

**Minutes of the Metuchen Historic Preservation Committee Regular Meeting**  
**May 27, 2021**

**Virtual Meeting (Zoom)**

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Chair Nancy Zerbe called the May 27, 2021, regularly scheduled meeting of the Metuchen Historic Preservation Committee (HPC) to order at 7:32 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, Steve Kitsko, Thomas Mullins, Steven Patrick, Nancy Zerbe, Erin Casey; and Tyler Kandel (council liaison)

**Public Comment:** No members of the public were present.

**Review of Minutes:** The minutes of the April 22, 2021, regular meeting were reviewed; Steve Kitsko/Thomas Mullins (M/S/C unanimous) to approve.

**New Jersey Historic Trust Grant:** Nancy Zerbe is working with Borough Administrator Melissa Perilstein who prepared an RFP for hiring a consultant for the NJ Historic Trust grant project. The Administrator sent it to both the NJ Historic Trust staff reviewer and to Nancy, who suggested some edits to make the selection criteria simpler and more straightforward.

**Historic Preservation Element of the Municipal Master Plan:** Nancy continues to work with Chris Cosenza, primarily on cleaning up the list of properties included in the 1990 historic sites survey. They are hopefully getting close to finalizing the document.

**Public Outreach Video:** Steve Patrick reported on the work of the video subcommittee (Steve Patrick, Nancy Zerbe, and volunteer Brian Keenan): Nancy reviewed the latest draft of the video shooting script that had been submitted to the subcommittee by Steve Patrick for comment prior to our last HPC meeting. Nancy revised the submission to emphasize the resources that embody our history as opposed to focusing on just the history and submitted two variations of revised drafts to Steve Patrick for his preliminary review & comment. Steve combined the two drafts into one new composite draft for submission (with notes) to Brian, Brandon and Tyler for review & comment. The draft included color-coded text references to potential "photo-ops" for Brandon to consider including in the final video. If generally approved by Brandon, Tyler and the subcommittee members, this draft will be used as a basis for both the final narrative and the visual content of the video. This approved draft will then be presented to the HPC at large for final approval to proceed with production. Steve then read the following email from Brandon:

*Based on my review of the script, it looks like I'll probably need 2 fully days, of decent weather, to complete the shooting. The next few weeks for me are complicated by end of the school year activities like coronation ceremonies and graduations. At this moment, I can eyeball the last two weeks in June to find time to shoot. I should be able to grab what I need by the end of the month.*

*From that point on, I'll need to record the voiceover and complete post-production, which should take about 4-5 days. I'll be able to give more specific dates as we move forward, and graduations are complete.*

The Committee discussed people in Metuchen who regularly appear on TV or on the radio and therefore may be good candidates for reading the voiceover. Steve Kitsko to ask someone he knows.

**FaceBook Page:** Steve Kitsko/Suzanne Andrews (M/S/C, unanimous) to approve two Facebook posts that Nancy presented. Steve Kitsko reported that he will be working on steps to promote our Facebook page. Nancy encouraged other committee members to also promote the page so that we can get more followers.

**HPC Logo:** Nancy explained that two Girl Scouts expressed interest in working with the HPC on the development of a logo. Nancy held a virtual meeting with them and gave them some guidance. They

are doing this volunteer work as part of their needed community hours for the National Honor Society. The girls will be giving the committee two possible designs to look at.

**Historic Preservation Tax Credits:** Nancy explained that Jay Muldoon asked her to speak with the owner of 224 Middlesex Avenue who is interested in learning about historic preservation tax credits. Nancy spoke with the owner and will be meeting her Friday morning to help guide her. This is being done on behalf of the HPC.

**Meeting Dates:** Nancy explained that the Borough Clerk posted meeting dates that include July and August. The committee will keep those dates in case the meetings are needed for working on the NJ Historic Trust project.

**Adjournment:** There being no further business, the meeting was adjourned at 8:22 p.m.

Respectfully submitted by:  
Steven Patrick, HPC member