

Town of New Paltz Historic Preservation Commission Meeting

Wednesday February 27th 2013 7:30PM - 9:30PM at the Town Hall

Commissioners attending: John Orfitelli (Chair), Caryn Sobel, Helen Christie, and David Gilmour along with Town Board Liaison, Kitty Brown. Also attending was Stephen Warren who has applied for the Commission position left by Katherine Interrante.

Agenda

1. Public Comment
2. Review/Approve Minutes for November and January
3. 2012 Grant
 - Library Fees
 - Grant Objectives Review w/Josh Simons
 - Reference Photos/Site Evaluations
 - Activity Journal
4. Mohonk Project: Gatehouse Designation Material
5. Landmark Designation Signage
6. HPC Web
 - Google API Upgrade
 - Access
 - WebMaster
7. Outreach Initiative
 - HPC DVD Cover and Insert
 - PowerPoint Presentation
 - List of Venues
8. Recruiting Activity

Minutes

Meeting was called to order at 7:35pm by motion from John Orfitelli and seconded by Caryn Sobel. Motion carried.

1. Public Comment: No public comments were received.

2. Review/Approve Minutes for November 2012 and January 2013: Motion to approval meeting minutes made by Caryn Sobel was seconded by John Orfitelli. Motion carried.

3. 2012 Grant: Photo Morphing Project

- **Library Fees:** John Orfitelli visited Carol Johnson at the Library on 2/6 and received the fee schedule for digitizing photos. Kitty Brown agreed to arrange a meeting with members of the Library Board, Town Supervisor, and Town HPC Chair, along with Carol Johnson and John Giralico to discuss the fee schedule and current policy.
- **Grant Objectives Review w/Josh Simons:** John Orfitelli and David Gilmour met with Josh Simons on 1/25 at CRREO to review the grant objectives and establish a timeline for completion.

Notes from the meeting (also refer to HPC Meeting minutes for January 2013)

- **Current grant scope** will be limited to having one student take photos at the same locations as the reference photos and create the animation files using photo morphing software. Reference photos will be selected by the Commission.
- **Primary source** will be the Haviland-Heidgerd Historical Collection at the Elting Memorial Library. John Orfitelli agreed to establish agreement with Carol Johnson regarding permissions for scanning photos and related documents. Josh to provide letters/e-mails from prior interaction between the Village HPC and the Library regarding previous interaction on this same matter.
- **Josh agreed to reach out to history professors** to determine student interest in helping the Commission. Students would augment the photos with additional research on the particular locations through independent study.
- **Project Objective** will be to select 10 sites from the Intensive Level survey with 2 photos per site. These sites would be divided into 5 examples which exemplify good preservation practices (Empire State Bank, White Duck Farm) and 5 examples (Putt Corners) of how changes have impacted historic areas.
- **An Incremental approach** will be used to complete the project within Spring semester. Photos will be collected and animations created in small groups i.e. the Commission and student will begin with 2 sites, collect photos, and create animated files then proceed to the next two sites, and so on until 10 sites have been completed. The basic process flow consists of these steps:
 - Establish site location
 - Obtain reference photo
 - Review site to validate historic significance
 - Provide site/photo to student
 - Student to assess technical viability to replicate photo
 - Student takes photo(s)
 - Student provides animation for review by Commission via e-mail
- **Timeline:**
 - 1/24 – 2/15 Formalize plan, resolve access issues
 - 2/15 – 4/15 Select sites, photos, create animation per incremental approach
 - 4/15 – 5/15 Finalize any changes, reviews with Commission
 - 5/15 Project Deliverables provided to SHPO (final report)
- **Journal** of volunteer time will be kept by John Orfitelli.
- **Reference Photos/Site Evaluations:** Minimal survey work was completed over the past several weeks due to family related events. Research and site evaluations are expected to take place in earnest over the next several weeks.
- **Activity Journal:** John Orfitelli has created a spreadsheet to serve as a project journal.

4. Mohonk Project: Gatehouse Designation Material: Caryn met with Nell Boucher to get documentation on the Testimonial Gateway for landmarking. Nell had an abundance of material ready, including photos of the Gatehouse interior and exteriors, views that showed some of the grounds, etc. Priscilla Smiley was also there, and provided Caryn with firsthand documentation via ledgers, letters, etc. of the construction of the property. The construction has been meticulously documented; not only the Gatehouse itself, but the water works, including the fountains.

Caryn will continue her work on the landmarking package, using the SHPO Historic Inventory form. David Gilmour brought up the question of the geographical boundaries of the property—original boundaries, whether these are multiple lots or not, etc.

