

Historical Preservation Advisory Committee
Meeting Minutes
January 9, 2018

Meeting Called to Order (Time 7:40pm)

Reading of Open Public Meeting Act.

Members present: Tom Kline, Dave Wilding, Council Liaison Vince Russo, Caryl Keyser, Bob Roy, Laura Olstein, Mary DiBrigida, Jill Iannino

Friends: Cori Kline

Guests: Margaret Hickey

Swearing in of re-appointed members: Laura Olstein, Bob Roy, Jill Iannino

Election of Temporary Officers: The ordinance is not updated; therefore, there is no provision to even elect officers. Will keep current officers in place under ordinance is corrected. Tom Kline wishes to step down as Chairman; will stay on as Chairman until April.

Margaret Hickey presentation:

- Applied for grant for contract documentation and bidding specifications for Phase III which covers interior restorations.
- Any questions regarding exterior? The contractor has installed handi-cap accessible doors and patched the area around the door, but has not finished painting around the door. Still have to get handi-cap sign and fix the front door lock.
- Tom had forwarded the bulletin 3 & 4 change orders to Council Liaison Vince Russo which were approved by the borough in December. Still have to pay the contractor-waiting for the bill.
- Margaret was here for a workshop; reviewed projects to be done. Based on the discussion at the workshop, Margaret created new drawings for the proposal and brought them to the meeting: Minor changes to these drawings are as follows:
 - 1) Remove the closet in the schoolroom and add lights.
 - 2) Change bathroom into accessible restroom-have to modify two openings.
 - 3) Regarding the narrow doors-putting in full swing hardware to get wider openings (from new meeting room to hallway and hallway to current meeting room).
 - 4) Move chandelier to new conference room.
 - 5) Electrical plans have been done as well.
 - 6) Will paint kitchen cabinets.
 - 7) Tin sealing-can reproduce the back wall in the kitchen with pseudo tile-also added insulation (in mechanicals).
- Phasing: Proceed with a 'top down' approach. Propose working on the 2nd floor as the first phase (just the office area) and/or with mechanicals depending on cost. Provide more efficient use of space-remove bathroom, take out kitchen, relocate stove into the downstairs kitchen, get rid of carpet and tile, take wall paper down, fix damage at stairs, provide overhead lighting. Leave unfinished attic space and staircase intact by the schoolroom.
- Will include allowances in base bid for unspecified repairs. Will paint radiators, will put permanent 'No Fire' sign at fireplace (which will be closed off).
- Kitchen cabinets-will do as bid alternate.
- Pulling out closet in schoolroom, salvaging doors but can't re-use them at the museum.
- Plan includes detail and elevations of accessible restrooms.
- Should there be a floor drain in the bathroom? Committee says yes. Re-doing all the plumbing and putting down new plywood.
- Repairs to stairs in hallway.
- Want to break into the garage and make it part of the display space. Two options to do that: Go in through the wall going down the hall or eliminate closet in conference room to go into garage. The flooring is higher than in the garage so will put in sleepers to make floor levels even. Have to add heat to the

space. Want to make that space the new conference room; will be wider and also longer because there will be no closets. Will re-install window that used to be in the garage.

The last cost estimate was done in 2010 so basically had to start from scratch. Have to pay prevailing wage rate in NJ which means adding 30-40% to contractor's cost as it's tied in to union labor. Labor costs are over 60% of the work. In 2010 it had been established that costs for this work would be approx. \$300,000. The revised cost in 2018 is \$454,500 which includes a 15% contingency. The estimate may be a little high on purpose-to cover unexpected higher costs so L'Ecole doesn't have to come up with extra funds to complete the project. Also, Morris County (Ray Chang) may not allow some of the improvements-then that money would have to come out of the Open Space funding.

Margaret's work for doing this is covered by a grant that was received last year. Seventy-five percent of Margaret's drawings had to be completed by mid-January. A letter of intent then has to be submitted by the end of February; the grant application has to be done by the end of March; there is then a site visit in May; in early June there is a presentation that the applicant has to attend; then in mid-June the approx. 15 people on the committee make recommendations to the Freeholders and finally near the end of June the Freeholders either accept or reject the recommendations and the borough is informed at the end of June about the grant award. Once the grant is awarded, paperwork needs to be filled out and the Mayor and Council sign the agreement with the county at the agreed-upon terms. All of this takes approximately 2-3 months. Then the prequalification stage begins.

The last project was bifurcated, received \$150,000 each time, then it was put out to bid (the grant allows for 2 years to do the work).

