

Town of New Paltz Historic Preservation Commission Meeting

Wednesday January 22nd 2013 7:30PM - 9:30PM at the Town Hall

Commissioners attending: John Orfitelli (Chair), Helen Christie (Vice Chair), Caryn Sobel (via phone), Steve Warren, and David Gilmour (arrived at 8:10pm) along with Town Board Liaison, Dan Torres (arrived at 9:05pm after attending a joint Town Board Meeting at the Village Hall).

Also attending was Maggie Pankowski, a senior at New Paltz High School, who is considering working with the Commission as part of an Advanced Placement class in Comparative Government.

Agenda

1. Public Comment
2. Review/Approve Minutes from December
3. Landmark Initiative Grant
 - RFP Draft: Final Edits
 - List of Candidate Properties
 - Next Steps
4. HPC Code of Ethics
5. Use of Social Media for Outreach
6. Preservation League Nomination
7. Affordable Housing and Historic Preservation
8. White Duck Farm Designation
9. Testimonial Gateway Designation
10. Town Historian Job Description

Minutes

Meeting was called to order at 7:50pm by motion from Helen Christie, seconded by Caryn Sobel. Motion carried.

1. **Public Comment:** No public comments were received.
2. **Review/Approve Minutes from December:** A motion to approve meeting minutes as amended from December 18th, 2013 was made by Helen Christie, seconded by Caryn Sobel. Motion Carried.
3. **Landmark Initiative Grant**
 - **RFP Draft:** Dave Gilmour agreed to make a final pass at editing the RFP over the next few days. Specific areas include tasks, minimal deliverables, scope and schedule. Dave suggested that the narrative response should be concise and limited to three pages. John Orfitelli agreed to contact Lorraine Weiss to obtain the name/contact information of the newly appointed SHPO representative for our area and reach out to her for recommendations on the RFP content.
 - **List of Candidate Properties:** Steven Warren provided a partial printout of the Excel spreadsheet inventory created by Neil Larsen through a prior SHPO grant. John Orfitelli agreed to send Steve the full excel file which will serve as the candidate list. Steve agreed to select 10-15 structures that remain authentic examples of the period architecture and speak with owners on their interest in having the property landmarked by the Commission. Criteria for selection include:
 - 1) Least amount of change (additions, etc.)
 - 2) Use of original materials in construction

- 3) Character of the area
- 4) Location with a hamlet
- 5) Degree the property may be threatened

John Orfitelli agreed to contact Lorraine Weiss to review our process for choosing a consultant.

- **Next Steps:**

- 1) Helen Christie agreed to prepare a list of mailing addresses for the consultants that have been identified to receive the RFP (ref: December Meeting Minutes).
- 2) A property list will be provided by Steve Warren for review by the Commission on or before our next meeting in February.

4. **HPC Code of Ethics:** John Orfitelli presented a Code of Ethics originally developed by the National Alliance of Preservation Commissions and modified slightly for use by the Town of New Paltz HPC. John agreed to share the Code of Ethics with Alan Stout for review by the New Paltz Ethics Board.
5. **Use of Social Media for Outreach:** Dan Torres recently drafted a Social Media Policy for the Town of New Paltz and agreed to provide a copy for review by the HPC. Caryn Sobel has been promoting the use of Social media as a powerful outreach tool for the Commission to bring awareness of the On-Line Map, Landmark Initiatives, and importance of Historic Preservation to the community.

Local Outreach (Town) ↔ Facebook and Twitter ↔ External Groups (HPCs)

The Commission discussed utilizing the Town's SM accounts, as well as, creating accounts unique to the HPC.

6. **Preservation League Nomination:** Dave Gilmour cited the outstanding efforts by the Mohonk Preserve to incorporate green and sustainable practices, their positive impact on the Community, and overall contribution to historic preservation, as deserving of an Award for Excellence in Historic Preservation by the Preservation League of New York. The Land Asset Management Plan (LAMP) created by the Mohonk Preserve provides for quality historic landscape stewardship and it was a valuable tool for facilitating Landmarking and preservation of the Gatehouse. The nominations for 2014 must be submitted by February 13th. Dave agreed to complete and submit the nomination package for the Commission which holds a membership to the PLNY.

A motion to allow David Gilmour to proceed with the nomination as outlined above was made by Steve Warren, seconded by John Orfitelli. Motion carried.

7. **Affordable Housing and Historic Preservation:** Dave Gilmour is planning to conduct a seminar on Affordable Housing and Historic Preservation in May 2014. A motion was made by Helen Christie to add the Town of New Paltz HPC as a participant. Motion was seconded by Steve Warren. Motion carried. Dave will provide details as plans are formalized.
8. **White Duck Farm Designation:** A potential document recording issue was exposed by Helen Christie who recently requested the Landmark Designation records on White Duck Farm from the Ulster County Clerk's office. The records could not be found along with those of the Testimonial Gateway. Dave Gilmour agreed to contact Richard Miller who served as the chair of the Commission at the time to determine whether the designation had actually been recorded with the Ulster County Clerk. John Orfitelli agreed to contact Joe Moriello to review the process used to record the designations and where exactly they may be located.
9. **Testimonial Gateway Designation:** Caryn Sobel will be consulting with an Adobe expert to determine how to add pages numbers and an index to the landmark document.

10. Town Historian Job Description: Dan Torres provided the Commission with a job description of Town Historian for consideration by the Commission. Maggie Pankowski agreed to conduct research on how other neighboring towns describe the job of Town Historian along with related materials for use in creating roles and responsibilities of a Town Historian.

Other Items:

- Dan Torres presented updated Town seal artwork which he is planning to present to the Town Board for their consideration. The Commission agreed that the updated version is more representative of the style and content of the original seal adopted by the Town in 1966.
- Dan Torres would also like pictures displayed in the Town Hall that show how the Town appeared at the turn of the century. John Orfitelli suggested that Dan work directly with Carol Johnson to select the best photos from the collection at the Library.
- Dave Gilmour inquired about the status of his term renewal to the Commission. John Orfitelli agreed to contact the Town Supervision, Susan Zimet, to be sure the Town Board had received approval from the Commission in December 2013 to have Dave's term renewed through to 2018.
- After attending our meeting, Maggie Pankowski, agreed to continue working with the Commission as part of her class. As mentioned above, she will help clarify the job description for Town Historian. Welcome aboard Maggie!

Motion to adjourn was made by David Gilmour and seconded by Helen Christie. Motion carried. Meeting adjourned at 9:50.