

Town of New Paltz Historic Preservation Commission Meeting

Wednesday July 17th 2013 7:30PM - 9:30PM at the Town Hall

Commissioners attending: John Orfitelli (Chair), Helen Christie (Vice Chair), Steve Warren, and Dave Gilmour, along with Town Board Liason, Kitty Brown. Caryn Sobel was not able to attend due to illness.

Agenda

1. Public Comment
2. Testimonial Gatehouse Designation
3. 2013 Grant Revision
4. Review/Approve Minutes from May and June

Minutes

Meeting was called to order at 7:34pm by motion from Steve Warren and seconded by Helen Christie. Motion carried.

1. Public Comment: No public comments were received.

2. Testimonial Gatehouse Designation: Caryn reported via e-mail that she continues to make progress on the historical significance portion of the nomination and provided a draft intro that presents her ideas for this section.

Caryn plans to solicit help from Bill Rhodes to validate that her description of the Gatehouse is consistent with the current practice in describing historic landmark architectures. Material from the conditions report by Sterns will also be added to the architectural description.

The Commission requested that Caryn provide the draft nomination for review by Commission members 7-10 days prior to our August meeting if possible.

It was noted that the owner's signature (OSI and/or Mohonk Preserve) will be required on the nomination and that it should describe the Testimonial Gatehouse in context to the overall Mohonk property along with a reference to the National Register.

The Commission needs to confirm that part of a whole parcel can indeed be designated. Helen Christie agreed to obtain a digital file (pdf) of the subdivision from Patti Brooks and create a list of abutters from the assessor's office. John Orfitelli will send Helen the abutter notification form letter.

Once the Commission accepts the Nomination, a public hearing will be scheduled (tgt meeting on Sept 18th) and abutter notifications will be sent, and signage posted.

3. 2013 Grant Revision: John Orfitelli presented the following summary of recent correspondence with Lorraine Weiss from SHPO along with the original 2013 grant proposal and his ideas for revising the grant scope to incorporate recommendations from Lorraine.

6/26/2013 Letter from Lorraine Weiss

Hello-

I wanted to let you know our thoughts about the Town of New Paltz's CLG grant proposal. We would like to suggest that you shift the emphasis of the project. The preservation commission has done a great job of building a successful partnership with CRREO to produce the innovative online map project. After several years of work on the website, however, we believe that it would be useful to assess the

effectiveness of the resource before more material is added. We understand that the commission plans to promote the use of the website, and we suggest that CREEO might do follow up work to evaluate the public's experience with the online maps and potential impact on support for preservation efforts.

We would like the main focus of the work in FY2013 to concentrate on increasing the number of locally-designated properties. To that end, we suggest that the CLG use grant funds to hire a consultant who would develop nominations for the 20 properties indicated in the application. The materials developed could serve as a model for the commission to use for subsequent designations.

We hope you understand the goals behind our suggestions for a revised scope of work. I will be glad to discuss your thoughts about our ideas. Please call (or write) at your convenience.

*Regards,
Lorraine*

*Lorraine E. Weiss
Historic Preservation Planner
NYS Division for Historic Preservation*

Original 2013 Grant Proposal Submitted to SHPO

- A. Continue to build awareness for historic preservation through outreach efforts and to
- B. add information associated with the properties displayed in the interactive on-line mapping application by digitizing documents and photographs from available historical records.

Specific Tasks:

- 1. Present the On-Line Map Promotional Video created by CRREO in least three well publicized public venues to promote the landmark designation process to create public and private support for the designation of more properties;
- 2. Utilize existing historical documents to research up to 20 properties which will be considered for designation as local landmarks by the Town of New Paltz Historic Preservation Commission;
- 3. Write narrative descriptions, obtain and digitize supporting photographs and documents associated with the properties;
- 4. Organize and upload the collected digital documents to the Interactive Map Web Site and prepare designation packets;
- 5. Utilize designation packets to designate the properties as local landmarks.

Revised Proposal

There were three distinct efforts highlighted in our original proposal, namely,

- A. Outreach Effort to Build Public Awareness: Task 1
- B. Research Properties, Prepare Nominations, Designate: Tasks 2, 3, 4, 5
- C. Add Material to Map Site: Task 4

Recommendation: Emphasize Designations and Use of Consultant

- A. Outreach Initiative: CRREO (\$) and HPC (time)
 - a. Presentations (PowerPoint and Video)
 - b. Newspaper Articles (New Paltz Times, Freeman, Journal,...)
 - c. Use of Social Media (Facebook, LinkedIn, ...)
 - d. Utilize Google Metrics
 - e. Assess Effectiveness
- B. Designation Effort: Consultant (\$) and HPC (time)
 - a. Research 20 Properties
 - b. Meet with Owners
 - c. Prepare Nomination Packets (subset of 20)
 - d. Hold Public Hearings
 - e. Send Abutter Notifications
 - f. Present to HPC for Approval
 - g. Create/Submit Memorandum of Decision
 - h. Add Material to Map Site

The consensus of the Commission was that the 2013 grant should emphasize the use of a consultant for both conducting outreach, as well as, creating a designation process and packages for review and approval by the Commission.

The Commission will focus on creating a job description that will articulate the qualifications of a consultant that can perform community outreach and conduct research on properties nominated for designation. John Orfitelli agreed to follow-up with Lorraine to obtain any recruitment guidelines from SHPO that might apply.

Those on the Commission interested in working with the consultant as an intern would be encouraged to do so. The list of consultants provided by Lorraine Weiss along with those identified by the Preservation League of New York will be used as a starting point. An RPQ will be prepared and sent to ten candidates. The grant amount and final scope will be scaled based on rates provided by the consultants.

4. Review/Approve Minutes from May and June: A motion to approve minutes from May and June was made by Steve Warren and seconded by Helen Christie. Motion carried. Approved minutes will be published on the HPC web site.

Motion to adjourn was made by Steve Warren and seconded by Helen Christie. Motion carried.
Meeting adjourned at 9:08.