

1 **NEW CASTLE HISTORIC PRESERVATION COMMISSION**
2 **SPECIAL MEETING**
3 **June 4, 2012**

4 The Historic Preservation Commission of the Town of New Castle, County of Garfield,
5 State of Colorado convened into regular session at Town Hall, on June 4, 2012 at
6 6:30PM.

7
8 Commission Vice-Chair Shantel Newberry presided.

Commissioners Present:

Jeff Ellis
Linda Holley
Bruce Leland

Commissioners

Absent:

Staff Present:

Mindy Gulliksen, Administrative
Assistant/Municipal Court Clerk

9 **CONFLICTS OF INTEREST**

10 No Commissioners reported conflicts of interest with respect to items on tonight's
11 agenda.

12
13 **REVIEW MINUTES FROM PREVIOUS MEETING**

14 **Motion** – approve April 16, 2012 meeting minutes as submitted (Holley/Ellis). After
15 voice vote, **motion carried**.

16
17 **COMMISSION COMMENTS**

18 Commissioner Leland asked the commission if anyone has any ideas how to fill the
19 vacant seat. Commissioner Leland suggested asking past members if they might be
20 willing to be a commissioner again.

21
22 Commissioner Holley asked if the commissioner has to be a town resident.

23
24 Commissioner Leland stated the important thing for a new commissioner would be
25 being able to attend meetings and willingness to help with projects or take a project
26 on.

27
28 **APPOINT CHAIR AND VICE-CHAIR**

29 Commissioner Leland nominated Commissioner Holley to serve as Commission Chair
30 (seconded by Commissioner Newberry).

31
32 Commissioner Leland nominated Commissioner Newberry as Vice-Chair Commissioner
33 (seconded by Commissioner Ellis).

34
35 **Motion** – appoint Commissioner Holley as Commission Chair and Commissioner
36 Newberry as Vice-Chair (Leland/Ellis). After voice vote, **motion carried**.

37
38 **ITEMS FOR CONSIDERATION**

39 Discussion of Update for Museum Grant

40 Commissioner Leland updated the commission on the progress of the grant. He
41 stated Councilor Stuckey, who is working on the grant, came across a problem with

1 the grant process. The State Historical Society had updated the application form
2 with a conflict of interest requirement. The conflict is since the town owns the
3 museum building and Councilor Stuckey sits on the council that, would exclude him
4 from bidding on the museum project. Councilor Stuckey and Commissioner Ellis are
5 the only two architects in town that would be interested in this project. If Councilor
6 Stuckey or Commissioner Ellis are not allowed to do the grant then the town would
7 have to hire out of town. Commissioner Leland prepared a letter for the commission
8 to consider sending to the state to waive the conflict of interest. The commission
9 reviewed the letter and made changes to include waiving the conflict for
10 Commissioner Ellis. Commissioner Ellis would be very interested in helping with the
11 project. The commission approved the letter with the changes and Commission
12 Chair Holley will sign the letter, which is attached as exhibit A to these minutes.
13

14 Discussion of the New Castle Highland Cemetery Map/Walking Tour Map

15 The commission reviewed and discussed the bids for the cemetery map from Ann J.
16 Stuckey, owner of AJ Design & Associates, and Elyse Hutchinson, which are attached
17 as exhibit B & C to these minutes.
18

19 Commissioner Leland had three concerns regarding the cemetery map.
20

21 1) Identification of gravesites on the map. The gravesites would be color coded for
22 miners, settlers, veterans, mayors, notorious and historic people. Each gravesite
23 would be numbered and there would a key on the back of the map identifying the
24 person. Commissioner Leland suggested maybe not naming the veterans on the
25 map, just have it color coded as a veteran. The other issue is that the town has all
26 the names of the miners, just not sure where they are buried. There could be a
27 narrative on the back of the map explaining the unknown graves of some of the
28 miners. Commission Vice-Chair Newberry suggested referring people to the miner's
29 memorial in Burning Mountain Park for more information, which would be a good
30 way to get people to come to the downtown.
31

32 2) Commissioner Leland had talked with Ms. Hutchinson about putting
33 advertisements for local businesses on the bottom of the backside of the cemetery
34 map. Ms. Hutchinson stated that would not be a problem. Commission Vice-Chair
35 Newberry asked if having the advertisements would help offset the cost of preparing
36 and printing the cemetery map. Commissioner Leland stated that it would. He was
37 thought that at least four advertisements on along the bottom. Commissioner
38 Leland is not sure who to ask other than Alpine Bank. The commission also
39 discussed possible businesses to approach to purchase advertisements. The
40 commission also discussed the pricing for the advertisements. The commission came
41 to a consensus to charge \$250.00 for a 2x2 advertisement and \$125.00 for a 1x2
42 advertisement.
43

44 Commission Vice-Chair Newberry volunteered to talk with local businesses to solicit
45 for money for the advertisements.
46

1 3) The commission discussed both bids in regards to the cemetery map.
2

3 **Motion** – Accept the bid from Elyse Hutchinson to design the cemetery map and to
4 have Commissioner Ellis offer to prepare the cemetery map (Leland/Holley). After voice
5 vote, **motion carried**.
6

7 Commissioner Ellis volunteered to help with preparing of the cemetery map into a
8 format which would be available to both bidders to work with. Commissioner Chair
9 Holley stated she would compose a letter to Ms. Stuckey informing her of future
10 projects, which is attached as exhibit E to these minutes.
11

12 Commissioner Leland state he would compose a letter to Ms. Hutchinson informing
13 her of the commissions acceptance of her bid, which is attached as exhibit D to
14 these minutes.
15

16 **Motion** – Accept the bid from Elyse Hutchinson to design the cemetery map and to
17 have Commissioner Ellis offer to prepare the cemetery map (Leland/Holley). After voice
18 vote, **motion carried**.
19

20 Discussion of Rack Cards

21 There will be another Northwest Cultural Heritage Tourism Association meeting in
22 August which will be held in Meeker.
23

24 Discussion of Possible Grant Opportunities and Projects

25 No further action taken.
26

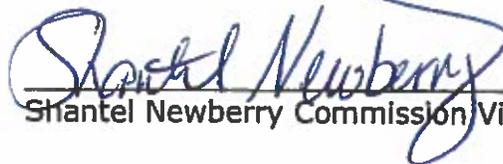
27 **SET NEXT MEETING**

28 The Commission set its next regular meeting for June 18, 2012 at 6:30pm.
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31 **ADJOURNED AT 8:15PM**
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TOWN OF NEW CASTLE
HISTORIC PRESERVATION COMMISSION


Shantel Newberry Commission Vice-Chair

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37
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39
40 ATTEST:

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42 
43 Mindy Gulliksen, Administrative Assistant/
44 Municipal Court Clerk
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