

Town of New Paltz Historic Preservation Commission Meeting

Wednesday April 30th 2014 7:30PM - 9:30PM at the Town Hall

Commissioners attending: John Orfitelli (Chair) and Helen Christie (Vice Chair). This meeting date was changed from 4/16/2014. David Gilmour had notified the Chair that he would not be able to attend due to a business commitment that had been scheduled prior to the meeting date change. Caryn Sobel was not able to attend due to sudden illness.

Also attending were:

- Neil Larsen and Jill Fisher of Larsen-Fisher Associates

Agenda

1. Public Comment
2. Review/Approve Minutes from March
3. Landmark Initiative Grant
4. Rowley CoA Decision
5. HPC Code of Ethics
6. SHPO Audit
7. Use of Social Media for Outreach
8. Town Historian Job Description

Minutes

Since only Commissioners John Orfitelli and Helen Christie were present, there was no quorum, and therefore the following notes document our work session with Neil Larsen and Jill Fisher.

Landmark Initiative Grant

Recap from March

John Orfitelli and Neil Larsen held a telecon on 4/1/2014 with Linda Mackey, Lorraine Weiss, Julian Adams, and Kathy Howe from SHPO to review our tentative plan as outlined in our HPC minutes from 3/19/2014. Namely,

- 1) Stone Houses as a Thematic Group
 - a. Limit number of individual properties based on integrity of structure
 - b. Augment existing data from prior intensive level survey
 - c. Create a thematic overview
 - d. Create designation process and template
 - e. Designate a subset of the total number of properties (est 40 total)
- 2) Public Outreach Event
 - a. Create a presentation package for public outreach led by Jill Fisher.
 - b. Formats: Round Table at Huguenot Street (vs Town Hall).
 - c. Commission to utilize guidance and learn from Jill how to conduct outreach.

Results from the discussion included the following points:

- Each designation should describe how each property meets landmark criteria.
- Survey data shows total number of stone houses to be around 20.
- Open Space data is available for 8-10 houses.
- Grant completion date for outreach and the data collection process to support the nominations is 9/30/2014. However, the Commission can then complete the actual landmark designations over the next several months.

A formal award letter (attached) and contract from SHPO was sent to the Town Supervisor Susan Zimet on 4/10/2014.

The grant funding sources consist of the following:

Matching Funds from SHPO:	\$ 5,000
HPC Budget:	\$ 1,000
HPC Volunteer Time:	\$ 2,000
Total:	\$ 8,000

Neil Larsen provided a revised plan on 4/14/2014 which captured the changes endorsed by SHPO and fit our budget of \$6,000. The plan/letter of agreement was signed by John Orfitelli on 5/1/2014 (attached) and will serve as our contract with Larsen-Fisher Associates as we move forward with the grant.

A Subgrant Interim Progress Report (attached) was submitted to SHPO by John Orfitelli on 4/16/2014. The interim report is the mechanism used by SHPO for revising the original grant work scope to match the current plan.

Discussion

The Outreach Event is a critical time sensitive first step in the Designation Initiative. The following outline describes the key aspects discussed at the meeting.

Date: Wednesday, June 4th, was considered the best date given prep time and proximity to various family events such as graduations.

Time: 6:30pm, Duration: 1.5 – 2 hours: Jill to moderate with 15 min PowerPoint presentations by Neil Larsen and John Orfitelli. The goal is to introduce property owners to the historic context of stone houses in New Paltz (Neil) and an overview of the designation process (John) then quickly get to Q&A where most of the issues/concerns can be addressed.

Location: Deyo Hall, provides a historically significant and non-political venue.

Invitation Letter: Jill Fisher agreed to draft a letter of introduction for stone house property owners that will also serve as an invitation to the event. Helen Christie will create the mailing list from the resource inventory data subset associated with stone houses. The letter will be sent on 5/19/2014, about two weeks prior to the event.

Testimonials: Gerri Buck and Rich Rowley will be invited to provide their experience and perspective on the designation process.

Handouts: Several documents and examples to be provided to property owners include: Landmark Nomination Application, Decision Letter, and Review Guidelines.

Map Video DVD: To keep the meeting as short as possible, the video will not be shown but rather a copy of the Interactive On-Line Map video will be provided to each property owner.

Presentation Outline:

- Introductions
- Stone House Context (Neil) 15 min
- Designation and CoA Process (John) 15 min
- Testimonials
- Q&A

Refreshments: Ice tea, water, cookies,...

Next Steps:

- John Orfitelli to arrange for use of Deyo Hall on 6/4/2014 for 6:30pm – 8:30pm.
- John Orfitelli to create list of stone houses from Resource Inventory spreadsheet and provide to Helen Christie.
- Jill Fisher to create draft of invitation letter.
- Helen Christie to create owner address mailing list from stone house inventory data.
- John Orfitelli will create a project time sheet to keep track of Commission activity.