



Joint Historic Preservation Commission

Meeting Minutes

May 4, 2020 7:00pm

Remote meeting conducted using Webex

Attendees: Alan Kowlowitz (Chair), Chris Albright, Andrea Lain, Debbie Mahan, Gwen Spicer, Robert Parmenter (ex officio), Steve Reilly (Village Planning Commission Liaison), Dan Leinung (Town Board Liaison)

- I. Call to Order – Meeting was called to order at 7:17pm due to technical difficulties.
- II. Secretary's Report - Motion by Ms. Lain seconded by Ms. Mahan to adopt the minutes of the April 6, 2020 Commission Meeting passed unanimously.
 - a. Rotating responsibility for minutes – Ms. Lain agreed to record minutes at the June 1, 2020 meeting of the Commission.
- III. Liaisons Reports
 - a. Planning Board/Commission
 - i. Take-aways from April 22 discussion with Planning Chairs – Commission members generally agreed that the April 22 informal discussion with the Village and Town Planning Chairs and their Counsels was very productive and the development a historic resources survey focused on the northwest section of the Town would be the most useful product for the Town's and Village's planning processes.
 - b. Building Inspectors
 - i. The Commission members agreed that Mr. Kowlowitz should arrange an informal discussion with the Town and Village Building Inspectors before the Commission's June meeting.
 - c. ZBA
 - i. Commission members agreed that a discussion with the Town and Village ZBA Chairs and Counsels would be arranged some time after the discussion with the Building Inspectors.
 - d. State Office of Historic Preservation
 - i. Mr. Kowlowitz had nothing to report.
 - e. NYS Preservation League
 - i. Ms. Spicer reported that she had a discussion with Erin Tobin, the League's Vice President for Policy and Preservation, on April 17. It appears the League will not fund a town-wide historic resources survey. However, grant funds were available for more focused surveys on defined area with a specific theme or "story." Ms. Spicer said such areas existed in the Town and a potential focus could be the Route 85/85A corridor. Such League Funding was based on a three-year contract with New York State and grants would be available for next year's cycle regardless of the State's budget. The



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Commissions agreed that it should pursue a NYS Preservation League grant for next grant cycle and this item will be added to future Commission agenda. Ms. Spicer noted that technical assistance grants were available to owners of historical structures and that the Town could pursue such a grant for the Hilton Barn.

IV. Old Business

a. Historic Resources Survey

- i. Progress report – Ms. Spicer and Mr. Albright reported that they have been adding sites to the Historic Resources Inventory spreadsheet, focusing on the northwest corner of the Town. Ms. Spicer has been using a number of NSHA publications including a 2003 version of a New Scotland Historical Association (NSHA) driving tour of part of the town. Mr. Albright has been drawing on his extensive knowledge of the Town’s built environment. Mr. Kowlowitz said he will try to use Village Historian Dennis Sullivan’s publications to add Village sites to the inventory. Mr. Parmenter will see if he can add Town sites from NSHA’s more recent 2011 driving tour publication.
- ii. Meeting with State Museum staff on archeological sites – Ms. Lain reported that the State Historic Preservation Office (SHPO) had taken over the management of the Cultural Resources Information System (CRIS), which includes archeological sites as well as historic structures. She will arrange an informal meeting with Nancy Herder, who oversees CRIS to discuss Commission access to the system.

b. Developing procedures and format of Commission advisory opinions

- i. Based on the discussion with the Town and Village Planning officials, the Commission agreed to seek to integrate its review processes in to the procedures and forms used by the Planning Board and Commission. Mr. Kowlowitz agreed to continue to raise this issue with the Chairs of these bodies.

V. New Business

a. Draft Policy on Criteria for Inclusion of Sites in Historic Resources Inventory

- i. Mr. Kowlowitz asked that Commission members provide him with written comments on the draft policy before the June 1, 2020 meeting, when the policy will be fully discussed and possibly voted on.

b. Possible meeting with John Scherer

- i. Commission members agreed that a meeting be arranged with John Scherer, Clifton Park Town Historian, to discuss how that Town’s Historic Preservation operates.

VI. Adjournment – Mr. Albright moved and Ms. Lain seconded that the meeting be adjourned. The motion passed unanimously.