



Joint Historic Preservation Commission

Meeting Agenda

April 6, 2020 7:00pm

Remote meeting conducted using Webex

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

- I. Call to Order – 7:25pm The meeting was delayed due to technical difficulties.
- II. Secretary's Report
Motion by Ms. Lain seconded by Ms. Mahan to adopt the minutes of the March 3, 2020 Commission Meeting passed unanimously.
- III. Liaisons Reports
 - a. Planning Board/Commission – Mr. Kowlowitz reported that he has made initial contact with chairs of the Town Planning Board and the Village Planning Commission, both of whom are willing to meet with members of the Historic Preservation Commission. Given the Covid-19 situation, he will arrange a remote meeting with both the chairs.
 - b. State Office of Historic Preservation – Mr. Kowlowitz noted that he made contact with the State Office of Historic Preservation and had distributed material it provided on conducting a historic resources survey.
 - c. NYS Preservation League – Ms. Spicer said that she believed that grant deadlines for League grants had been delayed and that she would make contact with the League's director.
 - d. Follow-up – It was agreed that the Commission should reach out to other municipal historic preservation commissions to find out their operating policies and procedures, criteria for inclusion of sites in a historic resources survey, and other issues. Ms. Kowlowitz agreed to do this including contacting John Scherer, Clifton Park Town Historian.
- IV. Old Business
 - a. Historic Resources Survey
 - i. Format and sources – Mr. Albright raised the issue of how to identify the location of historic resources, especially if they could not be identified with a street address such as archeological sites and family cemeteries. The Commission agreed that having a column for latitude and longitude as well as tax map number in the Historic Resources Inventory would be helpful. Tax map numbers may be difficult to identify initially but can be added to the inventory.



Joint Historic Preservation Commission

Mr. Albright had provided a list of resources from which historic sites can be identified. The Commission discussed other potential sources including materials in the New Scotland Historical Association's (NSHA) collections, which are presently not accessible.

- ii. Meeting with State Museum staff on archeological sites – Ms. Lain agreed to arrange a remote meeting with State Museum staff to discuss the possibility of providing access to information on archeological sites in the Town and Village.
- iii. Next steps – The Commission discussed how to proceed with constructing the historic resources inventory. Mr. Albright agreed to start adding information beginning with the northeast section of the Town. Ms. Mahan agreed to add information on sites in Voorheesville based on those identified in Dr. Dennis Sullivan's history of the Village. Mr. Kowlowitz was concerned that the burden on developing the inventory did not fall disproportionately on one or two Commission members. It is hoped that these issues can be resolved when the Commission can meet face to face. Ms. Lain said she would determine if she could access a State Museum system that contain information on archeological sites.

V. New Business

- a. Developing procedures and format of Commission advisory opinions – The Commission discussed the potential for finding model formats for form advisory opinions. Mr. Kowlowitz suggested contacting other municipal historic preservation commission to find out what they do. The Commission suggested that he reach out to John Scherer and the Town of Clifton Park Historic Preservation Commission, which has a similar mandate to our Joint Commission.

VI. Adjournment – Motion by Ms. Mahan seconded by Mr. Albright to adjourn passed unanimously.