



AGENDA

Waterford, Virginia Historic District

National Historic Landmark Documentation Update Project

Date: September 20, 2018, 10:00 a.m.

Location: Teleconference (number removed)

Attendees: UD-Center for Historic architecture & Design (CHAD): Catherine Morrissey,
Michael Emmons, Kevin Barni
NPS: Kathryn Smith, NHL Program Coordinator, National Capital Region

Agenda

1. Introductions
2. Project Overview (Kathryn)
3. Roles & Communication Protocols (Kathryn & Dan)
4. Project Scope & Deliverables Discussion (all)
5. Research & Sources - existing documentation & needs (all)
6. Schedule & Process
7. Questions & Further Discussion

Meeting Notes:

Attendees introduced themselves. Kathryn indicated that Dan Filer, the region's CESU Coordinator could not attend but will be the point of contact (POC) for agreement related questions, especially financial questions.

Kathryn summarized the project goals & objectives and went through roles and responsibilities:

- Kathryn will be the primary NPS POC. She can answer technical questions, coordinate logistics, and refer the partners to the proper NPS or state or local authorities who are assisting in the project.
- LaQuita Palmer is the awarding officer for the agreement. She is the only one who can amend the content of the agreement.
- Kathryn will make contact with nearby NPS units to see if they are interested in supporting or participating in the project and to keep them informed about the project and its progress.
 - Local partners: Loudoun County Planning office – Heidi Siebentritt
 - Local non-profit: Waterford Foundation – Margaret Good, President. Non-profit whose mission it is to preserve the historic buildings and the open spaces of the National Historic Landmark. Town historian – Bronwen Souter
 - State partners: Virginia Department of historic Resources (VDHR) (VA SHPO) staff: Aubrey Von Lindern, Blake McDonald, Casey Dehaven (easements). The state will provide guidance on how to do survey in Virginia; how to access and do data entry in the state database: VCRIS, numbering and organization of survey files, and past documentation (via the database or can request copies of paper files when necessary).
- Kathryn requested that any public outreach efforts be coordinator through her and NCR's communications office.

Michael asked about methods for public outreach and notification of owners prior to fieldwork. Kathryn responded that she will check in with the state and local partners to see what they would recommend and if they could support this step.

Kathryn generally outlined the difference between a NHL and a National Register nomination. Explained that it does not need to be lengthy or exhaustive in its description or historical narrative, but must encapsulate primary arguments for the property's national significance and thus clearly capture & illustrate the property's features and attributes/associations that make it of national significance and illuminate how it fits within one or more national contexts.

There was a discussion of how the district might have national significance in the history of historic preservation. The determination was that further research would be needed, but that this was a worthy topic to explore. Kathryn confirmed that it is possible to have an extended period

of significance to encompass important historic preservation efforts or to have discontinuous periods of significance covering different eras in the town's development. She gave Old Salem NHL District as an example.

Kathryn outlined the type of background material that NPS can provide and indicated that the Waterford Foundation, the state, and the county may have additional material. Kathryn will compile and send the background materials and sample nominations, along with the NHL template form and guidelines to Cate.

Landscapes: Kathryn explained how the nomination will need to include an analysis of the landscape features and characteristics that contribute to the NHL significance and integrity. Kathryn will send Cultural landscape documentation guidelines. Cate indicated that UD has landscape architecture professors who have an interest in historic landscapes and may be able to collaborate on this work.

Research Design: Discussed the requirement that a research design outlining how the work will proceed, when deliverables will be submitted, and when progress meetings will happen. Research design will lay out path forward, will establish a timeline, products, methods, and progress meetings – it will include a project schedule Due date for the research design (3-4 weeks): **On or before October 19, 2018.**

Discussed the need for a second kick-off meeting to include the local and state partners and to be held on site. Cate promised to send potential dates in October. (Received 9/24/2018).

Schedule & Process:

Period of Performance: September 13, 2018 – March 31, 2020

NHL Committee meets twice a year – spring and fall. Aim is to have this nomination ready for spring 2020 meeting – so we should aim for final products submitted around the end of calendar year 2019.

Baseline documents to be provided:

- 1969 NHL Nomination & contents of NHL file – includes several research reports and background info
- Background on African American school
- HABS records
- VCRIS entries
- VDHR Easement records
- National Register additional documentation for a single property in the district

- Waterford Area Management plan, 1987
- Waterford, The Challenge, n.d.
- Waterford NHL: Its Significance & Protection, Waterford Foundation, May 1989
- Linking the Past to the Future: A Landscape Conservation Strategy for Waterford, Virginia (1992)
- Guidelines: How to Prepare a NHL Nomination; Cultural landscape guidelines
- Templates: NHL Form and attachments, executive summary samples, Powerpoint presentation template
- NHL nomination examples; examples of comparative analysis sections

Note: Need to ask for Mapping/ GIS layers from County

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