

## NEW JERSEY HISTORIC TRUST

NJHT Board of Trustees Meeting  
Wednesday, December 11, 2013  
Merchants and Drivers Tavern  
Rahway, Union County

### **Call to Order**

Ms. Omogbai called the meeting to order at 10:05 a.m.

### **Open Public Meetings Act**

Ms. Guzzo notified the Board that notice of the meeting was made in accordance with the New Jersey Open Public Meeting Act.

### **Roll call**

Ms. Guzzo called the roll and confirmed the meeting had a quorum.

Trustees present: Raymond Arcario, Carolann Clynes, Janet Foster, John Hatch (left mtg. at 10:55), Deborah Kelly, Peter Lindsay, Ken Miller, Ana Montero (via phone), Meme Omogbai, and Patricia Salvatore

NJHT Staff present: Dorothy Guzzo, Judith Adams, Glenn Ceponis, and Lauren Giannullo

Also present: Ethan Bergknoff, Annette Satkowski, and William Rack

### **Approval of Minutes**

Ms. Omogbai asked for a motion to approve the minutes from the December board meeting. Ms. Kelly moved to approve the minutes, seconded by Ms. Salvatore, the motion passed.

### **Public Comment**

No public comment.

### **Communications**

Ms. Omogbai referenced the letter from the Trust Chairman to the IMLS review panel and conveyed her excitement at the prospect of pursuing a grant to support board development; an activity crucial to advancing nonprofits. Ms. Guzzo also referenced additional press clippings in the board packet.

### **Reports of Officers**

#### **Chair:**

No report.

#### **Vice chair**

No report

**Treasurer:**

Mr. Miller referenced the Treasurer's report included in the board packet and briefly reviewed the accounts. Mr. Miller noted that there is approximately \$1.8 million available in the Bond Program Fund for future grants. Mr. Miller noted that monies set aside for the History of Preservation in New Jersey book have been returned to the Bliss Family Fund account following termination of the book contract. Mr. Miller also noted that the revolving loan fund account is still frozen by Treasury. Mr. Miller summarized the status of the accounts as in order with no surprises. Ms. Omogbai commended the Executive Director and staff for working within budget.

**Secretary:**

Mr. Arcario referenced the meeting minutes in the Board packet.

**Executive Director's Report**

Ms. Guzzo referenced the Executive Director's and the staff reports in the Board packet. Ms. Guzzo reported that the Historic Preservation Office has approached the Historic Trust regarding the National Park Service funds being made available to New Jersey for Sandy recovery efforts. The Historic Preservation Office believes it makes sense for the Historic Trust to manage the grant program since that is what the Trust does and the Trust is willing to do it. Discussions with the Historic Preservation Office to date have focused on how the program will work, understanding NPS requirements, and developing an MOU between the Historic Trust and the Historic Preservation Office. Ms. Guzzo emphasized that unlike the NJ Historic Trust's other grant programs, the NPS grants can be awarded to private individuals as well as non-profit, state, county and municipal agencies. Ms. Guzzo mentioned that three other Sandy-affected states have already launched their Sandy recovery programs and we have been reviewing their documents as well. The NPS allows some latitude to the states in developing criteria for awarding grants, but the NPS will ultimately have to approve the program. Ms. Guzzo explained that approximately \$8 million will be made available for the grant program. Some of the money can be used for staffing, which Ms. Guzzo emphasized is crucial especially in the beginning when we are trying to get money out to applicants quickly. Ms. Guzzo stated that we can then staff down in a year or so. Ms. Omogbai asked if the funds can also be used for equipment. Ms. Guzzo responded in the affirmative and said that the Trust is considering equipment as well as a possible database. The Trust is working with DCA's IT department and learning from the experience with the other Sandy programs to see if there is existing software/database that we could use or possible modify.

Ms. Guzzo noted that all of this must be completed in very compressed time frame. The NPS requires that monies be obligated within twelve months. Again, the NPS indicated some flexibility regarding the time frame, in that if a plan is in place for obligation it may still meet NPS requirements. HPO is currently amending its Action Plan with the NPS. The twelve month clock begins when the Action Plan is executed. Ms. Guzzo asked the Board for a resolution for her to proceed in developing and executing a MOU with the Historic Preservation Office. This is an extremely accelerated process so it is important that we are able to keep moving the process forward to meet the NPS deadline and not wait to the next board meeting. Ms. Omogbai