Margaret's new proposal of \$454,500 with a 15% contingency will probably have to be broken down into 2 or 3 projects using the 'top-down' approach. The air condition, finishing of the 2nd floor and electrical upgrades all should be grouped together. Margaret recommends going in at a high of \$220,000; then the county can decide if they want fund all of it or take some project items out.

At the next meeting there should be a recommendation made to the Mayor and Council to apply for the grant.

A motion was made by Bob Roy and seconded by Caryl Keyser to bifurcate the project into two parts with the 'top down' approach.

Approval of Minutes: Motion to approve November 2017 minutes made by Bob Roy and seconded by Laura Olstein, all in favor, none opposed.

Discussion from the Chairman on various topics:

- 1) Exterior Lighting Assessment and Security Assessment: Should schedule workshop meeting; have police/fire officials come to meeting, how should we light the museum at night and let them know in case of fire what NOT to do with some of the museum pieces.
- 2) Changing ordinance: Council Liaison Vince Russo will introduce at February council meeting. Glenn Sisco will get the ordinance from the attorneys and go over with Tom. Hopefully the ordinance will be passed at the March council meeting.
- 3) Facebook page and website: Council Liaison Vince Russo said that the Mayor and council seem to have no objections to L'Ecole having their own Facebook page and website. Docent/employee Mike Zaccagnino to keep them both updated.
- 4) Software Program 'Past Perfect' Status: 1) Motion was passed at the Friends' November meeting to approve the Past Perfect software purchase. In the future there will be forms to fill out for each new request. Will get check from Anne at the Friends; Bob and Cori will figure out how to set it up. 2) Any further funds are suspended until the ordinance is fixed as the ordinance does not state who is in charge of the governance of the museum.
- 5) Charlotte Wheeler Girl Scout project-Have not heard anything.

- 6) Van Ness Cemetery Access-Laura's Boy Scout troop's project is to clean up the cemetery. Access to the cemetery is obstructed. Tom got the deed from the county and the subdivision map from the town which shows where the easement is supposed to be. He needs one more deed to prove it. He spoke to the zoning officer who believed it was his jurisdiction to enforce it so he will write a letter to the homeowner asking him to clear the obstruction (which is an enormous pile of logs). Jon Olstein who is working with the Boy Scouts said that he was told by a different homeowner that the troop could access the cemetery via his property; however, Tom would like to get this issue straightened out properly.

Old Business:

Special Programs: Mary DiBrigida-Been working on the script for the museum tour, it's about 20-25 minutes. Will meet with several members of committee at the museum to do a walk-thru, then amend the script and bring to the next meeting for review.

Friends Report: Cori Kline-Previously discussed.

Building and Grounds Report: Caryl Keyser-1) DPW took care of all of the bushes. 2) A few radiators were not working; one was fixed, the others were not.

Grant Reports:

Morris County Historic Preservation Trust-Letter of intent due by the end of February; full application due by end of March.

Morris County Heritage Commission-Goal for 2018 is to identify a project in case grants become available.

Pathways: Laura Olstein-Received form to be a participant in this year's Pathways tour scheduled for September 22-23rd. Should another lecture be scheduled for that time? Perhaps on the Morris Canal? Can discuss at next meeting.

Publicity Reports: Bob Roy-The editor of The Smoke Rise Club's newsletter Christine Bell resigned.

Research & Collections: Tom Kline-Cori found *Fultonhistory.com* which is an online access of historic newspapers; she has found newspapers on line with numerous information regarding old events/history of Kinnelon.

Staff report: Caryl Keyser-Some of Michael's job duties were putting up decorations for Christmas then taking them down; he is continuing to scan and he gives tours.

Scout Projects: Laura Olstein-Boy Scout Tarik Narma wants to do his Eagle Scout project at Fredericks Cemetery. There used to be a fence that went around a family plot that is no longer there and he wants to restore it. There are old pictures that he can work off of. Kinnelon Heritage would support the funding to pay for his supplies. He will come to a meeting and present his proposal. The committee will oversee the project. He will meet with Tom first so he has an idea of what to propose. The Friends cannot supply money for that as they are limited to the L'Ecole building.

New Business: Tom Kline-Nothing to report.

Next Meeting: Tuesday, February 13, 2018 – 7:30 pm

Adjournment: Time 9:45pm. Motion made to adjourn by Caryl Keyser and seconded by Bob Roy. All in favor, none opposed.

At the February 13, 2018 meeting, on a motion by Dave Wilding, and seconded by Mary DiBrigida, and the affirmative voice vote of all members present, the January 9, 2018 minutes were approved.

Laura Colton