supplies funds for the Historic Society/Museum  
66 shelving and storage needs. She mentioned the facility maintenance budget needed to be  
67 spent as well. Commissioner Hazelton said the heaters needed to be purchased along with  
68 the new LED lighting and Electrician Jim Wirt would complete the work when time allowed  
69 for 2022. He commented that the work would probably not be more than a couple days  
70 for Electrician Wirt and he said he didn't think a contract would be needed. Deputy Town  
71 Clerk Bordelon said she would check with Town Administrator David Reynolds regarding a  
72 contract.

73

### 74 **Staff Report of the 2022 CLG Annual Report due Nov. 1, 2022**

75 Deputy Town Clerk Bordelon reviewed the prepared report to be submitted to History  
76 Colorado with the commission. She read the questions on page 6 of the report for  
77 commissioner input:

78

- 79 • Did your Board/Commission develop, sponsor, or participate in any public outreach,  
80 education, or interpretive events/meetings/tours/materials in Federal Fiscal Year 2022?
- 81 • What CLG accomplishment/achievement/event in Federal Fiscal Year 2022 makes the  
82 Commission/Board most proud?
- 83 • Describe any problems – operational, political or financial – encountered by the CLG in  
84 Federal Fiscal Year 2022.
- 85 • Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2023.

86 Deputy Town Clerk Bordelon recorded commission responses. The commission reviewed the  
87 rest of the report without further comments/corrections.

88

### 89 **Chair Announcement of Upcoming Libraries Workshop, 9/26 in Glenwood Springs**

90 Chair Riddile announced a commission educational opportunity in Glenwood Springs.  
91 Deputy Town Clerk Bordelon reminded the commission about public notice when three or  
92 more commissioners are interested in attending an event and to inform her of those  
93 planning to attend.

94

### 95 **Consider Approval of August 15, 2022 Minutes**

96 **MOTION: Commissioner Ruth Fletcher made a motion to approve the minutes of**  
97 **August 15, 2022. Commissioner Richard Fletcher seconded the motion and it**  
98 **passed unanimously.**

99

### 100 **Commissioner Comments**

101 Chair Riddile asked the commission if anyone was interested in taking over Founder's Day  
102 per the request of Kelley Cox. Chair Riddile said she spoke with Town Administrator  
103 Reynolds who said leading the event was outside the commission's realm of duties. She  
said she was interested personally but did not have the time. There were no volunteers to

104 host future Founder's Days. Commissioner Hazelton voiced his concerns of the event  
105 needing more attention and revamping. The commission agreed in helping with the event  
106 without leading the event.

107  
108 Chair Riddile mentioned that Steve White contacted her about his interest in designing his  
109 property. She told him to contact Deputy Town Clerk Bordelon to be added to the next  
110 meeting's agenda.

111  
112 Commissioner Hazelton announced his ending term in October. He thanked HPC and said  
113 he will be back after Commissioner Brandy Copeland's term ends.

114  
115 Commissioner Parks said he was excited to join HPC and looks forward to learning more  
116 about the town's history.

117  
118 Alternate Commissioner Fuller announced an upcoming event, the Four Rivers Meeting in  
119 Silt, held the following day. He pointed out there was not enough time to post notice so  
120 only two commissioners would be able to attend. He said he would be attending. Deputy  
121 Town Clerk Bordelon asked the commission to let her know of anyone else interested in  
122 attending in order to avoid there being three or more commissions at the event.

123

124 **Adjourn**

125 **MOTION: Chair Riddile made a motion to adjourn. Commissioner Hazelton**  
126 **seconded the motion and it passed unanimously.**

127

128 The meeting adjourned at 7:19 p.m.

129

130

131 Respectfully submitted,

132

133

134

135

136

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137 Commission Chair  
138 Mari Riddile

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Deputy Town Clerk  
Remi Bordelon