cautioned that we may need more help than one may think, especially administratively. Ms. Omogbai asked for additional comments from Board members. Mr. Miller asked if the grant can pay for work already completed. Ms. Guzzo responded that the NPS will allow for completed work if there is sufficient documentation. Ms. Guzzo also reported that the program is a reimbursement program. Ms. Omogbai stated that she whole heartedly supports this effort and that it makes sense to authorize Ms. Guzzo to execute the MOU with the Historic Preservation Office. Ms. Montero discussed DCA's involvement with developing the MOU. She and DEP's Assistant Commissioner have been attempting to discuss the MOU. Ms. Montero suggested that perhaps Commissioners Constable and Martin might want direct communication regarding the document. Ms. Montero stated that she believes Commissioner Constable is supportive and would sign the document, but that further communication between the two departments is still needed. Ms. Omogbai offered to reconvene the Board if necessary, but thought DCA and DEP could work it out. Mr. Arcario raised the point that the state comptroller's office must review and approve all grant funds. Ms. Montero stated that DCA has worked closely with the comptroller's office on other Sandy grants, but noted that there are many external requirements placed on these grant programs. Ms. Montero and Mr. Arcario expressed optimism that we might get signoff on the program rather than needing signoff on each individual grant award. Ms. Foster added that we want to make sure that all these levels of review do not take money away from the resources it was intended for, and be used for program administration. At the end of the discussion Ms. Omogbai made a motion to authorize Ms. Guzzo to work with DEP and DCA to develop and execute an MOU for the NPS Sandy Recovery grant program, seconded by Ms. Salvatore. A roll call vote was taken. Ms. Montero abstained. The motion passed.

At 10:30 Ms. Foster recused herself from discussion and left the room. Ms. Guzzo began a discussion of the forthcoming Vernacular Architectural Forum conference, which will take place in South Jersey. The conference will include a lot of tours and provide exposure to the culture and resources of South Jersey, especially in Cumberland, Salem and Atlantic Counties. Because the event is taking place on the east coast a large number of attendees are expected. Ms. Foster is helping organize the event in New Jersey. The Historic Trust has previously agreed to provide printing of the program. The VAF has been working with the HPO on the content of the conference and tours. The VAF has asked if the Trust would like to be a co-sponsor. Ms. Guzzo put forth the idea of providing \$5,000 to the VAF for scholarships to help defray registration costs of some attendees at the paper sessions. The tours are fully subscribed. Ms. Guzzo noted that the funds could come out of the Trust's C-3 Accounts pertaining to education and outreach. Ms. Omogbai noted that it is part of the Trust's mission. Ms. Salvatore made a motion to provide \$5,000 for use as scholarships, seconded by Ms. Kelly. The motion passed unanimously. Ms. Foster returned to the room at 10:40.

## **Reports of the Standing Committees**

### **Grants & Loans Committee**

Ms. Kelly referenced the Grants & Loans Committee Report in the Board packet. Ms. Kelly asked if any board members had a conflict with any of the projects presented in the report.

Hearing none, Ms. Kelly provided a brief summary of each request for extension. The Committee's recommendations are presented below.

Requests for Extensions

**Grantee:** Warren County  
**Project:** Inclined Plane #10 West  
**Grant Award No.:** 2009.0041  
**Grant Award:** \$45,000  
**Drawdown:** \$36,000 (80%)  
**Municipality:** Lopatcong  
**County:** Warren

*The Committee recommends that the Board extend the Grant Period to December 31, 2013 to allow enough time to resubmit its closeout paperwork.*

**Grantee:** Newark Gospel Tabernacle  
**Project:** Stanley Theatre  
**Grant Award No.:** 2006.1138  
**Grant Award:** \$30,000  
**Drawdown:** 0%  
**Municipality:** Newark  
**County:** Essex

*The Committee recommends that the Board extend the work period to August 30, 2014.*

Following a review and discussion of the requests for extensions Mr. Hatch made a motion and Mr. Miller seconded the motion to grant the extensions as presented. The motion passed unanimously.

Discover New Jersey History License Plate Fund

Ms. Kelly reported that the committee received two applications to the Discover New Jersey History License Plate Fund: A \$3,655.94 request from the Washington Township Historic Preservation Commission (Gloucester County) to develop educational exhibits at Olde Stone House Village and a \$4,940 request from the Medford Historical Society for an educational event at the Dr. Still house. Ms. Kelly stated that the committee concurred with the evaluation committee to not recommend funding of either project. Ms. Kelly explained that neither application met the criteria for linking to other sites and were locally focused. Ms. Kelly said that both applicants will be encouraged to reapply for grants and would be given suggestions to strengthen their respective projects. Board members agreed with providing guidance and encouragement to reapply. Ms. Foster added that the more outreach the Trust can provide the better the constituency will be and the better the grants will be. Ms. Salvatore stated that providing additional clarification to potential applicants on what is acceptable and not acceptable for the grant program will help. Ms. Kelly and Ms. Guzzo mentioned our efforts through the Best Practices workshops, Heritage Tourism workshops, and going directly to the county Cultural and Heritage Commissions on getting the word out and educating our constituents on the grant

program. Ms. Guzzo reminded the board that the program is intended to do more than fund signage and that it takes time to get everyone on board and to have them think about their approach to heritage tourism differently. Ms. Kelly added that the committee would rather deny an application and work with the applicant to better the project than set precedent on awarding grants to projects outside program parameters.

