



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
NOVEMBER 6, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, November 6, 2023, at 4:31 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, Members Audra Kirk, and Dennis Rodriguez. Member Jaqueline Hallett was absent. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner / Project Manager Alexandra Cramer, Town Clerk Michelle Oeser, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Regular Minutes of October 2, 2023

Minutes were approved as written.

NEW BUSINESS

2. Discussion Regarding Historic Advisory Board Candidate

Ms. Cramer provided a Staff report.

Lynn Mitchell introduced herself to the Board.



3. Discussion Regarding the Draft Guidelines of the 2024 Town of Elizabeth Façade Grant Program

Ms. Cramer provided a Staff report. Discussion followed.

The vote of those Board Members present was unanimously in favor. Motion carried.

4. Discussion and Possible Action Regarding Plaques

Ms. Cramer provided a Staff report. Discussion followed.

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to allocate \$6,000 in funds for parties interested in the plaque program.

5. Discussion and Possible Action Regarding Promotional Swag Items

Ms. Cramer provided a Staff report on purchasing promotional swag. Discussion followed.

Motion by Historian Rasmussen, seconded by Member Kirk, to allocate \$2,500 in funds to purchase promotional t-shirts and mugs.

The vote of those Board Members present was unanimously in favor. Motion carried.

6. Discussion and Possible Action Regarding 2024 Meeting Schedule

Ms. Cramer provided a Staff report.

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve the proposed 2024 meeting dates for the Historic Advisory Board.

The vote of those Board Members present was unanimously in favor. Motion carried.

7. Discussion and Possible Action Regarding 2024 Proposed Budget and Workplan

Ms. Cramer provided a Staff report. Discussion followed.

STAFF REPORTS

- Planner / Project Manager Alexandra Cramer went through the written Staff report that was provided in the meeting packet.

BOARD REPORTS



TOWN OF ELIZABETH

- Historian Bob Rasmussen discussed the steps involved in the Oral History project.
- Chair John Quest told the Board that the Daughters of the American Revolution (DAR) will be laying wreathes at the Elizabeth cemetery on December 16th.
- Chair Quest stated that DAR is interested in supporting preservation projects in Town.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Member Rodriguez, to adjourn the meeting at 5:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



Chair John Quest



Town Clerk Michelle Oeser