



Meeting Date: January 25, 2021

In Attendance: Maria Boyes (Chair), Jacqueline Brevard (Vice-Chair), Carol Tener (Town Historian), Kelly Kessler, Jennifer Jaruzelski, Katie Spikes, Alison Carey, Linda Habgood (TC), Greg Blasi, Mary Anne Healy-Rodriguez (A1), Kathryn Reed (A2), Tom Jardim (Town Attorney)

The meeting minutes from December 28, 2020, were reviewed; Ms. Brevard made a motion to approve, Ms. Carey seconded; Ms. Reed and Ms. Kessler abstained. The minutes were approved by the Commission.

NEW BUSINESS:

Introductions and Signing of Oath

Mr. Jardim swore in the new members and the reappointed members. The Commission welcomed new member Kathryn Reed.

Distribution of Membership List

A distribution list was sent out to all members.

Vote on Chair, Vice Chair, and Secretary

A motion was made by Ms. Spikes to nominate Ms. Boyes as Chair; Ms. Kessler seconded. There were not any other nominations.

A motion was made by Ms. Kessler to nominate Ms. Brevard as Vice-Chair; Ms. Jaruzelski seconded. There were not any other nominations.

A motion was made by Ms. Brevard to nominate Ms. Jacus as Secretary; Ms. Spikes seconded. There were not any other nominations.

Adopt Meeting Schedule for March 2021 thru February 2022

Chair Boyes stated the meetings will be held on the fourth Monday of the month. A motion was made Ms. Kessler to adopt the meeting schedule; Ms. Tener seconded.

Presentation of Preservation Plan by Connolly Hickey Historical Architects

Margaret Hickey presented the Preservation Plan which has not been updated since 2002. Ms. Hickey stated we compared the 2002 plan to other certified local government plan elements to use as a model for the updated plan. The scope of study is two parts, the first part was to conduct a windshield survey and prepare recommendations for Part II and the next steps. Part II will include recommendations that can be incorporated into an updated HPP Element. A summary of the districts and individual properties in 2002 included 15 individual sites, three of which are listed on the NJ and National Registers of Historic Places; it identifies one local historic district, Kimball Avenue; identifies ten potential historic districts; identifies approximately 57 potential individual sites. Our recommendations include to reassess potential districts including eliminating one and expanding four districts; identify three new potential historic districts; streamline the list of potential individual sites/places with greater emphasis on historic districts for recognition; reserve individual listings for buildings with an early or unique historical connection to Westfield. Ms. Hickey went through a number of components that are missing from the 2002 plan. The components missing



from the 2002 plan include a history of Westfield and a history of planning and preservation in Westfield; an understanding of the value of potential districts with regard to their cultural, social, economic, and architectural history; a review of public policy toward historic preservation at all government levels; a HPP Element with a broader context of the master plan-explain how historic preservation reinforces or is in conflict with town wide planning, and what measures can be taken for initiatives to align; prepare a statement of goals and objectives, and prepare recommendations or an action plan with a timeframe. The next steps with the plan would be develop a Historic Preservation Plan Element for the master plan that meets the minimum requirements for certified local governments; use other HPP Elements from similar municipalities; use a mix of HPC members and professionals services to develop the HPP Element; obtain funding from state and federal grant sources to facilitate preparation of the HPP Plan; once a certified local government is formed, federal grants are available to prepare intensive level surveys which form the basis for designating local districts; engage the public at every step; partake in historic preservation outreach and education for HPC members and the public.

OLD BUSINESS:

Discussion of Committees

Chair Boyes stated anyone can contribute to any committee, do not let the assignment limit you in how you would like to help.

COMMUNICATIONS

Committee members: Katie Spikes, Jenny Jaruzelski, Maria Boyes

DEVLIN AWARDS COMMITTEE

Committee members: Jenny Jaruzelski, Carol Tener, Alison Dallenbach-Carey

DESIGN COMMITTEE

Committee members: Kelly Kessler, Greg Blasi, Maria Boyes

DESIGNATION AND HISTORIC HOMEOWNER RELATIONS COMMITTEE

Committee members: Jacquie Brevard, Alison Dallenbach-Carey, Kathy Reed

FUNDING INCENTIVES COMMITTEE

Committee members: Linda Habgood, Kathy Reed, Mary Anne Healy Rodriguez

Discussion of February meeting presentation

Chair Boyes stated for the February meeting we will be inviting contractors and realtors to meet the commission, and will be clarifying the recent changes to the HPC Ordinance with a question-and-answer session afterwards.

Meeting open to members of the Public. None. Closed to public comment.

Meeting adjourned: 8:55 p.m. Meeting minutes recorded by Linda Jacus.