

**Date/Time**

Wednesday, December 13, 2017, 5:30 pm

**Location**

Fuller Lodge, Throne Room  
2132 Central Avenue, Los Alamos, NM 87544

**Board Members**

- Mark Rayburn, (Chair), **Present**
- Leslie Linke, (Co-Chair), **Present**
- Jorge Maldonado, **Present**
- Patrick Moore, **Absent**

**Others Present**

- Barbara Lai, Senior Management Analyst
- Linda Matteson, Assistant to the County Manager
- Linda Deck, Vice-Chair, Lodgers' Tax Advisory Board and Liaison to HPAB

**I. Administrative Actions**

A. Call to Order/Introductions

As a quorum was present, the meeting was called to order at 5:25 pm.

B. Approval of Today's Agenda

The Agenda was approved with Linda Deck's, Vice Chair of the LTAB, item moved before the Wayfinding Report.

C. Public Comment/Public Hearings

No public comment.

D. Review/Approval of Meeting Minutes

The minutes of November 1, 2017 were approved with one revision - Board member, Jorge Maldonado was present at the November 1, meeting.

**II. Historic Preservation Business (Items for Discussion and Possible Action)**

A. Chairman's Report

**Discussion of Maintenance and Care of the Light Sconces in Fuller Lodge and the History Museum.**

Chair Rayburn discussed the possibility of restoring the New Mexico tin sconces at the History Museum by consulting an expert. The New Mexico tin used in the fabrication of the light fixtures requires specialized skills to restore them to their original state. Chair Rayburn suggested contracting with Bettina Raphael from Bandelier, an expert in sconce restoration.

Chair Rayburn also discussed the possibility of arming the sconces electronically so that they will not be stolen. Staff will follow up on these suggestions in the FY2019 Work Plan.

Chair Rayburn commented on improved appearance of the Oppenheimer and Groves statues since the Art in Public Places contractor refurbished them. The bronze plaques were also mentioned as a maintenance concern.

### III. Staff Reports

#### A. Reports and Updates

##### County-Wide Wayfinding Project

Ms. Matteson shared with the Board the status of the Wayfinding Project. The Citizens' Committee approached Wayfinding from the perspective of enhancing the ability to use a variety of tools to relay information to visitors. A firm from Santa Fe was brought in to talk about Wayfinding. Representatives from the firm discussed how to initiate a Wayfinding Plan. The County and Committee decided that it needed to hire an expert to develop a plan.

The Merje firm was selected to lead the Wayfinding Project. The first phase was discovery, which involved a review of past plans and measuring the pulse of the community. A steering committee was formed of County departments and organizations including the MainStreet Futures group, LTAB, and others.

From the early work, three designs were developed by Merje. Ms. Matteson presented each design and pointed out the advantages of each schematic design and how they highlighted the new County brand with consistent colors, metal frame, kiosks, etc. These three designs were presented to the steering committee, to stakeholder groups and to the community in a public meeting as well as through a survey. Merje reviewed the comments and returned back to Los Alamos with a fourth design concept that emphasized the brand. Ms. Matteson showed the design and passed around the actual finish that will be used for the reverse surface of the signs. She also presented the proposed sign locations and verbiage that will appear on each sign. Merje is preparing a bid package and costs. The RFP will be included in the Tourism Strategic Plan to go for Council approval.

##### Certified Local Government (CLG) Update

Ms. Lai reported to the Board that a draft CLG application was presented to Karla McWilliams, CLG Coordinator, and to Pilar Cannizzaro, Preservation Planning Manager in the NM Historic Preservation Division. We reviewed each State requirement in the draft and found a few issues in the HPAB Ordinance that need to be added. Ms. Lai also noted that she is working on mapping the State and Federal historic and cultural sites. She also requested resumes from Chair Rayburn and Mr. Moore.

FY2018 HPAB Meeting Calendar Draft

Ms. Lai presented the FY2018 Meeting Calendar to the Board. The Board approved the Calendar.

FY2019 Work Plan Discussion

Ms. Lai asked the members to think about priorities and projects for 2019 and bring ideas to the January meeting for discussion.

**IV. Informational Items**

Crown Communities 2017 Award Application

Ms. Lai presented the application for the Crown Communities with the Board. The application is for recognition of the excellence of the rehabilitation work on Fuller Lodge and the History Museum.

Liaison to the HPAB

Linda Deck, Liaison from the Lodgers' Tax Advisory Board to HPAB introduced herself to the Board. She stated that she is interested in the activities of the HPAB and how LTAB might interact with HPAB. Ms. Deck mentioned that the historic flavor of Los Alamos is unique and original as well as most interesting locale for visitors to the area.

Chair Rayburn discussed the designation of a local historic district which should include the Community Building and its parking lot.

**V. Public Comment**

No public comment.

**VI. Next Meeting(s)/Future Agenda Items**

The January meeting will be held on January 10, 2018, at 5:30 pm in the Throne Room in Fuller Lodge.

Agenda items for the January meeting include: Update on the Fuller Lodge Interpretive Plan, FY2019 Work Plan Draft, and Drainage Issues at the Museum.

**VII. Adjournment**

The meeting was adjourned at 6:43 pm.

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department at 662-8006 if a summary or other type of accessible format is needed.*