

Town of Saugerties  
Historic Preservation Commission

Minutes of the Budget Meeting September 24, 2018

Present: Commission Chair Stefan Yarabek, Vice-Chair Susan Puretz, Commission members: Peigi Mulligan and Michael Sullivan Smith

Excused: Commission member Barry Benepe

The meeting was called to order at 10:30. It was held in the Conference Room of the Supervisor.

The purpose of the meeting was to act on the recommendation made by Vice Chair Puretz at the regularly scheduled HPC meeting (September 17, 2018) to wit, to hold a meeting to plan a 2019 operating budget for the HPC.

The meeting focused on two aspects: utilization of the HPC allocated 2018 operating budget, and planning for the future (2019).

It was noted that despite submitting a 2018 documented budget request of \$4425.00 the HPC was awarded the bare minimum to cover our basic operating costs. Unfortunately, this has been the case with previously submitted recent budget requests.

After a far ranging discussion about the goals for the HPC and what needs to be done to substantially advance those goal, the 2019 budget request was fashioned.

1. 2018 Funds:

It was decided that 1000.00 of the remaining funds available to the Commission from the Town's 2018 operating budget, be used to fund an archivist asap. The necessity for acting with such rapidity is due to the untimely and unfortunate demise of Commission member Myles Putman. His wife has generously given the HPC boxes of Myles's historical collection with more material (maps for example) still to come.

MOTION (Puretz/Sullivan Smith): To immediately hire an archivist to begin the process of documenting the donated collection of Myles Putman.

UNANIMOUSLY APPROVED

It was noted that our Town Liaison Paul Andreassen was asked at the HPC's September 17, 2018 meeting to find out the status of the proposed (and accepted in 2011) HPC storage area in Town Hall. It is this space that will house the archives that the HPC is mandated by law to have and maintain.

Further, both Stefan and Michael will follow-up with their respective contacts (e.g. SHPO) to obtain archivist contact information.

The Commission now addressed the operating budget request for 2019 .

After much discussion about the needs and goals of the HPC, the following 2019 Budget proposal was constructed and approved to be submitted.

Further, the HPC asked that the Chair contact the Town Board to inform them of the HPC's budget request since it is larger than in previous years.

Special Budget Meeting Adjourned at 12:30 pm

Respectfully Submitted by  
Susan Puretz (Secretary Pro Tem)

Attachment: Proposed 2019 Budget for Historical Preservation Commission

Historical Preservation Commission

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(September 24, 2018)**

## Proposed 2019 Budget

### FIXED EXPENSES

1. Secretary *	\$ 950
2. Public legal notices	\$ 200
3. Postage **	\$ 200
4. Yearly membership in Preservation League of New York for 2018 ***	\$ 125
5. Yearly membership:National Assoc of Preservation Commissions (2018)****	\$ 125

**Subtotal fixed expenses** **\$1,600.00**

[\*] The Secretarial Duties have increased to include Public Notices

[\*\*] Increase in number of notices to be sent out because of historic District nomination

[\*\*\*]The Preservation League gives free training and printed materials to members

[\*\*\*\*] The Association provides training, sometimes free, plus newsletters to all members of member Preservation Commission. It also promulgates the work of member commissions to other locales so that the good work done in Saugerties will be an example to other communities.

### **Expenses that will be incurred in 2019 as a result of the following projects of the Saugerties Historic Preservation Commission.**

#### **1) Asbury Hamlet Historic District Nomination (\$5,000.00)**

Saugerties HPC needs to hire a consultant to compile the necessary NYSOPRHP documents for the Historic District Nomination. This will actually be Stage 4 and 5 of the Survey)

#### **2) Malden Historic Structure Survey (\$3,500.00)**

Saugerties HPC needs to hire a consultant to conduct the State mandated inventory of Malden completing Phases 3 and 4.

Over the past five years we have had Neil Larson complete the inventory for all of the Town's northern districts, steadily moving southward.

Given the current momentum in Malden with regard to the Bigelow Park, the possible sale of Bigelow Hall and in recognition of the numerous historic structures in various conditions throughout the hamlet, we have placed this District as our top priority for the next stage of the Survey Update.

**Please see \* below for a historical background on this project.**

#### **3) Archivist (\$1,500)**

The Commission is in possession of numerous boxes of Myles Putman's critically important historic resources such as maps, deeds, original research, etc.

