

III. Meeting Minutes (November 16, 2022) with Subsequent New Activity Added

Attendees: Nancy Milanese, Bridget Krowe, Lynn Briggs, Christine Sisler

1. YHPC Team Members

-On October 28, 2021, requested that Supervisor Slater acknowledge Ed Pell in conjunction with Hyatt Cemetery preservation, with chronological thread; no response received yet.

New

-On December 2, sent follow up email to Supervisor Slater requesting that the Town resolve the future of the Hyatt Cemetery and create an enduring memory to honor Dr. Ed Pell (before Supervisor leaves office); provided original request date, December 28, 2019.

2. Budget (as of 11/16/2022, no changes since this date so numbers are current as of 12/14/2022)

Account 82 - 001 Homes of Distinction \$537.42

Account 8020 - Landmarks \$1600 (paid Grady and Petagine/\$500, paid Carla Hall and Jim Keyes/\$400)

Account T.0000.0082.0002 Landmark Preservation \$3219.40

Total \$6366.82 Should be \$6K more

Background

On October 20, 2020, the Town Board passed a resolution agreeing to pay for one half of the associated cost of a Quonset hut to store the disassembled Zino barn timbers with donors proving the funding for the other part of the cost; private individuals honored their part of the agreement; we expected the Town's committed obligation to come from the Town's general accounting fund, not the YHPC account.

It appears that Planning Department may have removed \$5K on October 29, 2020 from one of our YHPC accounts without our knowledge or approval signature to pay for \$5000 of the \$6325 Town obligation.

Sent emails to Supervisor Slater to determine why \$5K removed from YHPC account to pay for Quonset Hut for storage of Zino barn timbers; Comptroller provided documentation history; the issue is not that the Town did or did not pay its obligation but that the Town extracted its obligation from the YHPC, who had already secured the donors for its portion of the agreement; requesting the return of the funds to the YHPC account.

On August 25, sent Supervisor Slater/rest of Town Board another email indicating "there is no debate over the Town's commitment to meet its obligation...the issue is where the Town sources the funds.....Please let us know when the funds will be returned." No response.

On October 31, sent Supervisor Slater another email: "We know you are super busy with year-end matters and also campaigning. Can you let the YHPC know who we can work with to return the \$5K to our Commission account? We are anxious to get our 2023 Yorktown 250 programs underway and we are dependent on these fund to move forward." No response yet.

New

On December 2, 2022, YHPC sent follow up email to Supervisor Slater requesting the \$5K "accounting error" be resolved and that the funds be returned before he leaves office, provided original request date, October 31, 2022. No response as of yet.

Pursued Alternate Path

On November 9 and follow up on November 16, 2022, requested meeting with Luciana Haughwout, our Town Board liaison, to review our 2023 programs, plans and funding; received response on November 22 asking for dates we were unavailable; offered alternative, no word yet.

New

On December 12, 2022, sent email follow up asking for December 15 anytime? Waiting for response.

Other Funding Pursuits (New)

On November 30, submitted funding request for \$17443 to Westchester County Board of Legislators, through our legislator, Vedat Gashi, for funding support for the Digital Audio Tour and four replacement bronze markers; made the first tier of consideration, to hear shortly.

3. Storage Solution for YHPC historical document

-on September 20, 2021, requested from Town Supervisor, space and files at YCCC for our historical records

-researched and found NY State Contact: Michael Martin, Records Advisory Officer, michael.martin@nysed.gov contacted NY Archival; will seek advice

New

Contacted Michael Martin, Records Advisory Officer, Towns, NY State Archives, who provided me with two sections of the local government records law, 57a, Retentions, Historic Preservation Records, C02 856; MU1 336 or Discretionary planning review case file, C02 430: MU1 402; M1 345; in these two areas, the retention schedule is provided; next steps include requesting the assistance of our YHPC liaison as part of our future meeting.

On December 2, sent follow up email to Supervisor Slater asking for a resolution before he leaves office; provided original request date, September 20, 2021; no response yet.

