

**MINUTES
OF THE
CRANBURY TOWNSHIP
HISTORIC PRESERVATION COMMISSION
CRANBURY, NEW JERSEY
MIDDLESEX COUNTY**

TIME AND PLACE OF MEETING

A regular meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on March 3, 2009 beginning at 7:30 pm.

CALL TO ORDER

With a quorum present, Ms. Bobbie Marlowe, HPC Chair called the meeting to order and Ms. Linda M. Scott, acted as recording secretary.

STATEMENT OF ADEQUATE NOTICE

Pursuant of the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-5) was provided of this meeting's date, time, place and agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice and filed with the Municipal Clerk.

MEMBERS IN ATTENDANCE

Ms. Marlowe, Ms. Stasi, Ms. Stops and Mr. Williams were present. Mr. Girardet informed HPC that he would be out of the country until April 2009, preventing attendance.

MINUTES

The minutes of the February 3, 2008 meeting were reviewed, amended and approved with a motion by Ms. Stasi, second by Ms. Marlowe, all in favor. Due to lack of a quorum at the February 17, 2009, meeting there will be no minutes for approval.

APPLICATIONS

None.

DISCUSSION

Buffer Zone: Ms. Marlowe updated everyone regarding the properties that lie within and outside the Buffer Zone. At the February 17th HPC meeting, since there was no quorum, Ms. Marlowe, Ms Stasi, and Ms. Scott reviewed the Historic District map. Using this map, properties were identified that may be questionable regarding their location as reflected. Ms. Scott emailed the information to the attorney on February 19th.

Ms. Marlowe will meet with Ms. Waterbury and an associate, Township Planner Mr. Preiss, and Township Liaison Mr. Stannard on March 30, 2009 prior to the Township Committee meeting to discuss a possible solution to the properties.

Design Guidelines: After the last HPC meeting, all comments, concerns and changes regarding the Design Guidelines (DG) were emailed to Ms. Hunton. Ms. Hunton replied stating that the changes would be an additional cost.

Ms. Stasi referred to the Professional Service Agreement, which states the Consultant will create and select all illustrations, including new color photographs, historic photos and black and white line drawings. However, there was verbal understanding, given that some photos are repetitious and several photos have holiday seasonal decorations, that these would be changed out

without incurring a cost. Ms. Stasi feels that the pre-press production services were not fulfilled as stipulated in the Scope of Service of the PSA and asked if Ms. Scott would investigate.

Mr. Williams stated that digital photos can be altered. Ms. Stasi said that some of the DG photographs with decorations were Photo Shopped to remove the seasonal decorations, but the details were then deteriorated. Ms. Stops stated that as long as the document is not in pdf but in a format that would allow additional photos for insertion then HPC could use their digital camera to remove and insert. She went on to say that if the Township paid for the product, it is Township property. Ms. Scott said that there is personnel in Town Hall that could advise which would be the best format for the DGs to open and modify.

Ms. Scott stated that according to the January 29, 2008 HPC minutes reflect that Ms. Hunton stated that Government does not like consultants to copyright materials because the town pays for services and essentially it belongs to them (town).

Ms. Marlowe asked what Ms. Hunton has sent to HPC. Ms. Scott informed everyone that emails with the DGs have been received, along with a cd with the file in adobe format. Ms. Marlowe stated that this project was performed in good faith. There have been occasions when HPC was flexible due to circumstances that prevented Ms. Hunton to deliver in a timely manner.

Final payment was mailed to Ms. Hunton in May 2008. Ms. Scott will map a timeline according to what was stipulated in her contract. In addition, a letter will be sent to Ms. Hunton with a copy to the Township Attorney. It may be best to have the attorney look over the contract.

HPC is very interested in changing the photos that were identified as being shadowy, darkened or too many holiday decorations.

SHPO Mapping: Ms. Stops informed HPC that she has a map indicating where State Historic Preservation Office (SHPO) opinions (regulatory work or survey that has been requested and has gone through SHPO) have been identified within Cranbury Township. She will give this map to HPC for the files.

Request For Proposal (RFP): Ms. Stops raised a question regarding conflicts of interest. Ms. Marlowe asked how to go about writing an RFP. Currently, HPC does not know who would be sent the RFP. Ms. Stops has more knowledge of an RFP, despite never writing one, than other HPC members. However, Ms. Stops said that someone could claim that she had helped HPC regarding the RFP; she would not want to jeopardize this. Ms. Stasi said that HPC was brainstorming after reviewing a sample RFP. It appears that a summary and qualification criteria is needed. An intensive level survey or reconnaissance level survey would be performed. Ms. Stops explained the difference between the two. The Historic District would benefit from modified intensive level survey that can be conformed for specific criteria. The intensive level survey form usually includes the classification/justification, GIS/site mapping, and an exterior description. A reconnaissance level has description of property, photograph and a locator map. She continued to say that Cranbury can stipulate whatever is in the National Registry Nomination. An overview history of Cranbury, context, and summary of the survey - how it was done, what structures were surveyed, detailed number of dependent building on properties surveyed. Every applicant needs to meet the National Park Service Professional Qualifications Standards.

After reviewing samples that were received from Ms. Tingey of SHPO, Hopewell has the format that would fill the criteria for Cranbury's survey. Mr. Williams offered to call Hopewell to obtain a copy of their RFP from their Cultural Resource Survey. He will then forward it onto Ms. Stasi.

Ms. Stasi will incorporate the discussed updates into a draft RFP. She expressed that it is best to have one person, an Architectural Historian, to perform the survey and not have volunteers perform some of the tasks. She inquired about the SHPO office and the training on March 5th, but will call Ms. Scott for further details.

Ms. Marlowe reminded everyone that this survey is needed as a CLG requirement. The plan is to incorporate the changes then send off to SHPO and request their expertise.

Conflict of interest: Ms. Stops informed HPC that she will submit letter of resignation prior to the completion of a Request for Proposal (RFP). Chapter 21-3 B was then reviewed. It was decided that Ms. Stops would not be included with any communication or conversation regarding the RFP once past the draft stage.

Appointments: Ms. Marlowe informed all present that HPC will have another appointment at the end of this month. His professional experience and qualifications include an education in architecture and employment in the architecture field. Discussion ensued regarding the classification. Class C member and alternates are citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the Planning Board or Zoning Board.

CLG Map: Ms. Stasi suggested that colored copies of the CLG map be given to Ms. Marlowe who will attend the March 30th Township Committee meeting for updates regarding HPC.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Harry Williams, seconded by Bobbie Marlowe and carried, the meeting was thereupon adjourned.

CERTIFICATE OF SECRETARY

I, undersigned, do hereby certify;

That I am the duly appointed secretary of the Cranbury Township Historic Preservation Commission and,

That the foregoing minutes of the Historic Preservation Commission, held on March 3, 2009 consisting of 3 pages, constitute a true and correct copy of the minutes of the said meeting.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 7th day of April 2009.

Linda M. Scott, Recording Secretary