

MINUTES OF THE REGULAR MEETING

MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD

**30 Schuyler Place
November 18, 2015**

**Morristown
New Jersey**

The meeting was called to order at 7:03 PM by Chairman Palombo.

Members present:

Edward Engelbart, At-Large
Janet Foster, Architectural History
Nita Galate, Region II
Ann Granbery, Historic Landscape Specialist
Arturo Palombo, Preservation Architecture
Monica Scozzafava, Region III
John Solu, Building Restoration (Arrived 8:04 PM)
Eileen Stokes, Region I

Members with excused absence:

Lawrence Fast, Morris County Heritage Commission
Mary-Anna Holden, Region IV
Randy Tortorello, At-Large

Also attending:

Jim Fitterer, Washington Township Land Trust (Departed 7:34 PM)
Miriam Morris, Roxbury Historic Trust (Departed 8:25 PM)
Ray Chang, Historic Preservation Program Coordinator

OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting in compliance with the Open Public Meetings Act has been provided and filed with the Town of Morristown, the Morris County Clerk, the Daily Record and the Star Ledger.

PUBLIC COMMENT

There is no comment from the public.

APPROVAL OF MINUTES

On motion by member Engelbart, seconded by member Stokes, the Board voted to approve the minutes of the Board's meeting of September 30, 2015.

Aye: Engelbart, Foster, Galate, Granbery, Palombo, Scozzafava, Stokes
Nay: None Abstain: None

PROJECT UPDATE

1. *Obadiah LaTourette Grist & Saw Mill, Washington (2015 grant)*

Request to amend grant scope

Mr. Jim Fitterer addressed the Board on a request from the Washington Township Land Trust to change the project team for the Preservation Plan Update project of the 2015 grant. Mr. Fitterer explained that Barton Ross & Partners and its project team appears to be a better fit for the project. Mr. Fitterer was asked to provide a revised proposal from Barton Ross & Partners removing the engineering portion, and a detailed scope of work / cost breakdown by sub-consultant. The County will require written proposal from any sub-consultant billing over \$5,000. On motion by member Foster, seconded by member Engelbart, the Board voted to approve the request to change the project team for the Preservation Plan Update project of the 2015 grant from Watson & Henry to Barton Ross & Partners.

Aye: Engelbart, Foster, Galate, Granbery, Palombo, Scozzafava, Stokes

Nay: None Abstain: None

2. *King Homestead Museum, Roxbury (2014 grant)*

Issues with completed work

The Board discussed the Electrical Upgrades project at the King Homestead (2014 grant). The Board viewed photos of the completed installation and shared the same concerns with the County Consultant Dominique Hawkins in her e-mail comments dated November 18, 2015. The County has not received documentation regarding the relocation of the electrical and security panels from the approved location in the basement to the currently installed location in the “Morning Room” on the first floor. The Board believes that the rationale for this location needs to be documented, considering that the Morning Room is an interpreted room, and other rooms including the office are not interpreted and may be more suitable to house the panels. The Board determined that the panel relocation should either be documented with consideration on how it relates to an approved preservation plan for the building, or a new location be identified (with supporting text as an amendment to the preservation plan and documented in drawings) and the panel re-located. The Board also considered that the exit signs are visually intrusive to the historic context and should be replaced with more sensitive options. In addition, surface-applied wire moldings should be painted to match the adjacent surface as provided in the Construction Documents and as directed by the curators of the house.

At this point, member Engelbart left the room.

3. *First Reformed Church of Pompton Plains, Pequannock (2013~2015 grants)*

Request to re-allocate remaining 2013 & 2014 grant funds to 2015 grant project

The Board considered a request from the First Reformed Church of Pompton Plains to re-allocate remaining 2013 & 2014 grant funds to the Phase II Exterior Restoration project at the Church Building (2015 grant). All work under discussion was part of the request made in 2014, and the drawings and specifications have been reviewed and approved by the County Consultant. The Church also requested that some of the balance of the 2013 grant be applied to contract administration services associated with the window restoration and belfry work completed in 2015. On motion by member Granbery, seconded by member Stokes, the Board voted to approve the request to re-allocate remaining 2013 & 2014 grant funds to the Phase II Exterior Restoration project at the Church Building (2015 grant), and that some of the balance of the 2013 grant be

applied to contract administration services associated with the window restoration and belfry work completed in 2015.