4. Public Outreach Programs/YHPC/Yorktown 250/ RW250/TMAS and Partners YSBA, YHS and Arts + Culture

-planned and executed 12 programs from December 11, 2021-November 13, 2022 (lecture, plays, concert, webinar)

Funding Summary to Date

YHPC/ Yorktown 250 Program - \$1533

\$500 July 23 Guns at the Gateway! play
\$400 August 6 This Man's A Spy! concert
\$500 October 8 The Trial of Major Andre, play
\$133 November 13 This Man's A Spy! concert

YHPC/Yorktown 250 Venue Fees - \$450

\$125 June 17 This Man's A Spy! concert, First Presbyterian Church
\$125 July 23 Guns at the Gateway! play, First Presbyterian Church
\$200 August 6 This Man's A Spy! concert, Railroad Park

Collateral Marketing Materials - \$872 (from donations)

-Banner, flyer, eight programs/summary/map, Joe Frogger cookies, program preference survey, spy activities, business cards

Total YHPC/Yorktown 250 Funding - \$2865

Funded by Other Organizations

Revolutionary Westchester 250 - \$900

\$500 Rendezvous with Treason, play, First Presbyterian Church, April 9
\$400 This Man's A Spy! concert, First Presbyterian Church, June 17

Living - History to Go Catalog (Westchester Library System and Westchester County Tourism & Film) - \$960

\$350 Hulda: The Witch of the American Revolution, John C. Hart Memorial Library
\$600 Rendezvous with Treason, Briarcliff Manor Public Library

Yorktown Small Business Association: Venue - \$225

\$100 Rendezvous with Treason, play, First Presbyterian Church of Yorktown
\$125 Trial of Major Andre, play, First Presbyterian Church of Yorktown

New

Grand Total Summary All Funding \$4930

\$2865 YHPC

900 RW250

960 Living History to Go / Westchester Library System, Westchester County Tourism & film

225 YSBA

\$4930

All 12 programs and associated funding sourced within YHPC and/or partners and donations

Donations - \$963

-Raised \$536 at April 9 event
-Raised \$68 at June 17 event
-Raised \$128 at July 23 event
-Raised \$50 at August 6 event
-Raised \$142 at October 8 event
-Raised \$39 at October 22 event

Bottom line, we have **about \$4865** available funds (without the \$5K) to deliver our programmatic plans in 2023.

New

On December 1, requested Town Board to fund two new programs:

1) \$11884 to fabricate four new bronze markers to replace the dilapidated MDF markers; see * below

2) \$5550 to create Digital Audio Tour of Yorktown's 15 Revolutionary War sites, selected TravelStorysGPS vendor, able to leverage other local tours and experience; see ** below

Also requested Town position re:

1) as part of Town government, can the YHPC charge admission fees to the public to our programs?
2) clarify the Town's venue use fee policy (use parks, town facilities: free or fee?) for municipal entities like the YHPC (we are volunteers, not nonprofit nor for profit) to provide programs for the public good?

6. Proposed Homes of Distinction

-No activity

New

Rob and Ashley Lenseth, 1145 Baldwin Road, have asked to renew their request for designation of their home for Home of Historic Distinction; retrieving and review initial application; dates back to 1835, Tompkins family and Elias Qureau and wife who bequeathed the land for my school house

7. Proposed Landmarks

On Hold

-Isaac Underhill House: application draft completed; conversation with homeowner, reviewing code, concerned about limitations on future exterior construction, acknowledged receipt of codes, reviewing (options: landmark, HHD or national register listing)

On Hold

-Hilltop Hanover Farm-County funded consultants to build master plan; attended stakeholder visioning workshop on Friday, November 5; shared aspects of research Terry completed; meets three out of five landmarking criteria: 1, 2, 5; Lynn amending the content to better fit criteria

In Progress

-Underhill Farm-draft 99% complete, received advocacy letters from five entities, each request is customized, three more in the works

-Continue to submit Input to the Planning Board: 10 SEQRA site plan reviews completed; now Planning Board is determine environmental impacts from development, board contemplating Full Environmental Assessment Form assessment (no further public input) vs Environmental Impact Study (required if one Adverse Effect significance finding) and public input required in scoping EIS

-received approval from Town Board resolution on November 15, 2022, to advertise RFP for Historic Consultant: Authorize Advertisement for Professional Consulting Services for Historic

Properties, Structures, and Landscapes

Resolved, the Town Clerk is authorized to advertise for Professional Consulting Services to support the Town Board and Planning Board on development applications, development proposals, long and short-term planning projects and other related efforts as it pertains to the issue of historic properties, structures, and Landscape

New

-proposals from interested consultants are due to the clerk's office, December 16, 1100am.

