

Town of New Paltz Historic Preservation Commission Meeting
Wednesday August 17th 2011 7:30PM - 9:30PM
at the Town Hall.

Commissioners attending: John Orfitelli (Chair), Helen Christie (Vice Chair), Dave Gilmour, and Kitty Brown, Town Board Liaison

Agenda

1. Public Comment
2. Smiley Brothers Subdivision
3. Joint CLG Training Grant
4. LeFevre (Smith) Property Concerns
5. Replacement Commissioner
6. Intern Work Scope
7. State On-Line Map Initiative
8. Review/Approve Minutes from June and July

Minutes

1) Public Comment: Meeting was called to order at 7:45 by motion from David Gilmour and seconded by Helen Christie. No public comment was received.

2) Smiley Brothers Subdivision: John Orfitelli delivered the letter documenting the findings and concerns of the Commission to the Planning Board at their meeting on 7/25/2011. In reviewing the letter, the Commission discovered that the lot# and acreage were in error. John Orfitelli agreed to send the Chairman Mike Calimano an e-mail highlighting the corrections. In addition, the Commission requested a review of the final subdivision map and in particular the note indicating that the 857 acre area is located within the National Register of Historic Places Lake Mountain House Complex.

Research by Dave Gilmour using SPINX shows that the National Register contains very little information on the Smiley property. Future work by this Commission can be directed at efforts to augment the data available on properties and structures located within the new 857 acre area that will be included in the preserve.

3) Joint CLG Training Grant: In order to continue to build capacity in the Certified Local Government Program, SHPO has dedicated almost \$40,000 to fund historic preservation commission training over the next year. Training sessions can serve to coalesce a newly-organized CLG or reinvigorate a long-standing commission, keep members up to date with legal considerations and more recent architectural styles that are now eligible for designation, and improve working relations between commissions and municipal departments. The priority topics are:

- Ethical Standards
- Due Process
- Effective COA reviews

Dave Gilmour agreed to contact the Marbletown HPC chair to determine interest in pursuing a joint CLG training project under this program. Projects must be under contract by September 30, 2011 and be completed by September 30, 2012.

4) LeFevre (Smith) Property Concerns: In an e-mail to John Orfitelli dated 8/12/2011, Al Marks stated his concern for the condition of the LeFevre property which is a designated local landmark and currently owned by the Smith family. The Commission discussed several actions aimed at examining the concerns raised by Al in advance of any meeting with the owner. These included meeting with Al to obtain more

detail regarding his concerns, reviewing the designation to become familiar with the property, and conducting a 'drive by' inspection.

5) Replacement Commissioner: Fawn Tantillo has stated that she can no longer satisfy the requirements of the commission and will submit her letter of resignation. The Commission discussed pursuing possible replacements including Gerri Buck and the need for an architect to help with designations. Dave Gilmour recommended Dave Toder, Jordan Valdina and Lee Frizzel as possible candidates. The Commission will discuss results from the candidate survey at our meeting in September and place an ad in the New Paltz Times in September if necessary.

6) Intern Work Scope: John Orfitelli provided the following internship work scope to Susan Lewis of the History Department to determine what, if any, credit will be afforded to Brittany Clinkscales as a result of her internship with the Town HPC.

Three projects are currently being planned for 2011 and 2012. The following document provides a brief overview of each project along with a proposed work scope for Brittany Clinkscales.

1) On-Line Interactive Historic Map Video Project

A 2011 grant from SHPO along with matching funds from the Town of New Paltz Historic Preservation Commission will be used to create several videos to promote the On-Line Interactive Historic Map application. The project will be managed by Josh Simons at CRREO and utilize resources at SUNY New Paltz. Videos will describe the application developed in 2010 and available on line at TownofNewPaltz.org. The intent of the project is to provide the following proposed video content:

- Overview and tour of the Application (10 min): How the application was created, property data, and features.
- Quick Tour (3 min): abbreviated version of video for distribution on YouTube
- User Guide (10 min): Overview of the site and how to use features
- Developer Guide (10min): How to use editors for adding data to the site

Intern Work Scope

- Assist with development of the video dialogue, interviews, property descriptions, and production.
- Review project status to the Commission at monthly meetings.
- Semesters: Fall 2011, Spring 2012

2) Smiley Property Project

Smiley Brothers, Inc. have applied to the Town of New Paltz to subdivide their Mohonk Estate in order to facilitate the sale and transfer to the Open Space Institute. The OSI will, in turn, be transferring the 857 acre subdivision to the Mohonk Preserve who will manage conservation and protection of this area which is designated as a National Historic Landmark and is listed on the National Register of Historic Places.

The National Register of Historic Places does not contain on-line information on the individual structures and use of six buildings and farmsteads situated on the 857 acre site.

The Commission's On-Line Interactive Historic Map of New Paltz provides some information collected for properties of historic significance in the Town and Village. The Commission has requested detailed documentation discussing the attributes of each building and structure along with dated digital photographs for inclusion in the On-Line Interactive Historic Map.