The original purchase earmarked for the Testimonial Gateway was thirty acres. Paul Huth has forwarded a request from Caryn to Glenn Hoagland for clarification on the boundary lines, and Helen Christie has offered to help me determine these through the Town records.

As for the rest of the Mohonk Project, Paul also e-mailed Caryn that with spring coming, they will be starting to go into the field again to measure and georeference the properties. Caryn will be accompanying classmate Emily (she is a Preserve intern this semester) on some of these trips, so addition information will be obtained.

5. Landmark Designation Signage: Caryn Sobel provided John Orfitelli with the link to the vendor who has supplied landmark designation plaques to the Village HPC. John contacted the vendor and obtained the design (attached), reference number (#18301), and the following pricing structure:

- Base price is \$134
- HPC: 1-9 \$121 (discounted 10%)
- HPC: 9-24 \$107 (discounted 20%).

The Commission agreed that responsibility for the plaque purchase would be determined on a case-by-case basis.

6. HPC Web

- **Google API Upgrade:** Josh Simons agreed to provide an estimate for this work that is required to allow our map site to function once the upgraded Google API is released.
- **Access:** Issues preventing access to our map site as a result of hurricane Irene have been resolved by Josh Simons. Josh agreed to attend our next meeting and provide a tutorial for using the site and editor.
- **WebMaster:** John Orfitelli has been working with Carol Connelly to recruit a webmaster to help restore the Town site and possibly rebuild the site from scratch. The current site has proven to be difficult to use and a secure documents upload process needs to be created to facilitate updates by committees.

7. Outreach Initiative

- **HPC DVD Cover and Insert:** John Orfitelli obtained the artwork from the Map Video DVD along with the HPC brochure text and used them to create a cover and booklet for the HPC DVD case. A prototype was shown to the Commission. John will proceed to make a few tweaks, get copies made, and package a set of DVDs for distribution at various venues.
- **PowerPoint Presentation:** John Orfitelli agreed to complete a short PowerPoint presentation for use at meetings with various organizations. The slides will provide an overview of the Town and Village HPCs, recent grant activities, and introduce the map video.
- **List of Venues:** The following list represents the current set of venues for presentations of our Interactive On-Line Map Video (not in order of priority).
 - Retired Men of New Paltz
 - Woodland Pond
 - ROTARY INTERNATIONAL

- NEW PALTZ CHAMBER OF COMMERCE
- St Josephs Church
- DUBOIS FAMILY ASSOCIATION
- Elting Memorial Library
- HASBROUCK FAMILY ASSOCIATION INC
- HUGUENOT HISTORICAL SOCIETY NEW PALTZ N Y INC
- INTERNATIONAL ASSOCIATION OF LIONS CLUBS
- KIWANIS INTERNATIONAL INC
- MOHONK PRESERVE INC
- MOUNTAIN LAUREL WALDORF SCHOOL INC
- NEW PALTZ CENTRAL FOUNDATION FOR STUDENT ENHANCEMENT
- NEW PALTZ DEVELOPMENT CORPORATION
- REDEEMER EVANGELICAL LUTHERAN CHURCH
- REFORMED CHURCH
- SONS OF ITALY IN AMERICA
- SUNY NEW PALTZ ALUMNI ASSOC INC
- UNISON LEARNING CENTER INC
- VETERANS OF FOREIGN WARS
- WALLKILL VALLEY LAND TRUST INC

8. Recruiting Activity: John Orfitelli provided Carol Connolly (assistant to the Town Supervisor, Susan Zimet) with a copy of the resignation letter from Kathleen Interrante for distribution to the Town Board. In addition, John requested that Carol submit a press release for publication in the New Paltz Times announcing the availability of a position on the Commission.

The Commission met with Stephen Warren at this meeting who, earlier in the month, submitted a letter requesting our consideration for appointment to the Commission along with his resume. A motion was made by David Gilmour to reiterate acceptance of Katherine Interrante's resignation and recommend Stephen to the Town Board for appointment to the Commission.. Motion was seconded by Helen Christie. Motion carried.

Also,

- Helen Christie handed out the Annual Financial Disclosure forms for Commissioners to complete and return to the Town Clerk.
- No meeting will be held in March. Two meetings will be scheduled for April. Proposed dates are 4/10 and 4/24.

Motion to adjourn was made by Helen Christie and seconded by Caryn Sobel. Motion carried.
Meeting adjourned at 9:20.