8. Student Research Projects with WCC/Historic Preservation Certificate Program

-Rochambeau French encampment research continues

-early stages of planning for three city tour: North Salem, Hawthorne and Yorktown in 2023 June (digital audio tour can assist)

9. Certificates of Appropriateness

-J. Vigilante reported the basement door collapsed and police were called to the Community Church

-contractor delayed in replacing the door per the January 26, 2021, Certificate of Appropriateness approval; also increased cost to donor of funding

-alternate contractor to be secured

-also completing Certificate of Appropriateness for front steps (decaying)

New

The Trustees of the landmarked Community Church, 1645 Baptist Church Road, have filed a Certificate of Appropriateness application; we need to review and approve/disprove tonight; separate file, please have access for review and decision

10. Bronze Markers

-completed for YCCC, First Presbyterian Church, Yorktown Railroad Station, Shipman House (see below)
-stored at Parks and Recreation Building

- planning design and execute install / recognition events when conditions permit
- next group: Davenport House, Congregational Church, Lane's Tavern, Community Church**
- Bridget developed proposed sign copy for Davenport House (needs to be vetted and sources; volunteers?)
- planning install event underway with First Presbyterian Church in early Fall

New (see Budget 2023 above)

On December 1, requested the Town Board fund four new bronze markers, \$11,884, see* above

11. Mobile Audio Tour Guide (see Budget 2023 above)**

Desired Result

- Develop a digital mobile narrated audio tour guide to navigate and discover the historical significance of each point of interest of the story

Scope

- Fifteen Yorktown Revolutionary War sites including selected encampment sites and Andre stops through Yorktown

Approach

- develop the information requirements (what is the story to be told—text, audio), accompanying videos, still photographs, and other resource links
- solicit proposals from digital application vendors
- conduct a test of a digital application vendor with a small subset of sites

Progress

- conducted preliminary interviews with four potential vendors: The Clío, Otocast, Lantern Audio, TravelStorysGPS
- topline initial assessment:
 - ...The Clío-limited "smart functionality"; more like a Wikipedia for points of interest, WCHS choice, makes sense to add profiles for the Andre/Arnold points of interest to The Clío
 - ...Otocast-Ossining based, robust function, 200 tours around US, reasonable cost
 - ...LanternVideo-W3R application, broker, looks for best fit, very expensive
 - ...TravelStorysGPS-has produced several local projects and local historical familiarity, competitive price

New

On December 1, requested the Town Board fund digital audio tour, \$5550 see** above

Preliminary List of Sites

1. Davenport House
2. Pines Bridge Monument (Railroad Park)
3. First Presbyterian Church
4. Bridge Over Croton on Route 100 (original bridge 100 yards north)
5. Isaac Underhill House (California and Hanover)
6. Hunts Tavern
7. French Hill
8. Hallock House (Post Office /Mill)
9. Rochambeau Park
10. Hanover Farm
11. Strang Tavern
12. Delevan House
13. Andreas Miller House
14. Lane's Tavern/Underhill Avenue
15. Other Rochambeau encampment sites?

12. Public Relations

- wrote and submitted press releases for programs Trial of Major Andre, October 8 and November 13, This Man's A Spy Concert, November 13; submitted to Yorktown News and Northern Examiner
- wrote copy and had flyers designed for all program events (assisted by Jessica Cox)
- posted flyers to YHPC, WCHS, YHS, Miller House, YSBA, Arts+Culture, Town Website, Facebooks Yorktown Families

13. Website and Facebook - Jessica Cox (no activity since last Zoom; Jessica ill today)

- main page updates made
- R. Steinberg must execute any changes to the photos/copy of HHDs and landmarks (ARCGIS) ("scrolls")
- Upload additional Certificates of Appropriateness and Resolutions
- Update and optimize the menu to be more clear (easier access to HHD & Landmarks scroll, separate out section for applications, tuck less frequently used pages under a heading)
- Change bullets and adjust where the print option appears on each page (currently shows up in a different place everywhere)
- Populate Public outreach page
- Update the press release page