Intern Work Scope

- Organize property data provided by Smiley and augment with additional data from the New Paltz Library and other sources.
- Enter property descriptions and photos into the On-Line Interactive Map using the application editor.
- Review project status to the Commission at monthly meetings.
- Prepare a final report of the project and demo of the site.
- Semesters: Fall 2011, Spring 2012

3) NYS On-Line Interactive Mapping Application Project

The New Paltz Online Interactive Historic Property Mapping application will be used as the basis for a mapping program that will be used by all NYS CLG's. The project will provide each CLG with a site auto-generated for them. Upon the first login, they would be walked through a wizard that would allow them to customize the color scheme, add their town/village/city logo's or custom banner, set the administrative password, set the administrative or contact email, and adjust the site preferences to suit them. They would then have a web site framework that they could populate with data. The framework of the site would include the sections of the site that would be common to each CLG (e.g. Home, Map, Downloads, Links, and Contact).

The current interface provides for online backups, restore, and a map editor. Each CLG would be presented with a blank map of their jurisdiction which they could add points to. The editor allows entry of initial information that appears in the pop up balloon on the Google map, and automatically creates and links a corresponding page on the site for them to add information, text, pictures, etc. to. In order to facilitate the editing of the pages for the less technologically savvy, an interface will be created to simplify the uploading and editing process.

The project also includes development of instructional materials along with help and support documents.

Intern Work Scope

- Assist in the development and implementation of the On-Line Interactive Mapping application for distribution to all NY State CLG's.
- Semesters: Spring 2012, Fall 2012

7) State On-Line Map Initiative: In response to Julian Adams, SHPO Grant Coordinator, the following outline was provided to clarify the State Wide Mapping Project. This project will likely not involve the Town HPC directly, however, John Orfitelli has agreed to participate with CRREO in the planning stages as it will be derived from the work completed by the Town.

2012 State Wide Mapping Pilot Program Potential Scope of Work:

- I. **Initial Rollout**
 - a. 74 CLG's
 - b. Municipal Boundaries
 - c. Blank Template of Site
 - d. Custom Software to Create Unique Settings
 - e. Custom Software to Edit Maps
 - f. Custom Software to Streamline Populating the Site with Data

Essentially, the idea is to provide the capability of each CLG to do what the Town of New Paltz has done with the creation of the Online Interactive Historic Mapping Application (<http://hpc.townofnewpaltz.org>). These individual sites will operate independently, and each CLG will be provided documentation and instructional materials to enable them to populate a blank site template with data.

II. Hosting

- a. Linux based hosting package \$12.99/month unlimited everything
- b. Joomla CMS with Multi-Site Capability
(\$75 http://www.jms2win.com/download?page=shop.product_details&flypage=flypage_multisites.tpl&product_id=37&category_id=1)

This combination of hosting with the Content Management System (CMS) enhancement allows for multiple sites to be hosted off of one installation of the CMS. The advantages are speed, the ease of installation, and updates and extensions can be applied globally rather than individually to each site. By charging each participating CLG a nominal fee (say \$100/year), the hosting will quickly become self sufficient, and the web initiative will begin to recoup costs of development, or subsidize any support and maintenance.

III. Instructional Materials

- a. User Guide
- b. Step by Step Illustrated Instructions

Instructional materials will be developed to offer a simple guide to using the site creation and maintenance software. These instructions will give an illustrated walk through of configuring the initial site template, establishing administrative users and passwords, customizing the site template with a color scheme, banner, contact information, etc. The instructions will then give a simple yet detailed illustrated walkthrough of how to add, remove and modify points on the map, edit the associated web page for the individual point, create and restore from backups, add links and downloads, etc. In general these instructional materials should provide the basis for each CLG to maintain their own mapping site, which can double as a site for an HPC, allowing for the posting of minutes, or any other pertinent information.

IV. Add-On Services

- a. Initial Consultation and Training: If a CLG so desired, and felt it was necessary, they could contract for a consultation and training seminar where an expert on the software could travel to the CLG, and train members of the CLG on how to use the software, and offer recommendations on how to maximize its effectiveness.
- b. Support: In order to ensure the security, and smooth and continuous operation of the site, it is recommended that an agreement be established for professional support and maintenance.
- c. Contracting to Populate the Site with Data: If a CLG so desired, and had an amount of data available that would make it difficult to add the data to the site themselves, given volunteer staffing levels, etc. The individual CLG could seek to contract to add the data to the site.
- d. Adding CLG's in the Future: As more municipalities receive CLG status, the project can be updated to include a specific site for them, as well as the map template that details the boundaries of their local government.

6) Review/Approve Minutes from June: Review of the minutes from our June meeting will be deferred to our meeting in September since Kathleen who attended that meeting is required to be present. Meeting minutes from July were approved as amended.

Motion to adjourn the meeting was made by Dave Gilmour and seconded by Helen Christie. The meeting was adjourned at 9:38pm.