



**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**



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## Memorandum

**To:** Historic Preservation Commission  
**From:** Remi Bordelon  
**Re:** Certified Local Government 2022 Requirements – Chair Riddile  
**Date:** August 15, 2022

**Purpose:**

The purpose of this agenda item is to remind the commission of the requirements to maintain a certified local government status with History Colorado. Those requirements are:

1. HPC must meet at least 4 times a year as a quorum (at least three members present)
2. Maintain a system of survey and inventory
3. Provide meeting minutes to History Colorado and public access to all open records
4. Enforce local preservation ordinance
5. Attend an educational session workshop once a year (one class by one commissioner)
6. Submit a comprehensive report to History Colorado annually

A commissioner will need to complete one online training this year to meet the above requirement. The website page that lists all the CLG Training Webinars can be found at:

<https://sites.google.com/state.co.us/clg-training-portal/recorded-webinars>

### CLG Training Webinars

[Local Preservation 101](#)  
[HPCs & the Public Process](#)  
[Incentives & Economic Benefits](#)  
[Surveys & Survey Plans](#)  
[CLG Grants](#)  
[Researching Historic Properties](#)  
[Local Designation](#)  
[State Historical Fund](#)  
[Lead & Asbestos](#)  
[Sustainability & Historic Preservation](#)  
[Tax Credits](#)  
[Secretary of the Interior's Standards for Rehabilitation](#)  
[Preservation Plans](#)  
[Heritage Interpretation](#)  
[Evaluating Integrity for Individual Properties](#)  
[Oral Histories](#)  
[Evaluating Economic Hardships](#)  
[Archaeology for Local Governments](#)  
[Compass for CLGs](#)  
[Main Street and CLG Training](#)  
[Cultural Landscapes](#)  
[Women's Suffrage in Colorado](#)



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## Memorandum

**To:** Historic Preservation Commission  
**From:** Remi Bordelon  
**Re:** 2022 Historic Town Survey, September 7 & 8 – Chair Riddle  
**Date:** **August 15, 2022**

**Purpose:**

The purpose of this agenda item is to announce the official date of the historic town survey. Pinyon Environmental, Inc. will be conducting the survey September 7 & 8, 2022. Project Manager, Sean Fallon, will be the commission's point of contact for logistics in coordinating the survey crew.

Three commissioners have volunteered to be a part of the data collection. A public notice will be posted announcing the gathering of three or more commission members for this event.



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**Memorandum**

**To:** Historic Preservation Commission (HPC)  
**From:** Remi Bordelon  
**Re:** Commission Discussion of HPC Budget 2022 - 2023  
**Date:** August 15, 2022

**Purpose:**

The purpose of this agenda item is for the commission to discuss current budget for 2022 and plan a budget for 2023 to present to Loni Burk by the end of August.

2022 Budget			
Category	Budget	Expense	Remaining
HPC + Museum Supplies	\$5,000.00	- \$2,857.77	\$2,142.23
Museum Maintenance	\$5,000.00	- \$411.71	\$4,588.29

Budget for 2023 should discuss HPC designation goals, general fund and any project funds for that year.

2023 Budget	
HPC General Fund	
HPC Historic Designations	
HPC Projects	
Museum Facility Maintenance	



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### Memorandum

**To:** Historic Preservation Commission (HPC)  
**From:** Remi Bordelon  
**Re:** Commission Collaboration of Videography Letter to Historic Families  
**Date:** **August 15, 2022**

**Purpose:**

The purpose of this agenda item is to allow the commission to collaborate and compose the content of an outreach letter addressed to local historic families regarding an interviewed videography opportunity. This outreach effort will provide the commission with a list of interested parties to better identify the scope of the project.



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## Memorandum

**To:** Historic Preservation Commission (HPC)  
**From:** Remi Bordelon  
**Re:** Commission Collaboration of New Castle Newsletter Announcements  
**Date:** **August 15, 2022**

**Purpose:**

The purpose of this agenda item is to allow the commission to collaborate on the content of the town's newsletter articles regarding HPC achievements, specifically the plaque ceremony for 151 W Main St. and the 2022 Historic Town Survey.

### 2022 Historic Town Survey of Main Street

The Historic Preservation Commission (HPC) of New Castle has partnered with Pinyon Environmental, Inc. to conduct a 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. This is scheduled for September 7<sup>th</sup> & 8<sup>th</sup>, 2022. Should you have any questions, please reach out to the chair of the commission, Mari Riddile, by email [maririddile@gmail.com](mailto:maririddile@gmail.com).

