

MEETING MINUTES
ST. ALBANS CITY HISTORIC PRESERVATION COMMISSION
ST. ALBANS MUSEUM, 9 CHURCH ST.
1:00 PM, THURSDAY, FEBRUARY 20, 2020

Approved December 1, 2020

Board Members Present: Laz Scangas, Richard Stahl, Alex Lehning, Stan Bradeen, Joe Luneau, Lisamarie Charlesworth, Barbara Weinstein

Staff Members Present: Chip Sawyer, Director of Planning & Development; Tammi DiFranco, Property Services Assistant, taking minutes

Public Present: Charlie Moore, Jackie Bostwick, Lisa Evans

AGENDA

1. Open Meeting – City staff/officials
Chip called the meeting to order at 1:01 pm.
 - a. Introduction of attendees

2. Nomination and Election of Officers
 - a. Chair
L.Charlesworth nominated L.Scangas, second by R.Stahl.
B.Weinstein nominated A.Lehning, second by R.Stahl.
S.Bradeen nominated R.Stahl, second by L.Charlesworth.
A.Lehning respectfully declined.
R.Stahl respectfully declined, but stated he would welcome the position of Vice Chair.
L.Charlesworth motioned for L.Scangas to be Chair of the Historic Preservation Commission, seconded by S.Bradeen, approved with all in favor.

L.Scangas assumed position of chair for remainder of meeting.

 - b. Vice Chair
L.Scangas motioned for R.Stahl to be Vice-Chair of Historic Preservation Commission, approved with all in favor.

 - c. Clerk
S.Bradeen motioned for A.Lehning to be Clerk of the Historic Preservation Commission, seconded by R.Stahl, approved with all in favor.

3. Public Comment on issues not on agenda
 - a. Julie Bostwick wanted clarification on how she can be involved if not a member of the Commission. L.Scangas answered that she is welcome to attend, but may

not vote. He also suggested that she look into joining the Town of St Albans Historical Commission since she is a resident of the town. S.Bradeen added that volunteers may be needed to update registries.

4. Discuss additions or deletions to remainder of agenda- None

5. Adopt Rules of Procedure

C.Sawyer explained the rules of procedure. He also explained that a quorum is defined as a majority of the number of seats, not a majority of the number of members in attendance. S.Bradeen commented that the conflict of interest section seems a little restrictive. He hopes that it does not deter qualified individuals from joining the board. L.Charlesworth asked if the Rules of Procedure could be amended if anything was too restrictive. C.Sawyer affirmed that they can be amended.

B.Weinstein motioned to approve the Rules of Procedure, seconded by J.Luneau, approved with all in favor.

6. Determine board member term expirations

- a. May 31, 2021- S.Bradeen and B.Weinstein
- b. May 31, 2022- J.Luneau and R.Stahl
- c. May 31, 2023- L.Charlesworth, A.Lehning, and L.Scangas

7. Discuss Certified Local Government application

C.Sawyer explained that one of the purposes of the HPC is to obtain grant funds. The third page of the application has questions about membership. C.Sawyer stated that they used the member's applications to be a part of the board to answer the questions. Our board does not have the required number of professional members, but the application was put out to all professionals in the area. In Vermont, it is typical to not have the required number of professionals on the board. L.Scangas reminded C.Sawyer that J.Luneau is a member of the state preservation board. S.Bradeen suggested that they ask that he has done coursework on Historical Preservation.

C.Sawyer stated that he will need professional resumes from L.Scangas and A.Lehning. The state coordinator said that everyone else could either include a paragraph explaining their experience or a copy of their resume. L.Scangas stated that he would prefer a resume from anyone who has one. B.Weinstein asked what date they would like the paragraph or resume sent in by. C.Sawyer stated that he would like to have everything by next Wednesday, February 26.

S.Bradeen moved to accept the Certified Government application, seconded by R.Stahl. Approved with all in favor.

8. Discuss projects for 2020

C.Sawyer stated that the Federal and State Government are requiring that the city update its Historic National Registration list. He would like to apply for a Certified Local Government grant (CLG) to complete this project. It is all outlined in the handout. This

would give us a historical record of the city and an updated inventory. L.Scangas asked if the committee would do this work or if they would hire it out. C.Sawyer stated that it would go out to bid. The HPC would be a part of the process by preparing the information. S.Bradeen asked if it would be an RFP. He suggested the consultant will have leverage to obtain volunteers and experience in revising boundaries. C.Sawyer answered that an analysis of what the historic district is now is at the crux of the issue. What looks the same and what has changed since the last time an inventory was performed. The boundaries will probably change. L.Scangas added that there will be buildings that didn't qualify before but do now. A.Lehning suggested that descriptions will be updated. S.Bradeen added that as a member of the Planning commission, he feels that they could also use this information. A new district could possibly be created to help preserve historic sites, or boundaries changed. C.Sawyer stated that the St. Albans City regulations are some of the strictest in the state.

L.Scangas asked when the process would start and what the role of the HPC would be. C.Sawyer stated that the grant packages come out in October and are due in December. The board can start working to get the materials together now. The HPC can do fact finding on what records exist. They can take time to look through the museum. They can also look into applying for more than one grant. Would it hurt their chances of getting a grant if they applied for more than one? J.Luneau stated that a grant can be multifaceted, so it could all be part of one grant application.

S.Bradeen asked where all the sources of information for grants can be found. L.Scangas asked if C.Sawyer could set up a digital file where the HPC could store all the resources that they could use. That way the resources would be easily available to all members of the board. B.Weinstein stated that a great place to start would be with the existing building inventory. She suggested that volunteers could help. J.Luneau added that it would be a good way to verify that the structures are still there. S.Bradeen agreed that if someone was retained to go through this information, much more would get done. L.Scangas stated that they would work to have everything available at the next meeting so they could start a running list.

C.Sawyer stated that part of the reason the HPC was created is to fund educational programs. We do need to know how many grants we can apply for. J.Luneau stated that we will need to identify what our needs are first. A.Lehning stated that they could look into educational programming with schools and opportunities to involve both college interns and high school students. L.Scangas stated that updated photos for the registry would be a great project for high school students. There is also a program where college students can intern and run a historic program. R.Stahl and L.Charlesworth both mentioned creating a historic walk of St. Albans.

S.Bradeen asked if C.Sawyer had shared the Le Patrimoine Bâti De Chaudière-Appalaches program. It is a few pages of historical background on an area and is an excellent example of what we could do for the public.

L.Scangas suggested that the HPC can also work with the Regional Planning Commission for grants. J.Luneau added that the Town and City could do some joint applications and work together.

C.Sawyer stated that the key to the preservation of a building is that it is sustainably used. We need to look at the potential of our historical buildings. R.Stahl asked about how residential building would fit into the sustainability discussion. C.Sawyer suggested that the HPC could work on a guide to taking care of historical homes. A street by street guide of historical homes in St. Albans is already available and a great resource. S.Bradeen added that the HBC could also look into how to make the larger historic homes more attractive and profitable to purchase.

C.Sawyer stated that there are many grants available for planning a project, but grants for implementing are rare.

9. Set next meeting date(s)

C.Sawyer suggested that they get Devon's availability and try to schedule around him. The meeting will be planned for some time in April. All agreed.

10. Adjourn

Motion by A.Lehning to adjourn. Second by B.Weinstein and approved with all in favor at 1:52 PM.