

**TOWN OF PORTOLA VALLEY
Historic Resources Committee
Thursday, February 29, 2024, 4 PM
Heritage Room**

AGENDA

1. Call to Order

2. Oral Communications

3. Approval of Minutes – Regular meeting of April 6, 2023

4. New Business

New status of committee

Review of charter

Status of Hawthorns and Chilean Woodchopper's house

60th anniversary plans

Status of seismograph

Status of progress toward online presence

5. Other Business

Re-authorization of petty-cash expenditures

7. Adjournment

Addendum

Minutes of April 6, 2023

Minutes: Historic Resources Committee

Date: Thursday, April 6, 2023 4:00 p.m.

1). CALL TO ORDER: 4: 07 p.m.

1). ROLL CALL: Attending: Nancy Lund, Jim Lipman, Patty Dewes, Terry Hicks, Mary Hufty (Town Council Liaison). This represents a quorum. **Absent:** Virginia Bacon

2). ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA: None

3). APPROVAL OF MINUTES: Minutes of amended minutes (spelling of Patty Dewes) of April 22, 2022 were approved.

4). NEW BUSINESS:

a. Review of activities and long-range plans: The Committee agreed to continue the effort to make our archived records available to the public. We will work with the Town Staff to understand the

capabilities, timing and resources for the work needed and then make a proposal to the Town Council.

b. Committee status: It was decided that the Committee would like to apply to the Town Council for status as a non-Brown Act Working Group.

c. Discussion of plaque for historic preservation activities: It was recommended that we purchase and present plaques to the following sites to recognize their efforts and sensitivity to retain their historic nature: Jelich House, Mangini Roadhouse, Hallett Store, Casa de Tableta (Alpine Beer Garden), and Fitzhugh Windmill. Motion was approved.

d. Determining budget request for 2023-2024: The following budget proposal was approved:

\$ 500 – archival purchases

\$1000 – professional scanning

\$2000 – developing our online archival presence

\$3500 – Total

5). OTHER/NEW BUSINESS

a. Re-authorization of petty-cash expenditures: Motion was approved for \$250.

b. The Committee would like to review additional sites that may be added to the General Plan as Historic Elements. This work will be ongoing.

c. The Committee would like to review the Charter for possible revision. Dewes will obtain the charter and distribute it to the Committee.

6. ADJOURNMENT: 4:50 p.m.

1.5.12

HISTORIC RESOURCES COMMITTEE CHARTER

OBJECTIVE

To procure, organize, preserve, and make available for review and/or display archival materials likely to be of significant, general interest over a prolong period of time to residents of the Portola Valley region.

DUTIES AND FUNCTIONS

1. The Committee shall maintain and supervise the use of an Archive located at the Town Center, providing file cases, photograph albums, etc., as required for the safe, organized storage of archival materials.
2. The criteria and procedures for the acceptance, organization, storage, use and disposal of materials accumulated shall be as determined by the Committee.
3. The Committee shall make known to the public that a secure, publicly-managed Archive is available to receive contributions. The Committee shall actively promote an awareness within

the community of the importance of accumulating local historical documentation. Potential sources shall be identified and donations solicited. Suitable materials shall be made available for public display.

4. Measures to record matters of current importance for future use shall be instituted, including the continuous filing of newspaper clippings, photographs of notable people, places, and events shall be taken. An acquisition book listing items received shall be kept.

RESPONSIBLE TO

The Town Council

MEMBERSHIP

Seven members appointed by Mayor with Council concurrence. May include Town Historian. One year terms. Rotating chair selected by Committee.

MEETINGS

Held on Second Thursday of month at 3:30 p.m. in Room 1.

11/5/97