

Burlington Historical Preservation Advisory Board

SPECIAL MEETING: Tuesday, February 16, 2016 at 5:15PM

Burlington Parks and Recreation Center
900 E. Fairhaven Avenue – Burlington WA 98233
Parks Conference Room

Use the South Entrance off Washington Avenue

Agenda:

Call To Order	Edie Edmundson
Approval of Minutes 1-19-16	Edie Edmundson
Open Comment	Edie Edmundson
Old Business	Edie Edmundson
New Business	Edie Edmundson
Display Cases	Edie Edmundson
Board terms and appointments	Edie Edmundson
Adjourn	Edie Edmundson

Enclosures:

Updates; Minutes from 01/19/2016 board meeting

**UPDATES FOR
HISTORICAL PRESERVATION BOARD
SPECIAL MEETING
2/16/16 MEETING**

OPEN COMMENT

OLD BUSINESS

NEW BUSINESS

Display Cases

- A discussion will ensue with Paul Tingley (Buildings and Grounds Supervisor) about the display cases and what the board would like to see.

Board Terms and Appointments

Attached is a narrative of how the council appointments are set up and how they are listed to date. This will be on the February 25th council agenda. Appointments may change at that time.

NEXT MEETING: 5:00 pm on Tuesday, April 19, 2016 (THIRD Tuesday)

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 01/19/2016

Board Members Present:

Loren Cavanaugh, Edie Edmundson, Jesse Kennedy, Oscar Lagerlund and Chris Loving

MEETING CALLED TO ORDER by Chairperson Edie Edmundson at 5:08PM.

APPROVAL OF MINUTES: Chris Loving makes a motion to accept the minutes of the 10/27/2015 board meeting; Oscar Lagerlund seconds the motion. Those present are all in favor; motion is approved.

OPEN COMMENT

Loan Agreement Forms: Several years ago the board created two forms whose purpose was to: (1) document artifacts as potential acquisitions {“*Receipt for Consideration*” } and (2) to create an agreement between the board and the loaner of artifacts accepted for display {“*Loan-in/Loan Agreement*”}. Edie Edmundson explains that the two forms, in their current format, will be forwarded to board members in the near future along with new drafts of each that include suggested changes and considerations from Jesse Kennedy. Comprehensive forms and procedures will be essential once the board begins accepting artifacts for display. The forms will be included as a discussion topic on the board’s April agenda.

February Special Meeting: Edie Edmundson would like to schedule a special meeting between now and the next regularly scheduled one in April. The meeting’s agenda will include two items: (1) board member terms and election of officers; (2) the selection of cases for display of artifacts on-loan (see *New Business, 2016 Goals*). A date and time in February is preferable; Loren Cavanaugh will contact Edie next week to confirm specifics.

OLD BUSINESS

NEW BUSINESS

2016 Goals: Loren Cavanaugh reports that council approved up to \$15,000.00 for the purchase of cases to be used for the display of artifacts of historical interest to the Burlington community. The display cases will initially be set up in the hallway leading to the council chambers at City Hall. The board’s first goal for 2016 will be to select and complete the purchase of the display cases. The funds for the purchase are included with the Buildings and Grounds Department’s current budget. Loren Cavanaugh will invite the department’s supervisor, Paul Tingley to the special meeting so that the

board can begin moving towards this goal. With his specific knowledge of the features that will best display and preserve the displayed artifacts, Edie Edmundson asks Jesse Kennedy to participate in the selection/purchase process.

The board's second goal for 2016 will be to coordinate the first items to be displayed. Edie would like to see the cases and artifacts ready for an October grand-opening. Chris Loving remarks on historical items previously offered to the board, such as the Garl family bible, and how nice it will be to finally have the ability to accept them on loan.

Grant Applications: Now that the board has been confirmed as a member of the Certified Local Government (CLG) program, board members would like to identify available grants from the Department of Archaeology & Historic Preservation (DAHP). Jesse Kennedy shares a print out from DAHP's website regarding grants awarded for the 2016 fiscal year and the types of grants applied for. The DAHP's website offers detailed information about their available grants and the application process. With Margaret Fleek's recent retirement from the City, Oscar Lagerlund suggests that it would be helpful if she were to write down a summation of her to-date progress on grant information and also design review guidelines of historic properties. Edie Edmundson will contact Margaret Fleek to confirm her plans for continuing as a board member.

ADJOURNMENT: Meeting is concluded at 6:01PM.

NEXT MEETING: A special meeting has been scheduled for TUESDAY, 02/16/2016 at 5:15PM*. The next regularly scheduled board meeting will take place on the third Tuesday in April instead of the second one. Mark your calendar for April 19th, 5:00PM start time.

***Be sure to use the building's South Entrance off Washington Avenue.**

The meeting will be held in the Parks Conference Room of the Parks and Recreation Center at 900 E. Fairhaven Avenue. The Center's business entrance at Regent Street is locked by 4:30PM.

Minutes prepared by Shelley Johnstone, Secretary for Burlington Parks & Recreation.