

Town of New Paltz Historic Preservation Commission Meeting **Wednesday November 20th 2013 7:30PM - 9:30PM at the Town Hall**

Commissioners attending: John Orfitelli (Chair), Helen Christie (Vice Chair), Caryn Sobel, and Steve Warren along with Town Board Liaison, Kitty Brown.

Agenda

1. Public Comment
2. Testimonial Gateway Designation
 - Review Final Actions Completed since October Meeting
3. Update on Grant Activities
 - Photo Morphing Grant Final Report
 - 2013 Grant: Outreach Initiative and Designation Effort
 - Job Description for Consultant and RFP
4. Review/Approve Minutes from August, September, and October
5. Use of Social Media to Promote Historic Preservation

Minutes

Meeting was called to order at 7:38pm by motion from Helen Christie, seconded by Steve Warren. Motion carried.

1. Public Comment: No public comments were received.

2. Testimonial Gateway Designation: The following is the status on several follow up actions associated with the designation:

- The recording taken by Dave Gilmour of the October public hearing has been transferred to Helen Christies's office computer.
- The completed designation package is available on the HPC web site.
- Updates to be made by Caryn Sobel include:
 - Addition of a Contents page
 - Addition of an aerial map
- John Orfitelli agreed to add dates to Page 6 and send back to Caryn who will reinsert into the package.
- A link to the designation document will also be provided by Caryn on her Facebook, Twitter, and LinkedIn accounts.

3. Update on Grant Activities

• **Photo Morphing Grant Final Report:** John Orfitelli has completed the final report and once the check number for the final payment is available he will submit to SHPO.

• **2013 Grant: Outreach Initiative and Designation Effort:** The Commission reviewed the revised work scope submitted to Lorraine Weiss at SHPO for her comments. There was general agreement that HPC resources alone could be used to support the Outreach Initiative outlined in Part A. The Designation Effort was modified to limit the number of properties to ten and added items a., j., and k. as outlined below:

B. Designation Effort: Consultant (\$) and HPC (time)

- a. Identify 10 Candidate Properties
- b. Research Selected Properties

- c. Meet with Owners
- d. Prepare Nomination Packets
- e. Hold Public Hearings
- f. Send Abutter Notifications and Post Signs
- g. Present to HPC for Approval
- h. Create/Submit Memorandum of Decision
- i. Add Material to Map Site
- j. Obtain Plaques
- k. Hold Recognition Ceremony

The following tasks and Commissioner responsible were identified as next steps:

Caryn:

- Review the list of consultants provided by Lorraine Weiss and select 5 candidates for presentation to the Commission for consideration at our next meeting in December.
- Create a Job Description for a Consultant to use in an RFP.

Steve:

- Create a list of 10 candidate properties and prepare a brief synopsis for presentation to the Commission at our next meeting in December.

John:

- Contact Town Attorney, Joe Moriello, to establish the process for securing a consultant and the RFP form for use by the Commission.
- **Job Description for Consultant and RFP (see item above).**

4. Review/Approve Minutes from August, September, and October:

- Motion to Approve Minutes for August was made by Steve Warren, seconded by Caryn Sobel, Motion Carried.
- Motion to Approve Minutes for September was made by Caryn Sobel, seconded by Helen Christie, Motion Carried.
- Motion to Approve Minutes for October as amended was made by Steve Warren, seconded by Caryn Sobel, Motion Carried.

5. Use of Social Media to Promote Historic Preservation: Social media has become a powerful tool in creating community awareness in almost every aspect of our lives. Caryn Sobel provided an overview of how social media and Facebook in particular could be used to promote historic preservation. Caryn agreed to create a prototype Facebook page to better illustrate to the Commission how various features on Facebook are used and the potential for broadening awareness of Historic Preservation.

Motion to adjourn was made by John Orfitelli and seconded by Steve Warren. Motion carried.
Meeting adjourned at 9:45.