

**Town of New Paltz Historic Preservation Commission Meeting**  
**Wednesday September 15<sup>th</sup> 2010 7:30PM - 9:30PM at the Town Hall**

Attendees: Town HPC Commissioners John Orfitelli (Chair), Helen Christie (Vice Chair), David Gilmour, and Town Board Liaison, Kitty Brown.

**Agenda**

- 1) Public Comment
- 2) Comprehensive Plan for Town
- 3) Clarification of Role and New Meeting Date
- 4) Status of Grant Activity
- 5) Process for Material Submitted to HPC
- 6) Review/approve minutes from prior meetings

**Minutes**

Meeting opened for public comment at 7:36 PM.

**1) Public Comment:** No public comments were received.

**2) Comprehensive Plan for Town**

The Commission briefly discussed updates regarding the Town Comprehensive plan.

**3) Clarification of Role**

Role of the vice chair is to conduct meetings in the absence of the Chair and also serve as recording secretary. Meetings will be held on the third Wednesday of the month.

**4) Status of Grant Activity**

John Orfitelli presented the following status of the application/recovery actions for the grants in process..

1) Population Growth Map: Uses left over 2009 money from SHPO.. applied/approved, work is scheduled to be completed by 10/31.. no match required, we'll receive 100% back of \$2,490.. this grant is being 'packaged' by SHPO with the original GIS Mapping Project so that we'll apply/recover both at one time (see next item)...

2) GIS Mapping Project: 2010 grant cycle.. work is completed.. we expect to obtain the invoice for the last phase soon and submit voucher prior to 10/13.. since recovery for this grant has been combined with the Pop Growth Map, SHPO has extended the deadline for recovery application to 11/15... to meet Town voucher and Board meeting dates, we'll need to request a 'Pre-pay' for the \$2,490 at the next Board meeting on 10/21 so that we can submit recovery application as soon as work is completed on Pop Growth Map on 10/31.  
Not sure if recovery money will be issued back to us this year...

3) Time Lapse Photo Project: Uses left over 2010 money from SHPO.. applied, waiting for response from SHPO.. work is expected to be completed by May 2011.. no match required, we'll receive 100% back of \$2,590.. expecting recovery money will be applied for and received in 2011.

4) Historic Map Enhancement: New 2011 grant that extends work on #2.. proposal has been submitted, waiting for response from SHPO.. this grant was what I presented at Board meeting and resolution was recently approved by the Board.. budget shows \$3000 is required to be paid in 2011 (also includes \$2189

in volunteer time which is included in the match). Expect work to be completed by May-June 2011 with application for recovery submitted and money received by YE 2011.

#### **5) Process for Material Submitted to HPC**

As reported in August, several work items involving both Commissions are needed to be completed prior to making the Historic Map accessible to the public.

- Complete 'beta' testing and review by both Commissions.
- Complete training for those on each Commission who will be using the editor to add and modify data.
- Establish how 'donations' will be accepted, accounted for, and distributed.
- Establish a process for receiving material from visitors to the site....
  - Receive (confirmation response via e-mail)
  - Review (need to establish turn-around-time)
  - Accept (criteria?)
  - Publish (upload to site, inform provider)

The Commission discussed various items related to the process for receiving material from Town property owners. It was suggested that an advisory committee be established to carry out the process. Candidate for members could be solicited from Woodland Pond and Historic Huguenot Street. Dave Gilmour suggested that Carol Johnson at the Elting Library would be an excellent resource to help shape and manage the process.

It was suggested that the 'roll out' date in early 2011 to avoid the Holidays. A tentative in February will be discussed at our next meeting. The announcement will be coordinated with CRREO which requires notification two months in advance of the date.

**6) Review/approve minutes from prior meetings:** the following minutes were reviewed and approved: July, August 2010 with motion from Helen Christie and seconded by John Orfitelli.

Motion to adjourn the meeting was made by Dave Gilmour and seconded by Helen Christie. The meeting was adjourned at 9:15 pm.