Aye: Foster, Galate, Granbery, Palombo, Scozzafava, Solu, Stokes

Nay: None Abstain: None

At this point, member Engelbart returned to the room.

4. *Church of the Assumption, Morristown (2015 grant)*

Request to re-allocate funds to upper roof

The Board considered the request from the Church of the Assumption to re-allocate funds for the lower roof to a portion of the upper roof. The design specifications would be as presented in the original 2015 grant request. On motion by member Scozzafava, seconded by member Galate, the Board voted to approve the request to re-allocate funds from the 2015 grant for the lower roof to a portion of the upper roof.

Aye: Engelbart, Foster, Galate, Granbery, Palombo, Scozzafava, Solu, Stokes

Nay: None Abstain: None

LANDSCAPE / SITE CONSIDERATION

HSR / PP PREPARATION GUIDE

Landscape / Site Sub-Committee

Member Foster presented the recommendations from the Landscape / Site Sub-Committee (consisting of Chairman Palombo, members Foster, Granbery and Tortorello) to adopt the Section Checklists under the “Site & Landscape Evaluation” and “Archaeological Evaluation” from the *Historic Structure Reports & Preservation Plans: A Preparation Guide – Second Edition*, prepared by Dominique Hawkins and recently accepted by the New Jersey Historic Preservation Office, for use in the County’s Historic Structure Report (HSR) & Preservation Plan (PP) Checklist. The Sub-Committee also recommended that “Recommendations for Future Research” as a required element for new or updates to existing HSR / PP’s. Chairman Palombo noted that these requirements are not meant to be restrictive but rather expansive, allowing HP applicants to consider landscape / archaeological components as a part of the preservation planning for a historic resource. Applicants are encouraged to apply for funding through the HP program for the preparation of new or updates to existing HSR / PP’s.

The Board was provided with a copy of the *Preparation Guide* Section Checklists which included the recommendations of the Landscape / Site Sub-Committee as well as the recommendations of the County Consultant. On motion by member Foster, seconded by member Granbery, the Board voted to adopt the Section Checklists from the *Historic Structure Reports & Preservation Plans: A Preparation Guide – Second Edition*, with additional requirements as recommended by the Landscape / Site Sub-Committee and the County Consultant, for use in the County’s Historic Structure Report (HSR) & Preservation Plan (PP) Checklist.

Aye: Engelbart, Foster, Galate, Granbery, Palombo, Scozzafava, Solu, Stokes

Nay: None Abstain: None

GRANT PROCESS REVIEW: 2015 ROUND

The Board considered the HP grant review process during the 2015 round. It was noted that the final presentations provided an opportunity for the applicants to address questions raised by Board members during the site visits. The Board believes this adds accountability to the process.

RULES & REGULATIONS

Incorporation of references to Policy H-1 Professional Services Checklist and the Historic Structure Report & Preservation Plan Checklist into HP Rules.

Mr. Chang asked the Board to consider the incorporation of references to Policy H-1 Professional Services Checklist (new Section 5.14.2) and the Historic Structure Report & Preservation Plan Checklist (new Section 5.14.3) into the HP Rules. This would allow the requirements of the two Checklists to be within HP Rules. The references to the Checklists will allow the Checklists to be amended without having to amend the Rules. On motion by member Foster, seconded by member Granbery, the Board voted to incorporate the two new sections with references to Policy H-1 Professional Services Checklist and the Historic Structure Report & Preservation Plan Checklist into the HP Rules.

Aye: Engelbart, Foster, Galate, Granbery, Palombo, Scozzafava, Solu, Stokes

Nay: None Abstain: None

QUESTIONS / COMMENTS

There were no questions / comments

NEXT MEETING:

The next HP Board meeting is scheduled for January 27, 2016, 5:00 PM, Morris County Cultural Center, 300 Mendham Road, Morris Township, NJ (to be followed by the Application Workshop at 7:00 p.m.)

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:34 PM with all in favor.

Respectfully submitted,

Ray Chang, P.P.
Historic Preservation Program Coordinator