

Historical Preservation Advisory Committee
Meeting Minutes
November 13, 2018

Meeting Called to Order (Time 7:35pm)

Reading of Open Public Meeting Act.

Members present: Vice Chairman Dave Wilding, Council Liaison Vince Russo, Corresponding Secretary Jill Iannino, Caryl Keyser, Bob Roy, Mary DiBrigida, Laura Olstein

Friends: None

Guests: Margaret Hickey from Connolly & Hickey Historical Architects

Margaret: Phase III renovation update-Separated into Parts A & B. Cost estimate for Part A is \$217,450, construction only. She will plan out bid alternates just in case. In pre-qualifications now. Part A is mainly upstairs. A/C will be put in for the entire building. The mechanicals will be put in the attic space. New flooring will be put in. Pre-qualification process takes a while-contractor should start in February; should be a 4 month project. Will have to move things out of the way; won't be able to store on the second floor. Will also have to close the museum during construction. Will close in December after Selfies with Elfies and plan to re-open late summer. Will have to plan events at other venues to keep L'Ecole's momentum going. Part B will be the first floor-main room, handicap bathroom and widening of door. The remainder of the first floor will become Part C. Plan to apply in March for Part B (letter of intent to file is due end of February). At January meeting can start to put together those resolutions.

Will move Michael's office into conference room. Will be able to accession while the museum is closed.

Approval of Minutes: Motion to approve October 9, 2018 minutes made by Caryl Keyser and seconded by Bob Roy, all in favor, none opposed.

Reports on Old Business:

Friends Report: Dave Wilding-1) Rio Clemente concert sold out 2 weeks ahead of time, ran very smoothly, local realtor provided refreshments, all 45 guests signed visitor's book. Should try and plan two or three events a year. Jill should send out thank you cards to Friends. 2) Selfies for Elfies coming up on 12/9 from 12-3:00. Laura will post on social media page.

Building and Grounds Report: Bob Roy-1) Six steps completed so far; all block has been cut; John Whitehead thinks there is enough money in the budget for up-lighting to be included. 2) Holiday decorations up; donation shop set up, all ornaments on the tree made by Brownies and Girl Scouts.

Grant Reports:

Morris County Historic Preservation Trust (large grant money)-Previously discussed.

Morris County Heritage Commission History Re-Grant Program (small grant money)-1) Would like to revise tri-folds, but have to follow their guidelines-if not can ask Friends to fund; 2) Would like to set up brochure on Dr. Miller-need approval first.

Phase III Restoration Grant-At January meeting need resolution as to intent and application-Bob will oversee.

Pathways: Laura Olstein-L'Ecole's attendance one of the highest; advertising was great. Can now e-mail people about events, also remember to contact the transportation group at Cedar Crest. In the future, need to think of lecture ideas, perhaps Morris Canal?

Research & Collections: 1) All items that are accessioned that the museum doesn't want any more need to be put on a list to Council for their approval for disposal, then offered to other non-profit institutions-can go through Peggy Schultz who will offer to other museums. 2) Starting to put together library; all books are accessioned; making up an annotated bibliography; the high school volunteer has been helpful.

'Past Perfect' status: On hold until accessioning begins.

Scout Projects Report/Updates: Laura Olstein-The scouts will come to the January meeting with their Gold Award project report updates.

Special Programs: Mary DiBrigida-Previously discussed as part of Friend's report.

Staff report: Caryl Keyser-Previously discussed. Michael did an exceptional job as docent and tour guide after the concert.

New Business: 1) Close museum for renovations-workshop on December 11th at 7pm to figure out staging, i.e., packing up files and moving things out of the way. Digitize everything in boxes? 2) Tammi Roselius from the Open Space Committee will come to look thru all Lucy Meyer's notes about open space in the borough. 3) Budget for 2019-most line items will stay the same. It was suggested to raise amount of office supplies to \$500 for moving boxes, etc. in preparation for renovation, as well as wifi. Will also add a cleaning service (Cynthia & Nick Lewis) twice a month which will help to comply with county requirements. 3) New mayor-his prerogative to assign council liaison. 4) Yearly report due to Mayor and Council in January-Dave can provide activities of museum, number of participants and phase construction information, introduction of regenerating Friends' group, etc.

Next Meeting: Tuesday, January 8, 2019 – 7:30 pm

Adjournment: Time 10:00pm. Motion made to adjourn by Bob Roy and seconded by Mary DiBrigida. All in favor, none opposed.

At the January 8, 2019 meeting, on a motion by Caryl Keyser, and seconded by Jill Iannino, and the affirmative voice vote of all members present, the November 13, 2018 minutes were approved.

Laura Olstein