



## Joint Historic Preservation Commission

### Organizational Meeting Minutes

March 3, 2020 7:00pm

Attendees: Alan Kowlowitz (Chair), Chris Albright, Gwen Spicer, Andrea Lain, Debbie Mahan, Robert Parmenter (ex officio)

- I. Introductions: Each member of the Commission provided a brief statement on their background.
- II. Administrative Issues
  - a. Oaths of Office: It was reported that all Commission members have signed their oaths of office.
  - b. Open Meetings Law: Mr. Kowlowitz noted that as a public body the Commission was covered by the requirements of Open Meetings Law.
    - i. Minutes: Mr. Kowlowitz proposed and it was agreed by the Commission that the responsibility for producing minutes would rotate among Commission members. Mr. Kowlowitz accepted responsibility for producing minutes for the first few meetings.
    - ii. Meeting
      1. Schedule and locations: The Commission decided to hold its regularly scheduled meetings on the first Monday of the month and to hold most of its meetings at the Wyman Osterhout Community Center. A number of meetings would also be held at Voorheesville Village Hall.
      2. Publication of notices of meetings would be posted on the Village of Voorheesville and Town of New Scotland websites. A legal notice would be published in the Altamont Enterprise if the Town or Village believed that was necessary.
      3. Use of workshop meeting and committee meetings: Mr. Kowlowitz noted that both the Town and Village boards used informal workshops to discuss and learn about complex issues but where not actions were taken. The Commission would use such workshops for similar purposes. These workshops would be open meetings and notices of them would be posted on the Village and Town's website. The Commission may empanel committees to work on specific issues or tasks in the future.
  - c. Commission webpage
    - i. Contact e-mails were collected from all Commission members. This information will be posted on the Commission's webpage.



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- III. Assistance from State Historic Preservation Office (SHPO): The Commission reviewed the responses from Linda Mackey, SHPO Historic Preservation Program Analyst, to Mr. Kowlowitz enquiries on available assistance from SHPO. Mr. Kowlowitz will follow-up with her on available SHPO assistance and contacts.
- IV. Commission's Mission Role, Authority and Responsibilities
  - a. Review of Historic Preservation Law: The Commission collectively reviewed the Historic Preservation Law to clarify its roles and responsibilities.
  - b. Enlisting Subject Area Experts and other volunteers: Mr. Kowlowitz noted that two architects in Town agreed to provided expert assistance to the Commission when required and as their time permitted. Commission member agreed to make inquires concerning attorneys who specialized in real property law who would be willing to assist the Commission pro bono.
  - c. Agenda and Committee Structure: The Commission agreed that for the near future its agenda would focus on the compilation an Historic Resources Inventory for the Town and Village, and, the establishment of a Registry of Historic Places based on the Historic Preservation Law Section V. ("The Registry will initially consist of all sites in the Village and Town where historical markers exist, all structures previously placed on the State or National Historic Register, and all designated Historic Districts."). Ms. Lain agreed to inquire if sections related to the Town of a Statewide listing of Native American maintained by the State Museum, State Education Department, could be made available to the Commission to for inclusion in its Historic Resources Inventory. **The Commission agreed to hold a workshop meeting on Monday April 6, 2020 at 7:00pm at the Wyman Osterhout Community Center to investigate existing sources on historic sites in the Town and Village that could be used to compile an Historic Resources Inventory.**
  - d. Operating procedures and protocols: Decisions on the Commission's operating procedures and protocols were deferred.
- V. Building Working Relationships with Key Village and Town Boards and Officials (Attachment C Listing of Town and Village Boards)
  - a. It was agreed that developing working relationships with other Village and Town Boards was critical to the success of the Commission. Mr. Kowlowitz agreed to make initial outreach to the chairs of the Village Planning Commission and Town Planning Board as well as the Building Inspectors of the two municipalities.
- VI. Liaisons with Stakeholder Groups
  - a. The Commission discussed potential stakeholder groups in the Village and Town.
  - b. Assignment of Liaisons: the following liaisons to stakeholder groups were assigned



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- i. New Scotland Historical Association – Mr. Kowlowitz
- ii. Clarksville Historical Society – Mr. Kowlowitz will contact the Society’s President and invite the Society to send an observer to attend Commission meetings.
- iii. New Scotland Cemetery Mapping Project – Mr. Albright

### VII. Potentially Pending Issues

- a. Picard’s Grove Property sale: Commission members were all aware of the potential sale of the Picard’s Grove property and the threat to the historic structures on the property implicit in the court filings.

- VIII. Adjournment: Mr. Albright made a motion to adjourn seconded by Ms. Mahan. The motion passed unanimously.

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