There was additional discussion regarding the dissemination of the results from the report *Economic Impact of Heritage Tourism* including possibly utilizing the State Office on Travel and Tourism as well as county Destination Marketing Organizations. Travel and Tourism will put a link to your events on its website, but not much else. Ms. Guzzo said that she had reached out to the State Conference on Tourism regarding organizing a session or getting work out from the podium on the results of the report, but was not getting much support. Ms. Salvatore related similar experience with the State Office on Travel and Tourism regarding a lack of support for the celebration of New Jersey 350<sup>th</sup> birthday. Ms. Omogbai suggested meeting with the Secretary of State's Office to offer help regarding the NJ 350<sup>th</sup> Celebration and the Tourism report findings. Ms. Guzzo would reach out to Carol Cronheim and try and schedule a meeting before the March Board meeting.

#### Best Practices Workshops

Ms. Guzzo reported on the Trust's activities pertaining to the second part of board capacity building workshop. We had led Part 1 last year and several counties repeated the workshop in December. The Part 2 is scheduled for January and intends to build upon what the attendees got out of Part 1. The workshop will focus on attracting new board members, their roles, and fundraising. Ms. Guzzo also reported that to further these efforts the Trust and Historical Commission submitted a grant to IMLS to help fund a pilot program focused on building board capacity.

#### **Report of the Department of Community Affairs**

No report

#### **Report of the Department of Environmental Protection**

No Report

#### **Report of the Department of Treasury**

No Report

#### **Return to Grants & Loans Committee Report**

##### 1772 Foundation Grants

Ms. Kelly reported that the 1772 Foundation will be providing \$300,000 to the Historic Trust again next year for capital grants under its grant program. Applications will be due to the Historic Trust on April 1<sup>st</sup>.

### Other Activities

The Trust is in the process of closing out its archaeological contract following the sudden death of Deb Fimbel. We are working with her husband to see how far along she was with her reviews and to determine if the Trust will need to hire another archaeologist to continue the work. This phase of the work focused on small planning grants, so the grantees should not be affected by this.

Ms. Kelly reported that there are both Senate and Assembly hearings scheduled for tomorrow regarding proposals to reauthorize funding under GSPT. The Senate version would provide stable funding for thirty years while the Assembly version would be a one year stop gap measure. KIG is advocating for the thirty year bill. The Senate may be putting a cap on the amount as a compromise measure. KIG is asking people to reach out to their senators in support and to ask their assembly representatives to support a long term measure. If the bills do not advance tomorrow the process will have to start again next year.

Ms. Kelly reported that the administrative portion of Preservation NJ has been transferred to a private lobby and association management firm. Joseph Simonetta is the spokesperson. PNJ has been the primary preservation representative to KIG, so based on PNJ's current situation the preservation community will need to look towards other representation. Ms. Kelly and Mr. Hatch have attended KIG meeting in the past.

Ms. Guzzo mentioned that a bill passed this week by the Assembly giving a greater percentage of Hotel/Motel tax collected to the NJ State Council on the Arts, Historical Commission and Heritage Tourism; however, based on how the votes came in it does not look like there is Administration support for the bill. This bill does not directly affect the Trust, but many of our grantees also look to these organizations for funding. The Board encouraged getting the word out. Mr. Arcario asked if DCA's legislative liaison could be of assistance. DCA has not provided comment on the bills to date.

Ms. Guzzo reported that Mr. Zingman-Leith has been working on the Trust's committee structure, trying to get certain committees active again, such as the Legislation Committee.

### Easements and Acquisitions

Mr. Arcario referenced the Committee's report in the Board packet. Mr. Arcario and Mr. Ceponis provided an update on the status of the sale of Eagle Manor. The Department of Treasury, the Office of Green Acres, the low bidder and the Historic Trust met and have been discussing finalizing the sale. There is a possibility that the low bidder could walk away from the project. If this happens it is unclear if Green Acres will keep the property, re-auction the property or look for another option.

Mr. Ceponis and Ms. Guzzo provided a brief description of a potential perpetual easement site they visited in Bay Head. The property is a good candidate and the owners are considering if they want to donate the easement.

## **Reports of Special Ad Hoc Committees**

### **Strategic Planning**

No report. The Board discussed the possibility of revising its strategic plan. Ms. Guzzo reported that the Trust has basically achieved its goals from the 2007 plan and now that the Board is closer to its full complement of members it might be a good time. Ms. Omogbai agreed and outlined a number of important issues including future funding and state tourism among others that should be discussed in the plan. Ms. Guzzo stated that the Board would have to be willing to commit a full day and a consultant would have to be found to facilitate the plan. The consensus of the Board was that it was a good idea and that the Trust should include it in its next budget.

### **Fiscal oversight**

No Report, but Ms. Guzzo reported that the recent audit completed of Trust accounts was useful in applying for the IMLS grant and perhaps the Trust should consider an audit every couple of years.

### **New business**

Ms. Annette Satkowski, president of the Merchants and Drovers Tavern Museum thank the Trust for past grants and for holding its meeting at the museum. Ms. Satkowski reviewed some of the projects that grants had funded and then offered a tour of the museum once the board meeting adjourned.

### **Public Comment:**

No Public Comment

**Adjournment** There being no additional business, Mr. Miller made a motion to adjourn, which was seconded by Ms. Salvatore and passed by unanimous consent. The meeting adjourned at 11:53 pm.