### Historic Preservation Plaque Ceremony

Members of the Historic Preservation Commission (HPC) gathered at Ambleside School to celebrate the historic designation of 151 W Main St. To commemorate this designation, HPC has furnished an honorary plaque. [image here]

1 **New Castle, Colorado**  
2 **Historic Preservation Commission Meeting**  
3 **Monday, July 18, 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 Grady Hazelton  
12 Commissioner Ruth Fletcher  
13 Commissioner Richard Fletcher  
14 Absent Commissioner Beth Sass  
15 Alternate Commissioner Tom Fuller  
16

17 Also present at the meeting were Deputy Town Clerk Remi Bordelon, Town Treasurer Loni  
18 Burk, Pinyon Environmental Project Manager Sean Fallon, History Colorado Preservation  
19 Planner Lindsey Flewelling and members of the public.  
20

21 **Meeting Notice**

22 Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance  
23 with Resolution TC 2020-1.  
24

25 **Conflicts of Interest**

26 There were no conflicts of interest.  
27

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

29 There were no citizen comments.  
30

31 **Agenda Changes**

32 There were no changes to the agenda.  
33

34 **Items for Consideration**

35  
36 **2022 Grant Deliverables to History Colorado**

37 Deputy Clerk Bordelon reviewed with the commission deliverables, one through five, staff  
38 submitted to History Colorado on July 14, 2022. She commented that the list of  
39 properties, deliverable four, to be surveyed are potential designations for the commission  
40 to explore after the survey is conducted. Deputy Clerk Bordelon asked Preservation  
41 Planner Flewelling to clarify the next deliverables due. Preservation Planner Flewelling said  
42 the draft report would be the next item due composed of 10% (6 or 7 properties) of the  
43 draft reconnaissance forms. Chair Riddile asked if the commission had any questions  
44 before moving to the next item and there were no further questions.  
45  
46

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

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

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

60  
61 Commissioner Hazelton asked when the start date would be and Project Manager Fallon  
62 said there was a lot of flexibility, but he could start as soon as August 1, 2022 with most  
63 of the project completed by the end of 2022. In winter, he continued, would be the time  
64 for final comments/resolutions before the final report is accepted. Chair Riddile asked  
65 Deputy Clerk Bordelon if that was enough time to let people know about the survey.  
66 Preservation Planner Flewelling clarified there was no specific timeframe for outreaching to  
67 residents. Project Manager Fallon remarked that they could put a placeholder for the  
68 middle of August 2022 to give the commission enough time to outreach to residents.  
69 Chair Riddile said she was more comfortable with the middle of August.

70  
71 Commissioner Hazelton asked if the survey team was easily identifiable when conducting  
72 the survey, and Project Manager Fallon confirmed the survey crew would be wearing  
73 matching Pinyon Environmental uniforms with safety vests. Chair Riddile asked the  
74 commission if they knew of anyone interested in volunteering. Both Commissioner Ruth  
75 and Richard Fletcher expressed interest. Project Manager Fallon said he would put  
76 together a tentative project schedule with the initial start date of August 15, 2022.

77  
78 Chair Riddile asked Preservation Planner Flewelling if she had anything more to add.  
79 Preservation Planner Flewelling said she was there for support and to answer any  
80 questions the commission may have as well as facilitate the relationship between the  
81 consultant and the commission.

### 82 83 84 **HPC meeting Schedule during 2022 Historic Town Survey**

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

### 88 89 90 **Follow-up Videography Project**

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



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

103  
104 Commissioner Hazelton proposed a first step of reaching out to the families to determine  
105 their interest and involvement in the project. Chair Riddile asked Deputy Clerk Bordelon if  
106 she could assist with reaching out to the families to determine who would be willing to be  
107 interviewed. Chair Riddile said she would provide Deputy Clerk Bordelon with a list of  
108 names to reach out to. Commissioner Hazelton commented that a letter might be best to  
109 avoid putting the families on the spot. Chair Riddile agreed and said it would be less work  
110 for Deputy Clerk Bordelon.

111  
112

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

114  
115

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

118  
119

### 120 **Commissioner Comments**

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

132  
133

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

137  
138

139 Chair Riddile asked Town Treasurer Loni Burk is she had any comments before adjourning  
140 the meeting. Treasurer Burk inquired about the number of designations and the budget for  
141 future designations each year after the town survey. Deputy Clerk Bordelon clarified it  
142 roughly cost \$1,000 per designation based of the designation completed in 2022 of 151  
143 West Main Street. Chair Riddile asked Treasurer Burk when she would need an estimate of  
144 designations for budget purposes. Treasurer Burk said the end of August, for the purpose  
145 of a placeholder in HPC's budget, and Chair Riddile confirmed the commission would decide  
146 on a designation number for 2023 in the next meeting held on August 15, 2022.

147  
148

149 Commissioner Ruth Fletcher asked if the estimated cost for a designation included the cost  
150 of a plaque. Deputy Clerk Bordelon clarified it did not.

151  
152

153 Chair Riddile asked Deputy Clerk Bordelon about the status of the plaque for 151 West  
154 Main Street. Deputy Clerk Bordelon said it was in production and anticipated to be  
155 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

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

153  
154 Chair Riddile asked the commission if anyone had any further comments before adjourning.  
155

156 **Adjourn**

157 **MOTION: Commissioner Richard Fletcher made a motion to adjourn.**

158 **Commissioner Hazelton seconded the motion and it passed unanimously.**

159  
160 The meeting adjourned at 7:05 p.m.  
161

162  
163 Respectfully submitted,  
164

165  
166  
167  
168  
169 \_\_\_\_\_  
170 Commission Chair  
Mari Riddile

\_\_\_\_\_

Deputy Town Clerk  
Remi Bordelon

DRAFT