

**Minutes of the Metuchen Historic Preservation Committee Regular Meeting
March 25, 2021**

Virtual Meeting (Zoom)

Chair Nancy Zerbe called the March 25, 2021, regularly scheduled meeting of the Metuchen Historic Preservation Committee (HPC) to order at 7:37 p.m.; the meeting was held virtually due to COVID-19 restrictions. The chair announced that the Borough of Metuchen had posted public notice of the meeting in accordance with New Jersey's Open Public Meetings Act and that instructions for participating in the Zoom meeting were publicly posted.

Attendance: Suzanne Andrews, Lori Chambers, Steve Kitsko, Richard Miller, Thomas Mullins, Steven Patrick, Nancy Zerbe; and Tyler Kandel (council liaison)

Public Comment: No members of the public were present.

Review of Minutes: The minutes of the February 25, 2021, regular meeting were reviewed; Steve Kitsko/Steve Patrick (M/S/C, unanimous) to approve.

New Jersey Historic Trust Grant: Nancy Zerbe is working with Borough Administrator Melissa Perilstein on 1.) putting out the RFP to hire a consultant on the grant project; and 2.) submitting a required quarterly report to the grantor by April 15.

Historic Preservation Element of the Municipal Master Plan: Nancy Zerbe continues to work with planner Chris Cosenza on final revisions to Section 6 and the Appendix. The revised document will then be sent to HPC members for review and approval.

Public Outreach Video: Steve Patrick reported on the work of the video subcommittee (Steve Patrick, Nancy Zerbe, and volunteer Brian Keenan). The subcommittee met with Metuchen Media Director Brandon Uhlig and then held a follow-up meeting. It was decided to produce a short, introductory video followed by a series of short segments rather than one long video. The intro video will highlight the overall historic scale and charm of Metuchen's downtown and neighborhoods; the format will likely be a visual montage with voiceover narration.

FaceBook Page: Steve Kitsko reported on the work of the FaceBook subcommittee (Steve Kitsko, Tommy Mullins, Nancy Zerbe). The new HPC page will be administered by Brandon Uhlig; all posts will be prepared by the subcommittee and approved by the full committee before upload. It was agreed to prepare several posts in advance to be uploaded as needed. The posts will focus on the following general topics: 1.) committee updates; 2.) facts about Metuchen's historic architecture; and 3.) updates on historic preservation programs and legislation.

Adjournment: There being no further business, the meeting was adjourned at 8:23 p.m.

Respectfully submitted by:
Lori Chambers, HPC secretary