We will have hired an archivist by the end of October 2018 to start working on this project. This archivist will start to organize and preserve these documents for local and statewide use. Because of the volume of Myles' historical collection, the need to hire an archivist will persist into 2019. We also anticipate receiving the historical files of other Commission members. The files will be transferred into approved Archival boxes and categorized for easy access. It should be noted that this project will serve as a model to promote and encourage the use of an archivist on a regular basis by our and other municipalities.

**3b) Archival Storage Facility (\$1,500)**

The SHPC has been in contact with the State Archives Local Government Specialist and the State Archivist Office per our request will convene an informational meeting for all Town Representatives to explain NYS requirements and assist the Town in preparing a grant application to create a dedicated Archival Facility.

**4. Honoring Historic Stone Houses Outreach Event (\$975.00)**

This event to occur in 2019 will be a follow up on the New York State Office of Historic Preservation (SHPO) recommendation to memorialize the unique historic and cultural significance of the Town's significant collection of Stone Houses. Current Status: The Commission has drafted a Memorializing Legacy Resolution which we anticipate will be forwarded to the Town Board and SHPO during 2019. This proposed event will be a public ceremony bringing together Stone House Owners and Town and State officials to celebrate and publicize this Memorializing Legacy Distinction.

space rental	\$250
light refreshments	\$400
graphics	\$325
Subtotal Special Project Honoring Historic Houses Outreach	\$975

**5. Malden Hamlet Monuments Restoration**

The SHPC is assisting the Town Recreation Department and Friends of Malden to locate quality contractors to restore and preserve two monuments at the Poultney Bigelow Park.

One monument is the 'Remember the Maine', which is a stone structure with a metal commemorative plaque that is made of metal salvaged from the Maine. The plaque needs to be reattached and the stone work repointed.

The other monument is a WW I canon honoring the Veterans of the Great War.

The canon needs refurbishment and perhaps the return of three cannonballs.

There is no cost for this project as the Commission members will be providing the assistance.

**6. Mapping the Stone Houses of Saugerties.** (Sum to be determined)

Updating the existing Stone House Map created by HPC member Michael Sullivan Smith so as to include all Stones of Saugerties.

**7. Trail of Our Ancestors Guide** (Sum to be determined)

It was suggested as an outcome of the 2018 Historic House Tour, that the Saugerties HPC expand the five (5) existing House Tour guidebooks to include the entire Town thereby creating a town-wide historic guidebook. This guidebook would include the concise route descriptions from the 5 previous house tours that were created by Myles Putman as well as an expanded section describing those parts of Saugerties not covered in the 5 existing tour guides.

8. The Saugerties HPC is also availing itself of free services from NYSOPRHP and The Preservation League of New York in further fulfillment of our contract with the state.

**In Summary:**

Total of all HPC related components of proposed budget (Fixed expenses plus #'s 1-7)	\$14,075
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Respectfully submitted for review and approval by the Town Board.

Stefan Yarabek  
Chairman, HPC

Susan Puretz  
Vice-Chairman, HPC

## Addendum

### \* Historic Resources Survey SPECIAL PROJECT

- 1) Continue to Update, Improve, and Expand the original Historic Resources Survey completed in 2005. This special project is being done as a continuous process with (5) five distinct phases.

#### **Background:**

In 2015, 2016 and 2017 HPC funds provided for the continued expansion and improvement of our Historic Resources Survey by Neil Larson. Previously, Phase 1 in 2015 created a spreadsheet from assessor data with all properties in the Town dated prior to 1970. In 2016 and 2017 Mr. Larson finished the last 25% of phase 1 and also all of phase 2, which was to create a parcel-level base map of the Town. Additionally, in 2017 Mr. Larson finished the ground level resources survey of three sections of the tax map in the northeast corner of the town.

#### **Current Status:**

With the completion of Phases 1 and 2, the stage is set to continue work on the longer-term plan to update, improve, and expand the Historic Resources Survey of 2005. Going forward, the plan for Phase 3-5 is to be done also in stages and includes the following:

Phase 3: Update field documentation of existing 1642 properties on list (in 2017 budget request) to be done in phases by tax map sections

Phase 4: Complete field documentation of additional properties

Phase 5: Prepare final report